



Sacramento Legal Secretaries Association

The Legal Eagle

Book 2013, Issue 6

June 2013

Rescued SLSA History Book

(See Cover Story, Page 4)



June Meeting Information

Don't miss out on our next regular dinner meeting! SLSA will hear from the Honorable Laurie Earl, Presiding Judge, and Christina Volkers, Executive Officer, regarding updates to the Sacramento Superior Court and will be held on June 20, 2013, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. 5:30 p.m. Meet and Greet, 6:15 p.m. Dinner Meeting.

President

Lynne Koroush

Bulletin Editor

Corene E. Rodder

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NON-MEMBERS ARE WELCOME!



In this issue

NEW ONLINE CCLS STUDY COURSE

LSI's 79TH ANNUAL CONFERENCE

BRUSHING UP ON PROOFREADING



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We're on the Web!

www.slsa.org



Lynne Koroush, President

As we head into June, gardens everywhere are ready to burst forth with showy, vibrant blooms and sweet aromas. It's been wonderful to watch my own garden produce colorful new annuals and regenerate favorite perennials planted in years past. But my all-time favorite has to be the roses.

From a single cane that grows ever heartier, thicker, and more solid with every season, there are dozens of

limbs and shoots that emerge with fresh energy to produce a flourishing display of strength and beauty. This process of growth and replenishment never ceases to amaze me.

So it is with SLSA and LSI. Fresh energy, strength, beauty, nurturing, regeneration, and new growth were all in evidence at LSI's 79th Annual Conference in San Jose. As I sat in the Presidents' Roundtable meeting, I witnessed the excitement and enthusiasm of new presidents, as well as the renewed vigor of continuing presidents. The officer/chairman workshops demonstrated the nurturing of local officers and committee chairs by their state counterparts. The Legal Specialization Section Leaders and their workshop speakers facilitated ongoing training and education, ensuring the professional growth and development of all. The Chapter Achievement and Membership Gain awards attested to the commitment of associations to keep their chapters flourishing and generating new growth. Brand new, exciting opportunities for training and professional enrichment were introduced. Delegates and Governors carefully and diligently carried out their duties, tending to the business at hand, pruning where necessary, and providing vital input. LSI's officers were duly installed for another term, displaying the beauty and strength needed to sustain, support and guide the various branches of the corporation.

The air is fragrant with anticipation for the coming season. As a new president, I want to capture that anticipation and release it as momentum to carry SLSA forward. At the same time, I want to be mindful and respectful of this association's remarkable history, many achievements, and the inspirational leaders in whose footsteps I follow. With that in mind, I have set the following goals for the 2013-2014 term:

- Continue providing quality educational programs/opportunities to SLSA's members and the legal community;
- Build a strong, cohesive team of committee chairs and Executive Board members to ensure the continuity of SLSA's leadership;

President's Message:

"This Year's Blooms Ready to Burst "

- Fundraising for the August 2014 LSI Quarterly Conference being hosted by SLSA;
- Establish an ongoing, mutually-supportive relationship with the Sacramento County Bar Association; and,
- Outreach and visitation to local area high schools, colleges, trade schools, and law firms to promote the role of legal professionals, and increase awareness of SLSA and LSI.

After going dark for the month of May, SLSA truly is bursting with blooms and coming back full-force for the summer, kicking things off on June 12 with a nine-week Beginning Legal Secretary Course. Our June 20, 2013, dinner meeting will feature The Honorable Laurie Earl, Presiding Judge of the Sacramento County Superior Court, and Christina Volkers, the Court's Executive Officer, with an update on our courts. July's dinner meeting speaker will be David R. Zarka, Esq., of Stone and Graves, who will be discussing personal injury law. On August 1, our first lunch lesson of the new term will be presented by the Elk Grove Police Department on the subject of identity theft. LSI's 1st Quarterly Conference will take place in San Diego the weekend of August 9-11. At our August dinner meeting, we will hear from Bruce Timm, President of the Sacramento County Bar Association. Also, LSI's much-anticipated online CCLS Study Course is set to launch in August. September's dinner meeting presentation will feature Gene Livingston, Esq., of Greenberg Traurig, who will be speaking on the subject of civil rights.

As you can see, our committee chairs and Executive Board members are doing an incredible job. Many of them are going above and beyond, serving on several committees, and in some cases, just stepping up and handling necessary tasks without even being asked. They are leading by example - - with a servant's heart. Tending a garden this big and making sure it is healthy and thriving requires time and attention. Every little bit helps, so please offer to help where you can.

I hope you have a wonderful start to your summer, enjoy the blooms, and I look forward to seeing you soon.

