

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

# THE LEGAL EAGLE

VOLUME 1 BOOK 10 JANUARY 2010



## Sacramento Legal Secretaries Association

VISIT OUR WEB SITE:  
[WWW.SLSA.ORG](http://WWW.SLSA.ORG)

### PRESIDENT

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### MISSION STATEMENT

The Sacramento Legal Secretaries Association ("SLSA") is a nonprofit, educational organization whose purpose is to further knowledge of law and its procedures, promote a high standard of ethics, encourage a statewide networking system, and advance the interests of our members and the legal community.

**NON-MEMBERS  
ARE WELCOME!**

## JANUARY DINNER MEETING

Date: January 21, 2010  
Time: 5:30 p.m. - 6:15 p.m. Meet & Greet  
6:15 p.m. - 8:00 p.m. Dinner Meeting & Speaker  
Place: Hilton - Arden West Sacramento  
2200 Harvard Street, Sacramento, 916.922.4700  
Speaker: Court Clerks and Executive Officers from Various  
Courts in Northern California  
Topic: **"Court Updates 2010"**  
Cost: \$39

There will be Exhibitor Booths and Free Raffle Door Prizes

**\* Please add \$3 for reservations received after January 12, 2010.**

**\*\*\* Cancellations must be made 48 hours in advance for refunds.  
No shows will be billed. \*\*\***

RSVP: Jennifer Shelton  
c/o Murphy Austin Adams Schoenfeld LLP  
304 "S" Street  
Sacramento, CA 95811  
(916) 329-3104 phone; (916) 503-4000 fax  
E-mail: [jshelton@murphyaustin.com](mailto:jshelton@murphyaustin.com)

(See Page 22 of this bulletin for Reservation Form and menu selections.)

*Sacramento Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.5 hours.*

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### EDITOR'S NOTE by Cassandra Baines

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Cassandra Baines, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814 or cbaines@downeybrand.com.

The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. The deadline for all submittals is the Monday after the general meeting of the month preceding the month of publication. This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the service of a competent, professional person should be sought.

The opinions expressed in the articles published herein are those of the individuals submitting the articles and not necessarily the views of the board or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the board of the Sacramento Legal Secretaries Association.

“THE UNSELFISH EFFORT TO  
BRING CHEER TO OTHERS WILL  
BE THE BEGINNING OF A  
HAPPIER LIFE FOR OURSELVES.”

~ HELEN KELLER

**PRESIDENT’S MESSAGE** by Jennifer Rotz

Happy New Year to all of you!! I hope you enjoyed a fabulous holiday season and wish you all the best in the new year.

December’s Holiday Mock Trial was a great event with amazing acting, great food, and lots of fun! We had another highly entertaining script from John Baldwin. Many thanks to John for providing yet another masterpiece! I would like to take a moment to also express heartfelt thanks to our amazing cast:



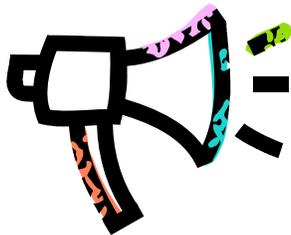
- Judge:** L. Miles Snyder, Esq.
- Bailiff:** Ron Bodenmann
- Plaintiff’s Counsel:** Jennifer Estabrook, CCLS
- Defense Counsel:** Elicia Allen, CCLS
- Witness, Ms. Patricia Buttersworth:** Terry Olson-Skeahan
- Witness, Emily Cratchett:** Dawn Willis
- Expert Witness, Dr. Belinda Pratt:** Karla Simmons, CCLS
- Plaintiff, Ebenezer Scrooge:** Dave Wilkinson
- Defendant, Ghost of Christmas Past:** Sharon Snyder
- Jurors:**
  - Debbie Frias, CCLS
  - Sally Brooks
  - Andy Gilbert
  - Jim Pinter
  - Geri Bauer
  - Lois Greene

“PEACE BEGINS WITH A SMILE.”  
~ MOTHER TERESA

Thank you for making our Mock Trial such a memorable event.

[Continued on Page 5]

**Support our Advertisers!**



Sacramento Legal Secretaries Association would like to give special thanks to Mirror Imaging for its complimentary services in printing The Legal Eagle. To support Sacramento Legal Secretaries Association and Mirror Imaging, please call Ron Bodenmann at (916) 447-2000.

**ADVERTISERS**

- Page 32 - Lightspeed Messenger
- Page 38 - The Rutter Group
- Page 44 - Mirror Imaging

## GOVERNOR'S REPORT by Elicia Allen, CCLS

Happy New Year to you and yours! As we look forward to the new year, your SLSA and LSI teams are hard at work scheduling continuing education opportunities. SLSA's Day in Court committee is hard at work confirming court representatives from many northern California courts. As we all know, due to the economic times there have been many changes happening within the court system. I hope you can join us in hearing from representatives about what the future has to hold for their respective courts.

Additionally, LSI's third quarterly conference is just around the corner. The conference will be held the weekend of February 26 through February 28, 2010 at the Doubletree Hotel in San Diego, California, and will be hosted by San Diego Legal Secretaries Association. Their conference theme is "Fiesta Del Sol." Registrations are due January 29, 2010. The Legal Specialization Section leaders have been hard at work planning great section workshops. The workshops and the registration form can be found in this bulletin on Pages 10-12.

Finally, I want to remind you to please check the Chapter Achievement Reporting form and complete all relevant portions and submit to me, so I can insure that we are tallying all points we can. Should you have any questions, please feel free to contact me.

---

## PRESIDENT'S MESSAGE CONTINUED

The nominations and elections committee continues to gear up for this year's election of next year's Executive Board. I hope you are still pondering your role in the association next fiscal year. If you have any questions about any of the positions, please do not hesitate to ask.

The position of President requires one year of Executive Board experience. The appointed position of Executive Advisor can only be filled by a Past President. All other position require no experience! At the beginning of each fiscal year, we hold a workshop on parliamentary procedure taught by a Registered Parliamentarian for all board members and anyone interested in learning more. Rest assured that you will receive plenty of training and guidance there and from your predecessor and other board members. You can do it and the time is now! Contact the Nominations & Elections committee today to express your interest in volunteering. They look forward to hearing from you.

The January Board Meeting will be held on January 13 at Murphy Austin Adams Schoenfeld. All members are encouraged to attend.

As I type, we have not yet scheduled a January Lunch Lesson. Please keep your eye on the Events page of our website for details that will hopefully be coming soon.

The time is near for our annual Court Updates event at the Hilton – Arden West. This great event will take place on January 21. There will be exhibitors, handouts, and representative from area courts discussing court and rule changes. You will not want to miss this! Please see the flyer in this bulletin or on the website at [www.slsa.org](http://www.slsa.org).

Thank you for your continued support!

## MEMBER NEWS by Jennifer Rotz

**Melynda Ange, CCLS** is a proud new Grandma to her granddaughter Jazlyn Ann Purnell. She was born on November 17, 2009 in Tacoma, WA to Melynda's daughter Allison and son-in-law Terry. Both of her parents are in the Army, serving at Fort Lewis. Melynda reports, "She is the cutest and sweetest baby. Just ask me to see pictures!" Congratulations, Melynda!

**Rhonda Harrigan's** father, Richard E. Smith, passed away on December 15, 2009. We send our sincere condolences to Rhonda and her family. May your memories comfort you during this difficult time.

Ray Robinson, husband of **Yvonne Waldron-Robinson, CCLS**, LSI Past President (2000-2002) passed away on December 28, 2009.

Edward Borba, husband of LSI Editor in Chief, **Lugene Borba, CCLS**, passed away. Ed was a long time supporter of LSI and attended many, many conferences. We could always count on a nice hug from Ed at each conference. He will be certainly be missed.

Please keep Yvonne, Lugene and their families in your thoughts during this difficult time.

Are you an SLSA member who has changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you. Let us celebrate your accomplishments with you during good times and support you during tough times. Please send your news to [president@slsa.org](mailto:president@slsa.org).



# January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13 SLSA Bd. Mtg.	14	15	16 Project R.I.D.E. Event
17	18	19	20	21 SLSA Dinner Mtg.	22	23
24	25	26	27	28	29	30
31						

## DATES TO REMEMBER

- **January 13 - SLSA Board Meeting**
- **January 16 - Project R.I.D.E. Crab Feed - Elk Grove**
- **January 21 - SLSA Dinner Meeting**
- **February 10 - SLSA Board Meeting**
- **February 18 - SLSA Dinner Meeting**
- **February 26-28 - LSI 3rd Quarterly Conference - San Diego**

### Code of Ethics

#### Legal Secretaries, Incorporated

It shall be the duty of each Member of the Legal Secretaries, Incorporated to observe all laws, rules, and regulations now and hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence, and diplomacy, in accordance with the highest standards of professional conduct.

