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Sacramento Legal Secretaries Association



Theme of the Month:

Family Law

Educational Events

- **Dinner Meeting – July 15.** Topic: “The Adoption Process.” This event will be held at the Courtyard Marriott, 4422 Y Street. You can register online through our website or contact Jennifer Shelton at jshelton@murphyaustin.com. **See page 30.**
- **Lunch Lesson – July 20.** Topic: “Divorce Procedures in California.” This event will be held at the offices of McDonough Holland & Allen PC, 500 Capitol Mall, 18th Floor. Please contact Paula Lockard, CCLS if you would like to register. Her e-mail is plockard@mhalaw.com. **See page 21.**
- **Evening Seminar – July 26.** Topic: “Advanced Family Law for the Legal Professional.” This event will be held at the law offices of Downey Brand, 621 Capitol Mall, 18th Floor. Please contact Sophia Albov, CCLS if you would like to register. Her e-mail is salbov@cookbrown.com. Light snacks and beverages will be provided. **See page 26.**

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!





Astrid Watterson, CCLS

President's Report

by Astrid Watterson, CCLS

It's Summer! We had another successful month thanks to an awesome working team! June came and went so fast. The Sacramento Legal Secretaries Association was able to offer you a lunch lesson on contract litigation with attorney Barbara Cotter. The class was well attended and provided us with great materials and in-class exercises. The dinner meeting with attorney Kevin Collins, his paralegal Rebecca Lerma, and their legal secretary Dawn Forgeur, CCLS, had over 50 people in attendance! They were able to explain the dynamics of a working team and what is expected of each of them in their respective roles.

At our June meeting, we tried a new format: induction of new members, speakers, dinner, vendor speakers, and finally the business of the association. Usually, we conduct business throughout the evening, but in June, we thought we would try something new. This new format worked, but only because the members stayed until the end. After our speakers were done, I announced that our guests were welcome to stay, but asked that our members stay for the business portion of the meeting. Remember, that our association has rules and procedures in place; after all, it is a business.

I felt so very proud of our association for conducting business and becoming involved in the association and what it takes to run it. We will try this method again, but it can only succeed if you attend the meeting and stay for the business portion. If we don't

meet quorum, which according to our Bylaws means that we must have 15% of our membership present, then we will not be able to conduct any business. As Winston Churchill said, "there is nothing wrong with change, if it is in the right direction." We will continue to use this method so long as our members stay for the business portion.

Unfortunately, the business that we had to conduct in June was not the most pleasant. As you all know, we are still in the transition of new officers. Our association has not had a Treasurer's report since 2009. Your current executive officers have been working on getting things in order and ready to move on. Some chairmen have not received the files/binders from their predecessors and we are working on making it all happen. I have appointed a committee to review the accounting of this association and provide us with a report of their findings. I hope to have their report to you by our July general meeting. I have also asked our Parliamentarian, Tammy Hunt, CCLS, to update some of the language from our Bylaws and Standing Rules. Proper notice shall be given to all of our members before any vote is taken to amend our rules.

Nobody can go back and start a new beginning, but anyone can start today and make a new ending.
~ Maria Robinson

Our association is beginning anew. We are infused with strength by the motivation, enthusiasm, and creativity from our chairmen and the executive board. We are fortunate to have many volunteers who are

making our goals happen. Our programs chairmen are continuing to be strong and have coordinated among themselves to make sure that SLSA has a lunch lesson, a dinner meeting speaker, and an evening seminar each month. Sherri Lee Caplette, CCLS, has agreed to teach a grammar evening course for two hours each month using *the Gregg Reference Manual*. The evening seminars are structured to help those studying for the CCLS exam. Jennifer Estabrook, CCLS, our CCLS chair and I will be providing educational assistance to those taking the CCLS exam in October. We will not have structured courses, but rather will have study groups where we offer additional support. Jennifer will be providing the examinees with additional quizzes and explanation of the materials should they need it.

We want to be able to keep this momentum going, so please, if you are available to lend a hand for an event, have an idea, have a question, let us hear from you. If you have ever been a student or attended a workshop that I have given, you know that I don't like to teach solely by lecturing. I like to have my students get involved, provide feedback, and ask questions. Hopefully, I see more participation from each of you as we keep in mind why it is that we joined this association.

In July we hope to cover many areas of Family law. Our members have asked for procedural explanations, and we have complied. Our events this month will involve, adoptions, divorce procedures in California, and mediation in

*"The reputation
of a thousand
years may be
determined by
the conduct of
one hour."*

*~Japanese
Proverb*



President's Report (cont.)

by Astrid Watterson, CCLS

family law. Even if this isn't your area of expertise, we hope you join us. Who knows, maybe you'll learn something new.

To keep our purpose in mind, I thought I would repeat what our Bylaws say about SLSA. Our Bylaws state that the objects and purposes of this association are:

- To unite in one Association persons engaged in, or interested in, any phase of legal work;
- To establish good fellowship among members of this Association;
- To stimulate a high order of business and professional attainment;
- To further our knowledge of law and its procedure and to uphold its honor and dignity;
- To further our knowledge of governmental, educational, and public affairs;
- To create a high standard of ethics among our members and to further the interests of legal secretaries;
- To cooperate with the various Bar Associations, Legal Secretaries Association, and LSI; and
- To disseminate information and knowledge of interest to our members.

If we keep the purpose of our association in mind at all times, I truly believe that we will succeed! I hope to see you at the meetings.

Thank you for allowing me to be your President.

"If we keep the purpose of our association in mind at all times, I truly believe that we will succeed!"
 ~Astrid Watterson, CCLS

How Do I?

by Paula Lockard, CCLS

QUESTION: Do you know the rule, or if a rule exists, about whether or not a proof of service has to be signed to be valid? I remember some discussion about the issue some time ago and now I can't remember the outcome. I am trying to find the rule.

RESPONSE: According to Code of Civil Procedure Section 1013(b)... "The copy of the notice or other paper served by mail pursuant to this chapter shall bear a notation of the date and place of mailing or be accompanied by an unsigned copy of the affidavit or certificate of mailing."

It is impossible to have signed it after you serve it, so do not sign before sending. It is a touchy subject. Some people still sign their proof and no problems. But remember, there may be an occasion when an attorney might need that invalid proof, so beware, you never know who may

challenge it.

Do you have a question? Feel free to email your questions to me and together we can help one another along the way. It doesn't have to be about a legal procedure, it could even be about your cat! If you don't have a question, but would like to share a tidbit of information that helped you, let me know.

Paula Lockard, CCLS
 plockard@mhalaw.com



"One does evil enough when one does nothing good."
 ~German Proverb

Membership Chair Report

by Anne French

Hello everyone. We have had a great start with new members joining SLSA and we've had a few return to SLSA after being absent from the association. At June's dinner meeting, we inducted 20 new members! Please help me in welcoming our new members.

Below are our new members who have recently joined SLSA.

LILI VOGELSANG – Lili is a legal secretary/paralegal for Greenberg Traurig LLP and specializes in administrative law. She has been a legal professional since June of 1994. Lili celebrates her birthday on February 20. Lili enjoys spending time with family, the movies, gardening, and traveling.

REBECCA LERMA – Rebecca is a paralegal for Greenberg Traurig LLP and specializes in litigation. She has been a legal professional since September of 2003. Rebecca celebrates her birthday on April 19. Rebecca enjoys travel, reading, shopping, and games.

VIVIAN M. SANCHEZ – Vivian is a legal secretary for the Law Offices of Guy G. Gibson, Jr. and specializes in litigation. She has been a legal professional since December of 2008. Vivian celebrates her birthday on May 22. Vivian is interested in criminal law.

IVONE CUYUN – Ivone is a legal secretary for Greenberg Traurig LLP and specializes in litigation. She was a previous member with SLSA and has returned. Ivone celebrates her birthday on February 9.

JODI WRIGHT – Jodi is a legal assistant for Downey Brand LLP and specializes in law office management, land use, and oil & gas law. She has been a legal professional since June of 1997. Jodi celebrates her birthday on October 18. Jodi enjoys NASCAR, boating, and traveling.

MARLENE CELIS – Marlene is a legal secretary for Downey Brand LLP and specializes in litigation and natural resources law. She was a previous member of SLSA and has returned. She has been a legal professional since 2005. Marlene celebrates her birthday on July 11.

BEVERLY MCBRIDE – Beverly is a legal secretary for Downey Brand LLP and specializes in litigation and employment law. She has been a legal professional since 2002. Beverly celebrates her birthday on July 31. Beverly enjoys reading.

SHIRLEY RITA – Shirley is a legal secretary for Downey Brand LLP and specializes in litigation and business/corporate law. She has been a legal professional since 1973. Shirley celebrates her birthday on May 17. Shirley enjoys home staging, decorating, gardening, traveling, and renovating homes.

JOHNNY BATEMAN – Johnny is an account manager with Mirror Imaging, Inc. and specializes in litigation copying and imaging. Johnny celebrates his birthday on October 21.

LINDSEY PERRY – Lindsey is an account executive with Barkley Court Reporters and specializes in arbitration, business/corporate law, litigation, trials, hearings, and construction defect. She has been a legal professional since 2004. Lindsey celebrates her birthday on September 10. Lindsey enjoys reading, fitness, food, and meeting new people.

LORI N. MCCLEEREY – Lori is a legal secretary/administrative staff with Felderstein Fitzgerald Willoughby & Pascuzzi and specializes in bankruptcy and business/corporate law. She has been a legal professional since 1993. Lori celebrates her birthday on October 4. She enjoys travel, cooking, and reading.

ALLISON HORAK – Allison is a legal secretary with Felderstein Fitzgerald Willoughby & Pascuzzi and specializes in bankruptcy. She has been a legal professional since 1998. Lindsey celebrates her birthday on July 17. Lindsey enjoys photography, scrapbooking, reading, writing, and gardening.



Membership Chair Report (cont.)

by Anne French

GIANNA S. LEE – Gianna is a legal assistant with Felderstein Fitzgerald Willoughby & Pascuzzi and specializes in bankruptcy and business/corporate law. She has been a legal professional since 1997. Gianna celebrates her birthday on September 11. She enjoys cooking, music, and movies.