--Lynne Koroush





Sacramento Legal Secretaries Association

Dinner Meeting • June 20, 2013



The Honorable Laurie Earl
Presiding Judge - Sacramento County Superior Court
Christina Volkers
Executive Officer - Sacramento County Superior Court

Updates by the Sacramento County Superior Court

Vendor of the Month:
U.S. Legal Support

5:30 – 6:15 p.m. Meet & Greet

6:15 – 8:00 p.m. Dinner Meeting

Courtyard Marriott - Midtown Sacramento

4422 Y Street, Sacramento

\$25 SLSA Members / \$30 Non-Members

RSVP by Monday, June 17. Make checks payable to SLSA, and mail to:

Paula Lockard, CCLS, Registration/Reception Chair 2013-2014, c/o Sacramento City Attorney's Office,
915 "I" Street, 4th Floor, Sacramento, CA 95814. You may also register via e-mail at reservations@slsa.org, or
through our website at www.slsa.org under Upcoming Events.

Cancellations must be received 48 hours in advance for a refund. **No Shows will be billed.** Walk-ins and registrations received
after the RSVP deadline are subject to a \$5 late fee.

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Do you require a MCLE or CCLS certificate?

Entree Selection:

Chicken Marsala – Portobello Mushroom, Garlic and Marsala Wine Sauce over Rice

Sautéed Tilapia Filet -Sun Dried Tomato, Artichoke, Capers, Olives, Chardonnay and Basil with Basmati rice & vegetable

Vegetarian Option: Penne Pasta Primavera

All meals will be served with Caesar Salad and dessert.

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

Are you interested in volunteering with SLSA? YES NO

Submitted by SLSA President Lynne Koroush

Shortly after I was installed as President, I received an e-mail from one of SLSA's Past Presidents, advising me that she had recently been re-contacted by a lady about an old SLSA history book. The Past President didn't have a lot of information on the book except that she had been contacted by this same lady about five years ago, who told her that it had been discovered at a garage sale and given to her. The woman contacted SLSA and asked if the association would be interested in having the book back. Time went on and the book was forgotten, until the woman moved recently and the book surfaced again, prompting her to make contact once more.

When I was asked if I would be interested in retrieving the book, of course I responded, "YES." I mentioned it at the May Executive Board meeting, to which all the Executive Board members and committee chairs present heartily agreed that the book should be returned to SLSA. Crystal Rivera volunteered to contact the woman and arrange to retrieve the history book.

The evening before several of us were scheduled to leave for LSI's 79th Annual Conference in San Jose, Crystal met with the woman who had the book. She could not have been more surprised by what she found. The story goes that Ms. Beverly Mayer, a long-time legal secretary with the Attorney General's Office (now retired), was given the book by her landlord, who did, indeed, discover it at a garage sale. Because he knew she had been a legal secretary, he thought she would like it. Although Ms. Mayer was never a member of SLSA, she understood the book's significance and wanted to return it to SLSA, where it would be preserved as part of the association's history.

Crystal sent out a message to several of the Board members once she had the book, saying how excited she was and how she couldn't wait for us to see it. She wouldn't give us any details at all, except to say that the book was very old, and she was bringing it to Annual Conference so that we could all see it. As we sat in Crystal's hotel room in San Jose and watched her pull the book from the box, all you could hear were exclamations of, "WOW!" "No way!" and "Oh my gosh!" The history book was from SLSA's 1952-1953 term, a 60-year-old historical treasure.

The cover is made of leather and copper, and the book itself is in remarkable condition considering its age and unknown journey over the last 60 years. We held every page as if it were fragile, and exclaimed over every article, photo, newsletter, and piece of memorabilia. Those pages literally contained history – both SLSA's **and** LSI's. There was even a legal notice page tucked inside from the Sacramento Bee dated March 9, 1915 – almost 100 years old!!

History is so important, and can tell us so much about ourselves. Looking through the book, we learned that one of SLSA's own members, Gloria Soares, was the Vice President of LSI at the time, and went on to become LSI President in 1954. There were 27 local associations in LSI, with Butte County being a brand new chapter. SLSA enjoyed great press in the *Daily Recorder*, as well as the *Sacramento Bee*, and was a very active association. We were amazed to see that the Beginning Legal Secretary Class (a 12-week course at that time) was offered at the price of just \$1.00! We were all very pleased and proud to see that, even in 1952-1953, SLSA's focus was on education and charitable works. It's wonderful to know that SLSA has continued to hold the same values and priorities over the last 60 years.

Whoever had the book before Ms. Mayer obviously recognized its importance and took great care to preserve it, for which this association will be forever grateful. When you hold something so historically precious in your hands and realize that legal professionals 60 years ago were doing the same things we're doing today – promoting excellence through education, providing a social and professional network, and giving back to the community – it's at once very humbling and inspiring.

