

Book 15, Issue 7

July 2015



SACRAMENTO LEGAL SECRETARIES ASSOCIATION

The Legal Eagle



Installation of New SLSA Members

July Events

- ◆ July 16, 2015: General Dinner Meeting, “Social Media: Living and Litigating in a Digital Age”, 5:30 p.m. to 8:00 p.m., at Courtyard Marriott, 4422 Y Street, Sacramento, CA. *See page 4.*

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President's Message

Submitted by Crystal Rivera



President
Crystal Rivera

Summer in Sacramento has arrived, and with a whoosh of hot weather!

Your Executive Board has been busy getting things into place for the 2015-2016 term. We have some great speakers confirmed for the coming months. We also have some fun events in the works.

We still have some committee positions that need a chair or co-chairs. If you are interested or

want more information, please contact me.

I hope you enjoy this issue of The Legal Eagle. I want to thank two members who wrote articles for this issue – Jeanette Osman-Bravard and Brenda Bracy. Jeanette wrote the article for our June 18th dinner meeting, summarizing the unlawful detainer presentation that attorney Lina Balciunas Cockrell gave. Brenda wrote a summary of the June 17th lunch lesson on HIPAA that she attended. These members wrote great articles, sharing what they gleaned from the presentations and materials provided. Writing these articles took both these ladies out of their comfort zone, but they nailed it and should be very proud of themselves!

I'm always looking for a member (or members) to write the Speaker Spotlight article and articles about other events they attend. If you are interested in writing an article, whether it be a dinner meeting or another event, please let me know.

This month's dinner meeting topic is "Social Media: Living and Litigating in a Digital Age." It should be another interesting presentation, and we hope you can attend. (See the flyer in this issue or on SLSA's website.)

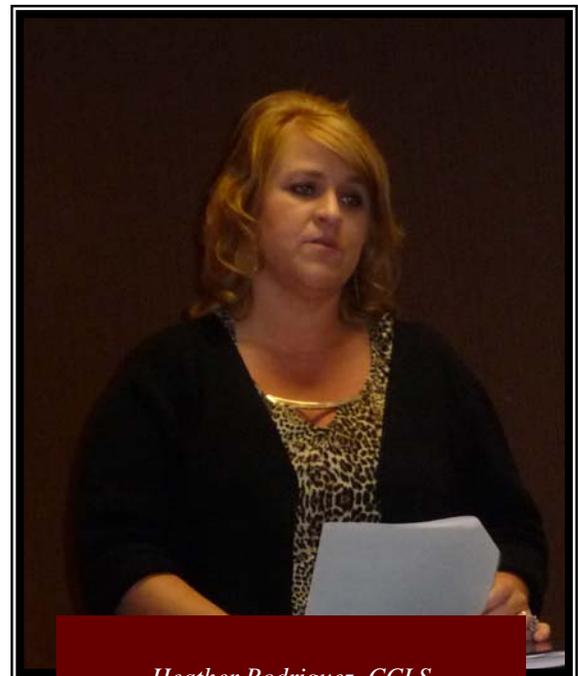
Please note that there are several deadlines this month in order to take advantage of discounted conference registration and room rates for LSI's 1st Quarterly Conference in Stockton, and to purchase tickets for Alameda County LSA's Summer Social – A's Game and Tailgate Party!

Have a fun 4th of July everyone, and stay safe!

--Crystal



Brenda Bracy



Heather Rodriguez, CCLS

Calendar/Dates to Remember

- | | | | |
|---------|---|----------|--|
| July 3 | State and federal courts closed. | July 21 | Last day to register at reduced rate for LSI's First Quarterly Conference in Stockton, California. |
| July 4 | Happy Fourth of July! No U.S. Mail. | July 26 | Deadline to submit articles to the Editor for the August issue of The Legal Eagle. |
| July 9 | SLSA Executive Board Meeting, 6:00 p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento. | July 30 | Deadline to reserve room at LSI group rate at Stockton Hilton for August Quarterly Conference. |
| July 10 | Last day to purchase discounted tickets for Alameda County LSA's Summer Social – Oakland A's Game. | August 1 | No refunds after this date for LSI's First Quarterly Conference. |
| July 16 | SLSA Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15 p.m. Dinner. Our guest speaker will be Hunter McMahon, JD, Vice President of Consulting Services, Altep. The topic is "Social Media: Living and Litigating in a Digital Age." The flyer has been posted on SLSA's website. | August 1 | Alameda County LSA's Summer Social – Oakland A's Game. |

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Sacramento Legal Secretaries Association



Dinner Meeting - July 16, 2015

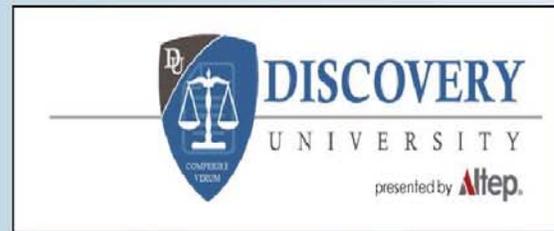
Courtyard Marriott
4422 Y Street - Sacramento

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting



Social Media: Living and Litigating in a Digital Age

Guest Speaker: Hunter McMahon, JD
Vice President of Consulting Services, Altep



MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Secretaries, Incorporated, an approved provider, and certifies that this activity has been approved for minimum continuing legal education credit in the amount of **0.75 hours** by the State Bar of California.

RSVP by Noon on Friday, July 10*

Two Ways to Register:

- Online at www.slsa.org under Upcoming Events (Preferred)
- Via e-mail at reservations@slsa.org (please include menu choice)

\$25 SLSA Members / \$30 Non-Members
Add \$5 after deadline

Make checks payable to SLSA and mail to:

Crystal Rivera
SLSA President
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000
Sacramento, CA 95814

Dinner Menu – Choice of:

- Achiote Marinated Grilled Chicken Breast with Sour Cream Mashed Potatoes and Seasoned Vegetables
- Penne Pasta with Fresh Tomato Compote and Italian Roasted Vegetables

Entrees include green salad and choice of Starbucks Coffee, Tazo Tea, and water service.

SLSA's Vendor Partner for July 2015:



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

Vendor Spotlight: Esquire Deposition Solutions, LLC Submitted by Corene Rodder



Corene Rodder

Our vendor of the month was Esquire Deposition Solutions, LLC. Gina Tsai, Vice President Sales, and Monica Garnica, Sales Coordinator, talked to us about the services that are offered and brought goodie bags and the raffle prize of a \$25 Target card!

Esquire Solutions supports litigation with every court reporting service needed, whether it is an interpreter from their interpretation division, remote

streaming of text and video to a participant thousands of miles away, a time-saving videoconference, or realtime reporting.

They also offer online scheduling, calendar management, nationwide facilities and state-of-the-art video and conferencing services.

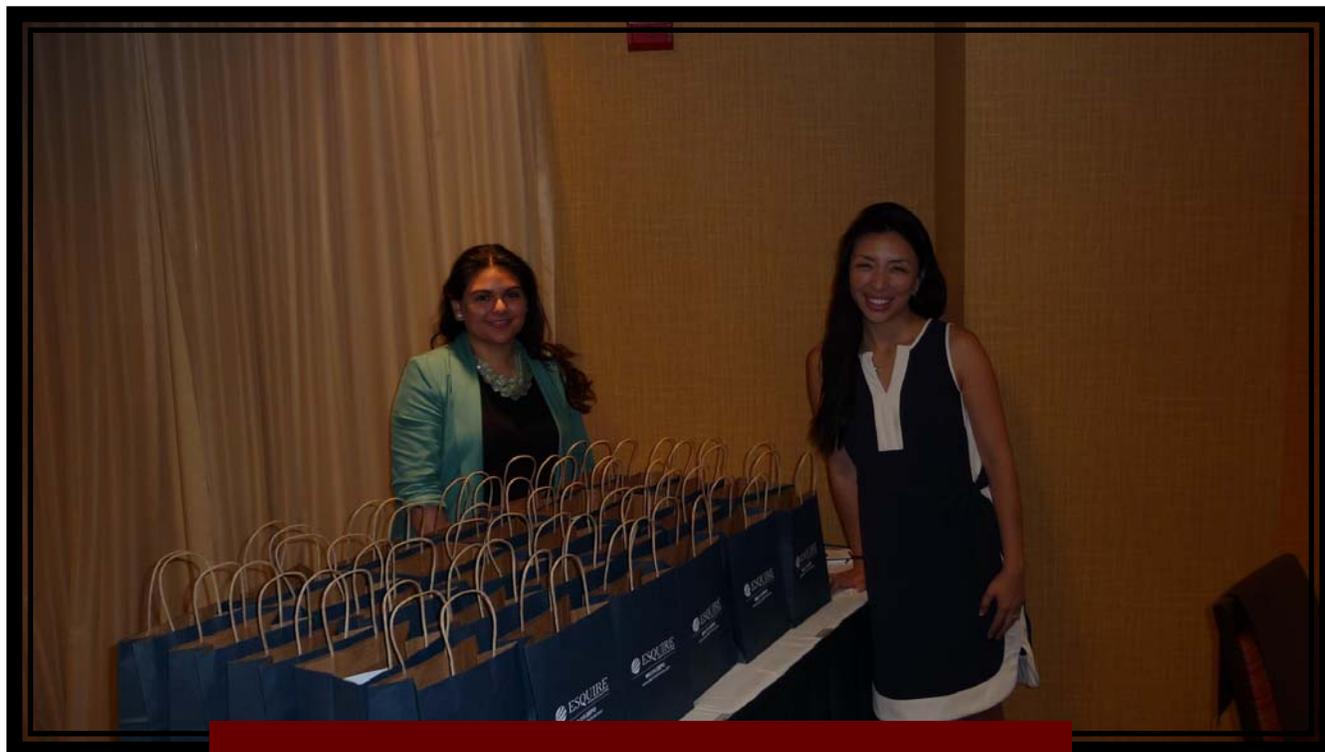
To learn more about their solutions or to schedule a service, please contact the sales department at:

Gina Tsai
Vice President Sales
Esquire Deposition Solutions, LLC
gtsai@esquiresolutions.com

Monica Garnica
Sales Coordinator
Esquire Deposition Solutions, LLC
monica.garnica@esquiresolutions.com

Sacramento area office:
2151 River Plaza Drive, Suite 300
Sacramento, CA 95833

PLEASE SUPPORT OUR VENDORS BECAUSE THEY SUPPORT US!