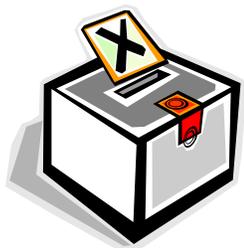
YULIYA DERGAL – Yuliya is a file clerk with Mastagni, Holstedt, Amick, Miller & Johnsen and specializes in litigation and social security. She has been a legal professional since 2009. Yuliya celebrates her birthday on January 9. She enjoys sports and music.

As many of you may have heard, McDonough Holland & Allen PC, Sacramento’s second largest law firm, announced on June 18, that it intends to wind down its operations sometime this fall. Please give your support to our members who are employed with McDonough as they go through this difficult process.

If you’re not a member and would like information regarding membership, you may contact me at (916) 520-5268 or e-mail me at afrench@downeybrand.com.

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 afrench@downeybrand.com.





*"A man without a vote is man without protection."
~Lyndon B. Johnson*

Parliamentarian's Corner

by Tammy Hunt, CCLS

I first would like to say that for all of you who were not at the Parliamentarian Workshop on June 19, 2010, you seriously missed out!! It was an awesome workshop conducted by Lorenzo Cuesta,

Dawn Forgeur, CCLS; Anne French; Andy Gilbert; Jennifer Rotz; Crystal Rivera; Sherri Lee Caplette, CCLS; and Astrid Watterson, CCLS, who did take part and attend the workshop. It makes our

Whether you believe it's a good idea or a bad idea to amend the Bylaws and/or Standing Rules, your thoughts and votes are important to this association. For your thoughts and votes to be

"Your Executive Board needs and wants your input."

who is a Registered Parliamentarian. He has been conducting annual Parliamentarian workshops for SLSA for several years now, and he always does an outstanding job. The workshop included role playing, which helps make it so that we all understand the movements of a motion from beginning to end. It's amazing how much information is put into such a short workshop and how helpful it is. Thank you to

meetings go so much smoother when we all know the procedures that we are supposed to follow.

Speaking of procedures that we need to follow....we are getting ready to immediately dive into making changes to our Standing Rules and Bylaws. Among other things, we are going to be immediately exploring the addition of provisions that will serve to protect the Association as it pertains to the SLSA treasury.

heard and counted, please make sure that you attend the general membership meetings as often as possible. No attendance equals no voice. See you at our July meeting.

Your Executive Board needs and wants your input.



Vendor Spotlight

June Lunch Lesson: Sarnoff Court Reporters and Legal Technologies

by Kristi Baughman

Our lunch lesson vendor for the month of June was Marj Walker with Sarnoff Court Reporters and Legal Technologies.

Sarnoff provides complete deposition services worldwide, with on-line access to calendar and transcript information; exhibit imaging; physical and on-line transcript and document repositories; legal video; videoconferencing; and related technology nationwide plus case management services.

Since 1948, Sarnoff has been working with the most experienced reporters across

the country and has the well deserved reputation for providing exemplary service. Sarnoff has videoconferencing centers conveniently located in Los Angeles, San Francisco, Orange, and Riverside Counties; San Diego, and Las Vegas. Sarnoff also provides experienced videographers using the latest high quality digital video equipment. All video depositions are mastered on DVD in a format that plays in any DVD player. Sarnoff offers a wide variety of video formats such as MPEG1, the standard format for reviewing video testimony using a computer.

In addition, Sarnoff offers complimentary on-site physical document depository. The depository allows for the storage of all parties' documents in one convenient location and provides all necessary copying and scanning services on-site.

Sarnoff is a reliable, well established company offering a wide range of excellent legal support services. You may reach Marj Walker at 916-379-5553 or by email at:

mwalker@sarnoffcourtreporters.com



Marj Walker of Sarnoff



Capturing CAPs (Chapter Achievement Points)

- Did you know that SLSA can earn **50 points** for each member who attends an LSI conference for the first time?
- Did you know that SLSA can earn **100 points** per each member who belong to an LSI sponsored credit union?

If you have attended an LSI conference for the first time (beginning with the May annual conference) or if you are a member of an LSI sponsored credit union, please let our Governor know so we can capture points. E-mail Dawn and let her know that you earned SLSA points! Dawn's e-mail is: forgeurd@gtlaw.com.



Speaker Spotlight

June Lunch Lesson: "I Signed What?!" An Overview of Contract Litigation

by Sophia Albov, CCLS



The Sacramento Legal Secretaries Association (SLSA) was pleased to have Barbara Cotter, Esq. at our June 15 Lunch Lesson. Ms. Cotter treated us to a useful and interactive presentation on forming contracts and avoiding contract claims.

It is hard to avoid contracts. Some of the contracts we enter into, we don't even know are considered contracts. We discussed the essential elements of contracts as determined by the Judicial Council of California Civil Jury Instructions. To prove a contract was created, a plaintiff must prove:

- 1) The contract terms were clear enough that the parties could understand their obligations;
- 2) The parties agreed to provide each other with something of value; and
- 3) The parties agreed to the terms of the contract.

Once these three points are found to be valid, a party can argue and collect damages on any breach of said contract.

Ms. Cotter also informed us that certain aspects of con-

tract formation, and especially format, are done in a particular way out of tradition and not obligation (i.e. signatures on a contract, special paper for a contract, etc.) This means a valid contract could be formed on a cocktail napkin, as long as the three aforementioned criteria are in place.

We also discussed the importance of understanding contractual obligations. If you have ever seen a renter's agreement or a real estate purchase contract you are well aware of the multiple pages of tiny print. Ms. Cotter made sure to drive the point home that there is no defense in court of, "I didn't read it." If you sign a contract you are in effect indicating that you understand the terms of said contract. Do not be shy, especially when there is a lot at stake, and take proper time to read and understand everything you are signing! This crash course in contracts was very helpful and I know I am going to be more mindful when signing anything so I don't end up saying: "I Signed What?!"

Ms. Cotter is a graduate of the San Francisco State University and Hastings College of Law. She is currently a partner at Cook Brown LLP where she defends employers confronting discrimination, breach of contract, and other claims. Ms. Cotter is also a seasoned presenter and often provides harassment and discrimination prevention seminars designed to comply with California's training mandate. Ms. Cotter is also fluent in Spanish.

"Ms. Cotter made sure to drive the point home that there is no defense in court of 'didn't read it.'"

*~Sophia Albov,
CCLS*



(Left to Right) Sophia Albov, CCLS; Barbara Cotter, Esq.; Liz Gideon; Paula Lockard, CCLS

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Upcoming Vendors
by Kristi Baughman

I am happy to announce our vendors for the month of July.

At our General Meeting on July 15, we will hear from Amanda Hall and Janet Vine Hall, certified court reporters and owners of Vine McKinnon & Hall. Since 1982, Vine McKinnon & Hall has been a reporter-owned and operated business providing excellent court reporting and transcription services to the Sacramento legal community.

At our Lunch Lesson on July 20, Rod Crowell, a professional legal recruiter will be on hand to discuss placement options for legal professionals in the Sacramento area. Rod works diligently to place legal secretaries, paralegals and legal support personnel in established, reputable firms.

Finally, we will meet Marjorie Perez, Sales Manager for Buca di Beppo Sacramento, during our Evening Seminar on July 26 at Downey Brand LLP.

Benefit Highlight

by Patti Alexander

Are you a member of the Legal Specialization Sections?

Legal Secretaries, Incorporated, (LSI) offers membership in six Legal Specialization Sections:

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

The cost of membership is \$20 for each section, or a total fee of \$75 per year for all six sections. A copy of the membership application form can be found in the bulletin

If you are an active member of SLSA, you are also a member of our parent association, LSI. Your membership in LSI entitles you to many fabulous benefits! Please visit www.SLSA.org for more information.

NOTE:

- Members who enroll in at least one section earn SLSA 50 chapter achievement points.
- Members who enroll in all six sections earn SLSA 100 chapter achievement points.
- Members who belong to the specialization sections may attend the LSS workshops at conference for free.



"Coming out is a means of redefining oneself, of claiming membership in a lifestyle and a social order with distinct values. Chief among these values is honesty."
~Lance Loud

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T R O P P U S Y L I M A F K A

- ARREARS
- CHILDSUPPORT
- DEFAULT
- DISSOLUTION
- FAMILYSUPPORT
- JUDGMENT
- NULLITY
- PETITIONER
- RECONCILIATION
- RESPONDENT

Employment Report/Positions Available

by Jaymie Morales



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 48 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 Jaymie Morales, at (916) 446-7979, or e-mail her at jmoralez@somachlaw.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:

- **(5/25/10) Litigation Secretary** Seeking an experienced litigation secretary for a solo attorney. Candidate should be organized, detail-oriented, self-motivated, and able to multi-task and work independently. Experience in word processing/transcription, scheduling, calendaring, and proficiency in Abacus, WordPerfect required. Please contact Tim Bonner at (916) 320-5665.
- **(6/23/10) Litigation Secretary** Small Sacramento employment law office seeks an experienced litigation secretary to support two attorneys. The position requires law office experience in a litigation setting; excellent working knowledge of Microsoft Office (Outlook, Word, Excel); legal calendaring and filing throughout California in various state and federal courts. Prolax and Worldox experience is a plus.

The successful candidate is flexible, organized, good natured, and comfortable interacting with high-profile clients. This position also requires excellent reliability and attendance.

This is a great opportunity with a dynamic, small law firm, located on Capitol Mall. We have full benefits, paid downtown parking, and a profit sharing program.

Salary is competitive and commensurate with experience. Please submit a resume and salary history to rstoover@shawvalenza.com

- **(6/23/10) Litigation Secretary** Long term Litigation Secretary sought for an in house counsel position for an insurance company. The ideal individual has 3+ years of experience with civil litigation, insurance background preferred, and can effectively manage the litigation process including calendaring, deposition scheduling, court filings, communication with court personnel, and opposing counsel. This position is expected to last through November 2010. Please e-mail resumes to Janice.Klinge@DavidsonStaffing.com.
- **(6/23/10) Litigation/IT Paralegal** Looking for a Litigation Paralegal who is PROFICIENT in all E-discovery and filing, and is technologically savvy across the board. Minimum 5 years experience. Must have solid litigation skills and be able to lead by example from a technology standpoint within the firm. Top 15 firm downtown with solid benefits and pay. E-mail rod@rjcrowell.com for consideration.
- **(6/23/10) Law Firm Marketing Coordinator** Midsize labor and employment law firm is seeking a hard-working, motivated individual to serve as its Marketing Coordinator for its attorneys in Northern and Southern California. The position is part-time and based in the firm's Sacramento office.