I am so thankful for whoever the Historian was that put together this book, and for the many hands that cared for it all these years. I am thrilled that the book has found its way back to SLSA. More importantly, I am honored that we have the privilege of seeing to its continued preservation.



Governor, Dawn Forgeur, CCLS

Pictures from SLSA's History Book 1952 -1953

THE LEGAL SECRETARY
SAN FRANCISCO, CALIFORNIA, MAY 3, 1952

FAIRMONT HOTEL — SAN FRANCISCO

ALAMEDA COUNTY, CO-HOSTESS CLUB WELCOMES YOU

We are looking forward to seeing you all and assisting in making your Convention in the City by the Golden Gate a huge success.

We want to leave nothing to surprises, but feel the banquet this year will be unique in that there will be no main speaker, but just sheer fun and gaiety supplied by a Hoosier show and eight-piece orchestra. But of course the customary Social Home preceding the banquet!

And don't miss Sunday Morning Brunch, we've something special for then too.

Just a couple of reminders—DO

MAKE YOUR RESERVATIONS AS SOON AS POSSIBLE AND DO REGISTER EARLY.

—Ruth Douglas, President.

SAN FRANCISCO LEGAL SECRETARIES

San Francisco Legal Secretaries have had a busy year preparing for the convention in May. P.B.I. (U.S. Attorney, Youth Guidance Center Secretary, Superior Court Judge (an Honorary Member) and a Charms School Director, are but a few of the interesting speakers we have enjoyed during the year.

Lots of fun, presents and refreshments have been the order of business at our monthly birthday party in the Youth Guidance Center. We hope, by example, we have given an unfortunate teen-age girl a moral boost.

Scenic vistas and twin bridges are seen from the "Hill of Gold Promise" (Nob Hill) where stands the Fairmont Hotel, the center of activity for the convention May 3 and 4.

Another year becomes the past. The board's next meeting will be held on Sunday evening, January 25, 1953, Room 1000, Fairmont Hotel.

They've had a year both full and long.

And now can sing their "Adieu song.



Pictures from SLSA's History Book 1952 -1953

Published Since 1911

THE DAILY RECORDER

A NEWSPAPER OF GENERAL CIRCULATION

SACRAMENTO, CALIFORNIA, THURSDAY, NOVEMBER 20, 1952.

VOLUME 41 NUMBER 328

SACRAMENTO LEGAL SECRETARIES HOST BOSSES TONITE



TONIGHT, the Sacramento Legal Secretaries will leave their note of gaiety on the association, to make this event the association, to make this event books and pencils in their desks, and take their bosses to dinner at the University Club, 1319 K Street. This is an annual affair to which the legal profession and members of the Bench look forward.

The following members are aiding Freda Goodwin, president of the legal profession, has been asked to perform the duties of master of ceremonies.

Murie C. Shreck MC

Fern Alameda reports an evening of good entertainment, and Mavis Brown states the decorations and theme of the evening will be a surprise to all attending.

Entertainment will be presented by Veloz and Yolanda Dance team.

Employers Will Be



Delegate's Message - Anne French



LSI Annual Conference in San Jose, CA

Anne French, 2013-2014 Lunch Lesson Chairman/Delegate

This year's annual conference was held at the Marriott Hotel in San Jose. Friday morning started with workshops. I attended the scholarship workshop and then the governor's workshop. The scholarship workshop had great insight on getting information out to students, new and returning, about the scholarships offered by LSI. The governor's workshop had quite a bit of information on the important duties for new and returning governors. The governors of each association are the conduit between LSI and their local association. Friday night was the reception for the conference. It was a 50s theme and there were many who indulged in the twist contest out on the dance floor in their poodle skirts. Saturday was an all-day meeting for the business of LSI where all of the delegates elected to represent each association participated in conducting the business of LSI. Saturday evening was the dinner banquet. The theme of the evening was a 30s/40s style of dress. Men were dressed in tuxedos and the ladies were dressed in elegant

dresses accompanied with long gloves, fur wraps, and stylish hats. They had a group of high school students playing music from that era. They were fantastic! The music they played really set the tone for the theme of the evening. During the dinner meeting, the President of LSI presented the President's award to an individual whose work during the past year stood out above everyone else. This year, SLSA's own Astrid Watterson, CCLS won the award for her tireless work as Parliamentarian for LSI. Sunday was the last day of conference. At the brunch on Sunday, the motivational speaker was Retired Judge LaDoris Cordell. Her speech focused on the need for more women leaders and encouraged us all to take leadership roles. Towards the end of brunch, LSI's board was inducted and President, Sandra Jimenez, CCLS, announced the committee chairs for the 2013-2014 year. It was impressive hearing how much time people volunteer to help make the legal field a more enriched, educated, and progressive field to be in. I also enjoyed spending the weekend with others from SLSA and seeing those I have met in the past from other associations. If you have never attended annual conference, perhaps you should strongly consider attending next year in Concord. Annual conference is an excellent introduction to seeing what LSI conferences are all about.