**Dedicated to Joan Moore, PLS**

# HAPPY "JANUARY" BIRTHDAY!



- Terry M. Olson-Skeahan Jan. 4
- Vicki Recker Jan. 8
- Collen R. Clay Jan. 11
- Meghan Pounds Jan. 12
- Jennifer Rotz Jan. 12
- Daria Milton Jan. 14
- Amanda Stallins Jan. 14
- Aaliyah J. Muhammad Jan. 15
- Sharla Maxey Jan. 24
- Heather Kocina Jan. 27
- Becky Brasher Jan. 29



## SLSA COMMITTEE DESCRIPTIONS

**ADVERTISING** - It shall be the duty of this committee to continuously obtain advertisers for *The Legal Eagle*, collect payment from advertisers, and promote this association.

**AUDIT** - It shall be the duty of this committee to audit the books from the previous fiscal year. This committee is active from January to April. (At least three members share this committee.)

**BENEFITS** - It shall be the duty of this committee to keep the members informed of all benefit and insurance programs available through LSI and the Association and to promote interest therein.

**BUDGET** - It shall be the duty of this committee to prepare a financially sound and working budget for the new fiscal year. The annual budget shall be prepared and submitted to the Board for review. Once the Board has reviewed it, it will then be submitted to the general membership for a vote. This committee is active from January to April. (Committee of three which includes the Treasurer.)

**BULLETIN** - It shall be the duty of this committee to prepare, edit, and publish a monthly newsletter and arrange for mailing or delivery to each member of this Association.

**CALIFORNIA CERTIFIED LEGAL SECRETARY (CCLS)** - This committee shall encourage eligible members to take the California Certified Legal Secretary examination, assist in their preparation for the examination, and encourage them to submit an application in accordance with the deadlines and procedures of LSI. Also responsible for submitting monthly articles/quizzes to *The Legal Eagle*, and for the monthly membership meetings.

**CHARITABLE PROJECTS** - It shall be the duty of this committee to raise funds and/or donations by methods as may be determined from time to time for contribution to a charitable activity(ies) selected by the general membership of this Association.

**CRAB FEED** - It shall be the duty of this committee to work closely with the Sacramento Law Foundation to plan the annual crab feed, which includes working with the caterer, selling tickets, maintaining registration list, collecting donation items for the silent and live auctions, overseeing the financials, maintaining a budget and records.

**DAY IN COURT** - This committee shall conduct from time to time a Day in Court. Responsible for contacting Sacramento and surrounding county court executive officers to participate in January Day-In-Court event, make arrangements with restaurant for said event, and take registration. (Committee of five to seven members.)

**EMPLOYMENT** - It shall be the duty of this committee to keep on file information pertaining to members available for substitute or permanent employment, to assist in every possible manner to procure employment for members of this association and to cooperate with attorneys in filling positions in law offices, but in no event shall this committee act as an employment agency.

**FAIRYTALE TOWN** - This committee shall volunteer at Fairytale Town's Safe and Super Halloween, which includes the arrangement of donations for candy and supplies, providing arts and crafts to the children at Fairytale Town, to dress in costume and have a good time. This committee is active from August to October. (Committee of eight to ten members.)

**HISTORY BOOK (HISTORIAN)** - The chairman of this committee shall be the Historian, whose duty it shall be to prepare a complete history book of the Association for the current year for display at the annual conference of LSI. Said history book shall conform to the rules established by LSI.

**INTERCLUB RELATIONS** - It shall be the duty of this committee to encourage the exchange of ideas for the advancement of this Association in the community; to coordinate events with neighboring associations; to visit neighboring associations, when practical; to represent this Association at meetings of other organizations, obtaining information as to study courses, programs, social events, etc., which would be of interest to the members of this Association.

**LAW OFFICE PRODUCTS AND MANAGEMENT** - It shall be the duty of this committee to marshal information concerning newly developed office management procedures, office products and equipment and disseminate such information to the membership. This committee shall submit monthly articles on products and/or management to *The Legal Eagle*.

**LEGAL PROCEDURE** - The legal procedure chairman shall be, or shall have been, employed in work of a legal nature. This committee shall keep the membership advised of proper procedures in connection with general legal practice, including changes in codes, local rules of practice, and special procedures required by the courts and other agencies. This committee shall obtain LSI Legal Procedure Chair's

[Continued on Page 9]

## SLSA COMMITTEE DESCRIPTIONS CONTINUED

quarterly report and select portions of the report that might pertain to the majority of our members and for publishing in *The Legal Eagle*, and give 5-to-10 minute oral presentation at the monthly dinner meetings.

**LEGAL SECRETARIAL TRAINING** – It shall be the duty of this committee to conduct at least two Beginning Legal Secretarial Training Courses, and one other Legal Secretarial Training workshop at least once at year.

**NOMINATIONS AND ELECTIONS** – It shall be the duty of this committee to gather nominations, and to conduct the election and prepare all ballots for SLSA's annual election of officers and delegates. This committee is active from January to April.

**PAST PRESIDENTS' LUNCHEON** – It shall be the duty of this committee to arrange for and plan an annual Past President's Luncheon, and to send invitations to the past presidents of this Association and to the general membership, LSI Officers, and Presidents of neighboring associations.

**PRESS/PUBLIC RELATIONS** - It shall be the duty of this committee to take charge of all publicity released in connection with this Association, including but not limited to issuing news releases to the media (newspapers, television, radio) in our area in connection with meetings and other activities of SLSA, and to work closely with the chairman of the History Book Committee.

**PROFESSIONAL LIAISON** - It shall be the duty of this committee to encourage and promote good public relations between the Sacramento County Bar Association and various other organizations of the legal profession and this Association.

**PROGRAMS** - It shall be the duty of this committee to plan and arrange for a varied program for monthly meetings and to arrange for a place for each meeting to be held.

**RECEPTION** – It shall be the duty of this committee to greet and check in attendees upon arrival at the monthly dinner meetings and to deliver funds to the Treasurer at the end of the evening.

**RENO BUS TRIP** – It shall be the duty of this committee to plan the once-a-year bus trip to Reno, to arrange for said bus, obtain donations for raffle prizes, arrange for food and beverages, and work with the Interclub Chairman to hold this as an interclub event.

**RESERVATIONS** – It shall be the duty of this committee receive and maintain reservations and funds for all general membership meetings, to contact the restaurant with count of entrees.

**SCHOLARSHIP** - It shall be the duty of this committee to promote the career of legal secretary to surrounding high schools, colleges, and vocational schools, as well as working legal secretaries.

**VENDOR LIAISON** - It shall be the duty of this committee to obtain local businesses preferably one who provides services to the legal community to be the "Vendor of the Month" at SLSA general membership meetings.

**WAYS AND MEANS** - It shall be the duty of this committee to devise ways and means of raising funds for this Association, by methods as may be proper, in order to meet the financial requirements not covered by the membership dues. This committee shall supervise all functions for the purpose of raising such funds.

**WEBMASTER** – It shall be the duty of this committee to maintain on a monthly basis, the Employment and Events web pages, and update the entire site once a year.

**LEGAL SPECIALIZATION SECTION WORKSHOPS**  
**3<sup>rd</sup> Quarterly Conference –February 2010 – Doubletree Hotel, San Diego –**  
**Host: San Diego LSA**



**REGISTRATION FORM - DEADLINE IS MONDAY, February 22, 2010**

Registration **MUST** be **RECEIVED** by each Section Leader **on or before the deadline.**  
**Please make advance reservations so materials may be prepared. Please check appropriate boxes below.**  
 Mail, Fax or E-Mail a copy of this form to **each** corresponding Section Leader.  
 Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

**PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"**

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
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**Friday, February 26, 2010 -- 7:30 p.m. to 9:00 p.m.**

<p><b>CIVIL LITIGATION</b>      <i>"e-Filing and eService"</i></p> <p>Speaker: Mark Schwartz, <i>OneLegal</i></p> <p><input type="checkbox"/> I will attend   <input type="checkbox"/> Section Member   <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member   <input type="checkbox"/> Handout Only</p> <p><b>Send to:</b> Elizabeth Adame, CCLS, Civil Litigation Section Leader                  P.O. Box 4344, El Centro, CA 92244                  (H) 760-352-8333 (O) 760-352-4001 FAX: 760-352-5561                  Email: <a href="mailto:liz.adame@sbcglobal.net">liz.adame@sbcglobal.net</a></p>	<p><b>FAMILY LAW</b>      <i>"Ethics in Mediation"</i></p> <p>Speaker: Daniel E. Eaton, Esq. – <i>Seltzer Caplan McMahon Vitek</i></p> <p><input type="checkbox"/> I will attend   <input type="checkbox"/> Section Member   <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member   <input type="checkbox"/> Handout Only</p> <p><b>Send to:</b> Stephanie Harrison, Family Law Section Leader                  c/o Law Offices of Marvin J. Brown                  720 West 19<sup>th</sup> St., Merced, CA 95340                  (H) 209-723-4479 (O) 209-384-0123 FAX: 209-384-1661                  Email: <a href="mailto:stephmjb@sbcglobal.net">stephmjb@sbcglobal.net</a></p>
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**Saturday, February 27, 2010 — 10:30 a.m. to 12:00 p.m.**