Monica Garnica and Gina Tsai

Speaker Spotlight: Unlawful Detainers

Submitted by Jeanette Osman-Bravard



Jeanette Osman-Bravard

Greetings to all our SLSA members! At our June 2015 dinner meeting we had the pleasure of hearing a presentation from Lina Balciunas Cockrell, Attorney at Law, on the topic of Unlawful Detainers (UDs). Ms. Balciunas Cockrell is an associate with the law office of Messing Adam & Jasmine. She specializes in public sector labor law, representing police officers, firefighters and other public employees in internal investigations, disciplinary

and termination proceedings, grievances, arbitrations, civil litigation, collective bargaining, and in actions before the California Public Employment Relations Board.

Ms. Balciunas Cockrell received her undergraduate degree in American Studies from the University of Notre Dame, her Master's Degree in Broadcast Journalism from Syracuse University, and her J.D. from the University of California, Davis School of Law. She has significant civil litigation experience in the state and federal trial courts, including real estate, bankruptcy, business, entertainment and civil family issues. Prior to law, she worked for eight years in sports media, including stints with NBC Sports, NBA.com, and as a local sports anchor for a CBS affiliate in New England.

In addition, Lina is the mother of two very active young children, Creigha, age 4, and Hatcher, age 2. Outside of her law practice, Ms. Balciunas Cockrell enjoys spending time with her family. Following is an overview of her presentation, which was both informative and entertaining:

Ms. Balciunas Cockrell primarily represents landlords in UD cases and this article is therefore written from that perspective. While 66% of landlords seeking an eviction hire an attorney, only 10% of tenants in a UD action do the same, because, as Lina stated, many tenants cannot afford representation.

The process of evicting a tenant from either a residential or commercial property can be complex, and lengthy. Compared to most civil proceedings, Unlawful Detainer (UD) actions move through the court very quickly. This is because the courts consider that such matters should be resolved as quickly as possible. 90% of UD actions are resolved within 30 days of filing.

This fact does not reduce the amount of paperwork required. Rather, the plaintiff (or his/her counsel) have con-

siderably less time to prepare it. Additionally, the UD process is very technical and time-specific, making it fraught with pitfalls.

The fastest eviction available under California law is a 3-Day Notice. Depending on whether the tenant is arrears in payment, or has been violating other terms of their rental/lease agreement, the landlord would use one of these three forms:

- 3-Day Notice to Pay or Quit—Eviction for delinquent payment
- 3-Day Notice to Cure or Quit—Eviction for violating terms of agreement (other than payment) when it is possible for the tenant to fix the problem
- 3-Day Notice to Quit—Eviction for violating terms of the agreement (other than payment) when it is not possible for the tenant to fix the problem

If the tenant has not violated their month-to-month rental agreement but the landlord wants them to vacate the residence, the landlord must give one of the following notices:

- 30-Day Notice—Terminate month-month rental, less than 1 year residency, no reason given for eviction
- 60-Day Notice—Month-to-month rental, residency of 1 year or more; mobile home park tenants
- 90-day-Notice—After foreclosure; subsidized housing

Once notice is given, the landlord must wait the stated number of days. If the tenant has not vacated the premises by the end of that time period, the landlord can then file a UD action with the court to evict the tenant.

As mentioned earlier, UD actions are fraught with pitfalls. If the landlord fails to follow proper procedure, the action may be deemed “defective” by the court and the plaintiff will have to begin the process again. Some examples of defective actions would be including late fees in the amount due, failing to state specific information pursuant to Code of Civil Procedure section 1161(2), failing to state how to cure the alleged violation, and issuing a defective service of notice. In addition, if a landlord has allowed the tenant to be in violation of the lease for some time, he/she may be setting a precedent, making it difficult to evict on that point later on.

If the tenant has been allowed to sublease a property to one or more other individuals, the process of properly serving the tenant can be tricky. Notice may be improperly served

Speaker Spotlight: Unlawful Detainers (continued from page 6) Submitted by Jeanette Osman-Bravard

to the wrong individual, or to the wrong address, if the tenant is subleasing and not living on the premises. Again, getting this wrong will lead to starting the process again.

Some tenants are skilled at avoiding service, and skilled at making it difficult during discovery for a landlord to prove they are violating the terms of their lease. This is why Lina recommends hiring a private investigator. For example, if the landlord suspects the tenant is violating the lease agreement by sub-leasing the garage to another tenant, a private investigator can gather proof in ways the landlord cannot. A landlord must give the tenant notice before coming to inspect the premises. This gives the tenant time to conceal the evidence. However, a private investigator can peek in windows or from a distance, observe activity in and out of the garage throughout the day.

The plaintiff (landlord) has the option of requesting either jury trial or allowing the case to be decided by a judge. Lina generally recommends to her landlord clients that they avoid jury trials on the chance the jury may allow sympathy for the tenant to influence their decision—whereas a judge is more likely to rule on the facts presented.

Finally, when the court has ruled, one party will prevail. If the tenant wins, they will not have to move and pay back-rent; and the landlord may be ordered to pay the court costs. If the landlord wins, the court issues a Writ of Possession which is served and posted with a 5-day Notice to Vacate. If they do not vacate within the 5 days, the Sheriff will remove all the occupants.

The Unlawful Detainer process is detailed and requires knowledge of the law, familiarity with the court process, and most especially experience in the field. Both landlords and tenants in UD actions will clearly be best represented by an experienced and competent professional like Ms. Balciunas Cockrell.

A little fun fact about the author: My husband and I are Swing Dancing instructors. We have been teaching since 2001 and we met on the dance floor in 1999. (That is, Swing Dancing as in Swing dance that was popular from the 1920's through the 1950's and has enjoyed a revival since the 1980's –not country swing.)



Crystal Rivera and Attorney Lina Balciunas Cockrell

June General Dinner Meeting



Paula Lockard, CCLS and Colleen Clay



*Pamela Lee, CCLS, Launa Atkinson, CCLS,
Lynne Prescott, CCLS and Brenda Bracy*



*Jeanne Diettinger, Jan Ainsworth, and
Jeanette Osman-Bravard*



Anne French and Dawn Forgeur, CCLS



*Michele Cooper, Shelley Marlowe, and
Lacy Monserrat, CCLS*

June General Dinner Meeting (continued from page 8)



*Elizabeth Madden, CCLS, Micky Kelly, CCLS,
Pamela Lee, CCLS and Launa Atkinson, CCLS*



Lacy Monserrat, CCLS, Heather Rodriguez, CCLS and Michele Cooper

Member News

Submitted by Lacy Monserrat, CCLS



Vice President,
Lacy Monserrat, CCLS

The following applicants were approved and accepted for active membership and inducted as a member of SLSA at the June 18, 2015, SLSA Regular Membership Meeting:

Maria Cantrell – Maria is a legal secretary at Downey Brand, and has been employed as a legal professional since 1991. She specializes in family law and litigation. She celebrates her birthday on December 17.

Shelley Marlowe – Shelley is a legal secretary at Murphy Austin Adams Schoenfeld LLP, and has been employed as a legal professional since 1979. She specializes in business/corporate law. She celebrates her birthday on July 14.

Michele Cooper – Michele is a legal secretary at Petersen Law, and has been employed as a legal professional since 2004. She specializes in bankruptcy, business and corporate law, family law, law office management, probate and estate planning and taxation. She celebrates her birthday on December 13, and she enjoys tennis, wine tasting and kick boxing.

Michelle Garvin – Michelle is a legal secretary at Dalby Wyant, and has been employed as a legal professional since 2005. She specializes in litigation, law office management and personal injury. She celebrates her birthday on June 9, and she enjoys gardening, collecting cookbooks, sports and photography.



If you are interested in membership in SLSA, please contact Vice President Lacy Monserrat, CCLS, at (916) 551-3302, or via e-mail at lacy@majlabor.com.

CONGRATULATIONS!

To Morgan Albanese who celebrated her 3-year wedding anniversary on June 24, 2015.

To Elizabeth Madden, CCLS, on her new job at Pino & Associates.

To Launa Atkinson, CCLS on her new job at Boutin Jones, Inc.

To Cyrene Farrell, CCLS on her new job at Greenberg Traurig LLP.

CHANGES?? UPDATES??

Are you an SLSA member who has moved? 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 the good times, and support you during the tough times. Please send your news to vicepresident@slsa.org.

CCLS Quiz (Answers on Page 29) Submitted by Liz Gideon, CCLS



CCLS Chair,
Liz Gideon, CCLS

Gregg Reference Manual

Select the best word

1. ____ Ellen's [a] medal [b] metal [c] mettle was tested when she tried out for the Olympics.
2. ____ Donna's [a] palette [b] pallet [c] palate was filled with a beautiful array of colors.
3. ____ The newscaster warned that there was [a] eminent [b] imminent [c] immanent danger in traveling during this storm.
4. ____ [a] Fewer [b] Less effort was shown by the organization last week.
5. ____ She was [a] reluctant [b] reticent to agree to the changes.

[T]rue or [F]alse

6. ____ Almost all small letter abbreviations made up of single initials require a period after each initial but no space after each internal period.
7. ____ Certain contractions can have only one meaning.
8. ____ You should spell out indefinite amounts of money.
9. ____ Do not capitalize former, late, ex-, or -elect when used with title.
10. ____ Capitalize family titles when they are preceded by possessives (such as my, your, his, her, our, and their) and simply describe a family relationship.

CCLS Vocabulary Submitted by Liz Gideon, CCLS

| | |
|------------------|---|
| A priori | from cause to effect |
| Certiorari | to be informed of; make certain regarding |
| Indicia | marks; signs |
| In rem | against the thing |
| Nota bene (N.B.) | note well |
| Sua sponte | on one's own initiative |
| Carpe diem | seize the day |
| Ipso facto | by the fact itself |
| Corpus delicti | body of the offense; essence of the crime |
| Ergo | therefore |

Legal Procedures Submitted by Corene Rodder



Legal Procedures Chair
Corene Rodder

Remember, we have a great blog at LSI.org!

