

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

THE LEGAL EAGLE

VOLUME 7 BOOK 9 JULY 2009



**Sacramento Legal
Secretaries Association**

**VISIT OUR WEB SITE:
WWW.SLSA.ORG**

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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!**

JULY DINNER MEETING

- Date: July 16, 2009
- Time: 5:30 p.m. - 6:15 p.m. Meet & Greet
6:15 p.m. - 8:00 p.m. Dinner Meeting & Speaker
- Place: Casa Garden Restaurant
2760 Sutterville Road, Sacramento
Tel: (916) 452-2809
- Speaker: Charity Kenyon
Kenyon Yeates, LLP
- Topic: **When the Newspaper Reporter Calls: Careful What You Wish For -- An Ethics Presentation**
- Cost: \$25* - SLSA Members
\$29* - Non-Members
- Vendor of the Month: First Legal Support Services

*** Please add \$3 for reservations received after July 15, 2009.**

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

- RSVP: Janice Ainsworth
5901 Oxford Glen Place
Elk Grove, CA 95758
- E-mail: janainsworth@surewest.net

(See Page 31 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.

“A GENUINE LEADER IS NOT A SEARCHER FOR CONSENSUS BUT A MOLDER OF CONSENSUS.”
 ~ REV. MARTIN LUTHER KING, JR.

PRESIDENT'S MESSAGE by Jennifer Rotz

I would like to take a moment this month to thank those of you that have renewed your membership for another year. We truly appreciate your continued support. I would also like to extend a warm welcome to our new members this year. We hope you benefit greatly, both personally and professionally, from your involvement with this association. As I type, we have received 105 membership renewals and have inducted 21 new members since the start of the new fiscal year. That is great news for us! SLSA continues to grow and thrive.



Since my last message, two of the open committee chair positions have been filled! Please join me in welcoming:

Advertising Chair – Sandy Andrade; and
Legal Procedure Chair – Annamaria Dugan

As I have said many times, this association is entirely volunteer driven. We simply would not exist without the generosity of our volunteers. Thank you all for being a part of the SLSA volunteer team!! It is not too late to join the team. Volunteer opportunities are still available. To learn more about the following available committee chair positions, please contact me:

Interclub
Publicity
Ways and Means

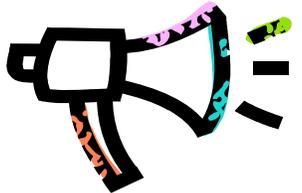
At this month's dinner meeting, we will be joined by attorney Charity Kenyon of Kenyon Yeates LLP. She will be giving an ethics presentation titled: "When the Newspaper Reporter Calls: Careful What You Wish For." The dinner meeting will be held at Casa Garden Restaurant on July 16.

The July lunch lesson will be held at the gorgeous new offices of McDonough Holland & Allen PC on July 21. Our very own Elicia Allen, CCLS will be speaking on the topic of Unlawful Detainers. Flyers for these and other upcoming events can be found in this bulletin and on the Events page of our website. Be sure to check the site out often as it is updated regularly.

I hope to see you at an SLSA event soon. Please bring a friend.

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 6 - MOA Deposition Reporters
- Page 36 - The Rutter Group
- Page 44 - Mirror Imaging

SPEAKER SPOTLIGHT by Rhonda Harrigan



In June, Jay-Allen Eisen, a Sacramento attorney, spoke to us about the subject of “Appealing Suggestions: How to Survive a Civil Appeal.”

Jay-Allen Eisen has practiced law since 1969. He is a Fellow of the American Academy of Appellate Lawyers and a Past President of the California Academy of Appellate Lawyers. He serves on the Executive Committee of the ABA's Council of Appellate Lawyers and the State Bar Standing Committee on Appellate Courts. He was one of the first Appellate Law Specialists certified by the State Bar of California, Board of Legal Specialization, and he served on the Appellate Law Advisory Commission, which established and oversees the State Bar's appellate specialist program. He has been counsel in more than 350 appeals and appellate writs, including more than 100 that have led to published, precedent decisions. Mr. Eisen received his BA from University of California, Berkeley, and his JD from Hastings College of Law, University of California, San Francisco.

Mr. Eisen informed us that the time to appeal is strictly jurisdictional. Once the time has run, the appellate court has no jurisdiction and the right to appeal expires. There is no way to appeal after the time has expired. (CRC 8.104(b)). He gave us a very comprehensive handout going over the process and timeline of the appeals process. He also encouraged us to call his office with questions on appeals.

The 3rd DCA has temporarily moved from the Library & Courts building at 9th & Capitol Mall to 621 Capitol Mall while the Court is being renovated.

SLSA appreciates Mr. Eisen taking time out of his busy schedule to give such interesting and educational information to our membership.



VENDOR SPOTLIGHT by Alissa Mackrill

The June Vendor of the Month was MOA Deposition Reporters. We were joined by Renee Ledesma who spoke to us about the company's services. MOA Deposition Reporters is a full service deposition and court reporting firm. They have earned the respect of countless firms in the Sacramento area. MOA focuses their attention on their facilities, environment, and their dedication to their clients. Their trademark has always been their commitment to their clients. MOA is the best in town! Check out their website at www.moadeporters.com for more information.

MEMBER NEWS by Jennifer Rotz

Rhonda Harrigan's father-in-law John Joseph Harrigan II passed away on June 7. Rhonda and Dennis, our thoughts are with you 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 show you our support during tough times. Please send your news to president@slsa.org.