<p><b>LAW OFFICE ADMINISTRATION</b>      <i>"Privacy Issues in the Workplace"</i></p> <p>Speaker: Lisa Hird Chung – <i>Paul, Plevin, Sullivan &amp; Connaughton LLP</i></p> <p><input type="checkbox"/> I will attend   <input type="checkbox"/> Section Member   <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member   <input type="checkbox"/> Handout Only</p> <p><b>Send to:</b> Jan Vornkahl, Law Office Administration Section Leader                  63 Gazania Terr., Fremont, CA 94536                  (H) 510-565-1458 (O) 415-984-8341 FAX: 415-226-0735                  Email: <a href="mailto:jvornkahl@nixonpeabody.com">jvornkahl@nixonpeabody.com</a></p>	<p><b>CRIMINAL LAW:</b>      <i>"Liar! Liar? Polygraph Examinations"</i></p> <p>Speaker: Paul Redden, Polygraph Examiner – <i>San Diego Polygraph</i></p> <p><input type="checkbox"/> I will attend   <input type="checkbox"/> Section Member   <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member   <input type="checkbox"/> Handout Only</p> <p><b>Send to:</b> Cheryl Kent, PLS/CCLS, Criminal Law Section Leader                  5534 Blackbird Drive, Pleasanton, CA 94566                  (H) 925-462-3440 (O) 925-837-0585 FAX: 925-838-5985                  Email: <a href="mailto:ckccls@comcast.net">ckccls@comcast.net</a></p>
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**Saturday, February 27, 2010 — 4:00 p.m. to 5:30 p.m.**

<p><b>PROBATE &amp; ESTATE PLANNING:</b>      <i>"Insolvent Estates – When the Well Runs Dry"</i></p> <p>Speaker: Tri Huynh, Esq. – <i>Huynh Law Office</i></p> <p><input type="checkbox"/> I will attend   <input type="checkbox"/> Section Member   <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member   <input type="checkbox"/> Handout Only</p> <p><b>Send to:</b> Leslie Ames, CCLS, Probate/Estate Planning Section Leader                  4248 Crestview Place, Eureka, CA 95503                  (O) 707-442-2927 FAX: 707-443-2747                  Email: <a href="mailto:eurekalaw@aol.com">eurekalaw@aol.com</a></p>	<p><b>TRANSACTIONAL LAW:</b>      <i>"Real Estate Purchase Contract-- Do You Know What It Means?"</i></p> <p>Speaker: Byron Cornelius, Esq. <i>Remax Real Estate Consultants</i></p> <p><input type="checkbox"/> I will attend   <input type="checkbox"/> Section Member   <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member   <input type="checkbox"/> Handout Only</p> <p><b>Send to:</b> Mae Brooks, CCLS, Transactional Law Section Leader                  1050 S. Kimball Road, Ventura, CA 93004                  (H) 805-642-6478 (O) 805-659-6800 FAX: 805-659-6818                  Email: <a href="mailto:mbrooks@fcoplav.com">mbrooks@fcoplav.com</a></p>
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Name: \_\_\_\_\_ PLS/CCLS/CLA/Paralegal E-mail: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ Local Assn.: \_\_\_\_\_ LSA/LPA

Method of Payment:  Check    Credit Card   Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Card Verification Number: \_\_\_\_\_

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

*The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these workshops have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.*

# LSI'S 3RD QUARTERLY CONFERENCE



## **FIESTA DEL SOL!**

**SAN DIEGO, CALIFORNIA**  
**February 26-28, 2010**  
*Conference Registration Form*



Name (as it will appear on badge): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please check if applicable and include title:**

**Please check if you are:**

\_\_\_\_ State Officer \_\_\_\_\_  
\_\_\_\_ State Chairman \_\_\_\_\_

\_\_\_\_ Governor \_\_\_\_ CCLS \_\_\_\_ PLS

**SCRIP TICKET (price includes: registration, reception, banquet, and brunch)**

POSTMARKED ON OR BEFORE JANUARY 29, 2010 \_\_\_\_\_ @ \$ 97.00 \$ \_\_\_\_\_

POSTMARKED ON OR AFTER JANUARY 30, 2010 \_\_\_\_\_ @ \$107.00 \$ \_\_\_\_\_

### **INDIVIDUAL TICKETS**

Registration by 1/29/2010 \_\_\_\_\_ @ \$ 8.00 \$ \_\_\_\_\_  
Registration after 1/29/2010 \_\_\_\_\_ @ \$ 18.00 \$ \_\_\_\_\_  
President's Luncheon (Saturday) \_\_\_\_\_ @ \$ 32.00 \$ \_\_\_\_\_  
Governors' Luncheon (Saturday) \_\_\_\_\_ @ \$ 32.00 \$ \_\_\_\_\_  
Membership Luncheon (Saturday) \_\_\_\_\_ @ \$ 32.00 \$ \_\_\_\_\_  
Welcome Reception (Friday) \_\_\_\_\_ @ \$ 8.00 \$ \_\_\_\_\_  
Banquet (Saturday) \_\_\_\_\_ @ \$ 59.00 \$ \_\_\_\_\_  
Brunch (Sunday) \_\_\_\_\_ @ \$ 26.00 \$ \_\_\_\_\_

**TOTAL AMOUNT:** \$ \_\_\_\_\_

Dinner Choice: \_\_\_\_\_ Filet of Beef and Salmon Combination or \_\_\_\_\_ Vegetarian

Special Dietary Requests: \_\_\_\_\_

Make checks payable to **SDLSA 2010 CONFERENCE FUND**

### **Registration Chair:**

**Terrie Quinton, CCLS**  
**Duckor Spradling Metzger & Wynne**  
**3043 Fourth Avenue, San Diego, CA 92103-5801**  
**(619) 209-3075 or e-mail: [quinton@dsmlaw.com](mailto:quinton@dsmlaw.com)**

**NO REFUNDS AFTER FEBRUARY 5, 2010**



**SAN DIEGO LEGAL SECRETARIES ASSOCIATION**

invites you to join us at



***FIESTA DEL SOL!***

***IN SAN DIEGO, CALIFORNIA***

***February 26-28, 2010***

***LSI 3RD QUARTERLY CONFERENCE***



**HOTEL RESERVATIONS / INFORMATION**

**DOUBLETREE HOTEL SAN DIEGO**

**MISSION VALLEY**

**7450 Hazard Center Drive**

**San Diego, CA 92108**



**ROOM RATES**

\$149.00 per night (Flat Rate)  
Deadline for Group Rate is January 29, 2009

**CHECK IN/OUT**

Check in: 3:00 p.m.  
Check out: 12:00 p.m.

**AIRPORTS**

San Diego International Airport is 7.7 miles from Doubletree Hotel San Diego

**SHUTTLE SERVICE**

Complimentary airport shuttle service from San Diego International Airport to hotel.  
Complimentary return service to airport available from SDLSA. Inquire at registration.

**FOR MORE INFORMATION:**

Contact Belinda Owens, Conference Chairman, at [BelindaO@gen-probe.com](mailto:BelindaO@gen-probe.com)

**ROOM RESERVATIONS**

Call Doubletree San Diego directly at 619-297-5486  
Online at [www.doubletree1.hilton.com](http://www.doubletree1.hilton.com)  
Group Code: **LSA**

**PARKING**

Self Parking: Free  
Valet available



## LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>BRASS TACKS*</b> A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 5/06)	\$ 5.00		\$
<b>CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET</b> A 26-page booklet designed to assist local associations in promoting the career of legal secretary. Includes handout materials and an outline for use at career and scholarship promotion events. (Rev. 2/98)	5.00		
<b>CCLS BROCHURE</b> Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
<b>CCLS MOCK EXAM 2006</b> Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
<b>CCLS PIN</b> A 1/2" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
<b>CCLS STUDY KIT</b> Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
<b>GUIDELINES FOR HOSTING LSI CONFERENCES*</b> An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 2/08)	N/C		
<b>GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM</b> A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
<b>HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES*</b> A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/05)	5.00		
<b>HISTORY OF LEGAL SECRETARIES, INCORPORATED</b> A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
<b>LAW OFFICE PROCEDURES MANUAL FLYER</b> An 8 1/2" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES</b> To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 9/07)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 9/07)	7.00		
CORPORATIONS CHAPTER (Rev. 9/07)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 9/07)	7.00		
FAMILY LAW CHAPTER (Rev. 9/07)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 9/07)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 9/07)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 9/07)	7.00		
<b>LEGAL SECRETARY'S REFERENCE GUIDE</b> A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 4/07)	30.00		
<b>TOTAL THIS PAGE</b>			<b>\$</b>

\*Item available to LSI members only

(Prices effective 0508)

## LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>LSI BYLAWS AND STANDING RULES*</b> As currently adopted by the LSI Governors.	\$ 5 00		\$
<b>LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER</b> An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LSI LEGAL SPECIALIZATION SECTIONS BROCHURE</b> Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
<b>LSI MEMBERSHIP BROCHURE</b> Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev 2/08)	N/C		
<b>LSI MEMBERSHIP PIN*</b> A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3 00		
<b>LSI ROSTER*</b> Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
<b>MEMBERSHIP APPLICATION FORM*</b> An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
<b>NEW MEMBER PACKET*</b> A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
<b>PRESIDENT'S PENDANT*</b> A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7 00		
<b>PRESIDENT'S PIN*</b> Same as pendant (see above), but with pin on back.	7 00		
<b>TOTAL THIS PAGE</b>			\$
<b>TOTAL PREVIOUS PAGE +</b>			\$
<b>TOTAL ORDER =</b>			\$
<b>CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +</b>			\$
<b>MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +</b>			\$
<b>TOTAL AMOUNT =</b>			\$

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, P O BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 725-1344. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

**DELIVER TO:** NAME \_\_\_\_\_ ASSOCIATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**Method of Payment:** Check, payable to "LSI," enclosed  VISA  MASTERCARD   
**Credit Card Information:** Number \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_  
**Name on Credit Card:** \_\_\_\_\_ Card Verification Number \_\_\_\_\_

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH. A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK. PLUS \$25 PENALTY. PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

\*Item available to LSI members only

(Prices effective 0508)

## EMPLOYMENT REPORT/POSITION AVAILABLE by Cyrene Farrell



This free benefit provides the legal community with a place to post job openings for all categories of job positions. SLSA assists in every possible manner to procure employment for members of this association, and cooperates with attorneys in filling positions in law offices, but in no event does this committee act as an employment agency. Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney / employer is requested to email the Employment Chair and Webmaster with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 24 hours. It is the responsibility of the applicants to contact the employers, schedule interviews, exchange resumés, and to discuss benefits, salary, etc. All information is listed until notification to drop the name / position is given to the Employment Chair and/or Webmaster.

### **Position Available:**

Corporate Paralegal: Need to be familiar with UCC filings and working with the Secretary of State. Compensation will likely be \$24-30 per hour DOE. Must have a minimum of three years corporate experience, preferably with a large firm. If interested, contact Rod Crowell at RJ Crowell Legal Search at 916.872.7173 or [www.rjcrowell.com](http://www.rjcrowell.com).



PICTURES — MOCK TRIAL by Elicia Allen, CCLS



SLSA President, Jennifer Rotz at Mock Trial



Jurors Jim Pinter, Geri Baur, Lois Greene, Debbie Frias, CCLS, Sally Brooks, and Andy Gilbert

## MORE PICTURES



Sharon Snyder, Jennifer Estabrook, CCLS, and Dave Wilkenson



Debbie Frias, CCLS shows the ornament she received from the Ornament Exchange

## MORE PICTURES



Terry Olson-Skeahan is ready to assist Santa



Andy Gilbert shows off an ornament he received from the Ornament Exchange

## MORE PICTURES



Sally Brooks, Lois Greene, Ron Bodenmann, and Jennifer Rotz



Sharon Snyder and Miles Snyder, Esq.



## SLSA SECOND ANNUAL VOLUNTEER PROJECT

VOLUNTEERS NEEDED  
FOR THE 2010 PROJECT  
R.I.D.E. CRAB FEED

### **WHAT IS PROJECT R.I.D.E.?**

Project R.I.D.E. is a great organization that provides special-needs children with physical therapy by allowing them to ride horses, which can often provide not only physical relief on their bodies, but also emotional relief for the children and the families. The goal of Project R.I.D.E. is to improve a rider's physical, emotional and social functioning through participation in a highly structured and safe program. Riders' interaction with carefully selected and trained horses improves their balance, posture, flexibility, sensory awareness and endurance, in addition to increasing confidence, self-esteem, self-discipline, motivation, attention span and integration with non-disabled peers. The Annual Crab Feed brings in the funds that the organization needs to continue to provide the essentials for the organization. Sacramento LSA assists Project R.I.D.E. with the crab feed by setting up tables, and chairs for the estimated 1,800 attendees, sweeping up saw dust, moving around hay for display and folding programs. At the January 2010 Project R.I.D.E. crab feed Sacramento LSA will be hostesses and work on getting all attendees seated.

**DATE:** January 16, 2010

**TIME:** Volunteering  
begins at 5:00 p.m.

**LOCATION:** 8840  
Southside Avenue, Elk  
Grove

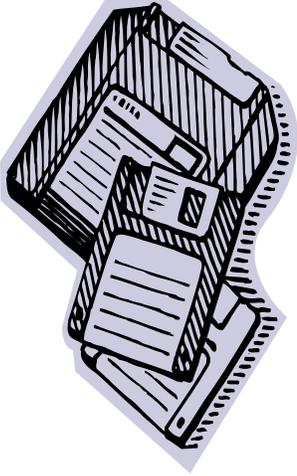
**DUTIES:** Sacramento LSA  
will be hostesses and will  
assist with attendees

If you are interested in  
volunteering please  
contact Terry Olson-  
Skeahan at  
(916) 446-4254 or  
TMO@bkslawfirm.com

~ **Volunteers are not paid -- not  
because they are worthless, but  
because they are priceless.** ~

## LAW OFFICE PRODUCTS/MANAGEMENT by Beba Maletic-Arsov

### Law Office Technology



Most lawyers I know, even those who are making effective use of technology in their law practices, don't stop to think about how important technology innovations are in their operations. If they did, they would probably find even more ways to increase efficiency, client satisfaction, and profits in the process.

Many lawyers view technology advances as simply something that happens around them, and over which they have little influence. However, for those of us who see the opportunities in technological advances, and who seek to educate themselves on technology, the same way they educate themselves on their areas of expertise, the possibilities for a more successful and enjoyable law practice are increased exponentially.

Anything worth doing is worth doing right, which is why every practicing attorney should make it a policy to regularly study some aspect of law office technology, with an eye towards exploring, and implementing it for more effective delivery of legal services. They must abandon the perception that technology is a cost of doing business, and see the ways that it can actually advance them and their firm to the goal of quality service, and improved quality of life.

Granted, this is not an overnight accomplishment, but then neither was becoming an expert in their area of practice. The good news is that they don't have to become a recognized expert in technology issues to benefit from undertaking the education. Just a basic understanding of how technology can be deployed in the practice can create enough advancement to make the effort pay dividends for the firm.

Below are some places you can get started to assist your attorney.

- **The ESQlawtech Weekly**  
Their law office technology tips blawg featuring timely information on all facets of technology relevant to lawyers.
- **Dennis Kennedy**  
The web site of a consensus expert on law office technology. Many in depth articles on a variety of topics.
- **The ESQlawtech Instant Resource Directory**  
A comprehensive directory of legal vendors and other law related resources all at your finger tips.
- **ABA Technology Resource Center**  
Great site to browse for both primary and current information on law office technology.

GOOD LUCK!



# SACRAMENTO LEGAL SECRETARIES ASSOCIATION

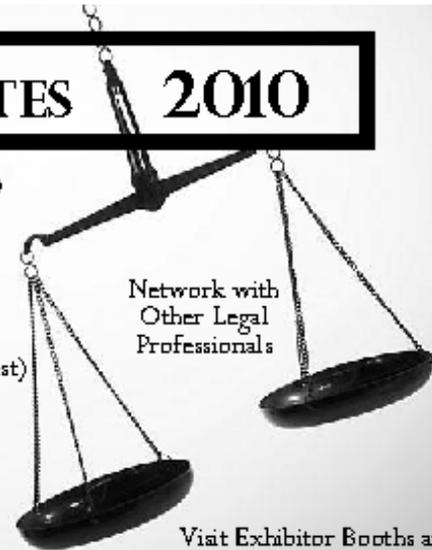
Proudly Presents

## COURT UPDATES 2010

**DATE:** Thursday, January 21, 2010  
**TIME:** 5:15 – 6:00 p.m. No-Host Bar  
 6:15 Dinner  
**LOCATION:** Hilton – Sacramento  
 Arden West  
 2200 Harvard Street  
 (Business 80 & Arden Way West)  
 Tel: (916) 922-4700  
**COST:** \$39.00\*  
**DEADLINE:** January 12, 2010

**Don't Miss These Speakers**  
 Court Clerks and Executive Officers from  
 Various Courts in Northern California

Forms, Handouts and Information Provided  
 Regarding the New Changes In 2010



Network with  
 Other Legal  
 Professionals

Visit Exhibitor Booths and  
 Enter FREE Raffles  
 for Door Prizes



**QUESTIONS? CONTACT US AT [WWW.SLSA.ORG](http://WWW.SLSA.ORG)**

**Complete & detach reservation form, enclose payment (check only – payable to SLSA), and mail to:**

Jennifer Shelton, Murphy Austin Adams Schoenfeld, 304 "S" St., Sacramento, CA 95811  
 phone: 916.329.3104; fax: 916.503.4000; email: [jshelton@murphyaustin.com](mailto:jshelton@murphyaustin.com)

or  
 You can register online at [www.slsa.org/events](http://www.slsa.org/events)

**\*PLEASE NOTE:** Add \$5.00 for reservations made after January 12, 2010 • Seating is limited • Cancellations must be received 72 hours in advance for a refund; No-shows will be billed.