Go to:

www.lsi.org >Resources>Legal Procedures Blog

Administrative Office of the Courts

“New and Amended Rules Relating to Family Law Procedures

In light of *Elkins v Superior Court* (2007) 41 C4th 1337, then Chief Justice Ron George created a task force to look into measures that could ease the burden on both overcrowded courts and the large number of unrepresented family law litigants. The drafters of the Elkins Family Law Task Force: Final Report and Recommendations, issued April 2010, expressed concern, among other things, over the drastic reduction of live testimony in family court, which they felt deprived family law litigants of due process. In 2010 the legislature introduced a package of new statutes designed to address the concerns of the Elkins Task force (Assembly Bill 939).

One of these new statutes, Fam C §217, sought to address the task force's concern by requiring that the court receive "any live, competent testimony that is relevant and within the scope of the hearing and the court may ask questions of the parties," absent a contrary stipulation of the parties or a finding of good cause to refuse such testimony.

The Judicial Council has adopted a new rule, effective July 1, 2011, that relates to the new Fam C §217, Cal Rules of Ct 5.119. But it also amended Rule 5.118 to limit the length of a declaration that accompanies an order to show cause to 10 pages, and a reply declaration to 5.”

California Courts – www.courts.ca.gov

“June 19, 2015 Judicial Council Focuses on Efficiency Measures at Next Business Meeting Agenda highlights include budget, court construction, water conservation, and progress on Judicial Council restructuring

SAN FRANCISCO—At its public meeting on June 25–26, the Judicial Council will review and consider a number of judicial branch efficiency measures, including:

Catalog of courtroom layouts recommended by its Court Facilities Advisory Committee; to save time and money during the design of new courthouses;

Water conservation policy that sets forth best practices and long-term goals for new and existing courthouses;

Progress on the Judicial Council staff agency’s restructuring; and

Steps to further refine and implement the Workload-Based Allocation and Funding Methodology in 2015-2016, as well as trial court budget proposals for 2016–2017 for court-appointed dependency counsel, expanded language access to the courts, and court facilities maintenance.

Other items on the meeting agenda include:

Budget Update: The council will hear an update on the fiscal year 2015–2016 judicial branch budget from Administrative Director Martin Hoshino.

Restoration of Benefits Funding: The council will consider a recommendation to approve an allocation of \$13.4 million included in the FY 2015–2016 state budget for trial courts that make progress towards meeting the Public Employees’ Pension Reform Act of 2013 standard. This \$13.4 million would be a partial restoration of the \$22 million funding reduction for trial court benefits costs called for in the 2014 Budget Act.

Legal Procedures (continued from page 12) Submitted by Corene Rodder

Recidivism Reduction Fund Court Grant Program: As part of the Budget Act of 2014, the Legislature directed the council to develop and administer a competitive grant program for trial courts that supports practices known to reduce adult offender recidivism. The council will consider recommendations to allocate the \$658,000 that remains after an initial round of awards was approved by the council on February 19, and an additional \$1.3 million allocation that is currently included in the proposed 2015–2016 state budget.

2015 Language Need and Interpreter Use Study: The council will consider a recommendation from its Court Interpreters Advisory Panel to approve the 2015 Language Need and Interpreter Use Study for submission to the Governor and Legislature. The study, conducted by the National Center for State Courts, details interpreter use in the trial courts in fiscal years 2009–2010 through 2012–2013 and projects future language need.

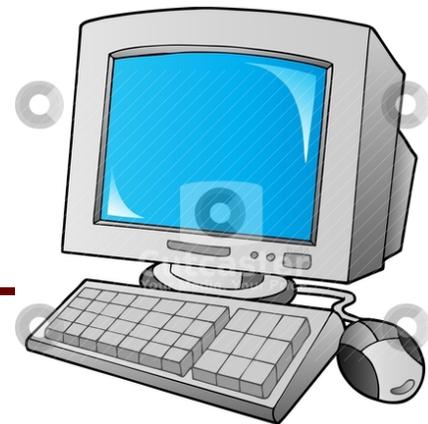
Implementation Steps Related to New Rule on Traffic Infraction Cases: The council’s Traffic Advisory Committee recommends amending notices to appear used in traffic citations as well as forms used for installment payment plans for traffic infractions. Recently adopted by the council, California Rules of Court, rule 4.105, requires that court notices and forms include information on procedures for appearing at court without deposit of bail in traffic infraction cases.

A live audiocast of the meeting will be on the California Courts website, and the agenda and council reports are posted online.”

California Courts of Appeal

Please see the guide located at the following link as a reminder on how to create electronic appellant briefs.

<http://www.courts.ca.gov/documents/DCA-Guide-To-Electronic-Appellate-Briefs.pdf>



Technology Tips of the Month Submitted by Dawn R. Forgeur, CCLS

Undo Send for Gmail on the web

Gmail is adding the ‘Undo Send’ feature as a formal setting in Gmail on the web.

‘Undo Send’ allows people using Gmail to cancel a sent mail if they have second thoughts immediately after sending. The feature is turned off by default and can be enabled from the General tab in Gmail settings.

Undo Send:

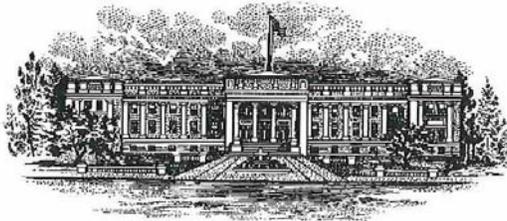


Enable Undo Send

Send cancellation period: seconds

Gmail will delay sending an email for a time period of your choice (see picture) from 5 to 30 seconds to allow a sender the chance to recall an email sent in error.

Legal Procedures (continued from page 13) Submitted by Corene Rodder



SUPERIOR COURT

Of the State of California for the
COUNTY OF YOLO
Executive Office
725 Court Street, Room 308
Woodland CA 95695
www.yolo.courts.ca.gov

Shawn C. Landry
Court Executive Officer
(530) 406-6838

MEMORANDUM

TO: All Judicial Officers Yolo County Sheriff County Administrator
All Law Enforcement Agencies Conflict Attorneys County Bar Association
District Attorney Probation Department Empower Yolo
Public Defender County Counsel's Office

FROM: Shawn C. Landry, Court Executive Officer 

DATE: April 14, 2015

RE: Reduced Calendars and Closures for New Courthouse Move

Beginning August 17, 2015, Yolo Superior Court will be moving to its new location at 1000 Main Street, Woodland, California. During this monumental event the court will have a modified calendar and limited access to filing windows. The Court requests that law enforcement agencies **do not cite people to appear during this time period.**

The schedule is as follows:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------------|---|---|---|--------------------------------------|--------------------------------------|
| | 8/17/2015 | 8/18/2015 | 8/19/2015 | 8/20/2015 | 8/21/2015 |
| Clerk Windows* | 9:00 to 3:00 | 9:00 to 3:00 | 9:00 to 3:00 | Closed – drop box available | Closed – drop box available |
| Dpt 9 213 Third St | 8:30 No-time Waiver Criminal and Emergency Civil/Family Matters | 8:30 No-time Waiver Criminal and Emergency Civil/Family Matters | 8:30 No-time Waiver Criminal and Emergency Civil/Family Matters | 8:30 No-time Waiver Criminal Matters | 8:30 No-time Waiver Criminal Matters |
| | | | | 9:30 Confirmed Preliminary Hrgs | 9:30 Confirmed Preliminary Hrgs |
| | 11:00 In-custody Arraignments | 11:00 In-custody Arraignments | 11:00 In-custody Arraignments | 11:00 In-custody Arraignments | 11:00 In-custody Arraignments |
| | 1:30 Confirmed Preliminary Hrgs | 1:30 Confirmed Preliminary Hrgs | 1:30 Confirmed Preliminary Hrgs | | |
| Dpt 8 725 Court St | 8:30 Juvenile Matters | 8:30 Juvenile Matters | 8:30 Juvenile Matters | No Court | No Court |
| | 9:30 Back-up | 9:30 Back-up | 9:30 Back-up | | |

*The traffic windows will be consolidated into the criminal division located 725 Court Street.

Legal Procedures (continued from page 14)