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 <i>Board Mtg.</i>	9	10	11
12	13	14	15 <i>Book Sale</i>	16 <i>Lunch Lesson</i>	17	18
19	20	21 <i>Dinner Meeting</i>	22	23	24	25 <i>Food Bank</i>
26	27 <i>Bulletin Deadline</i>	28	29	30	31	
31						

DATES TO REMEMBER

- July 8 - SLSA Board Meeting**
 (Location: Murphy Austin Adams Schoenfeld LLP - Time: 5:45 p.m.)
- July 15 and 16 - SLSA Benefit Book Sale** (Location: 555 Capitol Mall Lobby - Time: 11:00 a.m. - 2:00 p.m.)
- July 16 - SLSA July Dinner Meeting** (Location: Casa Garden Restaurant - Time: 6:15 p.m. - Speaker: Charity Kenyon - Topic: "When the Reporter Calls: Careful What You Wish For" - An Ethics Presentation.) See flyer on Page 31 for details.
- July 21 - SLSA Lunch Lesson**
 (Location: McDonough Holland & Allen - Time: Noon) See flyer on Page 23 for details.
- July 25 - SLSA Charitable Project Sacramento Food Bank & Family Services** (Location: Del Paso Baptist Church - 1335 Los Robles Blvd., Sacramento. See flyer on Page 16 for details.)
- July 27 - Last Day to Submit Articles for the August issue of The Legal Eagle**

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 "JULY" BIRTHDAY!



- Kelly Sloan - July 2
- Barbara Haviland - July 11
- Sandra Angeli - July 16
- Pamela Ann Lee, CCLS - July 22
- Janice Williams - July 23
- Noreen Patrignani - July 24
- Paula Lockard, CCLS - July 27
- Rod Crowell - July 27



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◆ **Reliability**

- Emphasis in Construction Defect Cases - both in-house and on-line document depositories
- E-repositories for your depositions, exhibits, etc.
- Complete on-line service, ie: scheduling, confirming, etc.

PICTURES



Left to right: SLSA Treasurer Debbie Frias, CCLS, Emily Roldan, Vendor of the Month Renee Ledesma, SLSA Chairman Elizabeth Bomke, CCLS



June Dinner Meeting Attendees



Attorney Jay-Allen Eisen and SLSA President Jennifer Rotz

STARS OF THE MONTH by Jennifer Rotz



Marve Breech is a long-time dedicated member of SLSA. She is also one of its seven lifetime members. Marve is an SLSA Past President and served as its Governor for more than 10 years, its Parliamentarian for more than 5 years, and as committee chair of various committees. Over the years, she also served as committee chair for various LSI committees. Marve was in charge of the Probate Section when the Legal Secretary's Handbook (now known as the Legal Professional's Handbook) was written. She sat on the forms committee of the California State Bar, which included manning LSI's booth at the California State Bar Conference. Marve was once the proud recipient of the LSI President's Award. She also once served as Conference Chair for LSI when conference was held in Sacramento. Marve has been very involved with SLSA and LSI throughout her years as a member. Congratulations, Marve!



Jolene Gordo is a paralegal for Greenberg Traurig, LLP. She began working as a legal secretary when pulling the cover off a new IBM Selectric typewriter was considered high tech! From her first position in a general practice office over 31 years ago though her current position, most of her experience has been in litigation. In 1980, she attended a program at the University of San Diego for "Attorney Assistant" and obtained her paralegal degree. In October 2005, she joined Greenberg Traurig, LLP (formerly Livingston & Mattesich), where she started as a legal secretary then, in 2007, was promoted to paralegal. When not working, she enjoys gardening, reading, SCUBA diving, and planning her next vacation in her endeavor to visit as much of our planet as possible. Four continents down, three to go! For those wishing to send gifts, her birthday is April 10 (every year). Her home in Roseville is shared with a friend and two dogs, Cece, a pampered poodle, and Tule, a beagle/golden retriever mix -- who remind her that one of her *favorite* non-working pleasures is "walkies!" Since moving to Sacramento, Jolene has enjoyed attending SLSA events. They keep her in touch with changes in the legal field, provide knowledge about our legal community, allow her to meet people in other offices, and learn about the various vendors/services available, all while completing the task of MCLE credits in a more congenial manner! She is grateful to SLSA for its fine work over the years. Congratulations, Jolene!





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? Business Home
- Where do you want e-mail delivered? Business Home
- Which address should be listed in the membership roster? Business Home
- If you do NOT want to be listed in the membership roster, check here: 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

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
BRASS TACKS* 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		\$
CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET 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		
CCLS BROCHURE 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		
CCLS MOCK EXAM 2006 Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
CCLS PIN A 1/2" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
CCLS STUDY KIT Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
GUIDELINES FOR HOSTING LSI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 2/08)	N/C		
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM 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		
HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES* 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		
HISTORY OF LEGAL SECRETARIES, INCORPORATED A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
LAW OFFICE PROCEDURES MANUAL FLYER An 8 1/2" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES 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		
LEGAL SECRETARY'S REFERENCE GUIDE 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		
TOTAL THIS PAGE			\$

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
LSI BYLAWS AND STANDING RULES* As currently adopted by the LSI Governors.	\$ 5 00		\$
LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* 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		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* 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	
NEW MEMBER PACKET* 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		
PRESIDENT'S PENDANT* 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		
PRESIDENT'S PIN* Same as pendant (see above), but with pin on back.	7 00		
TOTAL THIS PAGE			\$
TOTAL PREVIOUS PAGE +			\$
TOTAL ORDER =			\$
CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +			\$
MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +			\$
TOTAL AMOUNT =			\$

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/POSITIONS 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 e-mail 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 résumés, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair and/or Webmaster.

