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## Theme of the Month:

# Civil Litigation

### Educational Events

- **Lunch Lesson – June 15.** Topic: “I signed what?!” An overview of contract litigation. 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](mailto:plockard@mhalaw.com). **See page 5.**
- **Dinner Meeting – June 17.** Topic: “How to train your attorneys: Secretary and Paralegal roles.” This dinner meeting will focus on the working dynamics between an attorney, a paralegal, and a legal secretary. 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](mailto:jshelton@murphyaustin.com). **See page 20.**
- **Evening Seminar – June 28.** Topic: “Best Practices: Effective and Efficient Legal Research.” 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](mailto:salbov@cookbrown.com). Light snacks and beverages will be provided. **See page 33.**

## 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!



## President's Report

by Astrid Watterson, CCLS



Astrid Watterson, CCLS

*"Never doubt that a small group of committed people can change the world. Indeed, it is the only thing that ever has."*

*~Margaret Mead*



Greetings SLSA members! May has been a great month, but also a busy one. Our association co-hosted with Butte County LPA the 76th annual conference for Legal Secretaries, Incorporated. It was held at the Arden Hilton in Sacramento. We had over 230 legal professionals attend conference, which made the weekend go by quickly. I am happy to report that we had several of our members in attendance and your delegates were present and involved in several classes and workshops. Your outgoing Governor, Elicia Allen, CCLS was able to attend the pre-annual board of governors meeting and your incoming Governor, Dawn Forgeur, CCLS attended the post annual meeting. During conference we were helped by several members: Sophia Albov, CCLS, Sherri Lee Caplette, CCLS, Mariah Crabtree, Desiree Delonia, CCLS, Dawn Forgeur, CCLS, Anne French, Rebecca Lerma, Jaymie Moralez, Crystal Rivera, Ron Bodenmann, and Dawn Willis. Tammy Hunt, CCLS, while not present during conference helped tremendously with several items needed for conference. Throughout conference, we were also assisted by Cesar Arevalo, Jr. (Sally Mendez's son from SF); Jake French (Anne French's son); Alex Lerma (Rebecca Lerma's son); and Alexis Watterson (my daughter). The kids were a great help to have during conference and I was thankful to their parents for letting us borrow them. They served as pages during conference, helped with the boodle bags,

and served as message runners. As conference co-chairman, I found myself visiting nearly every meeting and having daily meetings with the hotel and its staff. Overall, the feedback I have received is positive and people seem to have enjoyed the various educational workshops and their visit to Sacramento.

During conference, I was able to attend the President's roundtable and the President's luncheon. It was moderated by Mary S. Rocca, CCLS, an LSI Past President. Mary had a great handout and the discussions that occurred among the various local presidents were interesting. We reviewed tips for handling stage fright, what qualities make a good leader, gavel etiquette, how to use a microphone, creating agendas for your meeting, the art of communication, and having a positive attitude. It was good to hear what affects other associations and hopefully learn from them and network with our local presidents.

After discussing some of the items mentioned at the President's meeting, I thought to myself, how can I improve and be a better President? I find that at times, many people think they know me; how I will react; what I will say; or what they think I meant to say; but the reality is that they may not. I'm not much into sharing my personal feelings with others, but I thought maybe if I share a little with all of you, you will understand me and will take a different view of things I say or do. First and foremost, I am a mother of two young girls (11

going on 20 and 8 going on 16), I'm a wife, a daughter, a sister (I have three), a friend, a legal secretary, a paralegal, an instructor, and your President. When I take a task on, I try to do my very best at it and make sure the job gets done right and successfully. When I'm working, I'm focused on work. In the course of one day, I have a zillion things in my head. I usually dream up all of my ideas for a study course, a class, an event, an adventure, and so forth. Once I have a goal in mind, I turn to my family and friends to help me implement it. I love my job and take pleasure from a job well done. I try to send detailed e-mails when I delegate, but at times, I get busy and send short ones. Do not read more into them. If you ever get to really know me, you will find that I'm pretty direct. If I have a problem, I let you know so that we can fix it. I try not to dwell on things because most of the time, I simply don't have the time for it. I don't like public criticism and abide by Mary's teaching: "praise in public; chastise in private." I like to teach and I'm a hard teacher. I don't think that is a negative attribute, I simply know what is at the end of the road and know how much I need to push a student so that they are ready to make it. The team that has volunteered this year is hard working and most of them have the same attitude towards life that I have. They know where we are going and now it's just a matter of how to get there. Volunteering for an organization such as SLSA is an act of love. If your heart is

# President's Report (cont.)

by Astrid Watterson, CCLS

not in it, don't do it. You won't get paid for working the extra hours, you won't get paid for writing articles, you won't get paid for putting together seminars, you won't get paid for teaching, but you will be appreciated for the work you put into the organization. SLSA is made up of volunteers. I volunteer every day because I believe in our profession. I believe in offering continuing education to all legal professionals. I believe in giving someone the opportunity to grow and become better. What do you believe in? What can you bring to the SLSA team?

I can tell you what your current officers and chairs have brought to the SLSA team. The chairmen have been working together effectively to secure speakers, locations, and

finalize flyers for the various meetings. On June 15, we will have a lunch lesson entitled: "I signed what?! – An overview of Contract Litigation." The speaker is attorney Barbara A. Cotter and the vendor is Marj Walker from Sarnoff Court Reporters. Our dinner meeting on June 17, is entitled: "How to Train Your Attorneys: Secretary and Paralegal Roles." The speakers are attorney Kevin Collins and paralegal Rebecca Lerma, both from Greenberg & Traurig. The dinner will focus on the relationship and roles that an attorney, a paralegal, and a legal secretary have when working as a team. This month, on June 28, we will also begin our evening seminars. The topic for June will be: "Methods and Best Practices of Legal Research." The speakers are attorneys Rick Mitchell and

Chris Barta from Thompson Reuters. Flyers for all three events can be found in this month's bulletin.

Like I said, your board and the chairman have been working hard to come up with ideas, classes, and other events to bring all of us together. In July we will delve into family law. We hope to bring you classes on adoptions, divorce, and intermediate family law practice for the legal professional. It is my goal this year to cover as many areas of law as we can. Hopefully, this meets with our members' needs.

If you have any ideas or are interested in joining the SLSA team, let me know. Thank you for allowing me to be your President once again.

*"I volunteer every day because I believe in our profession. I believe in offering education to all legal professionals."*

*~Astrid Watterson, CCLS*

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# How Do I?

by Paula Lockard, CCLS

How many times have you emailed someone asking "How do I ...?", or "Where do I...?" I know I've received plenty of these emails and I often think to myself, "Yeah, that is a good question. I'd like to know the answer, too." So I thought, wouldn't it be fun, and hopefully informative, to start a column in this bulletin to answer some of those questions. Of course, just in case there's something I don't know, I can always ask someone who really does know it all!!! One of us will have the answer. So 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



*"Any man who reads too much and uses his own brain too little falls into lazy habits of thinking."*

*~ Albert Einstein*

## Member News

by Anne French

HELLO!



Hello everyone and welcome to a new year with SLSA. It's that time of year again to renew your membership and continue the benefits of being an SLSA member. If you're not a member, you can contact me at (916) 520-5268 or e-mail me at [afrench@downeybrand.com](mailto:afrench@downeybrand.com) for information regarding membership.

Below are our new members who have recently joined SLSA.

### THOSE WE'VE GAINED:

**DIANE WEST, CCLS** – Diane is a legal secretary for Richard W. McGinnis, Attorney at Law and specializes in Probate/Estate Planning. She has been a legal professional for over 20 years. Diane recently passed the CCLS exam in March. Diane celebrates her birthday on January 31.

**ANDREA STOLL** – Andrea is employed with the Law Office of Eugene P. Haydue and specializes in Real Estate. She has been a legal professional since October 2007. Andrea celebrates her birthday on June 6. Andrea enjoys reading, writing and running.

**RON BODENMANN** – Ron is employed with Capitol Digital. Ron is the former owner of Mirror Imaging. Ron celebrates his birthday on August 15.

**DEBBIE SIDHU** – Debbie is an assistant with Goodman & Associates and specializes in Real Estate. She has been a legal professional since September 2009. Debbie celebrates her birthday on October 1. Debbie enjoys yoga, exercising and horseback riding.

**GWEN GOMEZ** – Gwen is a receptionist with Somach, Simmon & Dunn. She has been a legal professional since January of 2010. Gwen celebrates her birthday on September 17. Gwen enjoys softball, reading, sewing and event planning.

**MAIMIE CHYINSKI** – Maimie is a receptionist with Fagen, Friedman & Fulfroost LLP. She has been a legal professional since January of 2010. Maimie celebrates her birthday on June 23. Maimie enjoys gardening, working on her cross-stitch, loves to go on walks and especially enjoys spending quality time with her husband.



GOODBYE!

It is with much sadness that I accept the resignation of our advertising chairman, Lillian Casipit. Lillian and her family are relocating to Southern California. Lillian was a fabulous addition to our team with a real worker bee attitude. I am positive that she will make a great transfer member to one of our sister association down south.

### THOSE WE'VE LOST:

It is with heavy heart that I send you this sad news. Our LSI Past President (1996 - 1998), Deanna Pepe's father, Angelo Pepe, passed away just before our May Annual Conference. Mr. Pepe's funeral services have already been held.

The family has named the USO as a charity for donations in Angelo Pepe's memory. If you wish to make a donation, please visit [www.uso.org](http://www.uso.org) and follow the links for donations. At the bottom of the first page, check the box for making a donation in memoriam.

Condolences may be sent to Deanna Pepe, CCLS, PLS at 13422 Oro Grande Street, Sylmar, CA 91342.