Submitted by Corene Rodder

2015 CALENDAR, Effective 8/31/15

| DEPT. | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|--|---|---|
| CM. O'MARA DPT 1 | 8:30 TRAFFIC ARR 9:30 MISD ARR | 8:30 TRAFFIC ARR 9:30 MISD ARR | 8:30 TRAFFIC ARR 9:30 MISD ARR | 8:30 TRAFFIC ARR 9:30 MISD ARR | 8:30 TRAFFIC PRFS/PTC |
| ARRAIGNMENT MASTER CALENDAR | 1:30 FELONY ARR 2:30 TRAF CT TRLS | 1:30 FELONY ARR 2:30 TRAF CT TRLS | 1:30 FELONY ARR | 1:30 FELONY ARR 2:30 TRAF CT TRLS | 11:00 TRAF CT TRL 1:30 FELONY ARR 2:30 SET BY JDG |
| TEAM A JUD McADAM | 9:00 LAW/MOTION TRC/TSC | 9:00 LAW/MOTION | 9:00 LAW/MOTION | 9:00 LAW/MOTION | 9:00 TRC LONG CAUSE ALL DAY SET BY JUDGE |
| FELONY DEPT 7 NON-TRIAL WEEK | 10:00 PHC/PTC 1:30 PRELIMS | 10:00 PHC/PTC 1:30 PRELIMS | 10:00 PHC/PTC 1:30 PRELIMS | 10:00 PHC/PTC 1:30 PRELIMS | |
| TEAM A JUD REED | 9:00 LAW/MOTION TRC/TSC | 9:00 LAW/MOTION TRC/TSC | 9:00 LAW/MOTION TRC/TSC | 9:00 LAW/MOTION TRC/TSC | 9:00 TRC LONG CAUSE ALL DAY SET BY JUDGE |
| FELONY DEPT 8 NON-TRIAL WEEK | 10:00 PHC/PTC 1:30 PRELIMS | 10:00 PHC/PTC 1:30 PRELIMS | 10:00 PHC/PTC 1:30 PRELIMS | 10:00 PHC/PTC 1:30 PRELIMS | |
| TEAM B JUD RICHARDSON | 8:30 TRC/TSC | 8:30 PHC/PTC | 8:30 PHC/PTC | 8:30 PHC/PTC | 8:30 PHC/PTC |
| FELONY DEPT 13 NON-TRIAL WEEK | LONG CAUSE ALL DAY SET BY JDG | 10:00 LAW/MOTION 1:30 PRELIMS | 10:00 LAW/MOTION 1:30 PRELIMS | 10:00 LAW/MOTION 1:30 PRELIMS | 10:00 LAW/MOTION 1:30 PRELIMS |
| TEAM B JUD ROSENBERG | 8:30 TRC/TSC | 8:30 PHC/PTC | 8:30 PHC/PTC | 8:30 PHC/PTC | 8:30 PHC/PTC |
| FELONY DEPT 14 NON-TRIAL WEEK | LONG CAUSE ALL DAY SET BY JDG | 10:00 LAW/MOTION 1:30 PRELIMS | 10:00 LAW/MOTION 1:30 PRELIMS | 10:00 LAW/MOTION 1:30 PRELIMS | 10:00 LAW/MOTION 1:30 PRELIMS |
| TEAM C JUD MAGUIRE MISD DEPT 10 | 8:30 PTC/TCC 1:30 PTC/TCC | 9:30 LAW/MOTION (SET BY JDG) 1:30 PTC/TCC | TRIAL | TRIAL | TRIAL |
| TEAM C JUD BERONIO MISD DEPT 9 | 8:30 PTC/TCC TRIAL DE NOVO 1:30 PTC/TCC | 9:30 LAW/MOTION (SET BY JDG) 1:30 PTC/TCC | TRIAL | TRIAL | TRIAL |
| JUD FALL CIVIL DEPT 11 | 9:00 LAW/MOTION PROBATE 10:30 TRIAL | 9:00 LAW/MOTION PROBATE 10:30 TRIAL | 9:00 LAW/MOTION PROBATE 10:30 TRIAL | 9:00 LAW/MOTION PROBATE 10:30 TRIAL | 9:00 LPS 9:00 LAW/MOTION 10:30 TRIAL |
| ASSIGNED JDG DEPT 12 | SET BY JUDGE | SET BY JUDGE | SET BY JUDGE | SET BY JUDGE | SET BY JUDGE |
| JUD BASHA DEPT 6 | 9:00 602 CONTESTED | 9:00 602 UNCONTESTED | 9:00 602 CONTESTED JUV TRAFFIC 1 ST WED | 9:00 602 UNCONTESTED | 9:00 (AM) SET BY JDG |
| JUVENILE DEPT 600'S DELIQ | 1:30 602 DETENTION UNCONTESTED | 1:30 602 DETENTION UNCONTESTED | 1:30 602 DETENTION UNCONTESTED | 1:30 602 DETENTION UNCONTESTED | 1:30 602 DETENTION |
| DEPT 5 JUVENILE DPT 300'S SMALL CLAIMS CIVIL SETTLEMENTS | 9:00 300 DETENTION CIVIL CMC 1:30 CIVIL SETTLEMENTS | 9:00 300 DETENTION UNCONTESTED HRGS 10:00 ADOPTIONS GUARDIANSHIPS 1:30 CONTESTED HRGS | 9:00 300 DETENTION UNCONTESTED HRGS 10:00 ADOPTIONS GUARDIANSHIPS 1:30 UD HRGS | 9:00 300 DETENTION UNCONTESTED HRGS 10:00 ADOPTIONS GUARDIANSHIPS 1:30 CONTESTED HRGS | 9:00 300 DETENTION 10:00 SMALL CLAIMS 1:30 SET BY JUDGE |
| CM. UMANZIO DEPT 2 FAMILY SUPPORT | 2 ND & 4 TH EA. MO 1:30 DEBTOR EXAMS/OX'S | 8:30 LAW/MOTION 1:30- MOTIONS- JUDGMENT | NO COURT | NO COURT | NO COURT |
| JUD WHITE FAMILY DEPT 3 | 9:00 PRO PER LAW/MOTION 1:30 SET BY JUDGE SETTLEMENT CONF | 9:00 ATTORNEY LAW/MOTION 1:30 TRIAL | 9:00 PRO PER LAW/MOTION 1:30 TRIAL | 9:00 ATTORNEY LAW/MOTION 1:30 TRIAL | 9:00 PRO PER LAW/MOTION 1:30 TRIAL |
| JUD GAARD FAMILY DEPT 4 | 9:00 ATTORNEY LAW/MOTION 1:30 SET BY JUDGE SETTLEMENT CONF 2 ND & 4 TH ME/DRG CRT | 9:00 PRO PER LAW/MOTION 1:30 TRIAL | 9:00 ATTORNEY LAW/MOTION 1:30 TRIAL | 9:00 PRO PER LAW/MOTION 1:30 TRIAL | 9:00 ATTORNEY LAW/MOTION 1:30 TRIAL |

03-26-15

Governor's Report Submitted by Jan Ainsworth



Governor,
Jan Ainsworth

Hello members. I trust you thoroughly enjoyed the May/June issue of *The Legal Eagle*. I know I did. As you could see a good time was had by all at annual conference. You, too, can enjoy conference with us in August at LSI's First Quarterly Conference being conveniently held a mere 30 minute drive up the road at the Stockton Hilton. Does this encourage your attendance? If you cannot spend the entire weekend with us, you could register for Saturday's session, grab a boodle bag, tour the vendors, and be home in time for dinner. And let us not forget LSI's

Legal Specialization Section seminars featured on Friday and Saturday. Look for the flier in this issue along with conference registration and hotel reservation forms.

Have you participated in any Chapter Achievement Point activities? I refer you to the Chapter Achievement Form in the bulletin. I recently received the 2015 updates to my LOPM. Did you? I captured 200 points for SLSA and you could too. Simply fill out the form and send it to me. So far a few of you have been very supportive. Keep up the good work. As for the rest of you – come join my movement. Let's capture those CAPS and win big at annual conference next year.

Please feel free to email me with questions or comments at jainsworth@murphyaustin.com. I am always interested, here to serve, and I will respond promptly. Until next time - take care.
Jan

Of Note Submitted by Jan Ainsworth

Law Office Procedure Manual ("LOPM") 2015 Update under the heading "D. Discovery."

"When responding to discovery documents, it is preferable that the term 'response' be used both in the title of the document and in the individual responses. The reason is that by specifying 'answer,' the responding party may expect an answer and not objections. Many attorneys will simply state 'response' or 'answer and objections,' or 'objections.' Likewise, it is important when confirming an

extension of time that the extension is for responses, as opposed to specifying an answer or objections, or both.

Prior to responding to discovery, the responding party may move for a protective order seeking protection from a particular discovery request or a set of requests. If a protective order is granted, it will modify the responding party's obligations to respond to the discovery requests, including relieving him/her of an obligation to respond to all."

Birthdays

The following members are celebrating their Birthday in July. We wish you a Wonderful Birthday!

| | | | |
|-------------------------|---------|---------------------|---------|
| Sarah Kelly | July 2 | Morgan Albanese | July 22 |
| Marlene Celis | July 11 | Pamela Lee, CCLS | July 22 |
| Brenda Bracy | July 10 | Maryanna Rickner | July 22 |
| Angela Kolak | July 13 | Noreen Patrignani | July 24 |
| Shelley Marlowe | July 14 | Paula Lockard, CCLS | July 27 |
| Heather Rodriguez, CCLS | July 15 | | |



CHAPTER ACHIEVEMENT REPORTING FORM 2015-2016

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2015, through March 31, 2016.

Please complete this form and mail or email it to SLSA's Governor, Jan Ainsworth. 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.

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam - Test Date: _____. (100 points)
- _____ I passed the CCLS exam - Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2015-2016 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ 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, 2016. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH). (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Jan Ainsworth, Governor
Murphy Austin Adams Schoenfeld LLP, 304 "S" Street, Sacramento, CA 95811-6906 governor@slsa.org

Lunch Lesson Spotlight: HIPPA, HITECH and How They Affect Discovery Submitted by Brenda Bracy



Brenda Bracy

On June 17, 2015, SLSA, in collaboration with U.S. Legal Support, provided a lunch lesson on HIPPA, HITECH and How They Affect Discovery. Heather L. Hughes, M.D., HIPPA Privacy Officer for U.S. Legal presented. The lesson was very informative and helpful. The HIPPA Privacy Rule sets standards for confidentiality and privacy of individually identifiable healthcare information. The Rules apply to (a) health plans; (b) healthcare clearinghouses (i.e., copy services); and, (c)

healthcare providers that transmit health information electronically. The Security Rule applies to information that is transmitted electronically, verbally, or in written form.

As of 2009, all attorneys who work with documents containing personal information of others must comply with HIPPA and HITECH rules and must ensure that their subcontractors comply as well. Attorneys are responsible for ensuring that others hired to assist in providing legal services to the covered entity will also safeguard the privacy of individuals. This includes joint counsel, experts, investigators, support staff, etc.

Law firms should utilize safeguards to ensure that they comply with the HIPPA rules such as requiring all personnel to have unique user names, time-outs

and automatic log off on the computers. It is recommended that encryption keys and passwords be required on all devices, including cell phones, laptops, I-pads that connect to the office computer system. Passwords should be required to be changed at least every 60-90 days. All hard drives on computers, scanners, printers and copiers should be destroyed before they are taken out of the office or wiped clean.

The punishment for breaching the HIPPA rules can be steep fines and criminal prosecution. Individuals can be held personally liable for a breach as well.

Brenda is married, has three grown children, a daughter and two sons, has two grandsons (ages 2 and 4) and a granddaughter that is 2. One of Brenda's biggest joys is being a grandmother and is very active in their lives. In her spare time she likes to travel, read and enjoy family time.



*Jenoa Derdowski and
Speaker Heather L. Hughes, J.D., CHPC*

Interclub Chair Report

Submitted by Lynne Prescott, CCLS



On June 27, Heather Rodriguez, CCLS, and I attended Santa Clara County LPA's 5th Annual Marilyn Ott Memorial BBQ. The event was held at the home of Past President Rod Cardinale, and featured a delicious BBQ with grilled tri-tip, corn-on-the-cob, baked beans, rolls, and potato salad. Guests were encouraged to bring a dessert to enter into the dessert contest. Heather brought her famous decadent dark chocolate, peanut butter and fudge-drizzled brownies, and I brought a hazelnut caramel chocolate croissant bread pudding with Kahlua sauce. Neither of us won, but we sure had a great time sampling all the delicious entries. Heather was the lucky winner of the raffle drawing, and won three out of the four prizes!