Please contact Employment Chair Cyrene Farrell, CCLS, at (916) 551-2595, or e-mail her at cfarrell@mgsllaw.com. A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

Positions Available:

Public Finance Secretary. Stradling Yocca Carlson & Rauth has an open position to provide administrative/secretarial support to lawyers in the public finance department in its Sacramento office. The specific department focus is on complex public finance and project financing, with an emphasis on energy, water projects, water agency financing, and airport and transportation project financing. Duties include a wide variety of complex legal clerical and general clerical work, which includes composing and typing legal documents, inputting and revising correspondence and memorandum, processing of legal documents, and maintenance of legal case records. Strong knowledge of MS Office Suite, including Outlook Calendaring is a must. Individual should be proficient in typing, spelling, punctuation, grammar, and have strong oral and written communication skills. Administrative duties also include preparation of expense reports, time entry, coordination of meetings and travel, as well as maintaining client and administrative files; organize and maintain paper and electronic files. Excellent attention to detail and interpersonal communication skills, a team player with ability to learn and adapt quickly are required. Ability to manage multiple and sometimes competing priorities as well as exercise independent judgment and discretion. Minimum three years prior law firm [secretarial/administrative] experience and a four year college degree preferred. To be considered for this position forward your resume to Shawn Scott, Human Resources Manager at sscott@sy-cr.com. Please note that responses will be given to candidates who closely meet our qualifications.

Office Services/Admin Assistant. The Sacramento office of Seyfarth Shaw LLP, emphasizing in labor and employment, litigation, and trade secrets, is seeking a dependable and responsible Office Services clerk. Responsibilities include providing a high level of customer service to clients, attorneys, paralegals, and staff requesting assistance in areas of facilities, supplies, copying, event catering, and a variety of administrative tasks. Administrative duties include time entry, preparation of expense reports, event planning, and reception coverage. Proficiency in Microsoft programs (Word, Outlook, Excel). Familiarity with Carpe Diem, Elite, DocsOpen, or similar technology. Excellent organizational and communication skills. Familiarity with standard office equipment. EOE. Please email resume and cover letter to Cindy Pilon, Office Administrator, at cpilon@seyfarth.com.

PARLIAMENTARIAN REPORT by Rhonda Harrigan

What is a Quorum and Why It Is Important to Our Association?

Quorum: the minimum number of voting members that must be in attendance at a meeting of an organization for that meeting to be regularly constituted. A meeting cannot start or transact business until there is a minimum number of voting members, a quorum. Without a quorum, the meeting is never properly constituted; it cannot transact business validly.

Any business transacted where a quorum is not present is null and void except for one item and that is a motion to adjourn.

The quorum requirements for organizations varies greatly and is usually set proportionate to the average number of members. Organizations want to avoid having business transacted in the absence of a minimum numbers of members but at the same time, do not want to prevent or delay work by setting too high a quorum.

Almost all organizations and government bodies specify the quorum of their organizations within the statute that creates the body.

Declaring a quorum is a standard and mandatory observation and declaration at the start of a meeting by the chair. From that point on, a quorum is presumed to continue.

A chair can wait a reasonable time to try to establish a quorum.

At any time during a meeting, a member may raise the absence of a quorum in which case, the chair must once again count voting members present to determine if quorum is absent or present. If, then, upon the count being demanded, quorum has been lost by the departure of a number of members since the start of the meeting, the meeting must be adjourned with no further business being transacted.

The above general quorum rules are particularly susceptible to variance within the by-laws or rules of any given organization. Such documents should be consulted in order to determine the precise quorum rules applicable to any given organization.



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 Jennifer L. Page, Legal Specialization Sections Coordinator.
Office: (415) 721-2040; Home: (415) 898-1010; Email: jlpage@ix.netcom.com*

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

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: **Jennifer L. Page, Legal Specialization Coordinator,**
1641 Hill Road, Novato, California 94947

Enclosed is payment of my dues for the fiscal year 8/1/07 through 7/31/08 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

NEW	RENEWAL

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS _____

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

FAX: _____ E-MAIL ADDRESS: _____

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):

CHARITABLE CONTRIBUTIONS by Elicia Allen, CCLS



Bright and early the morning of June 13, 2009, SLSA members Micky Kelly, Terry Olson-Skeahan, Sandra Andrade, Jennifer Rotz, Gloriela Garcia and myself, along with Terry's daughter Amber and Jennifer's husband Jon and daughter Katelyn assisted in setting up and distributing food to low income residents of the Rio Linda area. Tables lined the parking lot with pantry/boxed pastas, meat products, canned fruits and vegetable, potatoes, bread/pastry and milk. As clients went down the line of tables they received groceries from every station. All clients were very thankful for the groceries. The distribution lasted three hours and, at the end, the clients and families of clients were tallied. It was announced that we helped feed 400+ people that day. It was truly a wonderful day for not only the clients but for all who participated as well.

“A CLASSIC IS A BOOK THAT DOESN'T HAVE TO BE WRITTEN AGAIN.” W.E.B. DuBOIS

SLSA members that have volunteered at the events have echoed my sentiments that they find volunteering to assist Sacramento Food Bank and Family Services in this mobile food distribution event very rewarding. Therefore, SLSA will make the commitment to gather volunteers to assist every third Saturday of the month at the Del Paso Baptist Church in West Sacramento. I highly encourage you to mark your calendars and join us in helping feed Sacramento families. No food donations are needed, those are already provided, and all we ask for is a couple of hours from your morning and two helping hands. Please see the flyer below for information. If you have any questions regarding this event or want more information on volunteering please contact me at allen@tamurraylaw.com or Gloriela Garcia at gloriela.garcia@calegacylaw.com.

SLSA Charitable Project!

Help distribute food to low-income & homeless families in YOUR community



“There is no better exercise for your heart, than reaching down and helping to lift someone up.”
~ Bernard Meltzer

WHO: SLSA for Sacramento Food Bank & Family Services

WHAT: Volunteers with Helping Hands – No Donations Needed!