The ideal candidate would be a self-motivated, dynamic person who can take charge of the firm's marketing operations and identify/facilitate opportunities for new business development. This position involves all facets of marketing, including creative design, seminar coordination, event planning, website interface, and strategic planning. Strong writing skills to assist in writing and editing marketing materials and strong organizational skills, along with a willingness and ability to work enthusiastically and independently are desired. Attention to detail and planning skills are a must. Strong computer skills with proficiency in MS Word, Excel, PowerPoint, and basic online research skills are required. Applicants should have at least three years background experience in marketing for law firms or related professional service organizations.

To apply, please email resume to info@cookbrown.com

CCLS Quiz

by Jennifer Estabrook, CCLS

Family Law

True or False

1. The only ground for dissolution of marriage in California is irreconcilable differences.
True
False
2. Bifurcation is usually requested when one party wants to terminate marital status before other issues are disposed of by settlement or trial.
True
False
3. Parties are required to have resided in California for a minimum of 12 months and in the county where proceedings are to be filed for a minimum of 6 months immediately before a petition for dissolution is filed.
True
False
4. Both parties are required to serve preliminary declarations of disclosure and to file the declarations with the court.
True
False
5. In order to qualify for arbitration, the total property in controversy may not exceed \$50,000.
True
False
6. A petition for an order to show cause requires a memorandum of points and authorities.
True
False
7. When calculating annual gross income for the purpose of determining child support amounts, support received from public assistance programs is not taken into consideration.
True
False
8. A void marriage can never become valid.
True
False
9. A voidable marriage can be declared a nullity at any time.
True
False
10. Orders for modification of child support can include attorneys' fees and court costs to the prevailing party.
True
False



Answers on page 27

Interview Tips

Submitted by Kristi Baughman

The Steps to Interview Success

Compiled by Davidson Legal Staffing's Professional Recruiters

Prepare for your next job interview by following these steps to a successful interview:

Preparation is Key

When you prepare for an interview, take the time to research the company and industry beforehand. This shows that you are resourceful and have a genuine interest in the position. You should utilize the Internet to learn about the company's product and services, history, mission statements, and recent news items or press.

Another aspect of preparing for the interview is reviewing the job description. Janice Klingele, Senior Legal Recruiter at Davidson Legal Staffing's San Francisco office suggests, "Take a few moments to read through and highlight some of the core responsibilities then compile some examples of your related experience."

Plan Your Route to the Interview Location

Getting lost can make you late for the interview, in addition to adding to your nervousness and anxiousness. Make sure to take with you names, addresses, and dates of employment from previous employers along with extra copies of your resume. Make sure to fill out the employment application completely - do not write "see resume."

First Impressions

It is important that you reflect a positive attitude - do not dread the interview. Believe in yourself and your abilities. Take a deep breath and relax. Remember the interview is not an interrogation - it is an opportunity to present your work history and personality as it relates to the position.

Remember that professional dress is key. For women, a nice blouse, blazer and skirt/slacks are suitable. For men, a dress shirt, tie, blazer and slacks are appropriate.

Arrive 10 minutes early, and be positive and friendly to the receptionist and other people in the office - they could be your future co-workers! Never chew gum or smoke before, during, or after an interview, even if offered. When you are introduced to the interviewer stand up straight and give a firm handshake.

The Interview

Let the interviewer set the tone and pace of the interview but not necessarily control the interview. It is your responsibility to express to the interviewer your qualifications, work history and why you are the best person for the job. Sell yourself! Answer the interviewer's questions directly, but give details.

Examples:

Q: Have you worked on MSWord?

A: Yes, I have used MS Word for the last 3 years and I am very comfortable with it.

Give examples of the types of projects that you have done. Example: "I am accustomed to utilizing MS Word to format a pleading including Styles, Table of Contents and Table of Authorities." Make sure to relate your answers to the position you are applying for.

"Tell me about yourself." This standard interview question gives you a good opportunity to "jump off the resume." Do not give an overview of your job history, that is what the resume is for. Instead share your interest or motivation for the work that you do, and what you have to offer in regards to soft skills.

Remember to never offer personal information (unless directly related to the job) or talk negatively about previous employers.

The Closing

At the end of the interview, be ready to ask some questions. You need to show your interest in the company and position. We suggest that you do not ask questions related to salary or benefits - they are not appropriate for the first interview.

Sample Questions:

Why is this position open?

Please describe the personality that fits this description.

What would you like to see the individual that takes on this position accomplish in the first 6 months?



Continues on Page 13

July 2010

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

Dates to Remember

- **July 5 - SLSA July Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **July 15 - SLSA July Dinner Meeting** (Location: Courtyard Marriott Midtown - Topic: The Adoption Process)
- **July 19 - Last Day to Submit Articles for the August issue of The Legal Eagle**
- **July 20 - SLSA Lunch Lesson** (Location: McDonough Holland & Allen - Topic: Divorce Procedures in California.)
- **July 26 - SLSA Evening Seminar** (Location: Downey Brand - Topic: Advanced Family Law for the Legal Professional)
- **August 4 - Grammar Gregg's Way** (Location: Fagen Friedman & Fulfroest, LLP: Time: 5:45 p.m.)
- **August 9 - SLSA August Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **August 13-15 - LSI Conference** (Location: Double Tree Hotel, Modesto, CA)
- **August 17 - SLSA Lunch Lesson** (Location: McDonough Holland & Allen - Topic: TBD.)
- **August 19 - SLSA July Dinner Meeting** (Location: Courtyard Marriott Midtown - Topic: TBD)
- **August 23 - Last Day to Submit Articles for the September issue of The Legal Eagle**
- **August 23 - SLSA Evening Seminar** (Location: Downey Brand - Topic: TBD.)

Interview Tips (cont.)

Submitted by Kristi Baughman

Please describe a typical workday.

If you are interested in the position, be sure to let the interviewer know, even if they don't ask. Say: "I appreciate the time you have given me and I am highly interested in joining your company. What is the next step?"

Always send a hand written thank you note as soon as possible (if you met with more than one person, send one to each person individually). Include again that you appreciate their time and why you feel you would be the best person for the job.

If you haven't heard from them within a week, call to politely inquire. Do not call too often, as you do not want to pester them, but do call to express interest.

Always remember to be yourself and answer all questions honestly. You should feel confident that no matter what the outcome may be, you presented yourself to the best of your abilities. If one job doesn't come through, it probably wasn't the right one for you and there is another out there that is!

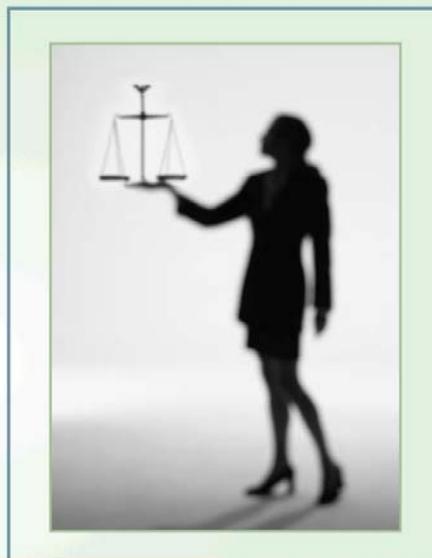
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Sacramento Legal Secretaries Association
**BOSS OF THE YEAR
CONTEST**

**DEADLINE
TO
SUBMIT
AUGUST 5, 2010**



HOW TO ENTER

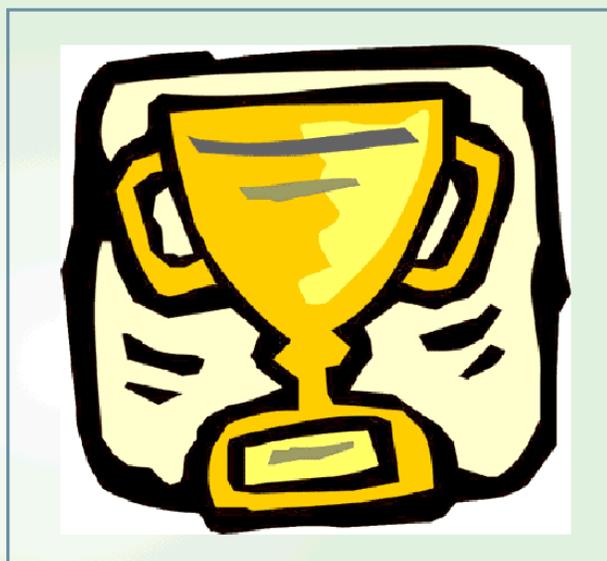
Submit your reasons why your boss should be voted BOSS OF THE YEAR in 500 words or less. Your submission must also describe your boss in three words. The winner's nominating assistant will receive a \$50 Westfield gift card, and the winning BOSS will receive an attractive plaque. Please send your submissions via e-mail to the following judges by August 5:

**Maimie Chyinski – mchyinski@fagenfriedman.com
Desiree Delonia, CCLS – ddelonia@aklandlaw.com
Lindsey Perry – lindseyperry1@yahoo.com**

The WINNER and BOSS OF THE YEAR will be announced at the August 19, 2010, dinner meeting and will receive well-deserved compliments and recognition.

Sacramento Legal Secretaries Association
**LEGAL PROFESSIONAL
OF THE YEAR CONTEST**

**DEADLINE
TO
SUBMIT
AUGUST 5, 2010**



HOW TO ENTER

Submit your reasons why your nominee should be voted LEGAL PROFESSIONAL OF THE YEAR. The nominee must be a member of SLSA. Your entry 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 by August 5:

**Maimie Chyinski – mchyinski@fagenfriedman.com
Desiree Delonia, CCLS – ddelonia@aklandlaw.com
Lindsey Perry – lindseyperry1@yahoo.com**

The WINNER will be announced at the August 19, 2010, dinner meeting.

Governor's Report

by Dawn Forgeur, CCLS



*"...does the word 'Secretaries' in our name give the impression that only secretaries may join our association?"
~Dawn Forgeur, CCLS*

For 70 years the association has been known as Sacramento Legal Secretaries Association, and membership is open to all members of the legal field, including paralegals, receptionists, office services, and legal vendors. SLSA's purpose is to further knowledge of the 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.

But does the word "Secretaries" in our name give the impression that only secretaries may join our association?

In a quick poll of the Executive Board, it revealed that

some firms will not pay for their non-secretarial staff to be a member of SLSA specifically because the name implies that it is a secretarial organization only.