*Are you a 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](mailto:afrench@downeybrand.com).*



# Sacramento Legal Secretaries Association

presents

## LUNCH LESSONS



**Date:** June 15, 2010  
**Time:** 12-1 p.m.  
**Location:** McDonough Holland & Allen  
 500 Capitol Mall, 18<sup>th</sup> 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:**  
 "I SIGNED WHAT?!"  
 An overview of  
 Contract Litigation

**SPEAKER:**  
 Barbara A. Cotter, Esq.  
 Cook Brown, LLP  
 www.cookbrown.com

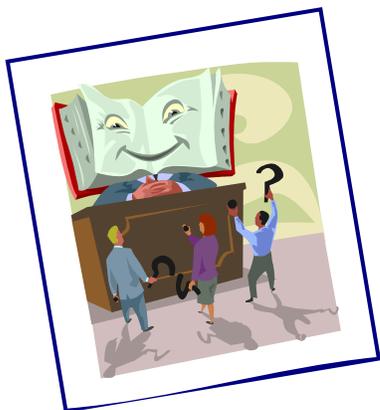
*1 hour MCLE and CCLS credit*

Name: \_\_\_\_\_ **Make Checks Payable to: SLSA**  
 Firm: \_\_\_\_\_ **Reservation due by June 14, 2010**  
 Mailing Address: \_\_\_\_\_ To: Paula Lockard, CCLS  
 Daytime Phone: \_\_\_\_\_ McDonough, Holland & Allen, PC  
 Email: \_\_\_\_\_ 500 Capitol Mall, 18<sup>th</sup> Floor  
 Sacramento, CA 95814  
 SLSA Member?  YES  NO Tel: 916-403-2531/Fax 916-444-8334  
 Are you a member of another LSI Association? \_\_\_\_\_ email: [plockard@mhalaw.com](mailto:plockard@mhalaw.com)  
 Check here for membership information \_\_\_\_\_

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

# Vendor Spotlight

by Kristi Baughman



Our Vendor of the Month for April is ASAP Legal, Inc. Marty 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.

ASAP Legal, Inc. was founded by Angie Walters in May 2005. Angie, together with her husband, Marty, provide reliable, professional and accurate legal support services. 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.

Angie is a paralegal with 24 years of legal experience who provides attorneys with high quality contract paralegal services in several different areas of law. She is also a registered and bonded Legal Document Assistant (formerly known as an Independent Paralegal), and provides self-help services to members of the pub-

lic who wish to represent themselves in a legal matter. Angie is able to assist with the preparation of numerous legal documents involving a broad range of areas.

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](http://www.asaplaw.net). You can reach ASAP Legal, Inc. by phone at (916) 724-2627.



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## Parliamentarian's Corner

by Tammy Hunt, CCLS

Whether you are talking about SLSA, a Homeowner's Association, or any other association, you, as a voting member, have rights. Robert's Rules of Order is the gold standard of protecting member's rights within an organization or association. They also apply to governmental bodies, such as a City Council, County Board of Supervisors, and the state and federal legislatures. Robert's Rules of Order Newly Revised ("RONR") provides that parliamentary procedure is based on the consideration of the rights: of the majority, of the minority (especially a large minority greater than

one-third), of individual members, of absentee members, and/or of all of these groups taken together. RONR provides you with all that you need to know, and then some, to operate your organization in a manner that protects the rights of all members.

"The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate rang-

ing from total harmony to hardened or impassioned division of opinion."

*Robert's Rules of Order Newly Revised [RONR (10th ed.), Introduction, p. xviii]*

Don't forget that whether you are part of the majority that is voting or voicing an opinion, or just a single person doing the same, you all have the same rights. SLSA is governed by its Bylaws and Standing Rules, as well as RONR. Never be afraid to voice your thoughts, opinions, and to vote. Remember, you count, and parliamentary procedure dictates that your rights will be protected.



*"Always vote for principle, though you may vote alone, and you may cherish the sweetest reflection that your vote is never lost."*

*~John Quincy Adams*

## THANK YOU TO OUR LOCAL VENDORS!

Many thanks to our local vendors who participated in the LSI 76th Annual Conference. It was great to be able to visit with them.

Barkley Court Reporters – Lindsey Perry  
 Capitol Digital Document Solutions – Ron Bodenmann & Dave Wilkinson  
 Carol Nygard & Associates – Sherry Glass  
 Esquire Solutions – Danette Rugg  
 First Legal Support Services – Jim Pinter  
 LexisNexis File & Serve – Keith Foote  
 Mirror Imaging – Aaron Lundgren and Johnny Bateman  
 OnDemand Legal – Andy Gilbert  
 Sarnoff Court Reporters – Marjorie Walker

A special thank you to Ron Bodenmann for his assistance to the SLSA Conference Committee team. Another special thank you to Johnny Bateman for his work on the SLSA 70th Birthday banner.

Remember to support our vendors!

# 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](mailto: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:

**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.

**Litigation Secretary** Mid sized firm is seeking a temporary litigation secretary for one month or longer. The position is working with real estate and civil litigation attorneys. Essential experience is 5+ years of litigation from discovery through trial and appeals; e-filing; requests for dismissal, discovery requests, proof of service, motion to compel, points and authorities; and strong technical skills including experience using Word, Outlook and Excel, and document management systems. Additional qualifications are effective proofreading and concise communication skills, ability to multi-task and manage a heavy workload. Hourly pay rate, DOE. Please e-mail resumes to [Janice.Klinge@DavidsonStaffing.com](mailto:Janice.Klinge@DavidsonStaffing.com).

**Legal Secretary** Roseville Estate Planning Attorney seeks full time legal secretary. Position requires excellent organization, typing, and computer skills with specific knowledge in Word, Outlook, Timeslips, Access, and Amicus preferred. Duties also include answering telephone, calendaring appointments, filing, and other general office duties. Must be self-starter with excellent organization and time management skills. Please e-mail resume and salary request to [rmcginnis.law@sbcglobal.net](mailto:rmcginnis.law@sbcglobal.net).

**Litigation Secretary** Seeking heavy Litigation Secretary that is willing to work in a family law environment. Litigation is a MUST and just family law background will NOT be considered. Minimum of 5 years experience needed. Pay will start at 55k+ with full benefits that include 100% paid medical and dental and 401k with contribution. E-mail resumes to [rod@rjcrowell.com](mailto:rod@rjcrowell.com) for immediate consideration.

**Bankruptcy Secretary/Paralegal** Bankruptcy Secretary/Paralegal needed for Top 20 downtown firm. Must have a minimum of 3-5 years experience in bankruptcy. Full benefit package, gym membership and parking available. E-mail resumes to [rod@rjcrowell.com](mailto:rod@rjcrowell.com).



# Exiting Governor's Report

by Elicia Allen, CCLS

With this being my final report, I want to thank you for allowing me to serve as SLSA's Governor this past fiscal year. My term ended with my attendance at a great conference hosted by Butte County LPA and our very own Sacramento LSA. LSI's 76th Annual Conference was held in our backyard at the Hilton Sacramento Arden West on May 20-23, 2010. The theme was "These Shoes Are Made For Walking." And there were sightings of some incredible shoes! I attended the pre-board of Governor's meeting, where the

Governors reviewed the resume of the Executive Committee. There was one Executive Committee recommendation, which passed and will be effective May 1, 2010. The recommendation was:

To amend Standing Rule 13.1 to increase price of the CCLS Study Kit from \$120 to \$180.

There was one Continuing Education Council recommendation, which passed and is effective immediately. The recommendation was:

To amend Standing Rule 13.1 to increase the cost of the

CCLS Mock Exam 2010 edition to \$25.

While there were many events at LSI's Annual Conference and many more beautiful shoe sightings, I am going to leave that reporting to your appointed delegates and the incoming SLSA Governor, Dawn Forgeur, CCLS. Thank you once again, and I wish everyone the best of luck.

*"Thank you once again, and I wish everyone the best of luck."*

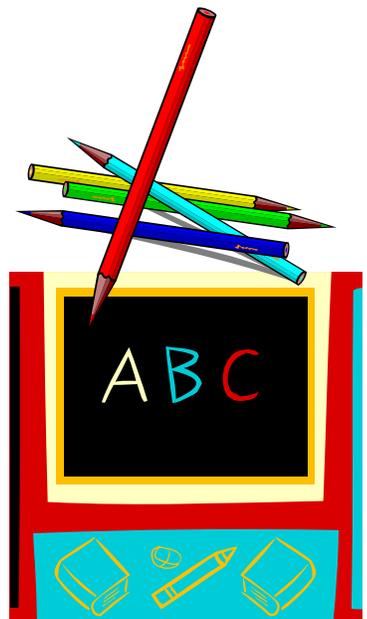
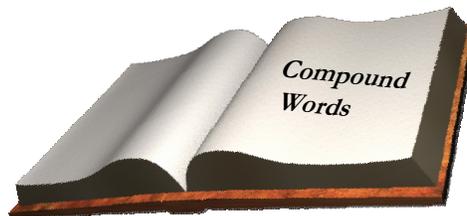
*~Elicia Allen, CCLS*

# CCLS Quiz

by Jennifer Estabrook, CCLS

Select the correct form of the compound word:

1. A. Vice President elect Jordan  
B. Vice President-elect Jordan
2. A. Attorney-General Liebowitz  
B. Attorney General Liebowitz
3. A. To jump-start  
B. To jump start
4. A. A four-fold increase  
B. A fourfold increase
5. A. private and public-sector partnerships  
B. private and public sector partnerships
6. A. A better-planned and -executed session  
B. A better-planned and executed session
7. A. biweekly  
B. bi-weekly
8. A. co-author  
B. coauthor
9. A. Web site  
B. Website
10. A. ebook  
B. e-book



Answers on page 17

# Entering Governor's Report

by Dawn Forgeur, CCLS



Legal Secretaries, Inc.'s Annual Conference was co-hosted by Sacramento LSA and Butte County LPA at the Arden Hilton West from May 20-23, 2010. The theme was: "These Shoes Were Made For Walking", and there were so many great shoes worn by everyone who attended. I attended the reception, SLSA's 70th anniversary party, General Assembly, the Governor's Luncheon, the CCLS luncheon, banquet, brunch, and the Post-Annual Conference Board of Governors Meeting.