WHERE: Del Paso Baptist Church
1335 Los Robles Blvd, Sacramento

WHEN: 8:00 a.m. – 11:00 a.m.
~Last Saturday of Every Month!~

Next Date: July 25, 2009



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

Sacramento Legal Secretaries Association

IS PROUD TO PRESENT ITS ANNUAL

BOSS OF THE YEAR CONTEST



Submit your reasons why your boss should be voted **BOSS OF THE YEAR** in 500 words or less. Your submission must describe your boss in three words. The winner's nominating secretary will receive a \$50 Westfield gift card, and the winning BOSS will receive an attractive plaque. Please send your submissions via e-mail to the following judges:

Patti Alexander - palexander@aklandlaw.com
Elizabeth Bomke, CCLS - kwssec@covad.net
Desiree Delonia, CCLS - ddelonia@aklandlaw.com

DEADLINE FOR SUBMISSIONS IS AUGUST 6, 2009

The **WINNER** and **BOSS OF THE YEAR** will be announced at the August 20, 2009, Dinner Meeting and will receive well-deserved Compliments and Recognition

Sacramento Legal Secretaries Association

IS PROUD TO PRESENT IT'S ANNUAL

LEGAL PROFESSIONAL OF THE YEAR CONTEST



Submit your reasons why your nominee should be voted
LEGAL PROFESSIONAL OF THE YEAR

It must be 500 words or less. Your submission must also describe your nominee in three words. The winner will receive a \$75 Westfield gift card and an attractive plaque. Please send your submissions via e-mail to the following judges:

Patti Alexander - palexander@aklandlaw.com

Elizabeth Bomke, CCLS - kwssec@covad.net

Desiree Delonia, CCLS - ddelonia@aklandlaw.com

DEADLINE FOR SUBMISSIONS IS AUGUST 6, 2009

The **WINNER** will be announced at the August 20, 2009,
Dinner Meeting and will receive well-deserved
Compliments and Recognition

CCLS QUIZ by Elizabeth Bomke

Probate Quiz

1. In order to ascertain and correctly determine it will be a testate proceeding or an intestate proceeding you must know:
 - (a) The county where the decedent died
 - (b) Who were the surviving heirs
 - (c) If the decedent owned real property
 - (d) Whether the decedent died with or without a will

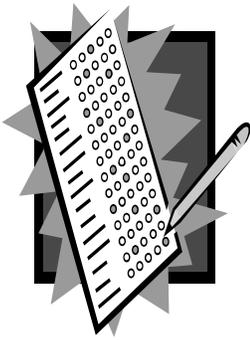
2. The computation of statutory commissions and fees is determined without reference to:
 - (a) Amount fixed by Probate Code
 - (b) Gains over the appraised value on sales
 - (c) Value of the estate
 - (d) Encumbrances or other obligations on estate property

3. After an original Will is stapled:
 - (a) You may unstaple and make adequate copies
 - (b) If not on a back, unstaple and re-staple
 - (c) It should not be unstapled for any purpose
 - (d) Unstaple to make corrections and re-staple

4. Letters Testamentary with Will Annexed is used:
 - (a) Decedent died with a Will and named an executor
 - (b) Decedent died without a Will
 - (c) Decedent died with a Will, but without naming an executor or the person named would not act
 - (d) None of the above

5. The Probate Code allows for Summary Probate:
 - (a) When the estate has assets under \$100,000
 - (b) Only by use of an affidavit
 - (c) Never. You must always file a general probate.
 - (d) When a referee signs an Inventory and Appraisal indicting no assets.

6. In a testate proceeding the notice of hearing must be published in a newspaper:
 - (a) In the city or area the decedent last resided at time of death
 - (b) Where the executor currently resides.
 - (c) In the city and county where the courthouse is located when filing probate
 - (d) Any newspaper of general circulation in the state where decedent died.



[Continued on Page 21]

CCLS QUIZ CONTINUED

7. Title to real property is conveyed by obtaining a certified copy of the order or judgment and then:
- (a) Mailing a copy to the named beneficiary.
 - (b) Filing the proper discharge and order.
 - (c) Completing a change in ownership form.
 - (d) Recorded in each county in which real property is located.
8. A holographic Will must be submitted along with:
- (a) Proof of the decedent's handwriting written by decedent within the last 5 years
 - (b) Five photocopies of the purported document
 - (c) A typewritten counterpart setting forth the Will in its entirety
 - (d) A videotape or audiotape, if any, to which the decedent refers
9. The personal representative's "Letters" may be revoked and is liable on his/her bond if he/she:
- (a) Calls the estate's attorney for advice about his duties and obligations
 - (b) Fails to file the Inventory and Appraisal with the court clerk
 - (c) Does not provide the decedent's death certificate
 - (d) Provides certified copies of "Letters" to decedent's bank(s) for the purpose of changing the account name.
10. When must the original Will and any codicils be filed?
- (a) Within 60 days after the death of the decedent
 - (b) Within 90 days after the death of the decedent.
 - (c) Within 30 days after the death of the decedent
 - (d) There is no statutory requirement
11. If the court sets apart a probate homestead for a minor child, what is the limited period of time for the set apart?
- (a) The minor child's majority plus one year
 - (b) One year from the set aside
 - (c) Until a sale of the property can be completed
 - (d) Cannot extend beyond the child's minority.
12. When must the Inventory and Appraisal be filed?
- (a) Four months after issuance of Letters.
 - (b) Six months after filing of the Petition for Probate
 - (c) Sixty days after issuance of Letters
 - (d) Ninety days after issuance of Letters.

ANSWERS:

1) d, 2) d, 3) c, 4) c, 5) a, 6) a, 7) d, 8) c, 9) b, 10) c, 11) d, 12) a



ADVERTISING NOTE by Terry M. Olson-Skeahan

As I hand over the Advertising torch to Sandy Andrade, please know I had a great time meeting people and working with all of you, both members and advertisers, in getting your name out there in the legal community or telling you about who is out there to help us in our daily jobs.

I would also like to take this time to encourage our members to pass onto Sandy any vendors that you have contact with to talk to her about advertising. It is such a great deal for them to get involved with the association and the benefits of gaining more business is wonderful!