We had a great time visiting with the members of SCCoLPA, and enjoyed the food, music, dancing, and prizes. Proceeds from this event fund SCCoLPA's scholarship and educational endeavors throughout the year.



Oakland A's Game with Alameda County LPA!

Don't forget that if you're planning to join us for the tailgating and baseball fun with Alameda County LPA on August 1st, this is just a reminder that the **orders are due by July 10!** Alameda County LPA actually has to get the money and orders to the A's by July 10, so if you are sending in your order very close to July 10, please also e-mail a copy of your order form to bryana.schroder@juno.com so that she can get your order into the A's in time. Please see the flyer/order form in this bulletin. President Crystal has offered to be one of the drivers and we can tailgate from her big blue truck! Let me know if you're going, please!!

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU TO

A Visit to the Emerald Isle



LSI 1ST QUARTERLY CONFERENCE

AUGUST 21-23, 2015

The Stockton Hilton
2323 Grand Canal Blvd.
Stockton, California

CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____
 Mailing Address: _____
 City/State/Zip: _____
 Home/Cell Telephone: _____
 Work Telephone: _____
 Email address: _____
 Local Association (please spell out): _____
 PLEASE INDICATE IF YOU ARE:

Title
 _____ State Officer _____ Governor
 _____ State Chairman _____ CCLS _____ PLS

SCRIP (includes Registration, Welcome Reception, Banquet and Brunch):

| | | |
|---------------------------------------|-----------|----------|
| POSTMARKED ON OR BEFORE JULY 21, 2015 | \$ 123.00 | \$ _____ |
| POSTMARKED AFTER JULY 21, 2015 | \$ 133.00 | \$ _____ |

INDIVIDUAL TICKETS:

| | | |
|---|----------|----------|
| _____ Registration PRIOR to July 21, 2015 | \$ 20.00 | \$ _____ |
| _____ Registration AFTER July 21, 2015 | \$ 30.00 | \$ _____ |
| _____ WELCOME RECEPTION (Friday) | \$ 25.00 | \$ _____ |

LUNCHEONS _____ Vegetarian Meal

| | | |
|--|----------|----------|
| _____ Presidents' Luncheon (Saturday) | \$ 27.00 | \$ _____ |
| _____ Governors' Luncheon (Saturday) | \$ 27.00 | \$ _____ |
| _____ Open Luncheon (Saturday) - Open to All | \$ 27.00 | \$ _____ |

| | | |
|----------------------------------|--------------|------------------|
| _____ BANQUET (Saturday Evening) | \$ 58.00 | \$ _____ |
| _____ New York Steak | _____ Salmon | _____ Vegetarian |
| _____ BRUNCH (Sunday) | \$ 30.00 | \$ _____ |

TOTAL AMOUNT ENCLOSED \$ _____

Special Dietary Restrictions _____

PLEASE MAKE CHECKS PAYABLE TO Ssjclpa AUGUST CONFERENCE

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

Debbie Burgoine, 222 East El Campo Avenue, Stockton, CA 95207;

For questions call Debbie at (209) 472.9676 evenings or email debbieburgoine@yahoo.com

For Questions/ general information, Contact Jan Kuykendall, CCLS, or Colleen Young, Conference co-chairs, at

ks24fanatic@aol.com or (209) 747-4781 (Jan) or youngns@comcast.net or (209) 609-4042.

NO REFUNDS AFTER AUGUST 1, 2015

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION
INVITES YOU TO

A Visit to the Emerald Isle

LSI 1ST QUARTERLY CONFERENCE
AUGUST 21-23, 2015



HOTEL REGISTRATION FORM

The Stockton Hilton

2323 Grand Canal Boulevard
Stockton, California 95207
(209) 957-9090

Free Parking
Free WiFi

No Airport Shuttle Services Available

ROOM RESERVATIONS: \$ 119.00 single/double

GROUP CODE: LEGAL

Please contact hotel directly at (800) 445-8667 or book online at

http://www.hilton.com/en/hi/groups/personalized/S/SCKSTHF-LEGAL-20150820/index.jhtml?WT.mc_id=POG

CHECK IN/OUT:

Check-in Time: 3:00 p.m. / Check-out Time: 12:00 noon

AIRPORTS:

Sacramento International (approx. 50 miles)



FOR FURTHER INFORMATION CONTACT:

Jan Kuykendall, CCLS, Co-Chair
ks24fanatic@aol.com, Phone: (209) 747-4781

or

Colleen Young, Co-Chair
youngns@comcast.net Phone: (209) 609-4042

**DEADLINE FOR GROUP RATE IS
JULY 30, 2015**



LEGAL SPECIALIZATION SECTIONS SEMINARS

August Quarterly Conference – August 21-23, 2015

The deadline to register without a late fee is **August 11, 2015.**

| | |
|---|--|
| SECTION MEMBER: Free with Advanced Reservations \$5 at the Door/After Deadline -- Handout Only: \$5 | NON-SECTION MEMBER: \$15 with Advanced Reservation \$20 at the Door/After Deadline -- Handout Only: \$15 |
| Friday, August 21, 2015 – 7:30 p.m. to 9:00 p.m. | |
| <u>Family Law</u> Workers Compensation and Personal Injury Awards In Divorce Corinne Coston, Esq. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER | <u>Law Office Administration</u> Employment Law Updates Jeanine DeBacker, Esq. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER |
| Saturday, August 22, 2015 – 10:30 a.m. to 12:00 p.m. | |
| <u>Civil Litigation</u> eDiscovery - A General Overview of the eDiscovery Landscape Olivia Gerroll, VP & Senior Consultant, D4, LLC <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER | <u>Criminal Law</u> Motions to Suppress: A discussion about search warrants, evidence, Miranda rights and more! Brian Lafferty, Esq. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER |
| Saturday, August 22, 2015 – 4:00 p.m. to 5:30 p.m. | |
| <u>Transactional Law</u> The Escrow Process of Real Property Acquisitions from Opening to Close Dawn M. Kinney, Certified Senior Escrow Officer Senior Vice President, TransCounty Title Co. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER | <u>Probate/Estate Planning</u> Estate Planning 101 Leslie Kalim McHugh, Esq. Berliner Cohen, LLP <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER |

Name: _____ CCLS Paralegal PLS
 E-mail: _____ Phone: _____
 Local Association: _____ LSA LPA

| | |
|--|---|
| PAYMENT: <input type="checkbox"/> CHECK <u>MADE PAYABLE TO LSI</u> <input type="checkbox"/> CREDIT CARD & PAYPAL AVAILABLE AT WWW.LSI.ORG <input type="checkbox"/> CREDIT CARD: VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> | |
| CREDIT CARD NUMBER _____ | EXP. DATE: _____ CVV (SECURITY) NO: _____ |
| NAME ON CREDIT CARD: _____ | |
| REGISTER AND PAY ONLINE OR SEND COMPLETED FORM AND PAYMENT TO: | |
| DAWN R. FORGEUR, CCLS, LSS COORDINATOR 500 CAPITOL MALL, SUITE 1600, SACRAMENTO, CA 95814 EMAIL: DAWN.FORGEUR@STOEL.COM | |

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.5 hours each, by the State Bar of California. California Certified Legal Secretary credit offered is 1.5 hours.

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.

**SLSA IS COLLECTING CLOTHES FOR
VETERANS!**



HELP US WITH VOLUNTEERS OF AMERICA TO HELP FILL THEIR CLOTHES CLOSET
AT THE MATHER FIELD VETERAN'S CENTER

WHAT THEY NEED:

MENS AND WOMENS CLOTHING FOR THE OFFICE

ONE OF THE BIGGEST NEEDS IS PLUS SIZES FOR WOMEN

PLEASE SEE CORENE RODDER AT THE MONTHLY
MEETING OR CONTACT AT:

CRODDER@SOMACHLAW.COM

I AM GLAD TO PICK UP YOUR DONATION.



Founded locally in 1911, the Northern California & Northern Nevada affiliate of Volunteers of America is one of the largest providers of social services in the region, operating more than 40 programs including housing, employment services, substance abuse and recovery services to families, individuals, veterans, seniors and youth. In fact, Volunteers of America provides shelter or housing to nearly 1,800 men, women and children every night in the Greater Sacramento area. Nationally, Volunteers of America helps more than 2.5 million people annually in more than 400 communities.

Employment Report

Submitted by Jaymie Moralez



Employment Chair,
Jaymie Moralez

This free benefit offered by SLSA 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 association act as an employment agency.

Employers desiring/needing to place an advertisement for employment on SLSA's website may view the "Employment Opportunities" page on this website and format the advertisement like those already posted. Employers will also 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, and years of experience required. The attorney/employer is requested to e-mail the Employment Chair with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Advertisements for employment are usually posted as soon as possible.

It is the responsibility of the applicant to contact the employers, schedule interviews, exchange resumes, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair.

Construction Defect Legal Secretary. Solid reputation, passionate people, and endless opportunities. That's Travelers. Our superior financial strength and consistent record of strong operating returns mean security for our customers - and opportunities for our employees. You will find Travelers to be full of energy and a workplace in which you truly can make a difference. *Job Summary:* Perform a variety of legal secretarial and administrative duties for assigned attorneys, many of which are unique to a legal environment and require a working knowledge of legal concepts, terminology, and processes. Assist with general office support efforts as requested and assigned.

Primary Job Duties & Responsibilities: Effectively compose various legal documentation including but not limited to pleadings, discovery, subpoenas and draft correspondence; review incoming mail to determine urgency and work with attorneys accordingly; provide necessary telephone assistance including, but not limited to, answering caller's routine questions; maintain attorney calendar as well as maintain diary and tickler dates appropriately; review calendar daily and proactively handle upcoming events and determine dates upon which various pleadings must be served and filed; input and maintain information into case management system and ensure data integrity; maintain, organize, and index all case files for staff attorneys; file correspondence, pleadings and other documentation in an accurate and timely manner; schedule/coordinate depositions, medical examinations, and other court designated hearings; retain court reporters and interpreters, if necessary; act as a liaison with experts and witnesses in scheduling/coordinating appearances and/or depositions along with documentation retrieval; act as a liaison between client and Staff Counsel office by furnishing and requesting information as needed and assist in completion of administrative reports; assist with trial preparation; summarize discovery responses and draft standard discovery motions; and conduct preliminary legal research as necessary.