**MCLE/CLE & CCLIS:** Sacramento Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1.5 hours.

NAME: \_\_\_\_\_  
 CO.: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ TEL: \_\_\_\_\_  
 LSI OFFICER/CHAIR?  YES  NO Do you require  MCLE/CLE  CCLIS  
 TITLE, IF APPLICABLE \_\_\_\_\_

Are you an SLSA member?  YES  NO

If "No", are you interested in membership?  YES  NO

### ENTRÉE SELECTION:

- Roasted Strip Loin** (Sliced Roasted Strip Loin with roasted shallots, red wine and artichoke confit)
- Stuffed Chicken Breast** (Chicken Breast stuffed with prosciutto, gouda and marala demi glaze)
- Pasta Purves** (Pasta Purves filled with ricotta and spinach and marinara and pesto cream)

Entrees include salad, dessert, and coffee.

# DAY IN COURT 2010

## QUESTION FOR THE COURT??

**REMINDER!!!**

**SACRAMENTO LEGAL  
SECRETARIES  
ASSOCIATION**

**Proudly Presents**

**COURT UPDATES 2010**

**THURSDAY, JANUARY 21,  
2010**

**HILTON – SACRAMENTO  
ARDEN WEST**



**LISTED BELOW ARE THE COUNTIES  
CONFIRMED TO DATE:**

EL DORADO COUNTY  
PLACER COUNTY  
SACRAMENTO COUNTY – CIVIL AND FAMILY LAW DIVISIONS  
SAN JOAQUIN COUNTY  
STANISLAUS COUNTY  
SUTTER COUNTY  
YOLO COUNTY

**DO YOU HAVE A QUESTION AND/OR TOPIC TO BE ADDRESSED?**

PLEASE COMPLETE AND MAIL TO: Elicia Allen, CCLS, c/o Law Offices of Todd Murray, 150 Fulton Avenue, Suite 218, Sacramento, CA 95825 or E-MAIL [eallen@tamurraylaw.com](mailto:eallen@tamurraylaw.com).

COUNTY: \_\_\_\_\_

QUESTION: \_\_\_\_\_

YOUR NAME (OPTIONAL): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## Membership Chair Report by Terry M. Olson-Skeahan

Hello Everybody!!

Just wanted to make you aware that if you have not already done so, please renew your membership with SLSA!! And if you are not a member please join!! The benefits are ENORMOUS!! **Membership is only \$30 for the remainder of the year!!** That means you can still get all of the benefits of a member of SLSA and LSI until the end of April 2010!!

This last month we installed Rebecca Hughes in absentia. We look forward to seeing her next month and please members, welcome her when you see her. And if you don't know her, introduce yourself. I have made some great friends just by walking up to someone and saying "Hello, my name is Terry Olson-Skeahan. What is your name?"

Here is a little bio on our new member:

**REBECCA HUGHES** – Rebecca is a Sales Associate with MacroPro. She has been in the legal field since 2008 and currently specializes in civil litigation work.

SLSA has planned some great events and meetings in the new year. Our famous Day in Court event is scheduled for January 21st and in February our Federal Day in Court event is planned. Both myself, Elicia Allen, CCLS and Rhonda Harrigan are putting together a great meeting this year so don't miss out!!

SUGGESTION - You may want to express to your employers that membership is now only \$30 for the remainder of our year which will take you to the end of April 2010. And it would be a great opportunity for you to take advantage of some awesome educational classes at a very low cost. Membership will also help you stay apprised of new changes in the law and in the court systems. Not to mention you gain a network of professionals you can call on to ask questions about how something is done or handled in a particular court that you might not practice in all the time. Or, even in your own neck of the woods. Let them know you think it would help you and the firm to have an employee who is on top of his or her game in the legal field and who doesn't want the smart, polished secretary?

If you have any questions about membership, please contact me at 916-446-4254 or e-mail me at [tmo@bkslawfirm.com](mailto:tmo@bkslawfirm.com).

Your Membership Chair,  
Terry M. Olson-Skeahan



*Legal Secretaries, Incorporated*  
**LEGAL SPECIALIZATION SECTIONS**

CIVIL LITIGATION  
CRIMINAL LAW  
FAMILY LAW  
LAW OFFICE ADMINISTRATION  
PROBATE/ESTATE PLANNING  
TRANSACTIONAL LAW



*ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION  
SECTIONS?*

**IF NOT, HERE ARE TEN GREAT REASONS WHY YOU SHOULD  
BECOME A SECTION MEMBER:**

- Reasonable annual dues. (\$20.00 per section; \$75.00 for all six!)
- Continuing Education in all areas of the law.
- Quarterly educational programs -- Free to Section Members.
- Spring Regional Seminar (So. California) and Fall Regional (Northern California) offering a discount on registration fees to section members.
- Quarterly newsletters containing up-to-date information, including changes in the law, new forms, and legal articles.
- Statewide roster of all members in all sections, for easy access to local procedural information in other counties.
- California Certified Legal Secretary®/MCLE/Paralegal CEU credits.
- Networking provides a forum for the exchange of information.
- Respect from employer when you pass on valuable information obtained at workshops and seminars.
- Professional and personal excellence.

*For more information, contact Margaret Tovar, Legal Specialization Sections Coordinator.  
12412 Camilla Street, Whittier, CA 90601; Email: [mtovar@kbblaw.com](mailto:mtovar@kbblaw.com)*

# LEGAL SPECIALIZATION SECTIONS

## *Of LEGAL SECRETARIES, INCORPORATED*

### 2009-2010 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

Complete and mail with your check made payable to LSI, for \$20 for each section, or a total fee of \$75 per year to join all SIX sections simultaneously if an LSI Member, or \$40 for each section or a total fee of \$150 per year to join all sections simultaneously if joining as a non-LSI member.

Mail to: **MARGARET TOVAR, CCLS, Legal Specialization Coordinator,**  
**12412 Camilla Street, Whittier, CA 90601**

Enclosed is payment of my dues for the fiscal year **8/1/09** through **7/31/10** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

**Method of Payment:** Check, payable to "LSI," enclosed  VISA  MASTERCARD

**Credit Card Information:** Number \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_ **Card Verification Number** \_\_\_\_\_

**PER LSI STANDING RULES , CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.**

NEW	RENEWAL

- Criminal Law**
- Family Law**
- Law Office Administration**
- Litigation**
- Probate/Estate Planning**
- Transactional Law**



**(PLEASE PRINT OR TYPE)**

NAME: MR./MRS./MS \_\_\_\_\_ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

LOCAL ASSOCIATION: \_\_\_\_\_ LSA/LPA

RESIDENCE PHONE ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

**PREFERRED MAILING ADDRESS:  HOME  OFFICE  EMAIL**

YEARS OF LEGAL EXPERIENCE: \_\_\_\_\_

SPECIALTY: \_\_\_\_\_

FAMILIAR WITH PRACTICE IN COUNTIES OF (Please indicate each County, not area):

\_\_\_\_\_

## CHAPTER ACHIEVEMENT REPORTING FORM

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2009 through March 31, 2010. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete the form each time you attend a function and mail it to the person named below. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.**

Month/Year	Function
_____	I submitted a potential advertiser to the Editor of <i>The Legal Secretary</i> magazine. (25 points per advertiser)
_____	I submitted an article to <i>The Legal Secretary</i> magazine. (50 points per article)
_____	I attended an LSI Quarterly Conference and/or Annual Conference. (50 points)
_____	I attended an Officer/Chairman Workshop at the LSI Annual Conference. How many? ____ (25 points)
_____	I attended the President's Roundtable at the LSI Annual Conference. (25 points)
_____	I belong to an LSI-sponsored credit union. (100 points)
_____	I am insured through an LSI plan. (100 points)
_____	I rented a car through Hertz and received the LSI discount. (200 points per rental)
_____	I enrolled in an LSI-approved retirement planning program. (100 points)
_____	I sponsored a CCLS study group. (200 points)
_____	I participated in a CCLS study group. (25 points)
_____	I conducted a CCLS Mock exam. (150 points)
_____	I took the CCLS exam. (Test date: _____) (100 points)
_____	I passed the CCLS exam. (Test date: _____) (200 points)
_____	I submitted questions to the Continuing Education Council for use on the CCLS Mock exam. How many? ____ (25 points)
_____	I recertified as a CCLS during the 2009-2010 fiscal year. (50 points)
_____	I gave a presentation on legal secretarial careers at a local educational institution. (50 points per presentation)
_____	I attended another Association's monthly meeting, installation, or other function. (50 points per event)
_____	I taught an educational workshop or seminar. (75 points per event)
_____	I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points per event)
_____	I attended an educational workshop or seminar sponsored by a Forum, CEB or The Rutter Group. (25 points per event)
_____	I conducted a short session on legal procedures at an SLSA dinner meeting. (25 points per meeting)
_____	I am a member of at least one Legal Specialization Section. (50 points)
_____	I am a member of all six Legal Specialization Sections as of March 31, 2009. (100 points)
_____	I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? ____ (50 points per meeting)
_____	I attended a Legal Specialization Section Regional Seminar. (75 points)
_____	I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
_____	I submitted an article to LSI Director of Public Relations for publication in the <i>Daily Journal</i> . (50 points per article)
_____	I gave a formal presentation on benefits of membership to a law office. (50 points per presentation)
_____	I gave a formal presentation on benefits of membership to the local bar association. (100 points per presentation)
_____	I purchased the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I purchased the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I am an SLSA officer or committee chair. I timely responded to my LSI counterpart's quarterly directive(s). Attached is (are) a copy (copies) of my response(s). (20 points per directive)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please attach additional pages if necessary. Thank you for your assistance. If you have any questions, you can reach Elicia Allen, CCLS at (916) 488-1795; or e-mail at eallen@tamurraylaw.com. Otherwise mail to:

Elicia Allen, CCLS  
 SLSA Governor 2009-2010  
 Law Offices of Todd A. Murray  
 1050 Fulton Avenue, Suite 218  
 Sacramento, CA 95825

## LEGAL TERMINOLOGY by Elizabeth Bomke, CCLS

### COMMON TERMS AND PHRASES USED IN THE LAW OFFICE



Acquittal	A release, absolution, or discharge of an obligation or liability. In criminal law, the finding of not guilty.
Act	A law enacted by a legislative body.
Ad Hoc	For this (special purpose).
Ad infinitum	Indefinitely; forever.
Administrator	The person appointed by the Court to act as the estate's representative when the person named in the Will as executor is deceased or is unable to act. Also called the "fiduciary" or "personal representative."
Affiant	The person who makes and signs an affidavit.
Affidavit	A written statement of fact made voluntarily under oath in which the person taking the oath swears to the truth of the statements made in the affidavit.
Allegation	A statement made by a party who claims it can be proved as fact.
Amicus Curiae	Friend of the Court.
Ancillary	A proceeding in probate outside the residential state of the deceased.
Arguendo	In arguing; in the course of an argument. A statement or observation made by a judge or an attorney as a matter of argument or hypothetical illustration, it said to be made arguendo.
Attestation	The act of signing a written instrument as witness to the signature of a party, at his request. The most common of these is the witnessing of a Will.
Bailment	A delivery of personal property for some particular purpose, upon a contract, express or implied, that the property will be returned to the person delivering it after the accomplishment of the purpose for which it was delivered.
Bankruptcy	A state of insolvency in which the property of a debtor is taken over by a receiver or trustee in bankruptcy for the benefit of the creditors.
Citation	Reference to legal authorities and precedents to establish or fortify a case at law.
Conform	To make a copy identical to that of the original

**CCLS QUIZ** by Elizabeth Bomke, CCLS**ABILITY TO COMMUNICATE QUIZ**

1. \_\_\_\_ We have ordered a five-\_\_\_\_\_ meal for Ms. Summer's banquet.  
a. Coarse      b. Course
  
2. \_\_\_\_ What is the best way for us to \_\_\_\_\_?  
a. Precede      b. Proceed
  
3. \_\_\_\_ To \_\_\_\_\_ company funds.  
a. Disburse      b. Disperse
  
4. \_\_\_\_ Their stories do not \_\_\_\_\_.  
a. Gibe      b. Jibe
  
5. \_\_\_\_ A member of the town \_\_\_\_\_.  
a. Counsel      b. Council
  
6. \_\_\_\_ To be afraid of \_\_\_\_\_.  
a. Lightning      b. Lightening
  
7. \_\_\_\_ To protect \_\_\_\_\_ property.  
a. You're      b. Your
  
8. \_\_\_\_ My \_\_\_\_\_ goal in life.  
a. Principle      b. Principal
  
9. \_\_\_\_ Is \_\_\_\_\_ happy with her job.  
a. Quiet      b. Quite
  
10. \_\_\_\_ Worked much \_\_\_\_\_ hard.  
a. Too      b. To

**Answers: 1) b; 2) b; 3) a; 4) b; 5) b; 6) a; 7) b; 8) b; 9) b; 10) a**

## LEGAL PROCEDURES by Annamaria Dugan

### **California Judicial Council Approves Public Right To Broad Access To Judicial Administrative Records**



On December 15, 2009, the California Judicial Council approved new court rules providing broad public access to judicial administrative records for state trial and appellate courts, the Judicial Council, and the Administrative Office of the Courts. The new rules, added to Government Code section 68106.2(g) and California Rules of Court at 10.500, are set to go into effect January 1, 2010.

The rules are based on the California Public Records Act, applicable to state executive branch agencies, and also include concepts drawn from the Freedom of Information Act, applicable to federal executive branch agencies.

New rule 10.500 of the California Rules of Court includes the following:

Provides that judicial administrative records, as opposed to “adjudicative records,” are open to the public unless specifically exempt. The rule does not apply to “adjudicative” court records - such as those prepared for or filed or used in a court proceeding or in the judicial deliberation process - which are already governed by a large body of case law.

Exempts from disclosure the same information that is exempt from access under the California Public Records Act - such as personnel, medical, and similar records - and modifies these exemptions and includes others where appropriate to address the specific functions of the judicial branch.

Clarifies the fees that a judicial branch entity may charge in responding to requests for copies of judicial administrative records. A judicial branch entity will be able to recover a fee representing its direct costs of duplication. In the case of requests for records for commercial use, a judicial branch entity will be able to recover a fee representing the costs of document search and review.

Sets standards for response times to requests for administrative records that reflect the requirements of the California Public Records Act. A judicial branch entity will be required to respond to a request for administrative records within 10 calendar days from receipt of the request by providing a determination as to whether records will be available or the reason they will be withheld. Once a judicial branch entity has determined that it has records that are responsive to a request, that entity must make the records available promptly.

The report on the new access rules is available on the California Courts Web site at: [www.courtinfo.ca.gov/jc/documents/reports/121509item14.pdf](http://www.courtinfo.ca.gov/jc/documents/reports/121509item14.pdf).

Source: Judicial Council of California, Public Information Office. News Release No. 80, December 15, 2009. Internet.



**Sacramento Legal Secretaries Association  
Membership Renewal Invoice**

**Membership Period: May 1, 2009 – April 30, 2010  
Due Date: May 1, 2009**

Make check payable to:  
**Sacramento Legal Secretaries Association**

Amount Due: **\$40**  
(Renewals are due May 1 and will incur a late fee of \$5  
after the date of June 1, 2009.)

Return the completed invoice and full payment to:  
**Debbie Frias, CCLS  
c/o The Crow Law Firm  
700 E Street  
Sacramento, CA 95814**

**MEMBER INFORMATION (PLEASE PRINT LEGIBLY):**

NAME: \_\_\_\_\_  
BIRTHDAY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_  
BUSINESS ADDRESS: \_\_\_\_\_  
CITY, STATE & ZIP: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_  
BUSINESS FAX: \_\_\_\_\_  
BUSINESS E-MAIL: \_\_\_\_\_ (for vital updates/reminders)  
RESIDENCE ADDRESS: \_\_\_\_\_  
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**YOUR SPECIALTY:**

- |   |  |  |
|---|--|--|
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| <input type="checkbox"/> Business/Corporate Law | <input type="checkbox"/> Criminal Law  | <input type="checkbox"/> Family Law              |
| <input type="checkbox"/> Law Office Management  | <input type="checkbox"/> Litigation    | <input type="checkbox"/> Probate/Estate Planning |
| <input type="checkbox"/> Real Estate            | <input type="checkbox"/> Taxation      | <input type="checkbox"/> Other: _____            |

**MAILING/LISTING INFORMATION:**

Where do you want your SLSA/LSI mail delivered?  Business  Residence  
Where do you want e-mail delivered?  Business  Residence  
Which address should be listed in the membership roster?  Business  Residence  
If you do NOT want to be listed in the membership roster, check here:  No roster listing

**INVOLVEMENT:**

Have you been awarded lifetime membership in SLSA?  Yes  No  
Are you interested in volunteering as a committee chairperson?  Yes  No  
Are you interested in being on the ballot for an Executive Board position?  Yes  No  
What events, topics, and speakers would benefit you most this coming year? \_\_\_\_\_

\*\*\*\* SLSA USE ONLY \*\*\*\*

Date Received: \_\_\_\_\_ On Roster: \_\_\_\_\_  
Check no.: \_\_\_\_\_ On LSI: \_\_\_\_\_  
To Editor: \_\_\_\_\_

## Benefit highlight by Cassandra Baines

Jiffy Lube offers 15% discounts on all services to members of SLSA. Maintenance services include:

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## SLSA MEMBER BENEFITS by Cassandra Baines

Membership is open to all members of the legal community. Benefits of membership include:

- Savings - Members have access to discounts on the following:
  - \* Individual and Family Medical Insurance
  - \* Travel Medical
  - \* Medicare Supplements
  - \* Dental Plans
  - \* AFLAC
  - \* Financial Planning, Asset Allocation and Investment Management
  - \* Long Term Care Insurance and Planning
  - \* Retirement Plans
  - \* Discounts through CEB
  - \* Discounts on Event Tickets through Working Advantage
  - \* Workers' Compensation
  - \* Hertz Car Rental Discounts
  - \* 15% Discount from Jiffy Lube on All Services
  
- Other Benefits - Members may choose to join:
  - \* LA Financial Federal Credit Union
  - \* Provident Central Credit Union
  - \* LSI's Legal Specialization Sections

For further information browse the Sacramento Legal Secretaries Association website at <http://www.slsa.org/membership.php>.