This was an election year for LSI and your newly elected officers are:

**President**  
Brooke Atherton, CCLS

**Vice President**  
Sandra T. Jimenez, CCLS

**Executive Secretary**  
Mary J. Beaudrow, CCLS

**Treasurer**  
Jennifer L. Page, CCLS.

At the Post-Annual Conference Board of Governors meeting, the governors adopted, as presented, the proposed budget for 2010-2011. LSI's income over expenses projected for the 2010-2011 fiscal year is \$9,160.

It was announced that LSI received no bids from the local associations to host the November 2011 Quarterly Conference

and that the November conference will be hosted by LSI. No other details were available yet. LSI received one bid to host the February 2012 Quarterly Conference and that was from Mt. Diablo LPA. That bid was accepted and it will be held at the Concord Hilton. The scrip ticket will be \$125 and the hotel will cost \$115 per night. LSI Editor of *The Legal Secretary*, Deborah Rickert, CCLS, gave her report which reminded all governors that they are required to submit an article once a year from themselves and one article written by a guest writer. These articles must be at least 500 words. If you are interested in submitting an article, please let me know and I can forward to you the requirements.

The General Assembly began on Saturday morning and local Girl Scout Troop 404 did the presentation of colors, with LSI Past President Patricia S. Brady, PLS, CCLS, Attorney at Law leading everyone in the pledge of allegiance. The welcome speaker was Todd Vlaandeen, the President of the Sacramento County Bar Association, and the keynote speaker was Windie O. Scott, Chief Deputy Director, Department of Fair Employment and Housing. They both gave excellent speeches and it was an honor to have them at conference.

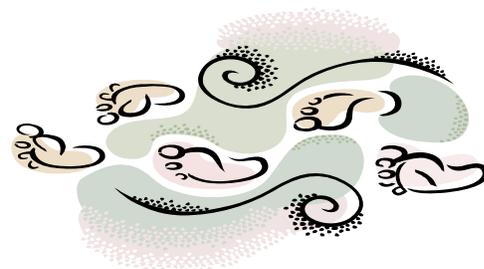
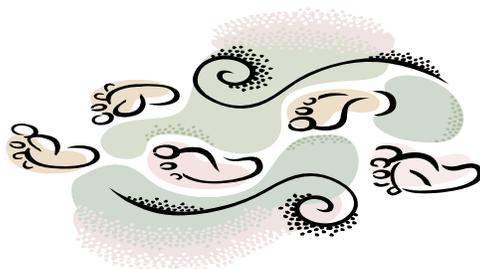
I received copies of the Annual Officer Reports and copies of the Officers and Chairmen Workshop handouts, which will be forwarded on to SLSA's officers and chairmen. These reports and workshop handouts are from your local chairman's state level counterparts and will assist SLSA's chairmen with their chairmanship.

Friday, May 21, SLSA celebrated its 70th anniversary at conference with DJ Elliott Leach, a beautiful cake, and some dancing to go with it!

I would like to say thank you to Astrid Watterson, CCLS, who was Sacramento LSA's Conference Committee Chairman, and all of the Committee Members who helped during conference, making everything run smoothly. They covered everything including putting the boodle bags together, running the registration table, and running from meeting to meeting to make sure that the rooms were set up as they were supposed to be.

It was a great conference and I was glad to see so many SLSA members attending and taking advantage of the workshops and educational programs that conference had to offer.

*"These shoes were made for walking and there were so many great shoes..."*  
~Dawn Forgeur, CCLS



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

**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 - 10<sup>th</sup> 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](mailto:ddelonia@aklandlaw.com)  
Visit our website at [www.SLSA.org](http://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, 10<sup>TH</sup> 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.

Monday, Sept. 6, 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

*submitted by Nancy Vanderborst, CCLS and Laura Welch, CCLS*



## Changes to Electronic Filing of Documents Under Seal Effective May 10, 2010

GENERAL ORDER No 62

### ELECTRONIC FILING OF DOCUMENTS UNDER SEAL

Pending consideration of a revision to Civil Local Rule 79-5, **IT IS HEREBY ORDERED** that effective May 10, 2010, the following procedures shall apply to the filing of sealed documents in civil cases:

1) Motions to file documents under seal shall be made electronically.

2) In order to move to electronically file [e-file] an entire document under seal pursuant to Civil Local Rule 79-5(b), or a portion of a document under seal pursuant to Civil Local Rule 79-5(c), (1) e-file an Administrative Motion to File Under Seal, in conformance with Civil Local Rule 7-11, (2) e-file under seal and serve manually one or more Declarations (instructions on how to e-file under seal are available on the ECF website under FAQs), (3) e-file the Proposed Order (filed unsealed) and e-mail the Proposed Order to the Judge's proposed order e-mail address and (4) serve manually, but do not e-file, the documents to be filed under seal.

3) Lodge with the Clerk for delivery to the Judge's chambers a copy of the entire filing including the documents to be filed under seal, contained in an 8 1/2- inch by 11- inch sealed envelope or other suitable sealed container, with a cover sheet affixed to the envelope or container, setting out the information required by Civil Local Rule 3-4(a) and (b) prominently displaying the notation: "DOCUMENT SUBMITTED UNDER SEAL AND CHAMBERS COPY" no later than noon on the business day following the day that the Administrative Motion is filed electronically.

4) If the Court orders that the motion to file under seal is denied in part or in full, neither the document nor any proposed redacted version may be e-filed under seal. If the motion is denied in full, the submitting party may retain the document and not make it part of the record in the case, or, within 4 days, e-file the document unsealed. If the motion is denied in part and granted in part, the party may within 4 days resubmit the document in a manner that conforms to the Court's order and this rule.

5) If a motion to file under seal is granted in part or full, the requesting party will e-file the document under seal according to the procedures outlined in the FAQs on the ECF website.

6) Unless otherwise ordered by the Court, any document filed under seal shall be kept from public inspection, including inspection by attorneys and parties to the action, during the pendency of the case. The chambers copy of sealed documents will



*"If you don't like something change it; if you can't change it, change the way you think about it."*

*~Mary Engelbreit*

*Continued on page 15*

## Legal Procedures (cont.)

*submitted by Nancy Vanderhorst, CCLS and Laura Welch, CCLS*

be disposed of in accordance with the assigned Judge's discretion. Ordinarily these copies will be recycled, not shredded, unless special arrangements are made.

7) Any document filed under seal in a civil case shall be open to public inspection without further action by the Court 10 years from the date the case is closed. However, a party that submitted documents that the Court placed under seal in a case may, upon showing good cause at the conclusion of the case, seek an order that would continue the seal until a specific date beyond the 10 years provided by this rule. Nothing in this rule is intended to affect the normal records destruction policy of the United States Courts.

ADOPTED: April 27, 2010

FOR THE COURT:



Vaughn R Walker  
United States District Chief Judge



## Law Office Products/ Management

*by Ron Bodenmann*

More and more, litigation productions are being made in electronic format. Several times a week someone will hand me a disk with native files that include Word documents, PST (outlook files), spreadsheets, PowerPoint presentations, photographs, and a wide variety of other files. We are often asked to print the documents or convert them to pdf. Unfortunately, one gigabyte (GB) of electronic evidence, which is a small amount of electronic evidence, could create as many as 80,000 pages (about 40 boxes of paper), so this is usually not a great idea.

To avoid having to deal with a ton of paper, people often try to open emails on their own computers, reviewing them as they go, and then printing the ones that are responsive. However, opening emails in your own Outlook will change metadata (information in the email about the email, itself) and possibly violate the chain of custody of a document or otherwise cause spoilation. Also, reviewing electronic documents (especially emails) this way is highly prone to error, as it is easy to skip or delete files or fail to review all email attachments. Similarly, it

is very tedious to review non-email files that are organized in a complicated file structure, with folders and subfolders and sub-subfolders, without making errors.

An easier way to review electronic files is to convert them to a form that is easier to review, without spoiling the original files. This can be accomplished by using litigation support software to review the files in their native format (that is, as electronic files in a database). Without litigation support software, there is really no good way to review the docu-

*"The only real security that a man can have in this world is a reserve of knowledge, experience and ability."*

*~Henry Ford*



*Continues on page 16*

## Law Office Products/ Management (cont.)

by Ron Bodenmann



ments in their native format. One disk could cost as much as \$12,000 to produce, the results could be incomplete or duplicative and the product will not be easy to review. Using litigation support software to process electronic files can greatly reduce your cost, increase production accuracy, and make the whole review process much faster and easier.

Most vendors now charge for electronic discovery by the gigabyte. Your vendor should always give you a list of charges you can expect, and an estimate of the total charge to process your data before you commit to a project, to avoid surprises on the back end. Your vendor should also offer free consulting on the various options you have when dealing with E-Discovery. But, remember that electronic discovery is a rapidly changing area, be sure to ask questions to be sure you know what products you can expect and approximately how long the process will take. Also, remember that, although processing electronic files for native review is an automated procedure, it takes time to set up the work properly, to process all the data, and to prepare your deliverables.

Here are your most common options for dealing with electronic documents using litigation support software to produce and review native files:

### Summation or Concordance

This approach is very useful if you do a lot of litigation and

often have to review many documents, but do not often collaborate with co-counsel. A vendor can create load files so you can enter native documents into one of these applications. The load file can include all of the metadata. Because the documents are still in their native format, all of the text of the original file is searchable, and it retains all the information such as Date created; To; From; and even full body text. This can be viewed, searched, and sorted by many fields to find responsive documents. Once you know what documents must be produced, you can then convert them to TIFF or PDF images to print or burn on CD to provide to opposing counsel, but you will have greatly reduced the amount of pages that will need to be printed or TIFFed, saving money and time.