Education, Work Experience & Knowledge: High School Diploma or its equivalent required. Minimum of 3+ years experience as a legal secretary required, or consistently high level performance. Experience in insurance defense litigation preferred.

Job Specific & Technical Skills & Competencies: Superior written and oral communication skills; sufficient interpersonal skills to communicate with court personnel, other attorneys and their staff, clients, witnesses and outside vendors; highly proficient in MS Word, MS Outlook, Excel and PowerPoint; familiar with the usage of a case management system and other software applications.

Environmental/Work Schedules/Other: Strong understanding of legal terminology, local court/jurisdiction rules and adhere to law office procedures; ability to identify urgency and prioritize tasks accordingly; practice appropriate office etiquette; ability to manage time and multitask effectively and display problem solving skills by developing methods or approaches to getting the work done; maintain composure and professionalism under pressure as well as adapt to new situations and changing priorities; ability to work independently as well as in a team environment; strong organizational skills; ability to operate business machines such as photocopy and scanning equipment. Position requires physical activity including but not limited to bending, stooping, repetitive motion, and lifting of up to 20 pounds. Travelers is an equal opportunity employer. Please visit <https://www.travelers.com/about-us/careers/job-search/index.aspx> to apply.

Employment Report (continued from page 24)

Submitted by Jaymie Moralez

Legal Secretary (Downtown Sacramento). Downtown Sacramento litigation defense firm seeks highly organized, self-motivated Legal Secretary for its Medical Negligence Department. Full-time position. Salary DOE. Benefits include medical, dental, vision, disability, long-term care, group life and 401(k). Parking provided.

Job Qualifications: Minimum 5 years experience in civil litigation; strong communication skills, both written and verbal; strong work ethic, dependable; upbeat, pleasant and professional, a team player; organizational and time management skills; ability to work with a high degree of accuracy; ability to follow instruction closely; proficient in the use of MS Office, including Word and Outlook; knowledge of current court rules, calendaring, e-filing, both state and federal; experience with discovery, trial preparation, motions, briefs, creating tables of contents and table of authorities; and ability to transcribe dictation. For consideration, please mail your resume along with references and a cover letter to: Firm Administrator, 1000 G Street, Suite 200, Sacramento, CA 95814. PLEASE NO PHONE CALLS.

Litigation Paralegal. Auburn firm is seeking a full-time litigation paralegal with a minimum of three years recent litigation experience along with proven ability at drafting pleadings, research, discovery, law and motion, and preparing matters for trial. Applicant must be able to maintain timely and continuous attendance. Position requires excellent written and oral communication skills with special attention to proofing and formatting. Applicant must have strong computer skills, including Microsoft Office Suite, Lexis and Westlaw. Compensation is dependent on experience. We offer benefits including medical and 401(k) company contribution. Inquiries should be directed to auburnparalegalposition@gmail.com and should include a cover letter and resume as well as your prior compensation.

Litigation Assistant/Paralegal. Law firm in Downtown Sacramento is seeking an experienced litigation assistant/paralegal with a minimum of 5 years' experience in drafting discovery responses, motions, organizing records, and trial prep. Applicant must know state rules and procedures, be able to draft correspondence, motions and discovery responses, be a self-starter and able to work without a lot of supervision. This position requires exemplary organization skills, attention to detail, strong client service skills, excellent verbal and written communication skills, the ability to work well under pressure and to be a team player, and the ability to multi-task and set priorities while meeting deadlines in a fast-paced environment. Must be proficient in Word 2010, Excel, Outlook, CompuLaw, Adobe Acrobat Pro, and PowerPoint. Salary is DOE. Please send cover letter, salary history/requirements, and resume to kari@dudensinglaw.com.

Trusts and Estates Legal Secretary/Paralegal (Sacramento). Family Wealth Law Group is seeking a full-time legal secretary/paralegal to assist an experienced estate planning attorney. Applicant must have at least three (3) years of experience with the preparation of basic estate planning documents, such as trusts, wills, and powers of attorney, as well as probate, trust administration, preparing and filing court documents. Strong organization and people skills are a must. The ability to manage highly sensitive and legal matters with professionalism is required. Applicant must be able to maintain attorney's calendar and appointments. Other general and administrative support will be required. Salary commensurate with experience.

Additional Preferred Skills/Experience: 4 year college degree or legal secretary/paralegal certification, a plus; 3+ years as a paralegal specializing in trusts and estate planning; ability to work independently; excellent communication and interpersonal skills; technologically savvy--strong user of Outlook, MS Word and Excel.

How to Apply: Interested individuals should send a cover letter, resume, and salary requirements to shannon@familywealthlawgroup.com.

Legal Assistant/Paralegal (Sonora). Legal Assistant/Paralegal position with a prominent law firm in Sonora, CA. Experience in Probate, Trusts, Estate Planning, Conservatorships and Guardianships required. Proficiency with MS Word, WordPerfect, Excel, creating correspondence, legal documents and pleadings necessary. Salary based on experience and abilities. Submit resumes to margaret@dtalawyers.com.

Legal Assistant/Paralegal (Sonora). Legal Assistant/Paralegal position with a prominent law firm in Sonora, CA. Proficiency with MS Word, WordPerfect, Excel, Quicken and Timeslips necessary. Skills in client billing, accounts receivable, accounts payable, file management and organization necessary. Experience in Probate, Trust and Estate Planning helpful. Salary based on experience and abilities. Submit resumes to margaret@dtalawyers.com.

Estate Planning Legal Secretary. Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week), experienced Estate Planning Secretary to join our Trust and Estates Practice Group. The successful candidate must be able to multi-

Employment Report (continued from page 25) Submitted by Jaymie Moralez

task in a fast-paced and professional environment, enjoy working as part of a team, and demonstrate a commitment to quality client service. *Under minimal supervision, the Estate Planning Secretary will be expected to carry out the following job duties and responsibilities:* Welcome guests and clients by greeting them in person or on the telephone; answering or directing inquiries. Produce legal information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics, coordinating case preparation and assuring that high priority items are completed in a timely manner. Conserve attorneys' time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents. Draft letters and documents; collect and analyze information; schedule couriers, court reporters, expert witnesses, and other special functions; coordinate preparation of charts, graphs, and other courtroom visuals; prepare expense reports. Maintain attorney calendar by planning and scheduling conferences, teleconferences, depositions, and travel; record and monitor court appearance dates, pleadings, and filing requirements; monitor evidence-gathering. Complete and submit conflict check forms, screening forms and new matter request forms. Represent attorney by communicating and obtaining information; following-up on delegated assignments; know when to refer matters to the attorney. Maintain client confidence by keeping client/attorney information confidential. Input time entry; review and edit bills. Additional duties as assigned including assisting other secretaries, as needed.

The ideal candidate will have the following capabilities: Excellent interpersonal skills; ability to empathize with clients and build a personal connection; strong analytical and problem solving skills; effective communication skills; superb drafting skills; attention to detail and high level of accuracy; strong organizational skills; stress and time management skills; flexibility in dealing with multiple projects and assignments; strong client focus; excellent at managing the very busy desk, interacting with clients, and proactively keeping work and assigned attorneys on schedule. *Education and Experience:* College degree preferred but not required; minimum of five years of Trusts and Estate Planning experience including trust administration, probate administration and related real estate projects; knowledge of state, probate court and tax filings requirements; advanced operation and knowledge of Microsoft Office Suite (Outlook, Word, Excel and PowerPoint); type 50 wpm; solid drafting and proofreading skills; self-motivated and able to work independently; ability to multi-task and meet deadlines.

Qualified candidates should send their cover letter, resume and salary requirement to wrecruiting@weintraub.com.

Litigation Secretary (Sacramento). Sacramento law firm seeks a full or part-time experienced litigation secretary, minimum 5 years of experience as a legal secretary.

Duties/Experience Required include: Heavy typing (minimum 60 words per minute); Preparation and electronic filing of legal pleadings; data entry; managing attorney calendars; correspondence and communication with clients, courts, and attorneys.

This position requires in-depth knowledge of WordPerfect, Outlook, Sage Timeslips, and Adobe. Knowledge of federal and state rules of court and civil procedure is necessary. Applicants must be able to work under deadlines, communicate effectively, and have exceptional attention to detail and accuracy. Problem solving skills, a good memory, and organization are a must for this busy desk. We are located in Sacramento in the Howe Ave./Fair Oaks Blvd. vicinity. We are a bankruptcy firm that has a select group of clients that we serve, not the general public. Bankruptcy experience is desired. Please submit cover letter, resume, references, and salary requirements to staff@epinolaw.com for consideration. Please detail in your cover letter what specific experience you have that corresponds with the duties listed above.

Legal Secretary/Assistant. Mennemeier Glassman LLP, a small downtown law firm specializing in civil litigation, seeks an experienced litigation secretary/assistant for a part-time position (approx. 20-25 hours/week). Candidates should have 2 years of litigation experience, be familiar with state and federal court rules and procedures, have the ability to multi-task under tight deadlines, be able to edit and proofread legal documents, and have excellent clerical skills for maintaining files. Proficiency in Word, WordPerfect, and Timeslips is a must. The position allows for a flexible schedule. Compensation will depend on experience and qualifications. The firm provides competitive compensation and paid parking. Interested parties may send résumés via email to hr@mgslaw.com.

Legal Secretary - Litigation (Downtown Sacramento). Somach Simmons & Dunn, a mid-sized environmental law firm, is currently looking for an experienced legal secretary with a minimum ten years of civil litigation experience as well as some public agency experience. Qualified candidates will possess excellent communication, organizational, document production, and computer skills combined with a strong work ethic. Candidate must have a thorough working knowledge of WORD, type at least 75 wpm,

Employment Report (continued from page 26) Submitted by Jaymie Moralez

and possess excellent spelling, grammar, and punctuation skills. Working knowledge of both federal and state court rules is required. Must be able to work independently, have the ability to multi-task, have excellent attention to detail, and be a team player. Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Interested candidates should send their resume with cover letter including salary requirements to Somach Simmons & Dunn, Attn: Craig Price, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please).