Delegates Maryanna Rickner, Debbie Frias, CCLS, and Anne French at General Session

Delegate's Message - Debbie Frias, CCLS



LSI's Annual Conference in San Jose, CA

Submitted by: Debbie Frias, CCLS, Delegate

Santa Clara County LPA hosted the 79th Annual Conference of Legal Secretaries, Inc., May 16 through 19, 2013, at the San Jose Marriott. Conference was well-attended, with probably 200 or more. The hotel was busy, though

not just with our group - but by folks going to a nearby Comic-con convention (certainly interesting to watch these young folks, parading around in comic costumes!) and another bicycling group (Amgen) that was in town.

Friday morning found this delegate at the Officer/Chairman Workshops, where I was assigned to attend the Legal Secretary Training workshop moderated by Shaylene Cortez, CCLS, of Riverside LPA. It was interesting. Shay suggested local associations include basic training in setting up captions and letters properly in our training of legal secretaries and other legal professionals and maybe include a session for proper office apparel and behavior while in an office. Shay has also set up a website for online training; she is working out some kinks, but expects the website will be up sometime in August.

I also attended the Legal Procedures workshop moderated by my state counterpart, Jeffrey S. Weddle of Orange County LSA. We talked about all the changes that have taken place in our courts this past year. Everyone is trying to keep up with our courts with all of the cutbacks in operation, hours, staff, courthouses, etc. We can get daily updates by going to the Daily Journal's website and now, we can access Jeff's blog on the LSI website.

Friday night was our welcome reception with a "twist"



contest and attendees arriving in poodle skirts! The music was great, but for this conference delegate, my favorite part of the whole evening was watching annual conference committee member, Elise Dresser, CCLS' bulldog, named "Maggie," (pictured below) who was dressed up for the occasion in a pink outfit! Maggie was completely comfortable with all of us and kept us entertained.

Saturday morning, we were in the general assembly and Saturday night was the banquet. Our moderator was the Honorable Edward Lee, a supervising Judge of Santa Clara County Superior Court. He gave us an entertaining discussion of technology's history, making us laugh about the dictaphones, typewriters, word processors, and our computers...even mentioning shorthand, which is not used very much any more. (I still take shorthand, but it is very rusty. My long-time attorney of over 36 years tells me that I just need more practice!!) I would be remiss if I did not also mention that our own Astrid B. Watterson, CCLS, our parliamentarian and also LSI's Parliamentarian, was given the coveted President's Award *for the second time!* Congratulations, Astrid! Our entertainment was provided by a local high school band that played big-band sounds, and they were wonderful.

Finally, Sunday morning, we went to the brunch. Our speaker was the Honorable LaDoris Hazzard Cordell, who sat on the Santa Clara bench. She was appointed by Governor Jerry Brown in 1988 and she retired after serving 19 years. Part of the agenda was the installation of officers of LSI. Officers who were installed include: President: Sandra T. Jimenez, CCLS; Vice-President: Mary S. Beaudrow, CCLS; Secretary: Jennifer L. Page, CCLS; and Treasurer, Heather Edwards. Appointed officers are Parliamentarian: Astrid B. Watterson, CCLS; and Executive



Debbie Frias, CCLS, and Maryanna Rickner

Delegate's Message - Maryanna Rickner



LSI Annual Conference in San Jose, CA

Maryanna Rickner, 2013-2014 Treasurer/Delegate

I arrived at the Annual Conference on Friday, May 17, 2013, and started off by attending two Officer/Chairmen Workshops and a Legal Specialization Section seminar.

Jennifer Page, CCLS, LSI Executive Secretary presented the Minutes/Notes/Correspondence workshop in which the secretary duties were discussed. The treasurer duties were also discussed since a majority of the attendees had recently been elected to the position within our individual associations. I found both of the workshops informative and helpful in my role as your Treasurer.

Margaret Tovar, CCLS, LSI Liaison to Law Practice Management and Technology Section, presented the Newcomer's Workshop. LSI's history since conception, advantages of LSI membership, the benefits of being a CCLS, and attending LSI's conferences were discussed. I found the workshop to be a nice overview of what LSI has to offer.