Her information is:

Sandra J. Andrade,
 Assistant to John V. "Jack" Diepenbrock and David A. Diepenbrock
 Diepenbrock Harrison
 400 Capitol Mall, Suite 1800
 Sacramento, CA
 Telephone: 916/492-5029 (direct)
 Main: 916/492-5000
 Facsimile: 916/446-4535
 Email: sandrade@diepenbrock.com



Sacramento Legal Secretaries Association

~ Charity Book Sale ~

Benefiting the Make-A-Wish Foundation

Dates: July 15 and 16, 2009

From: 11:00 a.m. to 2:00 p.m.

Where: 555 Capitol Mall, Sacramento



Gently used books at bargain prices. Choose from adult fiction, non-fiction, children's books and many more.

**All the proceeds of the book sale will go to the
 Make-A-Wish Foundation of Sacramento.**

MAKE-A-WISH.

**SACRAMENTO LEGAL SECRETARIES ASSOCIATION
PRESENTS A LUNCH LESSON on
"Unlawful Detainers – Step by Step"**

Date/Time: July 21, 2009 - 12 p.m. to 1 p.m. **CCLS Credit: 1.0**
 Registration begins at 11:45; speaker will begin promptly at noon. **MCLE Credit: 1.0**

Location: McDonough Holland & Allen, 500 Capitol Mall, 18th Floor, Sacramento

Topic: **"Unlawful Detainers" Step by Step**

Speaker: Elicia Allen, CCLS, is the current Governor, and past president of the Sacramento Legal Secretaries Association. She is a paralegal at the Law Offices of Todd A. Murray. She is a 2002 graduate of MTI College with an A. A. in Paralegal Studies and she became a California Certified Legal Secretary in March 2008.

Vendor Rapid Legal has been providing customers across the country with the easiest, fastest, and most reliable court filing, service of process, and document retrieval services in the industry with a demonstrated track record of excellence and exceptional customer service. Rapid Legal has offices throughout California and a nationwide network of affiliates to handle your requirements. www.rapidlegal.com.

Cost: \$15 for LSI Members \$17 for non-LSI Members **Seating is Limited – Register Today!**

Lunch will be provided. **Last day to register or cancel: July 17, 2009.** No shows will be billed.

Name

Firm

Mailing Address

Daytime Phone

Are you a Member of SLSA?

Would you like information on SLSA Membership?

Do you require an MCLE/CLE/CCLS certificate?

MCLE/CLE CCLS Attorney

E-mail

Public parking is available in the building for a cost.

Make checks payable to: SLSA; mail reservation to:

Paula Lockard CCLS
 McDonough Holland & Allen, PC
 500 Capitol Mall Road, 18th Floor
 Sacramento, CA 95814-4692
 Phone: 916.403.2531
 Fax: 916.444.8334
 Email: plockard@mhalaw.com



*If you cannot attend this event but are interested in membership, please call (916) 488-1795
 Visit our web-site: <http://www.slsa.org>*

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 hour.



**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: _____
CITY, STATE & ZIP: _____
RESIDENCE PHONE: _____
RESIDENCE E-MAIL: _____ (for vital updates/reminders)

YOUR SPECIALTY:

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

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 1/31/09**

Total Members (Fiscal Year-end 4/30/08)	Association		New Members	Transfer Members	Continuing Members	Total Members
31	Alameda County	LSA	2		31	33
25	Antelope Valley	LSA	3		18	21
57	Beverly Hill/Century City	LSA	0		49	49
24	Butte County	LPA	1		16	17
47	Capitol City	LPA	12		34	46
11	Conejo Valley	LPA	0		10	10
30	Desert Palm	LPA	2		23	25
17	El Dorado County	LPA	0		22	22
33	Fresno County	LPA	10		28	38
49	Humboldt County	LPA	13		40	53
44	Imperial County	LPA	12		22	34
38	Livermore-Amador Valley	LPA	4		35	39
66	Long Beach	LSA	30		49	79
34	Los Angeles	LSA	11		22	33
15	Marin County	LPA	6		12	18
41	Merced County	LPA	1		30	31
30	Monterey County	LSA	10		21	31
41	Mt. Diablo	LPA	16	2	37	55
20	Napa County	LSA	0		19	19
100	Orange County	LSA	26		58	84
31	Palo Alto	LSA	5		27	32
25	Placer County	LPA	5		14	19
31	Redding	LPA	0		9	9
15	Rio Hondo District	LPA	4		15	19
52	Riverside	LPA	7		24	31
190	Sacramento	LSA	56		97	153
177	San Diego	LSA	73		125	198
59	San Fernando Valley	LSA	7		39	46
54	San Francisco	LPA	6	<1>	44	50
37	San Gabriel Valley	LSA	3		25	28
65	San Mateo County	LSA	15		53	68
28	Santa Barbara	LSA	2		19	21
55	Santa Clara County	LSA	14		36	50
18	Santa Cruz County	LPA	4		16	20
24	Santa Maria	LPA	9		19	28
44	Sonoma County	LSA	0		42	42
14	Southern Butte	LSA	3		11	14
40	Stanislaus County	LPA	0		30	30
39	Stockton-San Joaquin	LPA	5		38	43
5	Trinity County	LSA	0		5	5
38	Ventura County	LPA	3		29	32
25	Members at Large		20	<1>	21	41
1820	3RD QUARTER TOTALS		400	2	1314	1716

Membership list as of 1/31/09

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
Presents
CALIFORNIA CERTIFIED LEGAL SECRETARY
STUDY COURSE

A 23-week (two hours per week) simultaneous study group for LSI associations, designed for the intermediate to advanced legal secretary. Beginning legal secretary knowledge is required. Minimum of 2 years' full-time legal secretary experience prior to 2009 is required to take the CCLS exam. This course will help you study for the March 2010 CCLS exam. This course will be instructed with the use of the *Law Office Procedures Manual*, *Legal Professionals Handbook*, and *Gregg Reference Manual*. The costs of the *Law Office Procedures Manual*, *Gregg Reference Manual*, and Worksheets, as well as other course materials, are included in the registration fee. Classes will be taught by Astrid Watterson, CCLS, and Dawn Forgeur, CCLS. This course will cover:

- | | |
|--|-----------------------------|
| Ability to Communicate Effectively | California Legal Procedures |
| Grammar/Punctuation/Spelling | Real Estate Law |
| Reasoning and Ethics | Probate and Estate Planning |
| Basic Accounting/Principles/Account Management | Corporate Law |
| Law Office Administration | Civil Litigation |
| Office Etiquette/Personnel Management | Family Law |
| Skills/Legal Practice and Procedure | Legal Terminology |

****SPACE IS LIMITED TO 12****

The two-hour classes will be held on Monday evenings from 5:45 p.m. to 8 p.m. at:
SOMACH SIMMONS & DUNN
500 Capitol Mall - 10th Floor

September 14, 2009 through March 8, 2010

** Classes are usually held on Mondays, but are subject to change**

Cost: SLSA Members - \$250 (23-week course)

Non-SLSA Members - \$300 (23-week course)

Deadline to Register: August 31, 2009. No refunds after September 7.

For more information call Astrid Watterson CCLS, at 446-7979 or Dawn Forgeur, CCLS, at 442-1111
or e-mail at: awatterson@somachlaw.com and forgeurd@glaw.com.

Visit our website at www.SLSA.org

Name: _____ Telephone: _____

Firm: _____ E-mail: _____

Address: _____

___ I am currently a ___ SLSA member ___ non-member

Please mail your check made payable to SLSA for \$ _____, along with your completed registration form to:

ASTRID WATTERSON, CCLS
Sacramento Legal Secretaries Association
% Somach Simmons & Dunn
813 Sixth Street, Third Floor
Sacramento, CA 95814

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
a member of Legal Secretaries, Incorporated presents
CALIFORNIA CERTIFIED LEGAL SECRETARY STUDY COURSE

A 23-week study program through LSI will be held on Mondays from 5:45 to 8:00 p.m. is designed for the intermediate to advanced legal secretary. Beginning legal secretary knowledge is required.

*****SPACE IS LIMITED TO THE FIRST 12 REGISTRANTS*****

*THE LOCATION OF THE CLASSES IS SOMACH SIMMONS & DUNN
500 CAPITOL MALL, 10TH FLOOR, DOWNTOWN SACRAMENTO*

CLASS SCHEDULE

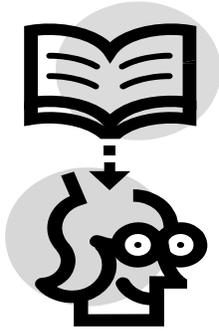
<u>Sept. 19, 2009:</u>	ABILITY TO COMMUNICATE EFFECTIVELY: Word usage & Spelling, general overview of class course and hand out student materials.
<u>Sept. 21 & 28, 2009:</u>	CALIFORNIA LEGAL PROCEDURES: Civil Litigation.
<u>Oct. 5, 2009:</u>	LEGAL TERMINOLOGY: Understanding of legal terminology for civil litigation, corporations, real estate, family, probate, Latin terminology, and citations.
<u>Oct. 13, 2009:</u>	ABILITY TO COMMUNICATE EFFECTIVELY: Written communication, capitalization, grammar, etc.
<u>Oct. 19, 2009:</u>	LEGAL COMPUTATIONS 1: Basic accounting terminology and principles, records, and accounts management used in the law office.
<u>Oct. 26, 2009:</u>	LEGAL COMPUTATIONS 2: Docketing/Calendaring.
<u>Nov. 2, 2009:</u>	LAW OFFICE ADMINISTRATION: Learn about records management, legal citation using the California Style Manual, computer technology, office etiquette, personnel management, office equipment, and supplies management.
<u>Nov. 9 & 16, 2009:</u>	CALIFORNIA LEGAL PROCEDURES: Corporations.
<u>Nov. 30 & Dec. 7, 2009:</u>	CALIFORNIA LEGAL PROCEDURES: Family law.
<u>Dec. 14, 2009:</u>	LEGAL COMPUTATIONS 3: Civil/Family/Probate accounting and docketing.
<u>Jan. 4, 2010:</u>	SKILLS: Instructions and uses of civil litigation and corporation legal practices and procedures using practice memos/assignments and proper forms.
<u>Jan. 11 & 18, 2010:</u>	REASONING & ETHICS: NALS, ABA, & LSI cannons, Review State Bar Rules of Professional Conduct.
<u>Jan. 25 & Feb. 1, 2010:</u>	LEGAL PROCEDURES: Estate planning/Probate.
<u>Feb. 8, 2010:</u>	ABILITY TO COMMUNICATE EFFECTIVELY: Vocabulary, number usage & Punctuation.
<u>Feb. 16, 2010:</u>	CALIFORNIA LEGAL PROCEDURES/SKILLS: Real Estate Law.
<u>Feb. 23, 2010:</u>	REVIEW: Review all homework and sample timed tests.
<u>March 2, 2010:</u>	FINAL CLASS EXAM
<u>March 8, 2010:</u>	REVIEW: Overview of entire course-to-date and miscellaneous items.

Classes subject to change due to speakers' schedules

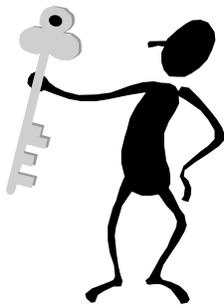
Classes are usually held on Mondays. No Class Thanksgiving, Christmas, and New Years' Week.