Would it be in the association's best interests to change its name to a name that would encompass more legal staff such as Sacramento Legal Professionals Association? Should SLSA instead keep the name as is and work on improving the marketing of our association so that firms know that SLSA is about more than just secretaries?

What would be involved in changing the name? A few things that would have to hap-

pen to change the name would be: 1) changing the name with the Secretary of State; 2) changing the name on our logo and all letterhead; and 3) updating the website to reflect the changes. And this just names a few. There are costs associated with these changes and is it worth incurring those costs?

Please send me an e-mail (forgeurd@gtlaw.com) with your opinion on this topic! Let me know if you think this is something the association should do or let me know if you think it's a horrible idea and we should stick with tradition and not change the name.

Vendor Spotlight

June General Meeting: ASAP Legal, Inc.

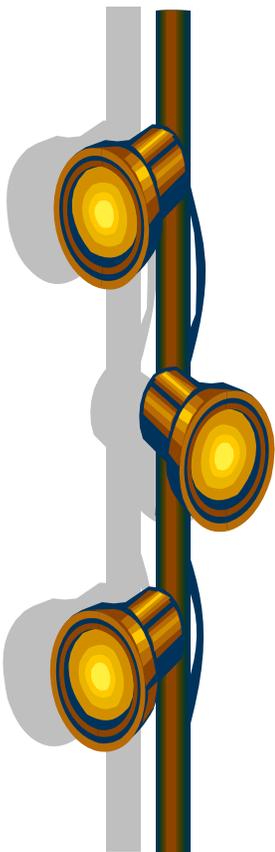
by Kristi Baughman

Our Vendor of the Month for June was ASAP Legal, Inc. Marty and Angie Walters spoke on behalf of ASAP Legal, Inc.

ASAP Legal, Inc. is a professional legal support company dedicated to providing excellent legal support to attorneys and members of the public. They handle all court

counter filings with the superior (limited and unlimited), bankruptcy and appellate courts. They can file, retrieve or submit documents to the California Secretary of State and various County Recorder offices. Marty is a bonded and registered process server able to perform all types of service of process, including skip tracing.

ASAP Legal, Inc. consistently provides superior legal support – on time and at a competitive rate. We would like to thank Marty and Angie Walters of ASAP Legal, Inc. for being our vendor of the month. You can find more information about ASAP Legal, Inc. on their website, www.asaplaw.net. You can reach ASAP Legal, Inc. by phone at (916) 724-2627.



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, 2010 through March 31, 2011. 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 The Legal Secretary magazine. (25 points per advertiser)
I submitted an article to The Legal Secretary 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 2010-2011 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, 2011. (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 Daily Journal. (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 LSI Legal Professional's Handbook between April 1, 2010 and March 31, 2011. (200 points)
I purchased updates to the LSI Legal Professional's Handbook between April 1, 2010 and March 31, 2011. (100 points)
I purchased the Law Office Procedures Manual between April 1, 2010 and March 31, 2011. (200 points)
I purchased updates to the Law Office Procedures Manual between April 1, 2010 and March 31, 2011. (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 Dawn Forgeur, CCLS at (916) 442-1111; or e-mail at forgeurd@gtlaw.com. Otherwise mail to:

Dawn Forgeur, CCLS
SLSA Governor 2010-2011
Greenberg Traurig
1201 K Street
Sacramento, CA 95814



Speaker Spotlight

June General Meeting: “How to Train Your Attorneys: Secretary and Paralegal Roles”

by *Sophia Albov, CCLS*



The Sacramento Legal Secretaries Association was delighted to have Kevin Collins, Esq., Rebecca Lerma, and Dawn Forgeur, CCLS, speak at our June 17 dinner meeting. The topic was, “How to Train Your Attorney,” and Mr. Collins quickly asserted that thanks to Dawn and Rebecca he is well trained. They dis-

Another point that was stressed is being aware of what is going on in your attorneys cases. This is important for many reasons. If you are aware of your attorneys workload you can take advantage of the lulls he has, to do filing and keep caught up on the work that can sometimes be pushed aside. Knowing the

ment from the work you do.

Kevin Collins, Esq. is a Shareholder at Greenberg Taurig where he specializes in complex litigation. He received his J.D. from University of the Pacific and has been in practice for 14 years.

Rebecca Lerma is a paralegal at Greenberg Taurig and

“...good and honest communication helps to build up trust, and without trust between an attorney and their staff the team cannot function properly.”

cussed the roles that each of them play in the process of accomplishing the work that needs to get done and the basic tenets they follow to assure things run smoothly.

cases will also help to make you indispensable to your attorney. It is a good thing to put yourself in a position where you become the “go to” person in your office. Mr. Collins reminded us that the more you put in, the more you will get out. In short, the more you learn about the larger picture and not just the discrete tasks, you will be more a part of the team and hopefully get greater enrich-

has worked with Mr. Collins for over six years.

Dawn Forgeur, CCLS (well known to most of us) is a legal secretary with Greenberg Taurig and has been working with Mr. Collins for over nine years.



(Left to Right) Astrid Watterson, CCLS, Rebecca Lerma, Dawn Forgeur, CCLS, Kevin Collins, Esq.

Parliamentarian Workshop

by Astrid Watterson, CCLS

Each year the Sacramento Legal Secretaries Association offers a Parliamentarian Workshop. The workshop is mandatory for all executive board officers and is available for any member of this association. Lorenzo Cuesta, a registered parliamentarian, teaches the workshop each year and has done so for over eight years. Mr. Cuesta is essential to the training and of the executive board in parliamentarian procedure. It is during this workshop that your board learns (or

remembers) the proper way to handle a motion, prepare minutes, prepare an effective agenda, amend a motion, and conduct business in an effective and professional manner.

This year Anne French, Crystal Rivera, Andy Gilbert, Dawn Forgeur, CCLS, Sherri Lee Caplette, CCLS, Tammy Hunt, CCLS, Jennifer Rotz, and I attended the meeting. Yes, we all woke up early on a Saturday morning to attend the workshop. Personally, I have now attended Mr. Cuesta's work-

shop for the fifth time: when I was Secretary of this association, President (twice), Governor, and President (again). Each year, I learn something new and this year was no exception! Parliamentarian procedure may seem a bit dull to most folks, but Mr. Cuesta does a fantastic job of creating skits where we practice amending a motion, making a motion, and ranking a motion. We thank Mr. Cuesta for his service to our association over the years. His teaching has been



Lorenzo Cuesta

"We thank Mr. Cuesta for his service to our association over the years."

~Astrid Watterson, CCLS



Rod Crowell

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Rod Crowell has been an Account Executive, Recruiter, and Branch Manager for over 14 years. He has spent the majority of his time working within the legal and executive staffing industries. Rod is well versed in the needs of legal professionals and works diligently to assist with the successful placement of legal secretaries, paralegals and legal support personnel.

Rod Crowell
Tel: (916) 872-7173
Email: info@rjcrowell.com



Member News

by Astrid Watterson, CCLS



As many in the legal community may have heard, McDonough Holland & Allen (MHA) will be winding down. The law firm will disband and be no more. Our association is fortunate that MHA has been a tremendous supporter and advocate of continuing legal education. Not only did the firm support their staff in continuing their education and becoming better at their jobs, but they also allowed us to use their conference rooms for lunch lessons, beginning legal

I am sorry to report to you that one of our sister associations have lost one of their charter members. Catherine Ryan, PLS, CCLS, passed away on June 3, 2010, at the age of 100. Catherine was a charter member of our sister association, San Francisco Legal Professionals Association. She was also one of the first to pass the Professional Legal Secretary (PLS) exam and co-wrote the first legal secretaries dictionary. LSI, our parent corporation, informs us that Cath-

erine was an active member of the legal community until age 85. Our condolences to her family.



"When one door closes another door opens; but we so often look so long and so regretfully upon the closed door, that we do not see the ones which open for us."

~ Alexander Graham Bell

"When things are bad, we take comfort in the thought that they could always be worse. And when they are, we find hope in the thought that things are so bad they have to get better." ~ Anonymous

secretary courses, and host the LSI California Certified Legal Secretary exam. We thank them for this service and support to our association. In addition, SLSA has several members who are employed by MHA. Please keep our members in your thoughts as they begin seeking employment elsewhere. This is a tough time for both the firm and its employees.

"When things are bad, we take comfort in the thought that they could always be worse. And when they are, we find hope in the thought that things are so bad they have to get better."

~ Anonymous

Let us also keep in our thoughts our members who are experiencing ailing health. No specific names are being mentioned, but I am aware of a few members who will be undergoing surgery soon. Take comfort that your friends and colleagues wish only the best for you.



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Sacramento Legal Secretaries Association

LUNCH LESSON



Date: July 20, 2010
Time: 12-1 p.m.
Location: McDonough Holland & Allen
 500 Capitol Mall, 18th Floor
 Sacramento, CA 95814
Lunch will be provided. Public parking is available in the building for a fee.
Cost: \$15 LSI Members, \$17 Non-LSI Members



TOPIC:
 Divorce Procedures in California

SPEAKER:
 Glenn L. Spitzer
 Law Office of Glenn L. Spitzer
 Chief Military Judge (Reserves),
 United States Air Force



Name: _____
 Firm: _____
 Mailing Address: _____
 Daytime Phone: _____
 Email: _____
 SLSA Member? _____ YES _____ NO
 Are you a member of another LSI Association? _____
 Check here for membership information _____

Make Checks Payable to: SLSA
Reservations due by July 19, 2010

To: Paula Lockard, CCLS
 McDonough, Holland & Allen, PC
 500 Capitol Mall, 18th Floor
 Sacramento, CA 95814
 Tel: 916-403-2531/Fax: 916-444-8334
 email: plockard@mhalaw.com

*If you cannot attend this event but are interested in membership, please call 916-446-4254.
 Visit our website: <http://www.slsa.org>*

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
Presents
BEGINNING LEGAL SECRETARY TRAINING COURSE

A nine-week (two hours per week) course designed for the legal secretary-to-be with little or no experience but currently working in a law office or law-related office, or the experienced secretary needing refresher courses. This course will be instructed with the use of the *Law Office Procedures Manual*, which will be purchased from The Rutter Group. The cost of the *Law Office Procedures Manual*, as well as other course materials, is included in the registration fee. This course will include weekly homework assignments, mini-exams, lectures, and a final exam. Classes will be taught by Desiree Delonia, CCLS. This course will cover:

- | | |
|--|---|
| Introduction to the Law Office | Citations |
| Roles of the Legal Personnel | Calendaring and Docketing |
| Legal Research | Preparation and Service of Legal Document |
| Court Systems/Structure/Rules of Court | Statutes of Limitation, Timetables |
| Legal Terminology | Civil Litigation |

The two-hour classes will be held on Monday evenings* from 5:45 p.m. to 8 p.m. at:
See Attached Schedule for Exact Dates

SOMACH SIMMONS & DUNN
500 Capitol Mall - 10th Floor
Sacramento, CA 95814

August 2, 2010 through September 27, 2010
Classes subject to change due to speaker's schedule.
Class Space is Limited to the FIRST 18 students

Cost: SLSA Members - \$250 (nine-week course)
Non-SLSA Members - \$300 (nine-week course/SLSA membership fee included)
Deadline to Register: **July 8, 2010. No refunds after July 19, 2010.**

For more information call Desiree Delonia, CCLS, at 916-456-9595
or e-mail: ddelonia@aklandlaw.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
% Somach Simmons & Dunn
500 Capitol Mall, Ste. 1000, Sacramento, CA 95814

SACRAMENTO LEGAL SECRETARIES ASSOCIATION
a member of Legal Secretaries, Incorporated presents
BEGINNING LEGAL SECRETARY TRAINING COURSE

A nine-week training program held on Monday evenings from 5:45 to 8:00 p.m. and is designed for the legal secretary-to-be with little or no experience, but currently working in a law office or law-related office, or the experienced secretary needing refresher courses. Classes will be taught by Desiree Delonia, CCLS. For more information please contact Desiree Delonia, CCLS, at (916) 456-9595 or e-mail her at ddelonia@aklandlaw.com.

LOCATION IS SOMACH SIMMONS & DUNN, 500 CAPITOL MALL, 10TH FLOOR, DOWNTOWN SACRAMENTO

CLASS SCHEDULE

Monday, Aug. 2, 2010: INTRODUCTION TO THE LAW OFFICE: Introduction of instructors, general information regarding publications and resource materials that are useful to legal secretaries, general information regarding LSI and its benefits and continuing education programs for legal professionals, handouts containing useful information for client intake, roles of legal personnel, how to relieve stress in the workplace, calendaring, file preparation, etc., question-and-answer session to assess the educational needs of each student, and mini-exams to test your knowledge. Policy and procedure regarding homework assignments and mini-exams as well as the grading policy will be reviewed during this class.

Monday, Aug. 9, 2010: FILE MANAGEMENT/WORK CONTROL SYSTEMS, STATUTES OF LIMITATION, GENERAL SERVICE OF PROCESS AND PROOFS OF SERVICE: Office calendaring/docket procedures, follow-up tickler system, opening and closing files, rules for alphabetic filing, time of commencing civil actions, statutes of limitation in civil cases (from 0 to 10 years), and service of process.

Monday, Aug. 16, 2010: INTRODUCTION TO LEGAL RESEARCH/CITATIONS: Instruction regarding California court structure, trial court/appellate court jurisdiction, sources of case law, primary versus secondary sources of law, how to read a citation, uniform system of citations, difference between Bluebook and California Style Manual, and legal research on the Internet.

Monday, Aug. 23, 2010: DISCOVERY PROCEDURES: Legal terminology, key words and phrases used in the discovery process, flow of the discovery procedure for depositions, interrogatories, demands for production, requests for admissions, etc., discovery timetable for superior court cases, preparation of discovery documents, and sanctions.

Monday, Aug. 30, 2010: CIVIL LITIGATION PROCEDURES: Legal terminology, key words and phrases used in civil litigation, flow of civil litigation procedure from filing of the summons and complaint through enforcement of judgment, regular motions, motions for summary judgment/adjudication, guidelines for preparation of legal documents, proofs of service, Judicial Council forms, and setting hearings.

Tuesday, Sept. 7, 2010: PRETRIAL PROCEEDINGS AND ALTERNATIVE DISPUTE RESOLUTION: Settlement procedures, preparation of documents such as releases and requests for dismissal, preparation of documents for filing with the court, fax filing procedures, proofs of service, verifications, substitutions of attorney, how and when to notify the court and interested parties, procedures, mediation and arbitration procedures, as well as tips for preparing your attorney for trial.

Monday, Sept. 13, 2010: LITIGATION CALENDARING/DOCKETING: This is a continuation of the previous week with specific focus on calendaring. Various calendaring exercises will be used in order to cover all methods of time computation including discovery calendaring, law and motion calendaring, motions for summary judgment/adjudication calendaring, and pretrial calendaring.

Monday, Sept. 20, 2010: MISCELLANEOUS: Recap of all classes. Review for Final Exam.

Monday, Sept. 27, 2010: FINAL EXAM. Students must pass the final examination with a score of 75 percent or better on the final exam **and** have an overall score of 75 percent or better on their cumulative homework and weekly test scores in order to receive a Certificate of Completion. All others will receive a Certificate of Attendance for the classes that they attend.

Legal Procedures

by Astrid Watterson, CCLS

Family Law Quick Reference:

Family Code

§ 2320

§ 2311

§ 2312

LOPM

H-12

H-14

H-16

Have you ever wondered what working in the family law area entails? Have you had to cover a desk for a family law attorney before? My suggestion is to be sure that you have the *Law Office Procedures Manual (LOPM)*, written by Legal Secretaries, Inc., and published by The Rutter Group, handy. This article is based on the material contained in the LOPM reference manual, specifically, Chapter H, Family Law, and will focus generally on the dissolution of marriage.

According to the LOPM, the purpose of family law is to resolve disputes in the course of determining the status of the marital partners and/or parents. The area of family law usually includes proceedings such as: nullity proceedings; legal separations; dissolution of marriage proceedings, which may also involve the determination of marital status, parenting of minor children (custody and visitation), support of mi-

nor children or one of the spouses, division of property and attorney fees/court costs. The practice of family law can also sometimes be form (Judicial Council) heavy. Some forms may appear to be similar as those found in civil litigation, one should be cautious, however, because family law forms are specific to family law and are *not* the same as those used in regular civil.

One of the most common disputes in family law practice is divorce (dissolution of marriage). According to the LOPM and the Family Code, a valid marriage in California is dissolved in two ways: (1) death and (2) judgment of dissolution.

Section 2320 of the Family Code, states that if you want to file for dissolution, the party filing is required to have resided in the state of California for a minimum of six months and in the county where the proceedings are to be filed for a minimum of three months immediately before filing an action. (LOPM, H-12.) Once these requirements are met, the grounds (reasons) for the dissolution must be stated. Cheating/infidelity is not one of the boxes you can check off. Typically, there are two grounds allowing for dissolution of a marriage: (1) irreconcilable differences and (2) incurable insanity. (Family Code, §§ 2311, 2312.)

Similar to civil litigation procedure, once a request for dissolution of marriage has been filed, the respondent (not called the defendant) has 30 days to file a response with the court. The clock starts to tick from the date of service. In

family law, when a respondent files a response, the matter is considered to be contested. (LOPM, H-14.)

If no response is filed within the time limit and no settlement has been reached, then a default can be filed. Another way to be able to file a default is if a settlement has been reached and the respondent has not yet filed a response. In family law, an uncontested proceeding exists when the respondent has filed a response, but the parties have subsequently resolved all issues prior to trial and they stipulate to proceed uncontested. (LOPM, H-16.)

As you can see, there are basic procedures you should know when you are working in family law. Of course, in an actual law office setting, you would be exposed to a greater detail of procedure and knowledge. This information is only but a short recap of what you would find in your reference books and the family code itself.

NOTE: If any members are planning on studying for the California Certified Legal Secretary exam, knowledge of the above is mandatory, as are many other procedures not mentioned in this article.



Law Office Products/ Management

by *Andrea Savig, CCLS*

Managing your Flexible Spending Arrangement

A Flexible Spending Arrangement (FSA) is a pretax benefit allowable under the Internal Revenue Code Section 125. Not all employers offer this benefit but for those who do, taking advantage of this can amount to huge savings. This account can be used for medical, dental, vision, and dependent care expenses. It is easy to set up and easy to use. Most of all, in tough economic times, extra efforts should be made toward saving money and making the most out of every opportunity available to us.

The account my employer elected to provide for his employees allows for medical and dependent care expenses. Specifically, a Medical Flexible Spending Arrangement ("Medical FSA") and a Dependent Care Flexible Spending Arrangement ("Dependent Care FSA"). My employer has offered this plan for two years and only 2 out of 10 people have actually created an account. I am not sure if the lack of participation in the FSA is because it sounds difficult or the benefit remains unclear. I can assure you it's quite to the contrary. I am no expert but I have managed to save big bucks by just calling and asking a few basic questions. The most difficult part, I found, is predicting the amount you want to withhold at the beginning of the year. For instance, I have a health insurance plan that has an out-of-pocket medical expense of \$3,000 per year and with two young chil-

dren, I meet this deductible every year. Let's assume that I get taxed at a rate 25 percent and I elect to withhold \$3,000 for the year (to be put in my Medical FSA account). That's a savings of \$750 per year! Obviously, that number is just an example. Every person employed brings home different amounts and other factors could make the number higher or lower. Bottom line, whatever your economic situation is, the use of an FSA will save you money.

Some of the benefits that the Medical FSA account covers is co-payments, dental checkups, braces, dentures, contact lenses, contact solution, LASIK eye surgery, hearing aids, medicine (prescription and nonprescription), and many more. Some of the benefits that the Dependent Care FSA account covers is Au Pair, Child Care Centers, Nursery Schools, and Caregivers for a disabled dependent or spouse who lives with you. Although, with the Dependent Care FSA account certain criteria must be met first before they will be covered. My advice is to go to the Internal Revenue Service website (<http://www.irs.gov/publications/p969/ar02.html>) and click on Flexible Spending Arrangements (FSAs). There is a lot of valuable information on what is covered and what is not. Most of the items I have listed above are not covered by your traditional insurance companies and you end up paying out-of-pocket for these items. For example, if your child

needs braces and you know you are going to have to pay for them next year, you can plan ahead and pay for it with your Medical FSA account. The amount you need for the year, is available immediately, and will be subtracted from your paycheck in evenly divided amounts. Once you submit the receipts you will be reimbursed for those amounts. There is no good reason not to use this valuable employee benefit.