### Online Hosting

If you have a large document collection, are collaborating with co-counsel, or are working on the road, it might be cost effective to have your documents hosted in an online repository. The advantages are that you only pay for service while the case is active, you can review documents anywhere you have an Internet connection, and I've been told it's easier to pass the bill along to the law firm's clients because the costs are case specific. Online hosted repositories include Relativity, iConect, Catalyst and several other services. Most can be expected to

work a lot like Summation or Concordance, but they often have additional features that allow you to convert selected documents to TIFF or PDF images on the fly, so you can produce documents directly from the repository.

Other options for producing electronic document sets include less desirable approaches, such as:

### Free Viewers

Some vendors offer stand-alone viewers like Storm or iPublish that allow you to view document images and allow basic coding but the documents need to be converted to a tiff first. So, the review process is not as efficient as one that allows you to review the native files and then convert only those you need to produce into TIFF or PDF images.

### TIFF Images

Summation and Concordance can be used with TIFF or PDF images, just as they can be used with native files. However, when used with images, Summation and Concordance require that the documents be converted to images first. The conversion process must be set up to capture metadata if the image review process is to be as powerful as the native file review process. In general, converting all electronic files to images first is more expensive than converting electronic files into a form that can be loaded for native review.

### Most Common Options:

- *Summation or Concordance*
- *Online Hosting*
- *Free Viewers*
- *TIFF Images*



*Continues on page 17*

# Law Office Products/ Management (cont.)

by Ron Bodenmann

## Printing Documents

Reviewing electronic documents by printing them and manually reviewing the paper pages is, by far, the most expensive and time consuming way of working with electronic files. This process requires the vendor to convert the documents to an image and then print the documents. It is much more cost effective to review the documents in native format and then convert responsive documents into TIFF or PDF images and burn pro-

duction sets to CD or DVD. Although these images can be made searchable by OCR, it is impossible to perform complex searches and all metadata will be lost. However, after reviewing native files using litigation support software, many people still prefer to convert native files to TIFF or PDF images and then print them on paper. Printing production sets remains a reasonable option for small sets of documents but can be extremely expensive for large production sets.

In short, using litigation support technologies can greatly increase your ability to deal with the growing need to quickly and cost-effectively review electronic files. The good-old-days of linear document review is rapidly being replaced by more sophisticated, but much more efficient, technological approaches.

*"The good-old-days of linear document review is rapidly being replaced by more sophisticated, but much more efficient, technological approaches."*

*~Ron Bodenmann*

# CCLS Quiz Answers

by Jennifer Estabrook, CCLS

## Answers:

1. B – Hyphenate compound titles containing *ex* and *elect*. [Gregg ¶808b]
2. B – Do not hyphenate civil and military titles of two or more words. (*Exception*: Secretary-General of the United Nations) [Gregg ¶808a]
3. A – Compound verbs are usually hyphenated or solid. [Gregg ¶811a]
4. B – Treat compound adjectives involving a number and *fold* as solid words. [Gregg ¶817b]
5. A – When a series of hyphenated adjectives has a common basic element and the element is shown only with the last term, insert a suspending hyphen after each of the incomplete adjectives to indicate a relationship with the last term. [Gregg ¶832a]
6. A – When a series of hyphenated adjectives has a common basic element that only appears at the start of the term, insert a hyphen before each of the incomplete adjectives to indicate a relationship with the first term. [Gregg ¶832b]
7. A – In general, do not use a hyphen to set off a prefix at the beginning of a word or a suffix at the end of a word. [Gregg ¶833a]
8. B – Do not hyphenate when the prefix is *o* and the base word begins a letter other than *o*. [Gregg 835b]
9. A – Compound words beginning with *Web* are usually two words. [Gregg ¶847f]
10. B – Compound words beginning with *e* are usually hyphenated. [Gregg ¶847g]



# Vocabulary List

by Jennifer Estabrook, CCLS

## Legal Terminology – Civil

L  
E  
A  
R  
N  
I  
N  
G

- 1 Affirmative defense: A defense which serves as a basis for providing some new fact; the defendant does not simply deny a charge but offers new evidence to avoid judgment against him.
- 2 Appearance: The coming into court of a party to an action or the filing of party's first pleading in an action, whether as plaintiff or defendant.
- 3 Civil Active List: A list of pending cases awaiting assignment of a trial date.
- 4 Consolidation: The joining of separate actions filed within the same court involving a common question or fact.
- 5 Demurrer: A formal objection to a pleading.
- 6 Et ux: "And wife".
- 7 In limine: At the beginning or the threshold.
- 8 In pro per: Acting on one's own behalf; without counsel.
- 9 Intervenor: A person who voluntarily becomes a party in a lawsuit between other persons; a person who voluntarily interposes in a pending proceeding.
- 10 Jurisdiction: The right to exercise power or authority over a given matter.
- 11 Lis Pendens: Notice warning the public that a lawsuit is pending in court which affects possession or title of real property.
- 12 Peremptory Challenge: An objection made to a juror for which no cause is given.
- 13 Statement of Decision: Factual or legal reasoning given by the trial court for making its judgment.
- 14 Third-Party Plaintiff: A defendant who files a complaint against a third party not named as a defendant by the plaintiff.
- 15 Verification: A statement under oath or penalty of perjury, attesting to the truth of the facts set forth in the document to which the verification is attached.

## Benefit Highlight

by Patti Alexander

If you are an active member of SLSA, you are also a member of our parent association, Legal Secretaries, Incorporated ("LSI"). Your membership in LSI entitles you to many fabulous benefits! One of the many benefits is a supplement-

tal insurance benefit with AFLAC.

AFLAC can provide a portfolio for supplemental policies covering Accident, Sickness, Cancer, Dental, and Hospital Indemnity & Heart Attack/

Stroke. For more information contact Steven C. Dannenberg, AFLAC Agent. (530) 339-5889




# Happy "June" Birthdays!!

- *Stephanie Espinoza* June 1
- *Sandra J. Andrade* June 3
- *Cynthia E. Palmer* June 3
- *Audra Bergeron* June 4
- *Anne French* June 6
- *Lelia Jackson* June 7
- *Betty A. Hamilton* June 8
- *Sarah Johnston* June 10
- *Corinne Perez* June 13
- *Pamela K. Jansz* June 17
- *Yolanda De La Cruz* June 22
- *Crystal Rivera* June 27
- *Deborah R. Scott, CCLS* June 28
- *Jamie A. Gifford* June 29
- *Debbie Frias, CCLS* June 30



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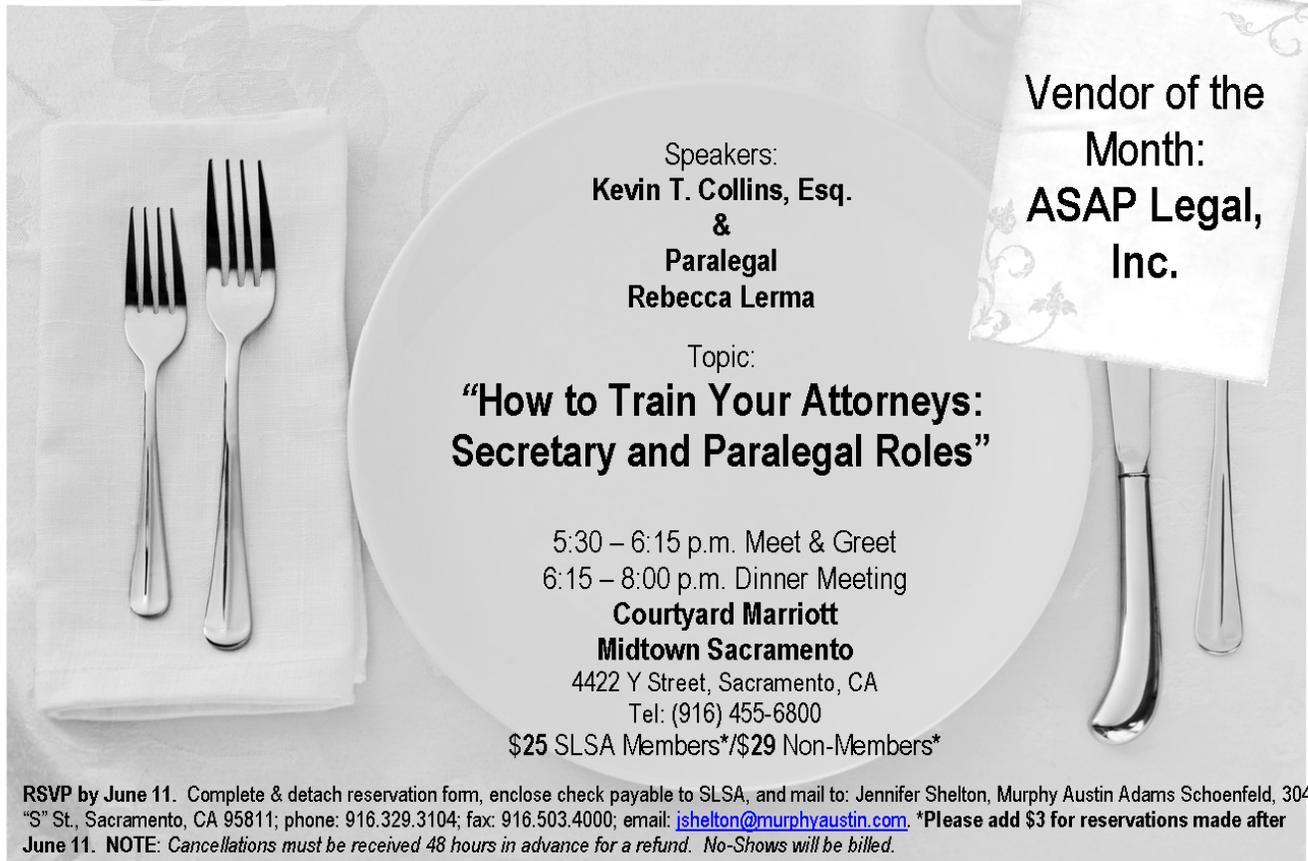
**LIGHTSPEED916@GMAIL.COM**

**WWW.LIGHTSPEED916.COM**



# Sacramento Legal Secretaries Association

## Dinner Meeting - June 17, 2010



Vendor of the  
Month:  
**ASAP Legal,  
Inc.**

Speakers:  
**Kevin T. Collins, Esq.**  
&  
**Paralegal  
Rebecca Lerma**

Topic:  
**“How to Train Your Attorneys:  
Secretary and Paralegal Roles”**

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 June 11.** 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](mailto: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: \_\_\_\_\_

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

**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



# Out to Lunch: Great Lunch Spots & Happening Happy Hour Places

by *Sophia Albor, CCLS*

Ju Hachi by Taka  
1730 S Street, Sacramento, CA 95814  
Phone: 916-448-3481 | Fax: 916-448-3548  
Juhachirestaurant.com

On an unassuming corner at S and 18 streets you will find Ju Hachi sushi restaurant. A delicious and hip neighborhood hangout, it's a great place for a quick lunch or some after work relaxation. Owned and operated by long-time Sacramento sushi veteran Taka Watanabe. Ju Hachi occupies the location of Taka's original midtown restaurant.