VOCABULARY LIST by Elizabeth Bomke, CCLS

ACCOUNTING TERMINOLOGY



“A CLASSIC IS A
BOOK THAT
DOESN'T HAVE
TO BE WRITTEN
AGAIN.” W.E.B.
DUBOIS



Account Equation	$Assets = Liabilities + Owner's Equity + Revenue - Expenses$
Accounts Payable	Liability account for short-term debts, usually due within 30 days
Accrual	Type of adjusting entry that is used to recognize an unrecorded revenue that has already been earned or an unrecorded expense that has already been incurred.
Accrual Basis	Revenue recorded when earned; expenses are recorded when incurred
Adjusting Entry	General ledger entry to correct or bring account up to date
Balance sheet	Statement showing financial position on a given date; lists assets equating total of liabilities and owner's equity
Book Value	Cost of an asset less accumulated depreciation
Capital	Owner's investment (equity) in the business (the difference between assets and liabilities)
Cash Basis	Revenues are recognized when cash is received; expenses are recognized when cash is paid
Closing entries	At the end of a financial period, the totaling of temporary capital accounts (revenues and expenses) and the transferring of net profit/loss to the owner's equity account
Compound Entry	Transaction requiring posting to more than one debit or credit
Contra Account	Account whose balance is different than the normal balances within that broad class of account
Deferral	Type of adjusting entry that is used to postpone the recognition of a revenue already received or an expense already paid
Deficit	A debit balance in the expense account over income and cash on hand; the excess of accumulated losses over accumulated earnings
Depreciation	Decrease in value of a fixed asset due to use (wear and tear) or obsolescence
Draft	A written order by a creditor or a debtor directing payment of a sum of money to himself or a third party
Expense	A present or past expenditure defraying a current cost of doing business; a class term of expenditures recognized as operating costs of a business; cost of doing business

[Continued on Page 29]

VOCABULARY LIST CONTINUED

Face Amount	The sum of money stated on a check, bond, note, or other instrument, exclusive of interest accumulations
Fair Market Value	Present worth
FICA	Federal Insurance Contribution Act (Social Security Act)
Fiscal Year	Period of 12 consecutive months
Fixed Assets	More or less permanent in nature; useful life exceeds one year
FLSA	Fair Labor Standards Act
GAAP	Generally accepted accounting principals
Goodwill	Value of a business over the book value or agreed value of net assets
Income Statement	A statement of revenue and expense accounts. Measures the firm's performance for a stated period of time-Revenues and Expenses, and Net Income or Net Loss
Liabilities	Debts/amounts owed to creditors
Net Income	Result of total income exceeding total expenses for time period
Net Loss	Result of total expenses exceeding total revenues for time period
Nominal Account	Account that is cleared at the end of an accounting period
Operating Expenses	Expenses incurred in the conduct of business
Operating Margin	Determined from net operating income as a percent of gross fees
Prepaid Expense	Prepayment of an expense that is classified as an asset. Benefits further time periods.
Principal	A sum of money on which interest accrues
Profit and Loss Statement	A financial statement showing the income and expenses of a business for the period and the profit or loss resulting therefrom; an income statement
Real Account	Account that is not cleared at the end of an accounting period. The account balance remains open from one accounting period to the next.



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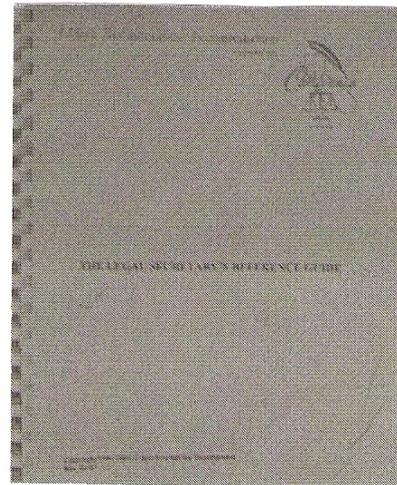
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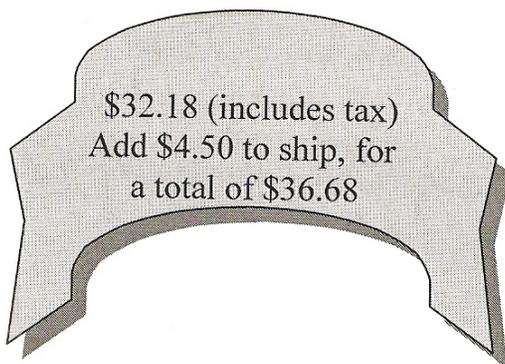
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Sacramento Legal Secretaries Association

Dinner Meeting - July 16, 2009

Vendor of the Month:

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Support
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Speaker:
Charity Kenyon
of the
Kenyon Yeates LLP

Topic:
**"When the Newspaper Reporter
Calls: Careful What You Wish For"**
– An Ethics Presentation

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting
Casa Garden Restaurant
2760 Sutterville Road, Sacramento
Tel: (916) 452-2809
\$25 SLSA Members*/\$29 Non-Members*
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RSVP by JULY 10. Complete & detach reservation form, enclose check payable to SLSA, and mail to: Janice Ainsworth, 5901 Oxford Glen Place, Elk Grove, CA 95758; email: janainsworth@sirewest.net. ***Please add \$3 for reservations made after JULY 10.**

NOTE: Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.

MCLE & CCLS Credit: SLSA, a local association of Legal Secretaries, Inc., an approved provider, certifies that this activity has been approved for minimum Continuing Legal Education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of 0.5 ethics hours.

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ENTRÉE SELECTION:

Chicken Cordon Bleu

(lightly breaded chicken breast stuffed with fontina cheese and prosciutto, topped with a tart lemon sauce)

Creole Red Beans & Rice*

(served with rice and grilled vegetables)

*Vegetarian entrees must be ordered 24 hours or more in advance.