The Law Office Administration Legal Specialization Section provided a seminar titled "Social Media and Privacy Issues for Employers: It's Not Going Away – It's Growing." Attorney Jeanine Debacker, McPharlin, Sprinkles & Thomas, LLP conducted a lively presentation that guided the attendees through the issues of utilizing social media and the ramifications it can have for defendants in court.

The 50s themed reception that evening was a hit. President Lynne Koroush and I attempted to win The Twist competition for SLSA, but the judges did not vote in our favor. We had a lot of fun twisting it out in the process!

On Saturday, May 18, 2013, I attended the General Session as one of the delegates representing SLSA. During the morning session, the delegates voted on the adoption of the 2013 Annual Conference Standing Rules and Election Rules, and adoption of the 2013 Official Program (corrected). SLSA delegates cast an affirmative vote to all of these. I learned a lot during the afternoon session about LSI's committees during the reports of the Committee Chairmen. If you ever want to know what is going on with LSI, attend the General Session.

The 40s attire banquet that evening was eloquent with the

sound of the San Jose High School Jazz Band playing in the background. The highlight of my evening was to witness LSI President Sandra Jimenez, CCLS, present our own Astrid Watterson, CCLS, with the President's award for her role as LSI's Parliamentarian.

At brunch on Sunday, May 19, 2013, the Member's Choice Awards were presented by LSI Historian Esperanza Larios. The best scrapbook category went to Santa Clara County Legal Professional Association and San Diego Legal Secretaries Association won the best history book category. President Jimenez was also presented with two history books memorializing her service during 2012-13. The results of the vendor drawings were also available. I was



surprised and very happy to find out that I had won both the \$50 Macy's gift card donated by Esquire Solutions AND the Kindle Fire donated by Barkley Court Reporters. As you can see, the vendors had some great prizes at the conference.

In closing, I am thankful to SLSA for the opportunity of serving as your Delegate this year. Annual conference was an informative and exciting experience in which I believe the interests of our membership were well represented. If you have any interest in serving the members of SLSA, please consider running for delegate in the future. It is truly a rewarding experience and a great opportunity for cultivating relationships with others in the legal field.



Fun doing the twist!

Submitted by Melanie Herman

On May 17, 18, and 19, 2013, I attended LSI's 79th Annual Conference in San Jose, hosted by Santa Clara LPA. As SLSA's Outgoing Governor, I attended the Governors' luncheon on

Friday afternoon, where we discussed the Resume from the LSI Executive Committee Meeting, held the day before. Generally, we discussed the motions/recommendations that would be voted on throughout the weekend. LSI Parliamentarian, Astrid B. Watterson, CCLS, provided us with notice of a couple more proposed amendments to the LSI Bylaws, which will be discussed and voted on at the August 2013 conference in San Diego. Those proposed amendments are as follows:

NOTICE OF PROPOSED AMENDMENT TO LSI BYLAW, ARTICLE V, SECTION 1, SUBSECTION (a):

To strike " ; or (5) who possess, or is in the process of obtaining, a degree or certificate from an educational institution which is related to the field of law."

If passed the Bylaw would read:

Qualifications. An active member shall be a person: (1) licensed to practice law; (2) employed as legal support staff in the office of any attorney engaged in the practice of law; (3) employed by the courts; or (4) employed in any other institution or office directly engaged in work of a legal nature, in California.

****Note:** You will recall that LSI recently adopted qualification number 5, which SLSA opposed.

NOTICE OF PROPOSED AMENDMENT TO LSI BYLAW, ARTICLE XIII, SECTION 2:

Amendment to insert a new subsection (e) to read as follows:

(e) Revocation of Charter Procedure. In the event a local association violates a provision of an LSI bylaw and upon an Executive Committee recommendation, a local association's charter may be revoked upon a 2/3 vote of the governors voting. The revoked association shall then surrender its charter to the LSI Parliamentarian.

****Note:** According to the Parliamentarian, LSI's Bylaws allowed for revocation but provided no instructions on how it is to go about doing so, making this addition necessary.

The following morning I attended the Pre-Board of Governors Meeting where we voted on and adopted the following recommendations:

EXECUTIVE COMMITTEE RECOMMENDATION NO. 1:

The Executive Committee hereby recommends that the LSI logo adopted and used prior to the February 2013 conference, be kept in the possession, custody, and control of LSI in perpetuity, never to be sold, and its copyrights to be maintained current.

****Note:** This will allow LSI to continue to use the prior logo while the newly-adopted logo is being refined.

EXECUTIVE COMMITTEE RECOMMENDATION NO. 2:

The Executive Committee hereby recommends inserting a new Standing Rule 25.2 regarding Chapter Achievement. The new rule reads as follows:

Rule 25.2: LSI may provide a monetary award not to exceed \$100 for the winner of each category.