Fans of Taka's know to expect the freshest sashimi coupled with an exciting selection of masterfully created specialty rolls. Taka still can be found behind the counter assembling and serving his award winning sushi creations. The menu contains many sushi bar mainstays, such as, temaki (hand rolls), udon (broth based noodle soup), and sushi rolls. There is even a large selection of "beginner" sushi rolls (i.e. no raw stuff!); with so many choices this restaurant will please even the most inexperi-

enced sushi eater. For a real treat be sure to peruse the specials menu where seasonal offerings like ocean trout nigiri and Taka's Tostada can be found.

There is table seating and bar seating. However, in any sushi bar the prime real estate is the sushi bar seats, where the highly capable sushi chefs will wow you with their skills and clever banter. If you want some rolls, but the restaurant scene cramps your style (or you can't get out of the office due to a large filing!), Ju Hachi offers free delivery for orders of \$25 or more (limited delivery area). They deliver between 11:30 a.m. and 2 p.m. and they do not require too much advance notice! They indicated that normal wait time is only a half hour! If you do get to leave the office you can find parking on the street which is usually readily available and free.

On a recent visit I got a chance to have a chat with Taka. He said that he grew up eating sushi and that his favorite sushi snack is hamachi sashimi. He also shared with me that his restaurant has been in the neighborhood for 12 years.

Downtown Sacramento is lucky to have this sushi gem. Visit them for lunch or dinner! A great way to get away from the office and relax away your work stress with a bowl of miso!



## Happy Hour Menu: All Day Everyday!

<p><b>\$3 Appetizer</b> Edamame Sesame Chicken Deep Fried Gyoza</p>	<p><b>\$5.50 Appetizer</b> Mix Tempura Taka's Wings</p>	<p><b>Drinks</b> Small Sake \$3 Orion Beer \$5 Bud Light \$2 Sycamore Lane – Cabernet Sauvignon \$4 Funaguchi Kikusui "Sake in a Can" \$7</p>
<p><b>\$4 Appetizer</b> BBQ Salmon</p>	<p><b>\$5 Sushi Rolls</b> Dynamite Roll California Roll Tempura Roll</p>	





# 76th Annual Conference

Sacramento, May 20-23, 2010

## Delegate Report

by Elizabeth Bomke, CCLS

WOW! What more is there to say but WOW?! Though, I don't think I can get away with just that one word.

If you missed Annual Conference this year, you missed a lot. Not only was it in a convenient location (right in our own backyard), but it was packed full of educational workshops. I was very impressed with the workshops.

Legal Disaster Preparedness was not what I was anticipating, but it was extremely interesting and informative. The attorney who presented the workshop had recently lost a good portion of his property to a wild fire. He told us about the headaches of dealing with insurance companies and the pitfalls to avoid. I am definitely going to review my insurance policies!

The Ultimate Family Feud: Probate Litigation definitely makes one think about whether a will is needed or not. It is most certainly needed.

Even then, you never know what your family will do when you are gone. If you don't have a will or trust for your family to follow upon your death, please get that done now.

This is not the first LSI conference I have attended, but it is the first time I attended any Officer/Chairmen Workshops. They are also very informative. I attended Treasurer's Duties and Parliamentarian. I chose Treasurer's Duties because I want to someday be the treasurer for our association, but I learned much more. I learned that as a co-chair of the Audit Committee, we are not delving deep enough when performing the association's yearly audit. I attended the Parliamentarian workshop because I know nothing about Parliamentary Procedure other than what is practiced in our meetings. What I learned is that Parliamentary Procedure is very dry, but very useful in conducting business meetings. There is

even a Dummies book available on Parliamentary Procedure. Now that's funny!

If you haven't attended any of the Officer/Chairmen Workshops, think about it the next conference you attend. You don't earn CLE credits but you do receive Chapter Achievement Points for our association!

Friday night after the reception, SLSA hosted a birthday party for SLSA's 70th Anniversary and celebration for the new CCLSes. There was cake, M&Ms, and Skittles to sweeten us all up! And, tiny shoes decorated for the occasion as party favors. A DJ was present and got the place a rockin'! The pages (see below) really enjoyed dancing with the ladies. Boy, can some of those legal secretaries/assistants dance! You go, girls!

Christa Davis makes these meetings so much fun! She will be missed as LSI's president.