**APPLICATION FOR MEMBERSHIP IN  
SACRAMENTO LEGAL SECRETARIES ASSOCIATION**

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO SLSA, FOR \$40 (\$25 FOR STUDENTS) WHICH INCLUDES LOCAL DUES, ANY INITIATION FEE, AND LEGAL SECRETARIES, INCORPORATED (LSI)\* PER CAPITA TAX, TO:

Terry M. Olson-Skeahan  
Bartkiewicz, Kronick & Shanahan  
1011 22<sup>nd</sup> Street  
Sacramento, CA 95816

NAME OF APPLICANT \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_  
BUSINESS TELEPHONE (\_\_\_\_) \_\_\_\_\_ RESIDENCE TELEPHONE (\_\_\_\_) \_\_\_\_\_  
BUSINESS E-MAIL \_\_\_\_\_ RESIDENCE E-MAIL \_\_\_\_\_  
EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) \_\_\_\_\_  
\_\_\_\_\_  
PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES ASSOCIATION (INCLUDE ASSOCIATIONS, DATES) \_\_\_\_\_  
\_\_\_\_\_

IF ACCEPTED AS A MEMBER, I AGREE TO BE BOUND BY THE BYLAWS AND STANDING RULES OF LEGAL SECRETARIES, INCORPORATED, AND THE LOCAL ASSOCIATION TO WHICH I HEREBY APPLY FOR MEMBERSHIP, INCLUDING THE FOLLOWING CODE OF ETHICS:

*IT SHALL BE THE DUTY OF EACH MEMBER OF LEGAL SECRETARIES, INCORPORATED TO OBSERVE ALL LAWS, RULES AND REGULATIONS NOW OR HEREAFTER IN EFFECT RELATING TO CONFIDENTIALITY AND PRIVILEGED COMMUNICATION, ACTING WITH LOYALTY, INTEGRITY, COMPETENCE AND DIPLOMACY, IN ACCORDANCE WITH THE HIGHEST STANDARDS OF PROFESSIONAL CONDUCT. (Dedicated to the memory of Joan M. Moore, PLS, CCLS, LSI President 1980-82.)*

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_  
SPONSOR \_\_\_\_\_ APPLICATION APPROVED \_\_\_\_\_

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

LSI MEMBERS MAY ALSO JOIN ONE OR MORE OF THE FOLLOWING LSI LEGAL SPECIALIZATION SECTIONS:

- |                             |                           |                     |
|-----------------------------|---------------------------|---------------------|
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| ~ LAW OFFICE ADMINISTRATION | ~ PROBATE/ESTATE PLANNING | ~ TRANSACTIONAL LAW |

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**FOR LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP AND DUES INFORMATION, VISIT LSI'S WEBSITE AT [www.lsi.org](http://www.lsi.org); or, TRANSMIT A COPY OF THIS ENTIRE PAGE OF YOUR APPLICATION TO:**

LEGAL SPECIALIZATION SECTIONS COORDINATOR  
LSI CORPORATE OFFICE  
P.O. BOX 660  
FORTUNA, CA 95540-0660  
FACSIMILE: 707.725.1344 E-MAIL: [lsiorg@suddenlinkmail.com](mailto:lsiorg@suddenlinkmail.com)

(Form adopted 5/01; revised 5/08)

\* ACCOMPANYING MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED, A CALIFORNIA NON-PROFIT MUTUAL BENEFIT ASSOCIATION, INCLUDES SUBSCRIPTION TO THE LEGAL SECRETARY MAGAZINE, REDUCED ANNUAL DUES FOR MEMBERSHIP IN LEGAL SPECIALIZATION SECTIONS AND DISCOUNTED PRICES ON PURCHASE OF LSI LEGAL PROFESSIONAL'S HANDBOOK AND LAW OFFICE PROCEDURES MANUAL.

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: \_\_\_\_\_ Birthday \_\_\_\_\_

Talents, Interests, Hobbies: \_\_\_\_\_

**YOUR SPECIALTY:**

_____ Administrative Law	_____ Criminal Law	_____ Real Estate Law
_____ Appellate Law	_____ Family Law	_____ Taxation
_____ Arbitration	_____ Law Office Management	_____ Other
_____ Bankruptcy	_____ Litigation	Specify: _____
_____ Business/Corporate Law	_____ Probate/Estate Planning	_____

**EDUCATION:**

_____ High School Diploma	_____ Four Year Bachelor's Degree
_____ Secretarial Training Course	_____ Additional Education Above Four Year Degree
_____ Two Year Junior/Business College	

**TYPE OF OFFICE:**

_____ Law Office	_____ Self-Employed
_____ Government Services	_____ Corporate Legal Department
_____ Court System	_____ Other Specify: _____

**BENEFITS PROVIDED BY YOUR EMPLOYER: (Check all that apply)**

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SLSA respects your privacy. If you do NOT want to be listed in SLSA's membership roster, check here: [ ]

How did you hear about SLSA? \_\_\_\_\_

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**Terry M. Olson-Skeahan  
Bartkiewicz, Kronick & Shanahan  
1011 22<sup>nd</sup> Street  
Sacramento, CA 95816**

# California Certified Legal Secretary

A Program of  
Legal Secretaries, Incorporated



## APPLICATION

Please complete and mail this form to the following address with your check to reserve your place at one of the examination venues:

**CCLS Certifying Board  
5726 Lorelei Avenue  
Lakewood, CA 90712**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, March 21, 2009
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, October 17, 2009

Deadline: Application must be received 60 days prior to examination date. A late application *may* be accepted up to 30 days prior to the examination if submitted with a \$25 late fee, in addition to the fees listed below, *if space is available*.

EXAMINATION FEES*			
LSI MEMBERS**		Non-LSI MEMBERS	
Registration fee:	\$ 15.00	Registration fee:	\$ 55.00
Examination fee:	\$ 95.00	Examination fee:	\$ 95.00
Total	\$110.00	Total	\$150.00

Enclosed is a check in the sum of \$ \_\_\_\_\_ \*\*\*, payable to LSI.

\* Fees subject to change without notice.

\*\* LSI members: Name of local association: \_\_\_\_\_ LSA/LPA.  
**Please enclose a photocopy of your local membership card.**  
You must be a member upon application to be eligible for reduced fees.

\*\*\* Include \$25 late fee if applicable.

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Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail(s): \_\_\_\_\_

Highest level of formal education completed: \_\_\_\_\_; Highest Degree: \_\_\_\_\_.

**EMPLOYMENT RECORD:** Please list legal secretarial employment, beginning with your most recent (or current) employment, to show a minimum of two full years of such employment. Attach a supplemental page if additional entries are necessary to show two full years of employment as a legal secretary.

Dates \_\_\_\_\_ Position \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Summary of Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates \_\_\_\_\_ Position \_\_\_\_\_  
Employer \_\_\_\_\_  
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City/State/Zip \_\_\_\_\_  
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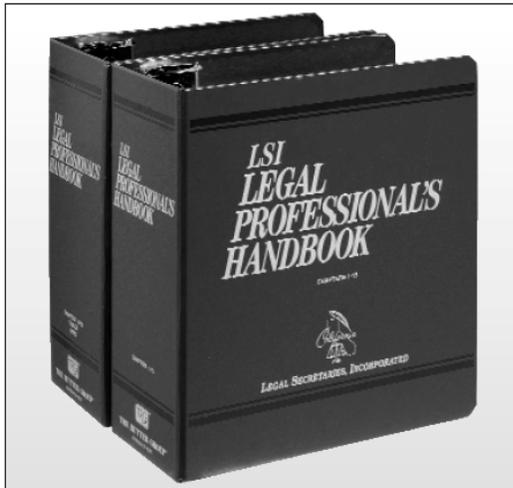
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## LEGAL SECRETARIES, INCORPORATED

# LEGAL PROFESSIONAL'S HANDBOOK

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**STEP-BY-STEP GUIDANCE:** Step-by-step instructions for each major area of law practice, show deadlines, fees, number of copies, addresses and all the other details needed to do the job right the first time!