****Note:** As a result of LSI's past sponsor of the Chapter Achievement Contest not being able/willing to continue its support, LSI wanted to be sure that the winners would continue to receive an award for their hard work.

MARKETING COMMITTEE RECOMMENDATION NO. 1:

The Marketing Committee hereby recommends that LSI adopt the refined Logo No. 1 provided by Bop Design as LSI's new logo.

****Note:** Out of the three recommendations, this was the only one to not receive a unanimous vote, with one association voting against the recommendation.

Additionally, all three Noticed Proposed Bylaw Amendments were adopted. LSI's Bylaw Article XII, Sections 1 and 2, now have a new subsection (o) to include a Social Media Chairman/Committee. The third Proposed Bylaw Amendment was to Article XIII, Section 2,

(Continued on page 11)

(Continued from page 10)

subsection (c), which added a new section ".1" which states:

The charter of a Local Association that has not paid per capita taxes to LSI 90 days past the delinquent period as stated in Article VI, Section 6, may have its charter revoked for nonpayment.

****Note:** The revised Bylaws have been posted to LSI's website.

Before I end my final report, I would like to take a moment to thank you all for allowing me to serve as SLSA's Governor for the 2012-2013 fiscal year. It was a great experience that allowed me to make new friends and colleagues in addition to learning a great deal about the LSI organization and parliamentary procedures. I am extremely sad that I will not be able to be with you all next year, but I am truly happy to start my next chapter with the love of my life. I cannot express how much you all mean to

me; if not for you, I am not sure I would have survived Sacramento as long as I did.



Anne French, Melanie Herman, and Crystal Rivera

LSI's 79th Annual Conference - San Jose, CA



Anne French, Astrid Watterson, CCLS,
and Maryanna Rickner at Reception



SLSA President, Lynne Koroush and
Dawn R. Forgeur, CCLS, at Reception



Melanie Herman, Lynne Koroush, Elvis,
Dawn R. Forgeur, CCLS, and Maryanna Rickner
at Reception



SLSA President Lynne Koroush and
Tammy Hunt, CCLS

Crystal Rivera and
Dawn R. Forgeur, CCLS,
Dressed for the Banquet

LSI's 79th Annual Conference - San Jose, CA



Crystal Rivera and Patricia E. Miller,
PLS, CCLS, LSI Past President



Jennifer Page, CCLS, Mary Beaudrow, CCLS,
and Sandra Jimenez, CCLS,
Installed LSI Officers



LSI 2013-2014 Officers and Chairmen

LSI's 79th Annual Conference - San Jose, CA



LSI Past Presidents



SLSA Members at LSI's 79th Annual Conference



Tammy Hunt, CCLS, and
SLSA President Lynne Koroush



SLSA Members dressed for the banquet
at LSI's 79th Annual Conference



Anne French and Astrid Watterson, CCLS

Post-Board of Governor's Report



Submitted by Incoming Governor, Dawn Forgeur, CCLS

The Post-Board of Governor's Meeting was held on Sunday, May 19, 2013, at 11:00 a.m. and the following business was handled.

Executive Committee Recommendation 1 was carried and adopted. This recommendation amends LSI

Standing Rule 1.1 and raises the monetary prize awarded in the bulletin contest by \$15. The new prize amounts awarded in each class of membership are: "1st Place, \$50; 2nd Place, \$35; 3rd Place, \$25."

The governors were given notice of two proposed amendments to LSI Bylaws. SLSA will present these amendments to you at the June dinner meeting so that I can go instructed to the August Quarterly Conference on how to vote.

1. LSI Bylaw, Article V, Section 1(a): To strike "; or (5) who possess, or is in the process of obtaining, a degree or certificate from an educational institution which is related to the field of law." This will strike the provision that makes students active members of LSI, enabling these students to apply for an LSI scholarship.

2. LSI Bylaw, Article XIII, Section 2: Amendment to insert a new subsection (e) to read as follows:

(e) **Revocation of Charter Procedure.** In the event a local association violates a provision of an LSI bylaw, and upon an Executive Committee recommendation, a local association's charter may be revoked upon a 2/3 vote of the governors voting. The revoked association shall then surrender its charter to the LSI Parliamentarian.

Finally, the LSI budget for 2013-2014 was approved.

The next conference is the August 2013 Quarterly Conference, hosted by San Diego LSA. I will have more information about this upcoming conference in next month's bulletin.