Part-Time Administrative Assistant. MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a part-time Administrative Assistant to support our legal and policy staff in the Sacramento Office. *Job Responsibilities:* Under the supervision of the Legislative Staff Attorney, the Administrative Assistant provides the secretarial, clerical, and office administrative functions required in a small office, using initiative and judgment as necessary in the absence of the attorneys. The Administrative Assistant answers telephones taking and relaying messages and information; schedules appointments and meetings; prepares and processes incoming and outgoing mail and correspondence; maintains an office calendar and tickler system for important dates, deadlines, and other appointments; maintains the office filing system; drafts simple correspondence and memoranda; types testimony, fact sheets and talking points; proofreads documents for accuracy; performs clerical collation; puts together reports and exhibits; fills in forms precisely and without error; prepares expense forms and check requests; processes and maintains petty cash and cash disbursements; answers telephones and serves as receptionist. *Qualifications and Experience:* The successful candidate will have two (2) years experience performing secretarial or clerical tasks in professional office environment. Law and/or legislative office experience highly preferred. *Knowledge, Skills and Abilities:* The successful candidate will have basic knowledge of legal terminology and basic understanding of legal/legislative systems and documents; knowledge of general organization of pleading/brief dockets and legal correspondence files; excellent computer skills, especially word processing, spreadsheets, and Internet. Knowledge of WordPerfect, MSWord, Adobe Acrobat and the Internet; knowledge of proper grammar, punctuation, and spelling sufficient to proofread legal work and to compose simple correspondence; ability to read and understand rules and procedures sufficient to prepare and format documents; skill in typing and word processing at a minimum of 50 wpm; knowledge of both legal and general office procedures and routines. Candidates must be able to communicate fluently in both English and Spanish, including the ability to speak, read, write, understand, and translate from one language to the other.

Compensation: \$13.52-\$16.33 per hour. Salary is commensurate with experience. Part time employees are eligible for some benefits including 11 holidays (paid at 50 percent) and 80 hours of personal time off (PTO) per year. Part-time employees also may elect to participate in our 403(b) retirement plan with employer match. *How to Apply:* Send cover letter and resume by email to: jobs@maldef.org. For ease of processing please title your email as follows: Your Name-SAC Administrative Assistant. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

Secretary/Legal Assistant. A well-established Midtown law firm is seeking a full-time experienced (with 3-5 years minimum) litigation secretary/legal assistant for our eminent domain and real estate practice. The candidate must have previous law and motion, discovery, trial preparation, and appellate support experience. He or she will be responsible for managing a calendar for multiple attorneys, document preparation (including properly formatting, proof-reading, filing, and serving motions and other legal documents). A successful candidate will meet the following criteria: have strong communication skills, both written and verbal; be upbeat, pleasant and professional, and a team player; possess strong organizational and time management skills, with the ability to follow instructions closely; be proficient in the use of MS Office Suite, including Word and Outlook, WordPerfect, Dropbox, Legal Solutions, and TABs; have a working knowledge of current rules of civil procedure and rules of court, calendaring procedures, and e-filing and fax-filing, and familiarity with state and federal and appellate courts; have experience with discovery, trial preparation, preparation of motions and briefs, and formatting documents generally, including creating tables of contents and authorities, and be proficient in transcribing dictation. Competitive compensation and benefits and parking will be offered to the selected candidate. Please submit your resume and salary requirements to eangelo@dnlc.net. No telephone calls please.

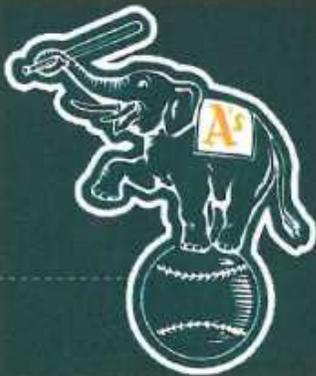




**Saturday,
August 1, 2015**

@ 6:05pm

**Oakland A's
vs.
Cleveland
Indians**



Alameda County Legal Secretaries Association Summer Social

GROUP HIGHLIGHTS:

- A's Super Saver Game (tickets regularly sell for \$40)
- Pregame tailgate party at 3:30pm. Please bring a dish to share
- Discounted parking passes available for \$16 (reg. \$20)

Seating Area:
Plaza Infield

Ticket Price:
\$25

Deadline to purchase tickets:

Friday, July 10, 2015

Check payment accepted. Make checks payable to "ACLSA". Mail order form & check to Bryana Schroder, Summer Social Chair @ Alameda County Legal Secretaries Association, PO BOX 27476, Oakland CA 94602

For any questions or for more information, contact Bryana Schroder at bryana.schroder@juno.com or 415-796-5412

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

EMAIL: _____

NUMBER OF TIX: _____ X \$25 = \$ _____

NUMBER OF PARKING PASSES : _____ X \$16 = \$ _____

Benefits

Submitted by Liz Gideon, CCLS

Are you ready for Back to School shopping? If so, www.workingadvantage.com has tons of stores listed on their website with discounts that you can use! Save on all the things you need from backpacks, books, clothing, computers, dorm room supplies, school supplies, shoes, sports, and test preparation and tutoring. Interested? You can email president@slsa.org to get LSI's member number to take advantage of these discounts.



| <u>CCLS Answers</u> | |
|----------------------------|---------------------|
| 1. | <u>C</u> |
| 2. | <u>A</u> |
| 3. | <u>B</u> |
| 4. | <u>B</u> |
| 5. | <u>A</u> |
| 6. | <u>True</u> |
| 7. | <u>False</u> |
| 8. | <u>True</u> |
| 9. | <u>True</u> |
| 10. | <u>False</u> |

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Sacramento Legal Secretaries Association

2015 – 2016

BOSS OF THE YEAR

- Nominations for SLSA's 2015-2016 BOSS OF THE YEAR are now being accepted. The nomination must be made by a member of SLSA.
- Please submit an essay of 500 words or less. Your submission must also describe your boss in three words. The winner's nominating assistant will receive a \$50 gift card, and the winning BOSS will receive a beautiful plaque.

Please email your essay by September 11, 2015 to the following judges:

Maimie Chyinski – mchyinski@f3law.com

Teri McClory, CCLS - teretad@metzlawonline.com

Christie Kaelber – ckaelber@downeybrand.com



All essays submitted by the deadline will be considered. The WINNER'S NOMINATING ASSISTANT and BOSS OF THE YEAR will be announced at the October 15, 2015, dinner meeting and will receive well-deserved recognition.

Sacramento Legal Secretaries Association

2015 – 2016

LEGAL PROFESSIONAL OF THE YEAR

- Nominations for SLSA's 2015-2016 Legal Professional of the Year are now being accepted.
- Please submit an essay of 500 words or less, explaining why your nominee (who must be a member of SLSA) should be the Legal Professional of the Year, and also describe the nominee in three words.

Please email your essay by September 11, 2015 to the following judges:

Maimie Chyinski – mchyinski@f3law.com

Teri McClory, CCLS - teretad@metzlawonline.com

Christie Kaelber – ckaelber@downeybrand.com



All essays submitted by the deadline will be considered. The LEGAL PROFESSIONAL OF THE YEAR winner will be announced at the October 15, 2015, dinner meeting. In recognition of his/her accomplishment, the winner will receive a plaque, certificate of recognition, and a \$75 gift card.



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2015 – April 30, 2016
Due Date: May 1, 2015**

Make check payable to:

Sacramento Legal Secretaries Association

Amount Due: **\$40**

Renewals are due May 1, 2015

There will be a late fee of \$5 after June 1, 2015

Return the completed invoice and full payment to:

Heather Rodriguez, CCLS

SLSA Treasurer

Messing Adam & Jasmine LLP

980 9th Street, Suite 380

Sacramento, CA 95814

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

ARE YOU A CCLS? _____

BIRTHDAY: _____

JOB TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

RESIDENCE E-MAIL: _____ (for vital updates/reminders)

YOUR SPECIALTY:

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Appellate Law | <input type="checkbox"/> Bankruptcy |
| <input type="checkbox"/> Corporate Law | <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Labor and Employment | <input type="checkbox"/> Law Office Management |
| <input type="checkbox"/> Legal Support | <input type="checkbox"/> Litigation | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Probate/Estate Planning | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Other: _____ |

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered?

Business Residence

Where do you want e-mail delivered?

Business Residence

INVOLVEMENT:

Have you been awarded lifetime membership in SLSA? (if yes, return form only w/out dues) Yes No

Are you interested in volunteering as a committee chairperson or co-chairperson? Yes No

What topics and speakers would benefit you most this coming year? _____

| | | |
|----------------------|----------------------|------------------|
| SLSA USE ONLY | Date Received: _____ | On Roster: _____ |
| | Check no.: _____ | On LSI: _____ |
| | On Email List: _____ | To Editor: _____ |
| | | |



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: _____

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

HOME E-MAIL: _____

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

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

Business Home

Where do you want e-mail delivered?

Business Home

Please submit to:

Attn: Lacy Monserrat, CCLS
SLSA Vice President 2015-2016
c/o Messing Adam & Jasmine, LLP
980 9th Street, Suite 380
Sacramento, CA 95814
E-mail: lacy@majlabor.com

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

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO "SLSA" (see membership category and dues information below), TO:

**Lacy Monserrat, CCLS, Vice President
Sacramento Legal Secretaries Association
c/o Messing Adam & Jasmine, LLP
980 9th Street, Suite 380, Sacramento, CA 95814**

NAME OF APPLICANT _____ ARE YOU A CCLS? YES NO

EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ CITY/ZIP _____

BUSINESS PHONE _____ BUSINESS E-MAIL _____

RESIDENCE ADDRESS _____ CITY/ZIP _____

RESIDENCE PHONE _____ 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 (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

ACTIVE MEMBER* (Annual Dues \$40): Persons currently engaged in work of a legal nature with at least one year's experience as a legal professional, including persons licensed to practice law, persons working in the office of an attorney licensed to practice law in this state, or in the courts of this state, trust departments of banks or trust companies, or in any other institution or office directly engaged in work of a legal nature, including the public offices of the United States government, state, cities, counties or municipalities. *Dues include local dues, any initiation fee, and Legal Secretaries, Incorporated (LSI) per capita tax.*

STUDENT MEMBER (Annual Dues \$25):** Persons currently enrolled in an educational program with emphasis on legal studies; persons currently engaged in work of a legal nature who possess less than one year's experience as a legal professional. Upon completion of one year of employment as a legal professional, Student Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

ASSOCIATE MEMBER (Annual Dues \$25):** Persons interested in the legal profession who possess no legal experience; legal professionals who are presently unemployed. Associate Members may retain such status for two (2) years only. Upon meeting the conditions of active membership, Associate Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

* ACTIVE MEMBERSHIP IN SLSA INCLUDES MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED (LSI), AND ALL BENEFITS OF MEMBERSHIP IN LSI AND SLSA. ACTIVE MEMBERS MAY VOTE, SERVE ON COMMITTEES, AND BE ELECTED TO OFFICE.