It seems very simple that if you are paying out-of-pocket medical expenses, why not pay for them pretax and save a bundle. There is a lot of information regarding FSA accounts and it doesn't take that much work to save money. Even the stores are jumping on the bandwagon and putting the FSA totals on the bottom of their receipts, making it easier for consumers. Don't be afraid to talk to your CPA, Office Manager, or whoever might be knowledgeable on this subject. Many people are taking advantage of these tax saving benefits. The hardest part is just remembering to save the receipt and submit it. In a down economy, this is the time to be penny-wise and take advantage of the valuable benefits the IRS is offering!



"In a down economy, this is the time to be penny-wise and take advantage of the valuable benefits the IRS is offering!"
~Andrea Savig,
CCLS





Sacramento Legal Secretaries Association

Continuing Education
Evening Seminar July 26, 2010

Speaker:

Jerry Guthrie, Esq.
Guthrie & McCaleb

and

Family Law Professor
Lincoln School of Law

Topic: **Advanced Family Law
for the Legal Professional**

Time: 6 – 8 p.m.

Downey Brand

Downtown Sacramento

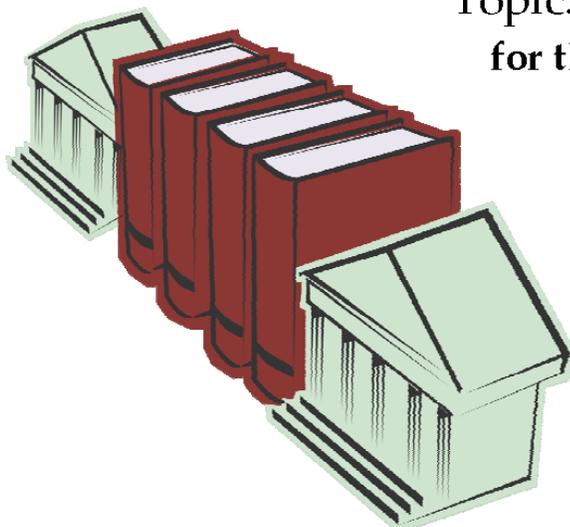
621 Capitol Mall, 15th Floor

Tel: (916) 444-1000

\$30 SLSA Members/\$35 Non-Members

VENDOR SPONSOR

Marjorie Perez
Buca di Beppo



Space is limited. Please RSVP by July 23. Late Registrations must add \$3 for reservations made after July 23.

MCLE & CCLS Credit: SLSA is a local association of Legal Secretaries, Inc. and an approved provider. SLSA 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 **2 hours**.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Complete & detach reservation form, enclose check payable to SLSA, and mail to:
Sophia Albov, CCLS
Cook Brown LLP
555 Capitol Mall, Suite 425
Sacramento, CA 95814
Phone: 916-442-3100
email: salbov@cookbrown.com

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

Do you require a MCLE or CCLS certificate?

Are you an SLSA member? YES NO

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

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

Participants are responsible for their own parking costs. Light snacks and beverages will be provided.

Speaker Spotlight

June Evening Program:

by *Sophia Albov, CCLS*

Monday, June 28, the Sacramento Legal Secretaries Association (SLSA) held its first evening educational seminar. We were treated to an in-depth discussion of the how's and why's of legal research. Our speakers for the evening were attorneys Rick Mitchell and Chris Barta, both of West, a Thomson Reuters Company. They shared with us general legal research skills and gave us many useful tips and tricks to ensure high quality legal research.

The seminar began with a discussion of the free avenues of legal research, which are available via the internet. Among the services discussed

were Google Scholar, Findlaw, and the general Google search. While these sources are adequate, they are, by nature, limited in their capabilities. They are, however, useful for a quick topical search, but should not be relied upon as completely reliable source for finding good law. For example, it sometimes takes a few weeks or a few months for a new opinion to make its way onto Google Scholar. While this might be acceptable for the average Joe, as a legal professional we need the most up-to-date and accurate information. There is also no current and consistent method of shepardizing through these free services. In other words, how are you going to know through a Google search whether or not a case has been overruled? Once again, the level of information provided is not enough for a legal professional.

The discussion then jumped to an exploration of proper citation form. Our speakers were able to break down a citation for us and clear up

what all the numbers used in a citation stand for (i.e. which number represents the volume; which number represents the page in the volume the case can be found on). This segued into looking at how you can use the information given in a citation to search for a case search. Using the search features to your advantage was another topic of discussion. We were shown how to maximize customization and accuracy just by adjusting the way data is entered into a search field.

Mr. Barta has worked with West for 11 years. Prior to working for West he worked in environmental law. Mr. Mitchell has been with West since he received his JD 16 years ago. SLSA was fortunate to get this inside view into the world of legal research from two knowledgeable speakers.



(Left to Right) Rick Mitchell; Sophia Albov, CCLS; Chris Barta; Kristi Baughman



CCLS Quiz Answers

by *Jennifer Estabrook, CCLS*

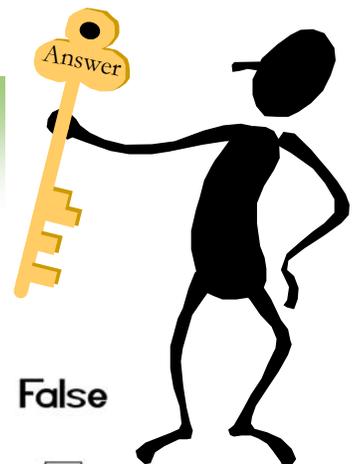
Answers:

- | | |
|---------------------------------|--------------------------------|
| 1. False (Fam. Code. § 2310) | 6. False (CRC 5.118(a)) |
| 2. True (Fam. Code. § 2337) | 7. True (Fam. Code. § 4058(c)) |
| 3. False (Fam. Code. § 2320) | 8. True (Fam. Code. § 2200) |
| 4. False (Fam. Code. § 2104(b)) | 9. False (Fam. Code. § 2211) |
| 5. True (Fam. Code. § 2554) | 10. True (Fam. Code. § 3652) |

True



False



Vocabulary List

by Jennifer Estabrook, CCLS

Legal Terminology – Family Law

Bifurcate:	To divide into two parts
Community Property:	Property acquired by husband and wife, or either, during marriage and while domiciled in California or another community state, when not acquired as separate property of either.
Declaration of Disclosure:	A form to provide the court and the other party with current information regarding assets, liabilities, and current earnings of the parties, as well as investment opportunities and the operation or management of any business in which the parties may have an interest.
Dissolution:	In family law, the severing of a marital relation between two people; formerly called divorce.
Family Conciliation:	A service available in some California counties which provides counseling for reconciliation of spouses or an amicable settlement of domestic and family controversies such as visitation or custody issues.
Income and Expense Declaration:	A form to provide the court and the other party with current information as to the financial standing of the declarant.
Injunctive Order:	A judicial remedy awarded for the purpose of requiring a party to refrain from doing a particular activity.
Marital Settlement Agreement:	An agreement reached by the parties for division of community property, payment of support and debts, custody and visitation.
Modification:	A change in the terms and conditions of a court order.
Nullity:	A proceeding to declare a marriage null from its inception.
Order to Show Cause:	In family law proceedings, an order requiring the husband and wife to appear and testify on the granting of temporary support, custody of children, restraining orders, attorneys' fees and court costs.
Property Declaration:	A list of all community and separate assets and obligations of the parties.
Temporary Restraining Order:	An order granted without a hearing, demanding the preservation of the status quo until a hearing can be held to determine whether the injunctive relief requested is appropriate.
Voidable:	Capable of being later annulled.
Wage Assignment Order:	A court order which directs a person's wages to be paid directly to a creditor.

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Happy "July" Birthdays!!



- *Kelly Sloan* 7/2
- *Marlene Celis* 7/11
- *Barbara Haviland* 7/11
- *Allison Horak* 7/17
- *Janice Williams* 7/23
- *Noreen Patrignani* 7/24
- *Paula Lockard, CCLS* 7/27
- *Beverly McBride* 7/31



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Sacramento Legal Secretaries Association

Dinner Meeting - July 15, 2010

Vendor of the Month:
Vine, McKinnon & Hall
Reporting and Transcription Services

Speaker:
Tom Volk, Esq.
Topic:
"The Adoption Process"

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting
Courtyard Marriott
Midtown Sacramento
4422 Y Street, Sacramento, CA
Tel: (916) 455-6800

\$25 SLSA Members*/\$29 Non-Members*

RSVP by July 12. Complete & detach reservation form, enclose check 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. *Please add \$3 for reservations made after June 11. **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 hours.

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____
TEL: _____ FAX: _____

ENTRÉE SELECTION:

- Penne Rustica:**
Chicken, rock shrimp, and prosciutto in an asiago cream sauce
- Peppercorn chicken:**
Portobello mushroom, garlic, and marsala wine sauce over rice
- Vegetarian:**
Mushroom ravioli in A marsala wine cream sauce



Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO
If "No", are you interested in membership? YES NO
Are you interested in hearing about SLSA volunteer opportunities? YES NO

Out to Lunch:

Great Lunch Spots & Happening Happy Hour Places

by *Sophia Albor, CCLS*



Capitol Dawg
1226 20th Street (Between Capitol & L)
Sacramento, CA 95811-4204
(916) 444-1226
www.capitoldawg.com

When I think of summer three things come to mind: swimming pools, ballgames, and hot dogs. People in need of a cool dip can splash around in a neighbor's pool or jump into the American River. If a ballgame is your desire, lovely Raley Field is just across the Tower Bridge in West Sacramento. But, if a piping hot frankfurter is your thing, there's no need to fire up the grill to satisfy your appetite. Just head to Midtown's own Capitol Dawg for a true hot dog experience. Owned and operated by a Chicago native, the menu has been carefully designed to represent the best a hot dog joint can offer.