*"If you missed conference this year, you missed a lot."*

~~~~~

*"I was very impressed with the workshops."*

*~Elizabeth Bomke,*



*Continues on page 23*

## Delegate Report (cont.)

by Elizabeth Bomke, CCLS

She compared each association's meetings as being either the Dumbo Ride or Mr. Toads' Wild Ride at Disneyland. In other words, your meetings could be boring and predictable as the Dumbo Ride is, or wild and crazy, with unexpected twists and turns as Mr. Toad's Ride is. She encouraged all of us to have more meetings like Mr. Toad's Wild Ride.

The keynote speaker was Windie O. Scott, Chief Deputy Director of the Department of Fair Employment and Housing. What a speaker Ms. Scott is! I had goose bumps through portions of her speech. She spoke of the disparity between men and women's wages and the wages between minority women and men. It is staggering to learn of such a disparity in today's world. A quote from her speech: "Don't practice law, do law." Ms. Scott ended her speech with a poem by Mona Lake Jones called "Winners." Ms. Scott received a well deserved standing ovation.

The pages for our business meeting were Cesar Arevalo, Jr., Jake French, Alex Lerma, and Alexis Watterson. They were all so cute and handsome!

The official meeting started at approximately 11a.m. on Saturday, May 22, 2010. Of the 106 delegates registered, 101 were present, which resulted in a quorum. The 2010 Annual Conference Standing Rules and the 2010 Annual Conference Election Rules were adopted. The 2010 Official Program was adopted as amended. A motion to approve the actions of the Treas-

urer in paying the routine bills during the Fourth Quarter of the fiscal year 2009-2010 was carried.

The following officers were nominated by acclamation:

**President**  
Brooke Atherton, CCLS

**Vice-President**  
Sandra Jimenez, CCLS

**Secretary**  
Mary Beaudrow, CCLS

**Treasurer**  
Jennifer Page, CCLS

There was only one bid for the 2012 Annual Conference. It will be presented by Imperial County LPA and San Diego County LPA and will be at the Bahia Resort Hotel in San Diego on May 17 through May 21, 2012. Projected scrip is \$138 and the projected room rate is \$139. LSI graciously accepted this bid.

LSI Editor in Chief, Eugene Borba, CCLS, announced that the Worker's Compensation section of the LOPM will be slimmed down and included with the Miscellaneous section so that a Bankruptcy section can be added. She hopes to have these changes to us by early 2011.

The 2010 CCLS Mock is now available for purchase. It is 300 pages. I have skimmed through it and look forward to taking it as soon as I can. Always looking for ways to hone my skills!

The CCLS luncheon was scrumptious. All the new CCLSes stood up in front of us and received their beautiful corsages and TIARAS! How

cute it was to see all of them sparkle. The one male received a black top hat. I congratulate each and every one of them! WAY TO GO!

Sunday night's banquet was quite elegant with most everybody dressed up and lots and lots of funky shoes! It was enjoyable looking at all the beautiful outfits and shoes, boots, and flip-flops that people wore.

Sunday's Business Meeting included the installation of the new officers and President Brooke Atherton named her Chairmen. Christa Davis received many outgoing gifts, including a Kindle. Astrid Watterson, CCLS and Julie Edsill, CCLS received gifts from their committee member for their outstanding work as co-chairs of the Annual Conference.

I haven't even told you about the vendors, and the prizes, and the raffles, and the decorations, and the food and the . . .

Just know that by missing a conference, annual or quarterly, you are missing a lot. I Hope to see you at the conference in August in Modesto, California. They are having a Rubber Ducky Fashion Contest. Ask any member who attended the Annual Conference all about it. It is going to be a hoot!

And, remember to thank Astrid and her group of dedicated workers on a job well done. This was truly an amazing Annual Conference! WOW!

*"I haven't even told you about the vendors and the prizes and the raffles and the decorations and the food and the..."*

*~Elizabeth Bomke, CCLS*



**WOW!!!**

# Thank You!

LSI's 76th Annual Conference held at the Arden Hilton on May 19-23, 2010, was a success!

By Astrid Watterson, CCLS

Preparing to co-host a Legal Secretaries, Incorporated annual conference takes time and preparation. Sacramento LSA and Butte County LPA have been preparing to host the 2010 Annual conference since 2008. A key



## Hilton at Arden

component to having a successful conference is having a good relationship with the hotel. SLSA has had an ongoing relationship with the Hilton at Arden for over five years. We have held our January Day in Court and February Federal Day in Court events with them and over the years, have developed a good working relationship. Without the assistance of Charlene Davis, Nancy Vasquez, Jaime Ruiz, their captains, Kelly and Kenny, and of course their staff, hosting LSI's 76th annual conference would not have been as successful as it was this past weekend. A big "Thank You" to the Hilton staff for everything they did to accommodate 230+ legal professionals!



By Astrid Watterson, CCLS



# THURSDAY

## LSI's 76th Annual Conference

### SLSA's WORKING EVENING

#### Boodle Bag Saga...

Preparing to host a conference takes time, energy, and a lot of teamwork. For many of us, that meant long hours to accomplish the various tasks needed to put together a successful conference, including ...the boodle bags. A boodle bag is a gift bag, usually donated by a vendor that contains several marketing goodies, such as water, snacks, pens, and marketing items. Other local associations and/or local vendors usually donate these items. Butte County LPA and Sacramento LSA gathered the various donations. When we had all in hand, we began

the process of putting everything together. What a chore! There were several days we all gathered at the offices of Somach Simmons & Dunn, with Dawn Forgeur, CCLS, bringing dinner so we wouldn't grouch too much and worked on putting together 250 boodle bags. Each person who registered for conference received a boodle bag. It's just one of the many perks when you attend an LSI conference.

#### Thank you to our helpers!

To the midnight crew and the Thursday evening crew – many thanks for all you did!

- Sherri Lee Caplette, CCLS**
- Desiree Delonia, CCLS**
- Dawn Forgeur, CCLS**
- Anne French**
- Jake French**
- Rebecca Lerma**
- Jaymie Moralez**
- Crystal Rivera**



## Delegate Report

by Paula Lockard, CCLS



*"It was exhilarating to brainstorm with others who cared about growing their association."*

*~Paula Lockard, CCLS*



Monday morning while sitting at my dining room table surrounded by the contents of my boodle bag (which I emptied at least three times during the three-day conference), I could barely see my table top. I had come away with so many items such as pens, peanuts, chocolate, foam squeezies that talk, lotions, nail kits, note pads, more pens, and more chocolate, key rings, business cards, vendor advertising materials and then the conference workshop materials themselves. I wondered where to begin! Let's start at the beginning.

On Friday morning I attended the Ways and Means-Successful Local Association Events workshop moderated by Leisel Hart of Stockton-San Joaquin LPA, and Joyce Purvis of Ventura County LPA. During the workshop ideas flew through the air like candy thrown from a Mardi Gras float. It was exhilarating to brainstorm with others who cared about growing their association. Whatever their goals were, education or fundraising, they all wanted events that were fun and profitable. From fashion shows, BBQs cook-offs, bowl-a-thons, silent auctions, Bosses Night, Day in Court, wine tasting, crab feeds, to the best, educational cruises! These were just a few of the ideas. There was talk of co-hosting many events, and I look forward to being part of many interclub activities this year.

I then attended another workshop that morning, from the fire to the pan! The workshop was on co-hosting conferences, moderated by Michelle Rodgers, CCLS of Capitol City LPA; Gloria Lamm of

Southern Butte County LPA; Belinda Owens and Michelle Tice, CCLS of San Diego LSA. We learned about negotiating contracts; what to look for during site inspection; how to begin the process; signing the contract; and most of all, don't wait, just do it! Jump in and co-host!

Later that afternoon, I attended the workshop on Criminal Law, "Sentencing Alternatives by Dayle C. Carlson, a correctional consultant. Mr. Carlson works with judges and attorneys to create unique sentences for persons convicted of criminal acts. During the workshop, we learned interesting tidbits from cases, including high profile cases we've all read about.

In the evening we moved on to death! The Probate Section seminar was led by attorneys Tracy Potts and Emily Haenselman of the Legacy Law Group. The class was entitled "The Ultimate Family Feud: Probate Litigation." It gave us very detailed and useful tips on maneuvering your petitions and other papers through the probate court. I came away with new knowledge that I could use at work.

Saturday was the general assembly in which LSI conducts its business and holds its election of officers for 2010-2011. Windie O. Scott, Chief Deputy Director of Department of Fair Employment and Housing was the keynote speaker. She was a very dynamic and motivational speaker. She said there were 47 percent women in the workforce, but 59 percent earn less than \$8 an hour. We are fortunate to work in the legal field, where salaries are a little higher

than \$8 an hour. Windie said a loser is someone who doesn't try. You may not be able to change your job but you can change yourself, your life. Keep your goal in sight!

Going to conferences not only feeds and grows our passion in our respective fields of law, but it also reminds us of our responsibility to share this with others. Windie Scott quoted form Audrey Hepburn, "one hand feeds yourself, and the other hand feeds others."

Outgoing LSI President Christa Davis, left us with "Ride the Mr. Toad's Wild Ride," not the safe, predictable Dumbo ride! Think of fun new things. Be creative! Let everyone know how fun it is to be a part of this educational organization. It is fun to learn!

We chose this career for different reasons, but what will we do with it now?!

The food was great, and the prizes were intense such as a Kindle, an iPod, a 32-inch TV, trips, jewelry and so many more goodies. Sadly none of these came home with me. But what did come home with me, are new friendships, renewing old friendships, and the encouragement and motivation to educate and offer more opportunities to others I meet.

I am already thinking about the 2011 annual conference in Los Angeles in the Staple Center area. Their theme is Disco!!!



By Astrid Watterson, CCLS



## Happy 70th Birthday Sacramento Legal Secretaries Association!

The Sacramento Legal Secretaries Association celebrated its 70th birthday this past weekend. In honor of our birthday, we planned a celebration on Friday, May 21, 2010. The celebration began immediately after reception was over. For the Friday night's reception, we had hired DJ Elliot Leach. When we told him that we were celebrating SLSA's birthday and asked if he could stay for two more hours, he kindly obliged. Perfect setting, great company, and an awesome celebration! Thanks to Jaymie Moralez and Sherri Lee Caplette, CCLS

who got together and ordered the cake and arranged for it to be delivered to the hotel. Rebecca Lerma and Jaymie Moralez spent an evening putting together the party favors, which were silver shoes with blue ribbons that said: Happy 70th SLSA! Anne French, Desiree Delonia, CCLS, and Crystal Rivera designed labels for the water bottles. This team is detail oriented and it paid off. With the help of those attending the conference, we danced the night away and celebrated SLSA's birthday. Thank you to all who attended and helped.



## Thank you!

For their tireless work and dedication, many thanks to the volunteers for Friday's shift:

**Sophia Albov, CCLS**  
**Sherri Lee Caplette, CCLS**  
**Mariah Crabtree**  
**Desiree Delonia, CCLS**  
**Dawn Forgeur, CCLS**  
**Anne French**  
**Jaymie Moralez**  
**Crystal Rivera**  
**Alexis Watterson**  
**Dawn Willis**

# Delegate Report

by Terry M. Olson