Chapter Achievement

Submitted by Governor, Dawn Forgeur, CCLS

Every year Sacramento competes with San Diego in the Chapter Achievement contest since both associations are the biggest in the state. For the 2012-2013 contest, Sacramento lost to San Diego, who had over 69,000 points!

San Diego did a great job with their chapter achievement points, but let's try and top that this year! Let me know if you: 1) attend another association's meeting; 2) attend a bar association meeting; 3) get any updates for the Law Office Procedures Manual or the Legal Professional's Handbook; or 4) rent a car from Hertz using our discount code.

SLSA also earns points by members emailing any court update notices or articles to any of the Legal Specialization Section Leaders for use in the quarterly newsletters. We also get points by submitting CCLS questions to the CCLS Certifying Board! You do not need to be a CCLS to submit questions!

Email me at governor@slsa.org with anything that you've done that may earn chapter achievement points! Also, if you have any questions, please feel free to email me.

CHAPTER ACHIEVEMENT REPORTING FORM 2013-2014

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2013, through March 31, 2014.

Please complete this form and mail or email it to SLSA's Governor, Dawn Forgeur, CCLS. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies.

Date of Event**Event**

I submitted an article to *The Legal Secretary* magazine. (50 points)

I attended an LSI Quarterly or Annual Conference. (50 points)

I attended an Officer/Chairman Workshop at the Annual Conference.

How many? _____ (25 points)

I rented a car through Hertz with the LSI discount. (200 points)

I took the CCLS exam – Test Date: _____. (100 points)

I passed the CCLS exam – Test Date: _____. (200 points)

I recertified as a CCLS during the 2013-2014 fiscal year. (50 points)

I attended another association's monthly meeting, installation, or other function. (50 points)

I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points)

I attended an educational workshop or seminar sponsored by a Forum, CEB, or The Rutter Group. (25 points)

I am a member of at least one Legal Specialization Section. (50 points)

I am a member of all six Legal Specialization Sections as of March 31, 2014. (100 points)

I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? _____. (50 points per seminar)

I submitted an article for use in a Legal Specialization Section newsletter. (50 points)

I purchased the *Legal Professional's Handbook* (LPH). (200 points)

I purchased the *Law Office Procedures Manual* (LOPM). (200 points)

I purchased updates to the LPH. (100 points)

I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA

Attn: Dawn R. Forgeur, CCLS, Governor

Stoel Rives LLP

500 Capitol Mall, Ste. 1600

Sacramento, CA 95814

EXTRA! - EXTRA!

LSI OFFERS ONLINE CCLS STUDY COURSE!

Breaking news! Just announced at LSI's 79th Annual Conference in San Jose!

LSI is offering its very first online study course for those wishing to prepare for and take the California Certified Legal Secretary® examination. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- *California Legal Procedure (civil, family, probate, real estate, corporate)
- *Legal Terminology (citations, terminology)
- *Legal Computations (calendaring, math)
- *Skills (proofreading, following directions)
- *Ability to Communicate Effectively (grammar, punctuation, word usage)
- *Law Office Administration (computers, filing)
- *Reasoning & Ethics (ability to act reasonably and ethically)

Classes begin Thursday, August 15, 2013, and will take place once a week via Webex videoconference on Thursday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 17, 2013. Login information will be provided upon enrollment in the classes. The deadline to register is August 1, 2013. See flyer with registration form included in this bulletin.

Students will be provided with homework and handouts, and are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* and worksheets (10th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*. Check the CCLS Information Kit on the LSI website for a full list of recommended materials. Students are also encouraged to have the CCLS Study Guide.

For those of you who have been asking for a CCLS study group, HERE'S YOUR OPPORTUNITY! Questions about the online study course should be directed to LSI's CCLS Chair, Terrie Quinton, CCLS, at Quinton@dsmw.com.





LEGAL SECRETARIES, INCORPORATED

CCLS ON-LINE STUDY GROUP

August 15, 2013 – October 17, 2013



If you are interested in studying for the California Certified Legal Secretary ("CCLS") Exam, join LSI's On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed, including:

- California Legal Procedure (civil, family, probate, real estate, corporate)
- Legal Terminology (citations, terminology)
- Legal Computations (calendaring, math)
- Skills (proofreading, following directions)
- Ability to Communicate Effectively (grammar, punctuation, word usage)
- Law Office Administration (computers, filing)
- Reasoning & Ethics (ability to act reasonably and ethically)

CLASSES BEGIN THURSDAY, AUGUST 15, 2013

Classes will take place once a week via Webex videoconference on Thursday evenings from 7 p.m. to approximately 8:30 p.m., and will continue through October 17, 2013. Login information will be provided upon enrollment in the classes.