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Are you interested in hearing about SLSA volunteer opportunities? YES NO

**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 22nd 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) _____

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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 _____

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

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LSI CORPORATE OFFICE
P.O. BOX 660
FORTUNA, CA 95540-0660
FACSIMILE: 707.725.1344 E-MAIL: 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
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_____ Two Year Junior/Business College	

TYPE OF OFFICE:

_____ Law Office	_____ Self-Employed
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_____ Court System	_____ Other Specify: _____

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_____ Disability Income Plan	_____ Life Insurance	_____ Dental
_____ Hospitalization	_____ Vision	_____ Other
		Specify: _____

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_____ **CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION**

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Please make your check payable to **SLSA** in the amount of \$40 (\$25 for students). Mail payment with this form to:

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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.

Name _____ Last 4 Digits of SSN _____

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 _____
Address _____
City/State/Zip _____
Supervisor _____ Phone _____
Summary of Duties _____

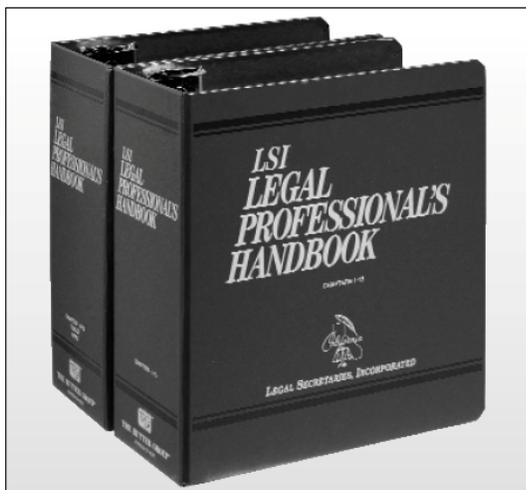
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified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

Signature of Applicant _____ Date _____

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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.

CONTENTS

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- Pretrial and Judgment in Civil Actions
- Postjudgment Proceedings
- Civil Appeals and Writs
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- Family Law
- Adoptions
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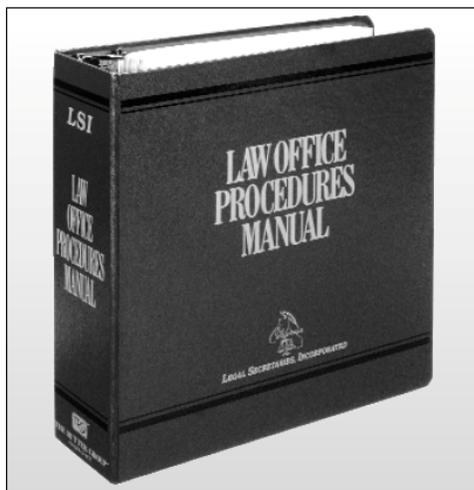
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A system for training new staff and a reference source for all existing office personnel. The *Law Office Procedures Manual*, created by Legal Secretaries, Incorporated, provides everything you need to know about the forms, rules and procedures required in a law office.

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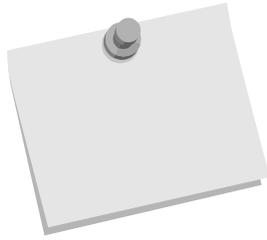
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Work - (530) 877-6332 -- Fax (530) 877-7054
paralegalbam@sbcglobal.net

OF NOTE by Jennifer Rotz



Please make note of the following notice from Orange County Superior Court:

Orange County Superior Court

Monthly Court Closure Day

Beginning on August 19, 2009, the Orange County Superior Court will close to the public on the third Wednesday of every month. These closures of the court are due to the reduction in funding for the California court system caused by the present budget crisis. The closures will continue through the fiscal year of 2009-2010. The Orange County Superior Court will also close December 30, 2009, the fifth Wednesday of that month.

Legislation is currently pending in Sacramento to permit the Judicial Branch to declare one-day-a-month court holiday due to the critical fiscal situation. Should this legislation be enacted, the court closure day will be designated as an unpaid court holiday.

Details concerning the Orange County Superior Court's implementation of the monthly court closure day will be provided shortly. The court will place matters already calendared for hearing on a scheduled court closure day to another date when the Court will not be closed.

BENEFITS by Cassandra Baines

As a member of Legal Secretaries, Inc. insurance and financial providers are available as resources when members inquire about benefits. For information call this representative directly.

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Just Hang Loose in Palm Springs**

August 14-16, 2009
LSI 1st Quarterly Conference
Palm Springs, CA

Conference Registration Form

Name (as it will appear on badge): _____
Mailing Address: _____
City/State/Zip: _____
Home Telephone: _____
Work Telephone: _____
E-mail Address: _____
Local Association (please spell out): _____ **LSA/LPA**

Please check if applicable and include title:

Please check if you are:

State Officer _____

Governor CCLS PLS

State Chairman _____

SCRIP (includes Registration, Reception, Banquet and Brunch)

POSTMARKED BEFORE JULY 12, 2009 \$ 98 \$ _____
POSTMARKED JULY 13, 2009 OR LATER \$108 \$ _____

INDIVIDUAL TICKETS

Registration by July 12, 2009 _____@ \$ 8.00 \$ _____
Registration after July 12, 2009 _____@ \$18.00 \$ _____
Welcome Reception (Friday) _____@ \$ 8.00 \$ _____
Governor's Luncheon (Saturday) _____@ \$20.00 \$ _____
President's Luncheon (Saturday) _____@ \$20.00 \$ _____
Membership Luncheon (Saturday) _____@ \$20.00 \$ _____
Banquet (Saturday Evening) _____@ \$57.50 \$ _____
Brunch (Sunday) _____@ \$24.50 \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Please indicate choice of: _____ Pacific Salmon _____ Chicken Teriyaki
_____ London Broil _____ Vegetarian

Special Dietary Restrictions: _____

Please make checks payable to: DPLPA Conference Fund

Mail to: Donna Ellis, Registration Chairman c/o Brian M. Lewis Law Office
44700 Village Court, Suite 100, Palm Desert, CA 92260

For Information, contact Conference Chair:
Jennifer Ellis (780) 239-1428 jennellis21@yahoo.com

NO REFUNDS AFTER JULY 31, 2009



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