Tucked in between Jack's Urban Eats and the Mercantile Saloon, Capitol Dawg has been offering a high-quality product to hungry midtown crowds for over two years. The menu is truly a sight to behold. Your hot dog can be served grilled or deep fried (doganator style), and range from a standard all-beef frank to Italian and polish sausages, bratwursts, turkey dawgs, and a highly convincing and delicious veggie dawg (steamed

only). These dawgs can be used as a base to create your own masterpiece. There are literally dozens of topping options and several types of buns at your disposal. Suffering from a creative block when it comes to designing your own winning combo? The folks here at Capitol Dawg have you covered! With over twenty "Specialty Dawgs" there's sure to be something on the menu for all appetites. The choices include the "Prop 51 Dawg" (Chicago style, mustard, green relish, onions, tomato, kosher dill pickle spear, sport peppers, and celery salt on a poppy seed bun), the "Gold Rush Dawg" (island-style with Swiss cheese, crushed pineapple, and sesame teriyaki sauce), or the new "Rage in the Cage Dawg" (deep fried jalapeño and cheddar cheese-stuffed Hot Link wrapped in bacon on a sesame seed french roll, BBQ sauce, hot sauce, and onions).

The restaurant itself, while dizzily decorated, is fairly small. However, the spacious umbrella adorned patio provides plentiful seating and

adds to the overall "Dawg" experience. Occasionally, the lunch wait can seem intimidating. No worries, the service is prompt (and usually very friendly). I have never had a problem eating lunch and getting back to the office within an hour's time. Parking can sometimes be a challenge. There is a private lot, but it is shared with Jack's, so it may be difficult to find a spot there. There is street parking with most of the adjacent blocks being metered; but read the signs carefully, there are non-pay blocks interspersed. If you are lunching with friends or coworkers carpooling is recommended!

In the time the Dawg has graced us with its delectable fare, it has earned several accolades; including twice being voted Best Hotdog in Sacramento by KCRA's A-List. Capitol Dawg is also involved with various sponsorships and charities. Loved by locals and out-of-towners alike Capitol Dawg is quickly cementing itself as one of Sacramento's favorite eateries.



Happy Hour Specials:

The Dawg does not have a "traditional" happy hour, but they do have some banging specials on Mondays and Tuesdays! Come in on any "Blue Monday" between 4 p.m. and 8 p.m. for an 88 cent Pabst Blue Ribbon or grab the combo which consists of a polish, brat, or hotlink with a Pabst for only \$3.99. Hello cheap quality eats! Tuesdays are known as \$2 Tuesdays because between 5 p.m. and 9 p.m. all their bottled beers, some of their dogs (Capitol dog, turkey, or veggie), garlic fries, or a double scoop of ice cream is only \$2 each!!!



Sacramento Legal Secretaries Association

Grammar Gregg's Way

Learn Business English: Grammar, Spelling, Style, Usage, and Formatting From *The Gregg Reference Manual***

Classes will be held the first Wednesday of each month
From August 4 to March 2, 2011

Time: 5:45 PM – 8:00 PM
 Instructor: Sherri Lee Caplette, CCLS
 Location: Fagen Friedman & Fulfroost, LLP
 520 Capitol Mall, Suite 400
 Sacramento, CA 95814
 Telephone: (916) 443-0000
 Cost: \$10 per lesson SLSA Members
 \$15 per lesson Non-Members



SPACE IS LIMITED TO 12 PARTICIPANTS. All payments must be received one week prior to the commencement of the class.

**Required material for all classes is *The Gregg Reference Manual*, 10th ed., by William A. Sabin, McGraw-Hill/Irwin, New York, 2005, ISBN 0-07-293653-3.

CCLS Credit: SLSA is a local association of Legal Secretaries, Inc. and an approved provider. SLSA certifies that this activity has been approved for CCLS credit in the amount of 2 hours.

NAME: _____
 ADDRESS: _____

 CITY: _____ STATE: _____ ZIP: _____
 EMAIL: _____

Do you require a CCLS certificate? YES NO

Are you an SLSA member? YES NO

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

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

Complete reservation form, enclose check **payable to SLSA**, and mail to:

Sherri Lee Caplette, CCLS
 Fagen Friedman & Fulfroost, LLP
 520 Capitol Mall, Suite 400
 Sacramento, CA 95814
 Phone: 916-443-0000
 email:scaplette@fagenfriedman.com

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

Participants are responsible for their own parking costs. Light snacks and beverages will be provided.



Sacramento Legal Secretaries Association

Lesson 1 Topics (August 4, 2010):

The Structure of a Sentence, part 1:
Subjects, Predicates, Verbs, Adverbs, Pronouns, Conjunctions, Clauses, Participles,
and Proofreaders' Marks

Lesson 2 Topics (September 1, 2010):

The Structure of a Sentence, part 2:
Word Usage, Subjects, Predicates, Verbs, Adverbs, Pronouns, Conjunctions, Clauses,
Participles, Present and Past Tense

Lesson 3 Topics (October 6, 2010):

Periods, Question Marks, Exclamation Point, Semicolon, Colon, Commas,
Conjunctions

Lesson 4 Topics (November 3, 2010):

Capitalization; Nouns: People, Places, and Things; Titles of Literary and Artistic Works;
Headings; Numbers; Abbreviations; Acronyms and Initialisms

Lesson 5 Topics (December 1, 2010):

Singular and Plural Usage; Possessives; Spelling; Choosing the Right Word; Dissecting
a Word; Synonyms, Antonyms

Lesson 6 Topics (January 5, 2011):

Compound Words; Prefixes and Suffixes; Word Division; Using the Hyphen in
Compounds and Word Division

Lesson 7 Topics (February 2, 2011):

Quotations; Italics and Underlining; Other Marks of Punctuation

Lesson 8 Topics (March 2, 2011):

Letters, Memos, and E-Mail; Reports and Manuscripts; Notes and Bibliographies;
Editing and Proofreading Tips

Sign Me Up for All Lessons!

You may sign up for each week individually or you may sign up for the entire series. All sign-ups are on
a first come, first served basis. There is only room for 12 students in any given session.

If you have any questions or need additional information please contact Sherri Lee Caplette, CCLS, by
phone: 916-443-0000 or email at scaplette@fagenfriedman.com.

**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:

Anne French
Downey Brand
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

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:

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

SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE WORKSHOPS; (3) REDUCED REGISTRATION FEES FOR REGIONAL SPECIALIZATION SECTIONS SEMINARS; AND, (4) ROSTER LISTING EACH SECTION MEMBER'S NAME, CONTACT INFORMATION, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR. SECTION DUES ARE NOMINAL AND A DISCOUNT IS OFFERED FOR MEMBERSHIP IN ALL SIX SECTIONS.

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:

LEGAL SPECIALIZATION SECTIONS COORDINATOR
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:

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

EDUCATION:

- | | |
|---|--|
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Four Year Bachelor's Degree |
| <input type="checkbox"/> Secretarial Training Course | <input type="checkbox"/> Additional Education Above Four Year Degree |
| <input type="checkbox"/> Two Year Junior/Business College | |

TYPE OF OFFICE:

- | | |
|--|---|
| <input type="checkbox"/> Law Office | <input type="checkbox"/> Self-Employed |
| <input type="checkbox"/> Government Services | <input type="checkbox"/> Corporate Legal Department |
| <input type="checkbox"/> Court System | <input type="checkbox"/> Other Specify: _____ |

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

- | | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> Retirement/401(k) | <input type="checkbox"/> Major Medical | <input type="checkbox"/> Vacation |
| <input type="checkbox"/> Disability Income Plan | <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Dental |
| <input type="checkbox"/> Hospitalization | <input type="checkbox"/> Vision | <input type="checkbox"/> Other |
| | | Specify: _____ |
| | | _____ |

- CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES
- CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS
- CHECK HERE IF YOU ARE WILLING TO HOLD A STANDING COMMITTEE CHAIR OR ASSISTANT CHAIR POSITION

WHERE WOULD YOU LIKE YOUR E-MAIL DELIVERED? [] BUSINESS [] RESIDENCE

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? _____

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

Anne French
Downey Brand
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

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***

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):

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)



**WELCOME ABOARD THE LS-ISLE
MERCED COUNTY LEGAL PROFESSIONALS
ASSOCIATION and
STANISLAUS COUNTY LEGAL PROFESSIONALS
ASSOCIATION**



AUGUST 13-15, 2010
LSI 1st QUARTERLY CONFERENCE
DOUBLE TREE HOTEL - MODESTO, CALIFORNIA
CONFERENCE REGISTRATION FORM

NAME (ON BADGE): _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
HOME PHONE: _____ WORK PHONE: _____
E-MAIL ADDRESS: _____
LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)

PLEASE CHECK IF APPLICABLE AND INCLUDE TITLE: PLEASE CHECK IF YOU ARE:
 STATE OFFICER _____ GOVERNOR CCLS PLS
 STATE CHAIRMAN _____

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)
 POSTMARKED ON OR **BEFORE JULY 12, 2010** \$ **99.00** \$ _____
 POSTMARKED **JULY 13, 2010 OR LATER** \$ **109.00** \$ _____

INDIVIDUAL TICKETS
REGISTRATION BY JULY 12, 2010 _____ @ \$15.00 \$ _____
REGISTRATION JULY 13, 2010 OR LATER _____ @ \$25.00 \$ _____
WELCOME RECEPTION (FRIDAY) _____ @ \$20.00 \$ _____
LUNCHEONS _____ VEGETARIAN
 GOVERNOR'S (SATURDAY) _____ @ \$29.00 \$ _____
 PRESIDENT'S (SATURDAY) _____ @ \$29.00 \$ _____
 MEMBERSHIP (SATURDAY) _____ @ \$29.00 \$ _____
SATURDAY NIGHT BANQUET _____ @ \$42.00 \$ _____
 _____ CHICKEN _____ PORK TENDERLOIN _____ SALMON
SUNDAY BRUNCH _____ @ \$22.00 \$ _____
TOTAL AMOUNT ENCLOSED _____ \$ _____

SPECIAL DIETARY NEEDS: _____

PLEASE MAKE CHECKS PAYABLE TO: **M & M 2010 CONFERENCE FUND**
MAIL TO: **LORRAINE BETTENCOURT, 3361 SHORE LINE DRIVE, ATWATER, CA 95301**



FOR GENERAL INFORMATION CONTACT:
REGISTRATION CHAIR – LORRAINE BETTENCOURT - (209) 356-0815 –
 plsccls@aol.com
OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479
 stephmjb@sbcglobal.net
DIANE MECCA (209) 238-0946 – diane@friendandwalton.com

NO REFUNDS AFTER JULY 23, 2010



WELCOME ABOARD THE LS-ISLE
MERCED COUNTY LEGAL PROFESSIONALS ASSN. and
STANISLAUS COUNTY LEGAL PROFESSIONALS ASSN.
 AUGUST 13-15, 2010
 LSI 1st QUARTERLY CONFERENCE
 DOUBLE TREE HOTEL
 MODESTO, CALIFORNIA



HOTEL REGISTRATION FORM

DOUBLE TREE HOTEL
 1150 NINTH STREET
 MODESTO, CA 95354
 PH: (209) 526-6000

NAME: _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 E-MAIL ADDRESS: _____
 LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)
 ARRIVAL DATE: _____ DEPARTURE DATE: _____

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

- SINGLE/DOUBLE - **\$91.00**
- TRIPLE - **\$111.00**

SELF PARKING IS \$4.00 PER DAY
 VALET PARKING IS \$12.00 PER DAY

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, 209-526-6000. USE CODE **"LPA"** TO IDENTIFY YOURSELF AS BEING A PART OF **LSI** IN ORDER TO GET THE GROUP RATE.