*"I've learned that every day you should reach out and touch someone. People love a warm hug or just a friendly pat on the back."*

*~Maya Angelou*

I would like to thank you, the members, for voting me in as one of your delegates to attend the LSI 76th Annual Conference on May 20-23, 2010, in Sacramento. I appreciate the opportunity immensely!

It comes with great pride that I get to write this report to you regarding my experiences while attending conference, my role as a delegate, and as a member of SLSA. I hope that I can entice you to join SLSA for its many benefits, including being a part of LSI and all that it has to offer. Hopefully you will want to attend a conference in the near future.

Just to give you a quick review of my experiences at conference and why it can be addicting, I thought I would share my past experiences.

The first time I attended a conference was in May of 2005 in Santa Clara. Not only was it my first time attending a conference, but it was my first time also attending as a delegate. I was immediately hooked from that point on. I learned that it's the perfect place to get MCLE credits, take classes that not only benefit my job and what I do for my attorneys, but also benefitted me personally. I found it a great place to meet men and women from all over California that were in the same profession as myself and hear what they did and who they worked for. I began creating a new network of friends from other cities that I could contact if I needed help trying to figure out what to do in a particular county. Believe me, there is nothing better than going back to your attorney with an answer about a filing in a county that you have never

filed in before and say that you were able to call on someone you met at a LSI conference and they were able to assist you.

That there my friends, is golden networking benefits!

So at this past conference, I was there with Paula Lockard, CCLS and Elizabeth Bomke, CCLS as your delegates. I arrived on Friday, registered and pretty much ran into the room of vendors! It was so great to see all of the vendors that have been supporting us over the years. I picked up all kinds of information from them. I heard about new services that some of them were promoting and also made that connection with those who could help me with future filings or copy jobs. And of course I HAD to look at the jewelry and purses that were available! Paula and I had a nice lunch and even ran into Andy Gilbert and Dawn Willis.

That day, I attended a Family Law Section Workshop in the afternoon entitled "Calculating Support and Hardship Deductions." The speaker was Valerie Miller who is an attorney at Persons & Miller. What a great class!

Here are some notes I took and also some things that are from her handout that I will share with you.

Family Code Section 4053. Statewide Uniform Guideline

A parent's first and principal obligation is to support his or her minor children according to the parent's circumstances and station in life.

Both parents are mutually responsible for the support of their children.

The guideline takes into account each parent's actual income and level of responsibility for the children.

Ms. Miller said that they use, in her office, a program called "Dissomaster" that calculates child support. Most firms and even judges will rely on this program to assist them in making decisions on how much a parent should pay or receive from a spouse to help care for the kid(s). You can also refer to Family Code Section 4055. Formula for Statewide Uniform Guideline for Determining Child Support. However it is somewhat confusing just to warn you. The law provides for food, clothing, and shelter of a child. All other things like sports participation and even braces on teeth are not typically considered in a support case unless the braces are needed for a health condition. Trust me, I was floored by that one! If you want to rebut a child support amount that is given by the judge it's not very easy to do. A few reasons that would support a rebuttal are: cases in which the parents have different time-sharing arrangements for different children; cases in which both parents have substantially equal time-sharing of the children and one parent has a much lower or higher percentage of income used for housing than the other parent; and cases in which the children have special medical or other needs that could require child support that would be greater than the formula amount.

She shared some cases that you might also find helpful.

*Continues on page 29*



*"I learned that it is a perfect place to get MCLE credits, take classes that not only benefit my job, but also benefitted me personally."*

*~Terry M. Olson*

# Delegate Report (cont.)

by Terry M. Olson

They are:

*In re Marriage of Berger* (2009) 170 Cal.App.4th 1070 [CalRptr. 3d 766].

*In re Marriage of Butler* (1997) 53 Cal.App.4th 462 [61 Cal.Rptr.2d 781].

*In re Marriage of Carlsen* (1996) 50 Cal.App.4th 212 [57 Cal.Rptr. 2d 630].

*In re Marriage of Paulin* (1996) 46 Cal.App.4th 1378 [54 Cal.Rptr. 2d 314].

On Friday night I attended the reception with Elicia Allen, CCLS as well as Paula and Elizabeth. It was fun to see everyone talking, laughing, and getting excited about what they had done during the day; who was there, and what was going on.

On Saturday I attended the General Assembly and sat at the delegate tables with all other delegates from the other counties. Our very own R. Todd Vlaanderen, President of the Sacramento County Bar Association spoke and Windie O. Scott, Chief Deputy Director of the Department of Fair Employment and Housing. Very moving and motivational thoughts they shared with us.

Then the following rules were adopted: 2010 Annual Conference Standing Rules, 2010 Annual Conference Election Rules, 2010 Official Program, 2009 Annual Conference Minutes, 2010 Annual Conference Minutes. Sandra Jimenez read a note from Denise Lopes sending a thank you to members for sending her condolence cards for the loss of her father. We then heard reports from the LSI Officers and appointed officers. We re-

cessed for lunch at 11:50 and reconvened at 2:00. At this time it was announced that the 2012 Annual Conference Bid from Imperial County and San Diego County LSA was announced.

Then the reports from the Committee Chairs were completed.

For me, the Membership Report was the one I was anxious to hear. As your past Vice President, membership falls under the Vice President role so you can imagine my anticipation! I was ready to bust!!

Here is how it went down:

Group A:  
(5-30 Members) with a 23% gain Placer County

Group B:  
(31-50 Members) with a 13% gain Fresno

Group C:  
(51-75 Members) with a 30% gain San Fernando Valley  
(That was awesome congrats to them!)

Group D:  
(76-95 Members) with a 18% gain San Mateo County

Group E:  
(96 and over) with a 1% gain SACRAMENTO!!!!!!!

Congrats also to Elicia Allen, CCLS for preparing a beautiful history book for our very own Jennifer Rotz! I know she spent countless hours and many weeeeeee hours working on it and that a few of the other ladies on the board also helped her. We took 2nd Place in the History Book category! Woo Hoo!

After the days exciting events in the General Assembly, Elicia and I went up to the hospitality

suite that was hosted by Don Lee. Shared some conversations with some ladies from El Dorado and San Diego. Then it was off to my room to get fixed up for the wonderful Saturday night banquet. Everyone came looking as beautiful (and handsome as ever) we seem to be getting more and more males attending the conference now in the audience so I don't want to leave the guys out. The SPOKES, a cappella group from UC Davis entertained us for the evening. Their voices were like angels! I just loved them!

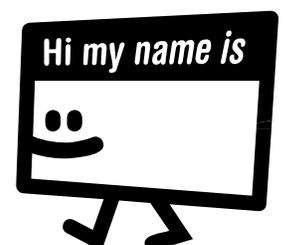
Sunday brunch is always a special morning, but at Annual its even more special as the new LSI officers are installed. Brooke Atherton, CCLS is now the new President. Christa Davis is now the Executive Advisor. I've had the opportunity over the past two years to become friends with these ladies. Christa Davis sent me some very supportive emails throughout the year in regards to being a mom of a special needs kid and juggling my role in SLSA. A few from Brooke Atherton who lost her son and we could relate on the loss of a child. So for me to see them in this role is very WOW! These ladies probably don't know it, but they are now on my list of hero's.

Thank you again SLSA members for allowing me to serve as a Delegate at LSI's 76th Annual Conference. I came away feeling encouraged and blessed to be part of such a wonderful LSI family.



*"I came away feeling encouraged and blessed to be part of such a wonderful LSI family."*

*~Terry M. Olson*



By Astrid Watterson, CCLS



"The difference between the impossible and the possible lies in a person's determination."

~ Tommy Lasorda

## Saturday Banquet

Julie Edsill, CCLS and I worked for over a year together getting ready to host LSI's 76th annual conference. We both put together awesome teams. The working crew stayed occupied throughout the weekend, but we also found a few minutes to laugh and enjoy the evening. A few years ago, when I signed up to be SLSA's conference chair, I had no idea what all was involved. There is a lot that goes on behind the scenes to make it a

success. Without the SLSA conference team, it would not have run smoothly and it would not have been a fun and memorable life adventure. During the day, nearly all of our CCLS students who passed attended the luncheon and were given tiaras and a corsage to wear and display proudly. You deserve it girls – you're a CCLS!



Mary S. Rocca, CCLS  
1309 Regent Street  
Alameda, CA 94501  
510-865-0473 (h)  
510-444-6044 (o)  
e-mail: [MarySRocca@aol.com](mailto:MarySRocca@aol.com)  
[MSRocca@handlaw.com](mailto:MSRocca@handlaw.com)

May 26, 2010

Julie Edsill, CCLS  
6 Westminster Court  
Chico, CA 94928

Astrid Watterson, CCLS  
c/o Somach Simmons & Dunn  
500 Capitol Mall, Suite 1000  
Sacramento, CA 95814

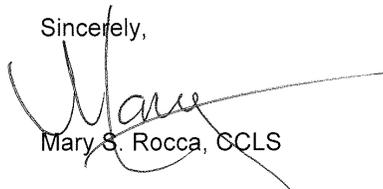
**Re: 2010 Annual Conference**

Dear Julie and Astrid:

My thanks to Butte County LPA and Sacramento LSA for a beautifully organized, well-run, and memorable conference! The warm welcome received from your members, their endless smiles and tireless energy helped to make it a perfect weekend. You and your committee members worked very hard and were always available to ensure that every detail was covered – the result was perfection.

Again, my thanks to you and your members for a marvelous conference. I hope you had time to rest afterward. You both worked so very hard and deserve a little R & R.

Sincerely,



Mary S. Rocca, CCLS





**SAVE THE DATE**  
**SUNDAY, OCTOBER 3, 2010**  
LSI BAY AREA ASSOCIATIONS  
DAY at the RACES  
At  
**GOLDEN GATE FIELDS**

**Gates open at 11 a.m.**  
**Cost: \$35 per person**  
**Includes: Valet preferred parking**  
**Program, Turf Club Seating\***  
**Prime Rib Buffet Lunch**

**Make this a fundraising opportunity for your Association.**

**For details have your**

**Local Inter-Association Chairman contact by May 28, 2010**

**Bonnie Stensler, PLS, CCLS**  
**Inter-Association Chairman**  
**San Mateo County LSA**  
**[bjstensler@comcast.net](mailto:bjstensler@comcast.net)**  
**call: 415-587-3518**

\*Turf Club Dress Code: All guests including children are requested to dress in a smart casual style. Sweat pants/suits, T-shirts, baseball hats, and thong style shoes are strongly discouraged; Stylish casual footwear including tennis shoes are welcome. Guests arriving in shorts, tank tops or clothing with offensive logos will be denied access into the Turf Club.



# Sacramento Legal Secretaries Association

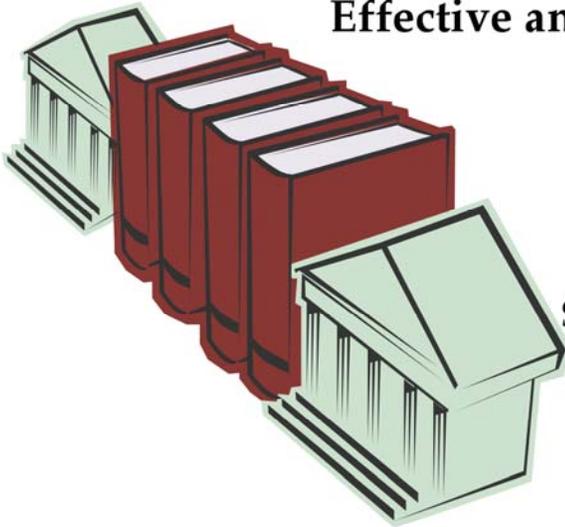
Continuing Education Evening Seminar  
June 28, 2010

Speakers:

**Rick Mitchell, Esq. & Chris Barta, Esq.**

Both speakers are from West, a Thompson Reuters Company

Topic: **“Best Practices:  
Effective and Efficient Legal Research”**



Time: 6 – 8 p.m.

**Downey Brand**

**Downtown Sacramento**

621 Capitol Mall, 18<sup>th</sup> Floor

Tel: (916) 444-1000

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

**VENDOR SPONSOR**

*Lindsey Perry*

*Barkley Court Reporters*