** STUDENT/ASSOCIATE MEMBERSHIP IN SLSA DOES NOT INCLUDE MEMBERSHIP IN LSI. STUDENT/ASSOCIATE MEMBERS MAY NOT VOTE AND MAY NOT BE ELECTED TO OFFICE. STUDENT/ASSOCIATE MEMBERS MAY SERVE ON COMMITTEES.

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

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

E-MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

REGULAR MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

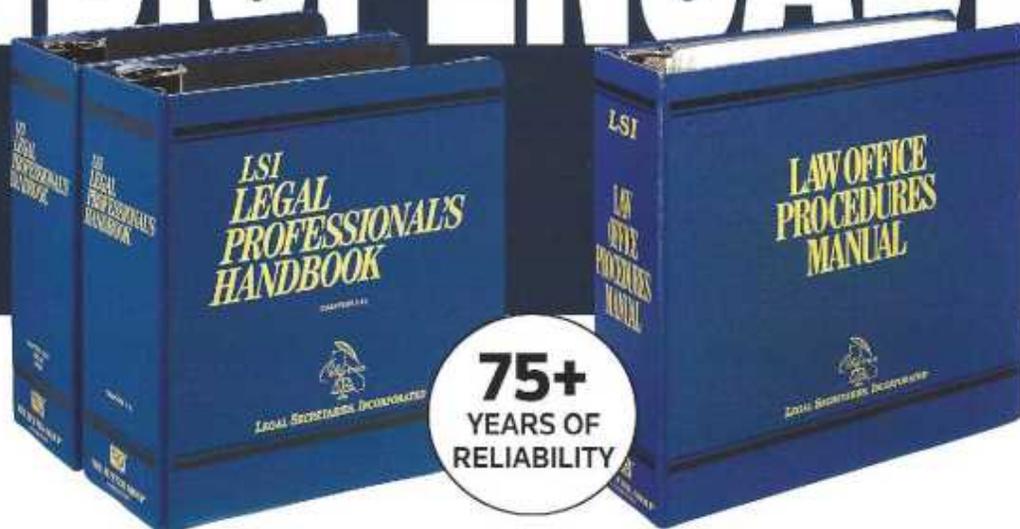
SLSA respects your privacy. If you do NOT want to be listed in SLSA's membership roster, check here: []

How did you hear about SLSA? _____

Please make your **check payable to SLSA**. Mail payment with this form to:

Lacy Monserrat, CCLS, Vice President
Sacramento Legal Secretaries Association
c/o Messing Adam & Jasmine, LLP
980 9th Street, Suite 380
Sacramento, CA 95814

INDISPENSABLE



LEGAL PROFESSIONAL'S HANDBOOK

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LSI Members-Only Price.....\$164.50
 Nonmembers Price.....\$235

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**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 04/01/15**

| Total Members (Fiscal Year-end 4/30/14) | Association | | New Members | Transfer Members | Continuing Members | Total Members |
|---|----------------------------|-----|----------------|---------------------|-----------------------|---------------|
| 42 | Alameda County | LSA | 11 | | 27 | 38 |
| 6 | Antelope Valley | LSA | 0 | | 6 | 6 |
| 40 | Beverly Hills/Century City | LSA | 5 | | 32 | 37 |
| 15 | Butte County | LPA | 0 | | 4 | 4 |
| 17 | Conejo Valley | LPA | 2 | | 13 | 15 |
| 15 | Desert Palm | LPA | 11 | | 14 | 25 |
| 17 | El Dorado County | LPA | 5 | | 14 | 19 |
| 71 | Fresno County | LPA | 49 | -1 | 42 | 90 |
| 37 | Humboldt County | LPA | 2 | | 28 | 30 |
| 36 | Imperial County | LPA | 4 | | 15 | 19 |
| 33 | Livermore-Amador Valley | LPA | 0 | -1 | 19 | 18 |
| 55 | Long Beach | LPA | 7 | | 40 | 47 |
| 58 | Los Angeles | LSA | 22 | | 45 | 67 |
| 33 | Marin County | LPA | 5 | | 22 | 27 |
| 38 | Merced County | LPA | 12 | | 36 | 48 |
| 0 | Monterey County | LSA | 0 | | 0 | 0 |
| 60 | Mt. Diablo | LPA | 8 | | 49 | 57 |
| 14 | Napa County | LSA | 0 | | 14 | 14 |
| 82 | Orange County | LSA | 27 | | 51 | 78 |
| 24 | Placer County | LPA | 5 | 1 | 14 | 20 |
| 1 | Redding | LPA | 0 | | 1 | 1 |
| 18 | Rio Hondo District | LPA | 5 | | 12 | 17 |
| 19 | Riverside | LPA | 6 | | 14 | 20 |
| 168 | Sacramento | LSA | 51 | | 100 | 151 |
| 217 | San Diego | LSA | 49 | | 162 | 211 |
| 55 | San Fernando Valley | LSA | 0 | | 27 | 27 |
| 84 | San Francisco | LPA | 30 | 2 | 70 | 102 |
| 41 | San Gabriel Valley | LSA | 12 | | 25 | 37 |
| 72 | San Mateo County | LSA | 7 | -1 | 45 | 51 |
| 24 | Santa Barbara | LPA | 5 | | 15 | 20 |
| 84 | Santa Clara County | LSA | 29 | | 55 | 84 |
| 6 | Santa Cruz County | LPA | 0 | | 5 | 5 |
| 20 | Santa Maria | LPA | 9 | | 12 | 21 |
| 30 | Sonoma County | LSA | 5 | | 22 | 27 |
| 7 | Southern Butte | LSA | 2 | | 7 | 9 |
| 36 | Stanislaus County | LPA | 8 | | 30 | 38 |
| 27 | Stockton-San Joaquin | LPA | 1 | | 26 | 27 |
| 4 | Trinity County | LSA | 0 | | 4 | 4 |
| 23 | Ventura County | LPA | 2 | | 13 | 15 |
| 46 | Members at Large | | 8 | | 16 | 24 |
| | | | | | | |
| | | | | | | |
| 1675 | YTD TOTALS | | | | | 1550 |

MEMBERSHIP LIST 4th QUARTER (04-01-2015)

SLSA Committee Chairs 2015-2016



| Position | Name | Contact Info |
|--|--|--|
| Advertising | Elizabeth Madden, CCLS | staff@epinolaw.com |
| Audit (Financial Review) [3 people] | OPEN | |
| Benefits | OPEN | |
| Budget Committee | Dawn Forgeur, CCLS (Chair) Deseree Aguilen Lynne Prescott, CCLS | dawn.forgeur@stoel.com daguillen@stonegraves.com lynne@majlabor.com |
| Bulletin Editor | Liz Gideon, CCLS | lgideon@weintraub.com |
| CCLS | Liz Gideon, CCLS | lgideon@weintraub.com |
| Charitable Projects | Corene Rodder (Chair) OPEN | crodder@somachlaw.com |
| Day In Court | Deseree Aguilen (Chair) Alex Cain (Co-Chair) Maimie Chyinski (Co-Chair) OPEN | daguillen@stonegraves.com acain@odlegal.net mchyinski@f3law.com |
| Employment | Jaymie Moralez | Jaymie.moralez@jud.ca.gov |
| Historian | Corene Rodder | crodder@somachlaw.com |
| Interclub | Lynne Prescott, CCLS (Chair) | lynne@majlabor.com |
| Law Office Products & Management | OPEN | |
| Legal Procedures | Corene Rodder | crodder@somachlaw.com |
| Legal Professional of the Year / Boss of the Year | Maimie Chyinski (Chair) Christie Kaelber Teri McClory, CCLS | mchyinski@f3law.com ckaelber@downeybrand.com teretad@metzlawonline.com |
| Legal Secretarial Training | Astrid Watterson, CCLS Dawn Forgeur, CCLS | Astrid.watterson@gmail.com dawn.forgeur@stoel.com |
| Marketing | Lacy Monserrat, CCLS | lacy@majlabor.com |
| Membership | Lacy Monserrat, CCLS | lacy@majlabor.com |
| Nominations & Elections [3 people] | Dawn Forgeur, CCLS (Chair) Selena Paradee OPEN | dawn.forgeur@stoel.com selena.paradee@stoel.com |
| Professional Liaison | Lynne Prescott, CCLS (Chair) | lynne@majlabor.com |
| Programs | Rebecca Lerma (Chair) OPEN | rebecca.lerma@stoel.com |
| Programs – Lunch Lessons | OPEN | |
| Publicity | Mary Taylor | mtaylor@downeybrand.com |
| Reservations/Reception | Paula Lockard, CCLS | plockard@cityofsacramento.org |
| Scholarship | Christie Kaelber (Chair) Suzanne MacDonald | ckaelber@downeybrand.com smm@pacificlegal.org |
| Vendor Liaison | OPEN | |
| Ways & Means | OPEN | |
| Website Coordinator / Social Media Chair | Dawn Forgeur, CCLS | dawn.forgeur@stoel.com |
| Fairytale Town | Deseree Aguilen (Chair) Alex Cain OPEN | daguillen@stonegraves.com acain@odlegal.net |
| Reno Bus Trip | Dawn Willis Mary Taylor | dwillis@downeybrand.com mtaylor@downeybrand.com |
| 75th Anniversary Gala | Lynne Prescott, CCLS (Chair) Morgan Albanese OPEN | lynne@majlabor.com morgan@litigationservices.com |

SLSA Executive Board 2015-2016



President
Crystal Rivera
(916) 446-7979
president@slsa.org



Vice President
Lacy Monserrat, CCLS
(916) 551-3302
vicepresident@slsa.org



Secretary
Brenda Bracy
(916) 567-0400, Ext. 639
secretary@slsa.org



Treasurer
Heather Rodriguez, CCLS
(916) 551-3309
treasurer@slsa.org



Governor
Jan Ainsworth
(916) 329-3126
governor@slsa.org



Parliamentarian
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