FOR GENERAL INFORMATION CONTACT:
 REGISTRATION CHAIR – LORRAINE BETTENCOURT - (209) 356-0815 – plsccls@aol.com
 OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479 stephmjb@sbcglobal.net
 DIANE MECCA (209) 238-0946 – diane@friendandwalton.com

HOTEL REGISTRATION DUE BY JULY 26, 2010

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"/> Southern California	<input type="checkbox"/> Saturday, March 20, 2010 <input type="checkbox"/> Saturday, October 16, 2010
--	--

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: <u>\$ 95.00</u>		Examination fee: <u>\$ 95.00</u>
	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 _____

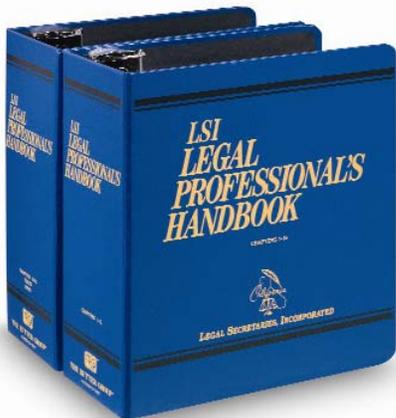
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified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

Signature of Applicant _____ Date _____

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

... THE *ULTIMATE RESOURCE* GUIDE!



STEP-BY-STEP GUIDANCE: Step-by-step instructions for each major area of law practice, shows 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.

RELIABLE: The Handbook is written and reviewed by experienced legal secretaries, attorneys and judges. The Publications Revision Committee has years of practical know-how and expertise in each area covered in the Handbook.

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

- California Court System
- Statutes of Limitation/Jurisdiction
- 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
- Limited Partnerships
- Intellectual Property Law: Copyrights; Trademarks; Patents
- Miscellaneous General Information

ORDER FORM

Please send me LEGAL PROFESSIONAL'S HANDBOOK. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 1,074-pg. 2009 Update was \$115.)

My payment is enclosed

Please bill me

<p style="text-align: center;"><i>Legal Secretaries, Incorporated</i> LEGAL PROFESSIONAL'S HANDBOOK 2 Volumes • Over 2550 Pages LSI Members-Only Price \$233.75 Nonmembers Price \$275 (includes shipping)</p>	NAME _____ PHONE (____) _____ E-MAIL ADDRESS _____ STATE BAR NO. _____ FIRM _____ ADDRESS _____ SUITE _____ CITY _____ STATE _____ ZIP _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-right: 1px solid black; padding: 2px;">Subtotal</td> <td style="padding: 2px;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Add applicable sales tax</td> <td style="padding: 2px;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">TOTAL</td> <td style="padding: 2px;">\$ _____</td> </tr> </table>	Subtotal	\$ _____	Add applicable sales tax	\$ _____	TOTAL	\$ _____	<input type="checkbox"/> Enclosed is my check for \$ _____ payable to THE RUTTER GROUP <input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS Credit Card Number _____ Exp. Date _____ Signature _____
Subtotal	\$ _____						
Add applicable sales tax	\$ _____						
TOTAL	\$ _____						

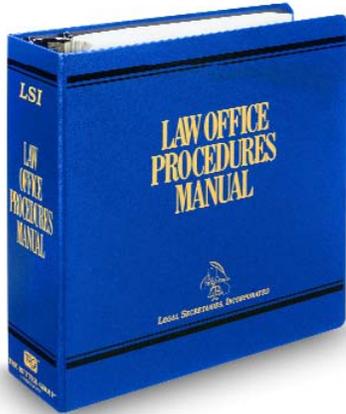


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LEGAL SECRETARIES, INCORPORATED

LAW OFFICE PROCEDURES MANUAL

... THE *IDEAL TRAINING MANUAL* FOR NEW STAFF!



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
- Real Estate
- 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
- Glossary

ORDER FORM

Please send me LAW OFFICE PROCEDURES MANUAL. If I decide not to keep the book, I will return it within 45 days at my expense.

Also, please enter my subscription to future Updates, which I may cancel at any time.

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 522-pg. 2009 Update #2 was \$40.)

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<p>Legal Secretaries, Incorporated LAW OFFICE PROCEDURES MANUAL Over 1200 Pages LSI Members-Only Price \$126.65 Nonmembers Price \$149 (Includes shipping)</p>	NAME _____ PHONE (____) _____ E-MAIL ADDRESS _____ STATE BAR NO. _____ FIRM _____ ADDRESS _____ SUITE _____ CITY _____ STATE _____ ZIP _____
Subtotal \$ _____ Add applicable sales tax \$ _____ TOTAL \$ _____	<input type="checkbox"/> Enclosed is my check for \$ _____ payable to THE RUTTER GROUP <input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS Credit Card Number _____ Exp. Date _____ Signature _____



40530574

LEGAL SECRETARIES INCORPORATED (LSI) BENEFITS

INSURANCE & FINANCIAL SERVICES INCLUDING AUTO & HOMEOWNERS DISCOUNTED INSURANCE: HEALTH/RETIREMENT/DENTAL PLANS/DISCOUNTED LONG TERM CARE INSURANCE

NOTE: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member's individual needs and location. For information call these representatives directly.

DISCOUNT THROUGH CEB

Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, refer to <http://ceb.com/LSI/>

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Redding, California 96003
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329-9957
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Insurance; Travel Medical; Medicare
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Long Beach, California 90815
Phone: (562) 420-9009 **(877) 270-9342**
Fax (562) 438-2640
Comprehensive Financial Planning, Asset
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FINANCIAL NETWORK INVESTMENT

DANIEL R. HENDERSON, MBA, CFP
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Pleasant Hill, California 94523
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Pasadena, California 91102-6015
Phone: **(800) 894-1200**

PROVIDENT CENTRAL CREDIT UNION
303 Twin Dolphin Drive
Post Office Box 8007
Redwood City, California 94603-0907
Phone: **(800) 632-4699** – (650) 508-0300

ADDITIONAL PROVIDERS

HERTZ CORPORATION
Effective Date: June 1, 1996
CDP Card #447698
Phone (800) 654-3131
Or your travel Agent

QUESTIONS AND CONCERNS CONTACT

Brooke Atherton, CCLS, LSI® Marketing Committee Coordinator
7448 Skyway, Paradise, California 95969
Work - (530) 877-6332 -- Fax (530) 877-7054
paralegalbam@sbcglobal.net

**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 4/30/10**

Total Members (Fiscal Year-end 4/30/09)	Association		New Members	Transfer Members	Continuing Members	Total Members
33	Alameda County	LSA	7		28	35
21	Antelope Valley	LSA	3		18	21
57	Beverly Hill/Century City	LSA	6		43	49
24	Butte County	LPA	1		21	22
46	Capitol City	LPA	1		28	29
10	Conejo Valley	LPA	1		7	8
26	Desert Palm	LPA	8		14	22
22	El Dorado County	LPA	5		19	24
38	Fresno County	LPA	12		31	43
53	Humboldt County	LPA	12		34	46
35	Imperial County	LPA	12		18	30
39	Livermore-Amador Valley	LPA	3		32	35
84	Long Beach	LSA	6		49	55
33	Los Angeles	LSA	10		24	34
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	19		47	66
19	Napa County	LSA	0		16	16
85	Orange County	LSA	30		50	80
32	Palo Alto	LSA	3		19	22
21	Placer County	LPA	11		15	26
9	Redding	LPA	6		7	13
19	Rio Hondo District	LPA	5		18	23
31	Riverside	LPA	3		24	27
158	Sacramento	LSA	49	<1>	109	158
219	San Diego	LSA	56		149	205
46	San Fernando Valley	LSA	21		39	60
49	San Francisco	LPA	10		36	46
35	San Gabriel Valley	LSA	5		25	30
68	San Mateo County	LSA	23		57	80
27	Santa Barbara	LSA	10		18	28
50	Santa Clara County	LSA	12		40	52
20	Santa Cruz County	LPA	3		17	20
28	Santa Maria	LPA	9		14	23
42	Sonoma County	LSA	6	1	31	38
14	Southern Butte	LSA	0		8	8
37	Stanislaus County	LPA	3		34	37
43	Stockton-San Joaquin	LPA	12		34	46
5	Trinity County	LSA	0		4	4
32	Ventura County	LPA	2		23	25
42	Members at Large		9		19	28
1787	3RD QUARTER TOTALS		407		1277	1685

Membership list as of 4/30/10

LEGAL SECRETARIES, INCORPORATED

ORGANIZED 1934



Presents:

THE LEGAL SECRETARY'S REFERENCE GUIDE

The perfect desk reference for beginning and experienced legal professionals – convenient and easy to use. No legal professional should be without one!

The guide includes:

- Grammar and punctuation tips, document control and filing tips
- Legal terminology
- Legal research tips/proper usage of citations
- Timetables in civil litigation, discovery, and statutes
- Flowcharts in civil litigation, discovery, criminal, family law, conservatorships, probate, adoptions, corporations, unlawful detainer, and workers compensation

Order your copy of *The Legal Secretary's Reference Guide* today!

ORDER FORM:

Name: _____

Address: _____

E-Mail: _____

Number of Copies: _____

\$37.35 includes tax and shipping

LEGAL SECRETARIES, INCORPORATED
 P.O. Box 660, Fortuna, CA 95540-0660
 (800) 281-2188 or (707) 725-1344
 Fax: (707) 725-1344 www.lsi.org



**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:

- | | | |
|---|--|-------------------------------|
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by Liz Gideon

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is no path and leave a
trail."
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