**Space is limited. Please RSVP by June 21. Late registrations must add \$3 for reservations made after June 21.**

**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 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.

**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, 18<sup>th</sup> 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](http://www.lsi.org); or, TRANSMIT A COPY OF THIS ENTIRE PAGE OF YOUR APPLICATION TO:**

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

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

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

**YOUR SPECIALTY:**

|                                                 |                                                  |                                          |
|-------------------------------------------------|--------------------------------------------------|------------------------------------------|
| <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, 18<sup>th</sup> 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](mailto:mtovar@kbblaw.com)*

## LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

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

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

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

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

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

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

| NEW | RENEWAL |                                  |
|-----|---------|----------------------------------|
|     |         | <b>Criminal Law</b>              |
|     |         | <b>Family Law</b>                |
|     |         | <b>Law Office Administration</b> |
|     |         | <b>Litigation</b>                |
|     |         | <b>Probate/Estate Planning</b>   |
|     |         | <b>Transactional Law</b>         |



**(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):  
 \_\_\_\_\_



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



AUGUST 13-15, 2010  
LSI 1<sup>st</sup> 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](mailto:plsccls@aol.com)  
OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479  
[stephmjb@sbcglobal.net](mailto:stephmjb@sbcglobal.net)  
DIANE MECCA (209) 238-0946 – [diane@friendandwalton.com](mailto: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 1<sup>st</sup> 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](mailto:plsccls@aol.com)  
 OR CONFERENCE CO-CHAIR – STEPHANIE HARRISON - (209) 723-4479 [stephmjb@sbcglobal.net](mailto:stephmjb@sbcglobal.net)  
 DIANE MECCA (209) 238-0946 – [diane@friendandwalton.com](mailto: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"/> Saturday, March 20, 2010   |
| <input type="checkbox"/> Southern California | <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:  | \$ 95.00 | Examination fee:  | \$ 95.00 |
|                   | Total             | \$110.00 | Total             | \$150.00 |

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

\* Fees subject to change without notice.

\*\* LSI members: Name of local association: \_\_\_\_\_ LSA/LPA.

**Please enclose a photocopy of your local membership card.**

You must be a member upon application to be eligible for reduced fees.

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

Name \_\_\_\_\_ Last 4 Digits of SSN \_\_\_\_\_

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

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

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

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

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

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

Dates \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Summary of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Summary of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

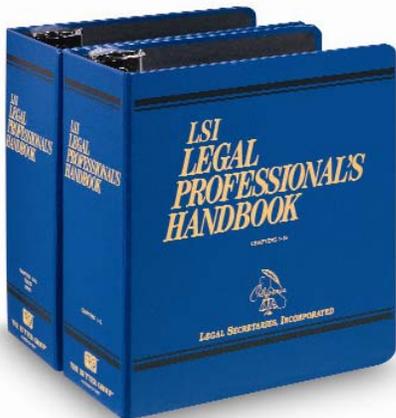
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified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

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

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

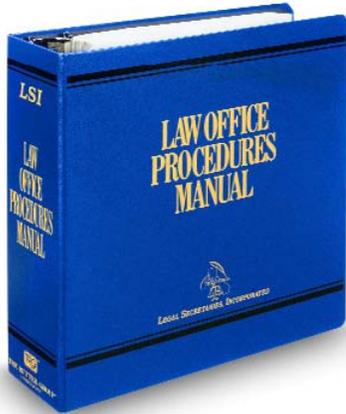


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**LEGAL SECRETARIES, INCORPORATED**

# 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.)  
 My payment is enclosed  
 Please bill me

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

**STEVEN C. DANNENBERG, AFLAC Agent**  
11091 Rhyolite Drive, Suite 4  
Redding, California 96003  
Direct: (530) 339-5889 – Office (530) 243-9879  
Fax: (530) 243-9880  
*Portfolio:* Accident, Sickness, Cancer, Dental,  
Hospital Indemnity & Heart Attack/Stroke  
- Firms with 3 or more W-2 employees qualify for  
\$125 / Cafeteria Plans & additional policies.

#### WORKING ADVANTAGE

Toll Free: 1 (800) 565-3712  
[www.workingadvantage.com](http://www.workingadvantage.com)  
Discount on event tickets  
Movie tickets; Theme parks; Broadway theatre;  
sporting events; Ski tickets; Hotel certificates;  
Family events; Gift cards & more

#### DWORKIN INSURANCE SERVICES EARL DWORKIN

467 Hamilton Avenue, Suite #1  
Palo Alto, California 94301  
Phone: (650) 329-1330 **(800) 332-4313** – Fax (650)  
329-9957  
Individual and Family Medical  
Insurance; Travel Medical; Medicare  
Supplements; Dental Plans

#### CAPITAL INVESTMENT ADVISERS

**EMERSON J. FERSCH, CFP, ChFC**  
5000 E. Spring Avenue, Suite 200  
Long Beach, California 90815  
Phone: (562) 420-9009 **(877) 270-9342**  
Fax (562) 438-2640  
Comprehensive Financial Planning, Asset  
Allocation and Investment Management,  
Long Term Care Insurance and Planning

#### FINANCIAL NETWORK INVESTMENT

**DANIEL R. HENDERSON, MBA, CFP**  
3478 Buskirk Avenue, Suite 300  
Pleasant Hill, California 94523  
Phone: (925) 944-9644 Ext. 153  
**(800) 339-4353 Ext. 153**  
Fax (925) 944-5675  
Discounted JOHN HANCOCK Long Term Care  
Insurance/Life Insurance, annuities, retirement,  
Investment/estate planning, mutual funds, 401k

### CREDIT UNIONS

**LA FINANCIAL  
FEDERAL CREDIT UNION**  
Post Office Box 6015  
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

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[paralegalbam@sbcglobal.net](mailto:paralegalbam@sbcglobal.net)

**LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 1/31/10**

| Total Members<br>(Fiscal Year-end<br>4/30/09) | Association               |     | New<br>Members | Transfer<br>Members | Continuing<br>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              |                     | 20                    | 21            |
| 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 | 3              |                     | 14                    | 17            |
| 38                                            | Fresno County             | LPA | 12             |                     | 31                    | 43            |
| 53                                            | Humboldt County           | LPA | 11             |                     | 34                    | 45            |
| 35                                            | Imperial County           | LPA | 12             |                     | 18                    | 30            |
| 39                                            | Livermore-Amador Valley   | LPA | 3              |                     | 32                    | 35            |
| 84                                            | Long Beach                | LSA | 1              |                     | 43                    | 44            |
| 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 | 16             |                     | 47                    | 63            |
| 19                                            | Napa County               | LSA | 0              |                     | 16                    | 16            |
| 85                                            | Orange County             | LSA | 27             |                     | 50                    | 77            |
| 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            |
| 153                                           | Sacramento                | LSA | 40             | 1                   | 108                   | 149           |
| 219                                           | San Diego                 | LSA | 50             |                     | 149                   | 199           |
| 46                                            | San Fernando Valley       | LSA | 21             |                     | 39                    | 60            |
| 49                                            | San Francisco             | LPA | 3              |                     | 31                    | 34            |
| 35                                            | San Gabriel Valley        | LSA | 5              |                     | 25                    | 30            |
| 68                                            | San Mateo County          | LSA | 19             |                     | 57                    | 76            |
| 27                                            | Santa Barbara             | LSA | 8              |                     | 18                    | 26            |
| 50                                            | Santa Clara County        | LSA | 5              |                     | 40                    | 45            |
| 20                                            | Santa Cruz County         | LPA | 3              |                     | 17                    | 20            |
| 28                                            | Santa Maria               | LPA | 9              |                     | 14                    | 23            |
| 42                                            | Sonoma County             | LSA | 6              | <1>                 | 31                    | 36            |
| 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          |     | 8              |                     | 19                    | 27            |
| <b>1787</b>                                   | <b>3RD QUARTER TOTALS</b> |     | <b>357</b>     |                     | <b>1259</b>           | <b>1616</b>   |

Membership list as of 1/31/10

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| <input type="checkbox"/> Real Estate            | <input type="checkbox"/> Taxation      | <input type="checkbox"/> Other: _____            |

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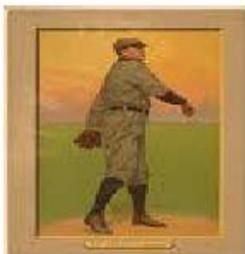
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Don't Strike Out, Come Join  
 Alameda County Secretaries Association  
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Come celebrate the hard-working people of the justice and legal system at the Giants' "Law & Disorder" Legal Professionals' Night! Take a night off and join other legal professionals for this annual event. Giants' legal executives will be on hand to mingle with the group and answer questions during a special pregame party. All special event tickets include a voucher for a free alcoholic or non-alcoholic beverage, redeemable at the pregame party that starts at 5:15.



**Date & Time**

Monday, July 26, 2010  
 Pre-Game: 5:15 p.m.  
 (networking reception and includes a free drink)  
 First Pitch: 7:15 p.m.

**Location**

AT&T Park, San Francisco, CA

**Cost**

\$18 per person

**ADVANCE RESERVATIONS REQUIRED:** Please submit your reservation and check/cash to Jan Vornkahl at the following address on or before Monday, June 28, 2010.

Jan Vornkahl  
 63 Gazania Terr.  
 Fremont, CA 94536  
 Any RSVP questions, email Jan at [jvornkahl@nixonpeabody.com](mailto:jvornkahl@nixonpeabody.com)  
 or call (510) 493-6636.



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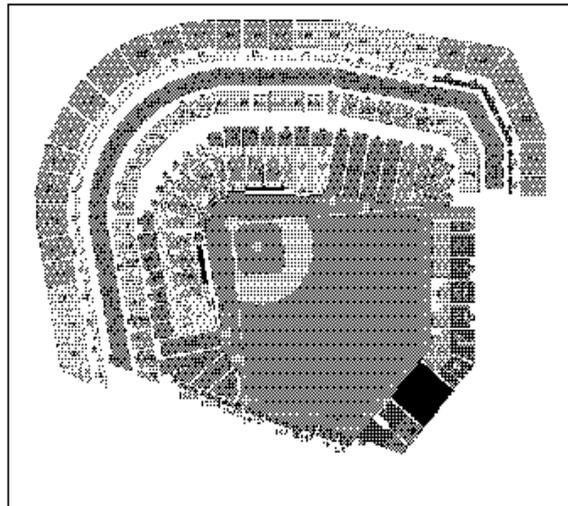
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Email: \_\_\_\_\_

No. of Tickets: \_\_\_\_\_

Price Per Ticket:     \$18.00    

Total Amt. Enclosed: \_\_\_\_\_



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Send Reservation and Payment to: [Make check payable to: ACLSA]

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## 2010-2011



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## Editor's Note

by *Liz Gideon*

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Liz Gideon, c/o McDonough Holland & Allen PC, 500 Capitol Mall, 18th Floor, Sacramento, CA 95814 or lgideon@mhalaw.com.

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the path may lead.  
Go instead where there  
is no path and leave a  
trail."  
~ Harold R. McAlindon*

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