**FORMS:** Included are official Judicial Council forms, plus practice-tested forms for pleadings, motions, business documents, transmittal letters, etc.

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**UP-TO-DATE:** The Handbook covers the current statutes and court rules. It is kept up-to-date by the Publications Revision Committee through annual replacement pages.

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- Attachment/Other Provisional Remedies
- Commencement of Civil Actions
- Discovery in Civil Actions
- Pretrial and Judgment in Civil Actions
- Postjudgment Proceedings
- Civil Appeals and Writs
- ADR
- Foreclosures: Mortgages and Trust Deeds; Mechanic's Lien
- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
- Workers' Compensation
- California Commercial Code
- Corporations
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- Intellectual Property Law: Copyrights; Trademarks; Patents
- Miscellaneous General Information

### ORDER FORM

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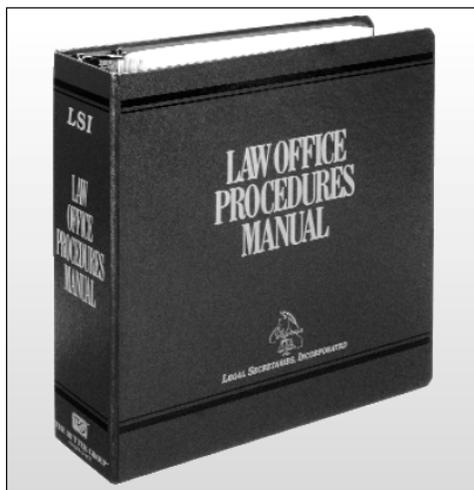
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## LEGAL SECRETARIES, INCORPORATED

# LAW OFFICE PROCEDURES MANUAL

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### The Problem

Training new law office staff members is time-consuming and expensive. The adequacy of the training is often dependent on the ability of the existing staff. Loss of key personnel may make it impossible to train and supervise less experienced staff.

### The Solution

A system for training new staff and a reference source for all existing office personnel. The *Law Office Procedures Manual*, created by Legal Secretaries, Incorporated, provides everything you need to know about the forms, rules and procedures required in a law office.

**STEP-BY-STEP GUIDANCE:** The Manual covers each major area of law practice.

**FORMS:** The Manual includes the major Judicial Council forms, plus typical attorney-drafted forms. *Sample forms are filled out* to illustrate common applications.

**UP TO DATE:** The Manual is updated twice a year to include revised Judicial Council forms and other changes in applicable rules and procedures.

## CONTENTS

- Court Structure
- Civil Procedure
- Local Rules
- Discovery
- Unlawful Detainer
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- Criminal
- Family Law
- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Workers' Compensation
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel; Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
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Of Note by Cassandra Baines



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## PUBLIC NOTICE

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### REDUCTION IN OPERATING HOURS Effective January 4, 2010

Due to budget reductions, staff shortages and mandated statewide Court closures, effective **January 4, 2010** the hours of operation for the public windows and telephone assistance will be as follows:

**Monday – Friday (excluding holidays and mandatory court closures)**

Criminal Department (Room 111)	8:30 am – 3:00 pm
Civil Department (Room 103)	8:30 am – 3:00 pm
Payment Center (Room 210)	8:30 am – 4:30 pm
Traffic/Small Claim Department (275 First Street)	8:30 am – 4:00 pm

Telephone assistance for all court operations will be available from:  
**8:30 am – 3:00 pm.**

### **Sacramento Division Department B Courtroom Change**

Effective December 30, 2009, Sacramento Division Department B, Bankruptcy Judge Thomas C. Holman presiding, will move from Courtroom 33 to Courtroom 32, 6th Floor, Robert T. Matsui United States Courthouse, 501 I Street, Sacramento.

### **The following is an Important Notice from the United States District Court for the Eastern District of California**

#### **Notice of New Courtroom for Magistrate Judge Gregory G. Hollows in Sacramento**

Effective January 7, 2010, court for Magistrate Judge Gregory G. Hollows will held in Courtroom 9, on the 13th Floor. All motions noticed for hearing before Magistrate Judge Hollows for hearing dates to be held on or after January 7, 2010, should be noticed for Courtroom 9.

**LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 7/31/09**

<b>Total Members (Fiscal Year-end 4/30/09)</b>	<b>Association</b>		<b>New Members</b>	<b>Transfer Members</b>	<b>Continuing Members</b>	<b>Total Members</b>
33	Alameda County	LSA	7		26	33
21	Antelope Valley	LSA	3		15	18
57	Beverly Hill/Century City	LSA	3		41	44
24	Butte County	LPA	1		20	21
46	Capitol City	LPA	0		28	28
10	Conejo Valley	LPA	1		7	8
26	Desert Palm	LPA	5		13	18
22	El Dorado County	LPA	3		14	17
38	Fresno County	LPA	9		27	36
53	Humboldt County	LPA	5		34	39
35	Imperial County	LPA	7		18	25
39	Livermore-Amador Valley	LPA	2		31	33
84	Long Beach	LSA	1		43	44
33	Los Angeles	LSA	3		19	22
18	Marin County	LPA	6		10	16
31	Merced County	LPA	7		28	35
31	Monterey County	LSA	0		20	20
55	Mt. Diablo	LPA	8		27	35
19	Napa County	LSA	0		16	16
85	Orange County	LSA	14		48	62
32	Palo Alto	LSA	3		19	22
21	Placer County	LPA	0		0	0
9	Redding	LPA	0		0	0
19	Rio Hondo District	LPA	1		13	14
31	Riverside	LPA	3		24	27
153	Sacramento	LSA	22		107	129
219	San Diego	LSA	20		149	169
46	San Fernando Valley	LSA	19		39	58
49	San Francisco	LPA	3		27	30
35	San Gabriel Valley	LSA	2		22	24
68	San Mateo County	LSA	5		55	60
27	Santa Barbara	LSA	7		15	22
50	Santa Clara County	LSA	0		39	39
20	Santa Cruz County	LPA	3		17	20
28	Santa Maria	LPA	1		14	15
42	Sonoma County	LSA	6		31	37
14	Southern Butte	LSA	0		8	8
37	Stanislaus County	LPA	0		34	34
43	Stockton-San Joaquin	LPA	7		34	41
5	Trinity County	LSA	0		0	0
32	Ventura County	LPA	2		23	25
42	Members at Large		6		19	25
<b>1787</b>	<b>1ST QUARTER TOTALS</b>		<b>195</b>		<b>1174</b>	<b>1369</b>

Membership list as of 7/31/09



## Sacramento Legal Secretaries Association Name/Address Change Reporting Form

Please fill out this form to let us know the changes you would like to make to your membership record.

### CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: \_\_\_\_\_

FORMER NAME: \_\_\_\_\_

NEW EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

BUSINESS E-MAIL: \_\_\_\_\_ (for vital updates/reminders)

NEW HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_

HOME E-MAIL: \_\_\_\_\_ (for vital updates/reminders)

### CHANGE IN SPECIALTY:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Administrative Law     | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Arbitration             |
| <input type="checkbox"/> Business/Corporate Law | <input type="checkbox"/> Criminal Law  | <input type="checkbox"/> Family Law              |
| <input type="checkbox"/> Law Office Management  | <input type="checkbox"/> Litigation    | <input type="checkbox"/> Probate/Estate Planning |
| <input type="checkbox"/> Real Estate            | <input type="checkbox"/> Taxation      | <input type="checkbox"/> Other: _____            |

### CHANGES TO MAILING/LISTING INFORMATION:

Where do you want *The Legal Eagle* and other SLSA/LSI mail delivered?

Where do you want e-mail delivered?

Which address should be listed in the membership roster?

If you do NOT want to be listed in the membership roster, check here:

- |  |                               |
|--|-------------------------------|
| <input type="checkbox"/> Business          | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business          | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business          | <input type="checkbox"/> Home |
| <input type="checkbox"/> No roster listing |                               |

Please submit to:

**Debbie Frias, CCLS**  
**c/o The Crow Law Firm**  
**700 E Street**  
**Sacramento, CA 95814**  
**E-mail: [dfrias@crowlaw.com](mailto:dfrias@crowlaw.com)**



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### SLSA COMMITTEE CHAIRS 2009-2010

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Audit Co-Chair:

Audit Co-Chair:

Benefits:

Budget Co-Chair:

Budget Co-Chair:

Budget Co-Chair:

Bulletin:

CCLS Co-Chair:

CCLS Co-Chair:

CCLS Co-Chair:

Charitable Projects Co-Chair:

Charitable Projects Co-Chair:

Day in Court Co-Chair:

Day in Court Co-Chair:

Employment:

Historian:

Interclub:

Law Office Products/Management:

Legal Procedures:

Legal Secretarial Training Co-Chair:

Legal Secretarial Training Co-Chair:

Marketing:

Membership:

Nominations/Elections Co-Chair:

Nominations/Elections Co-Chair:

Nominations/Elections Co-Chair:

Professional Liaison:

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