The cost of the Study Group (all classes) is \$100 for LSI members, and \$125 for non-LSI members. This introductory price is for this session only. Each individual must register separately.

NEXT CCLS EXAM SATURDAY, OCTOBER 19, 2013

Students will be provided with homework and handouts. Students are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* and worksheets (10th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*. Check the CCLS Information Kit on the LSI website for a full list of recommended materials. Students are also encouraged to have the CCLS Study Guide.

CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: _____ Association: _____ LSA/LPA

Address: _____

Daytime Phone: _____ Evening Phone (during class time): _____

Email (during class time): _____

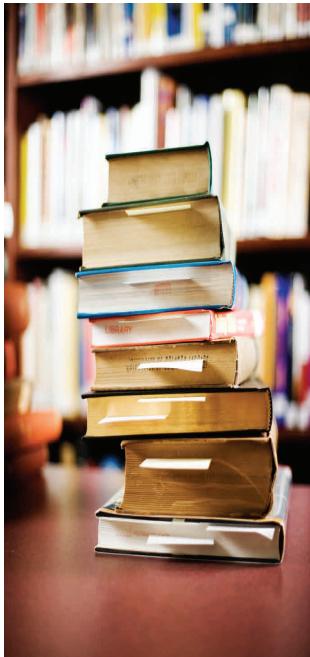
Payment: Check # _____ Credit Card # _____
Exp. Date: _____ Sec. Code: _____

Send registration form by NO LATER THAN August 1, 2013, to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 3043 4th Avenue, San Diego, CA 92103, email Quinton@dsmw.com. **NO REFUNDS AFTER AUGUST 8, 2013.**

STRIVE FOR SUCCESS – BE A CCLS!

Submitted by Launa Atkinson, CCLS

CCLS Quiz



Service by mail within California is +10 days.

T. F.

Service by mail outside of CA but within US +15 days.

T. F.

Service by hand is no extra days.

T. F.

Respond to summons and complaint is 30 days.

T. F.

Respond to summons and complaint served by substituted Service is 20 days from date of mail.

T. F.

Case Management Conference is set by the court within 200 days.

T. F.

Notice of regular motion is 16 court days plus any extension of time.

T. F.

Reply to regular motion is 9 court days.

T. F.

Opposition to regular motion is 5 calendar days.

T. F.

Deposit of jury fees is done 25 days prior to trial.

T. F.

CCLS Vocabulary

1. Calendar Days – when computing time, calendar days are every day on the calendar, which includes weekends and holidays.
2. Cause – an action or lawsuit.
3. Statute - a law formally enacted by a legislative body.
4. Subpoena Duces Tecum – A writ or order to compel a person to produce books, records, documents, or other evidence.
5. Venue – The place where a case must be tried.
6. Affirmative Defense – A defense which serves as a basis for providing some new fact; in such a defense, defendant does not simply deny a charge, but offers new evidence to avoid judgment against him.
7. Cause of Action – A “ground” (i.e., legal reason) on which a lawsuit is brought.
8. Damages – In civil procedure, compensation for loss or injury.
9. Demurrer – A formal objection to a pleading.



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
14403 Leibacher Avenue
Norwalk, CA 90650

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, October 19, 2013
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 15, 2014

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 \$30 late fee, in addition to the fees listed below, if space is available.

EXAMINATION FEES*				
	LSI MEMBERS**		Non-LSI MEMBERS	
	Registration fee: \$ 25.00		Registration fee: \$ 75.00	
	Examination fee: \$ 100.00		Examination fee: \$ 100.00	
	Total \$125.00		Total \$175.00	

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 \$30 late fee if applicable.

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

Rev. March 2013

Please Complete Reverse Side

This form may be reproduced.

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 rejection of this application or 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 _____

RENEWALS – RENEWALS – RENEWALS – RENEWALS – RENEWALS

Membership renewals for 2013-2014 are NOW DUE! Renewals received after June 1, 2013, are considered late, and an additional \$5 fee is required. Renewals received after July 1, 2013, are subject to suspension without notice. (SLSA Bylaws, Article V, Section 4, subsection A.)

Included in this newsletter is the 2013-2014 Membership Renewal Form, which can also be found on our website at www.slsa.org. Dues for active members are \$40. Dues for Associate and Student Members are \$25.

Make checks payable to “SLSA,” and mail it with your renewal form to:

Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003



If you have coworkers or friends in the legal profession that are not members, please let them know how valuable and beneficial your membership is to you and encourage them to join! An application for membership can be found in this bulletin and on our website at www.slsa.org.

CONGRATULATIONS!!



Sandra T. Jimenez, CCLS, LSI President, and Astrid Watterson, CCLS, LSI Parliamentarian

To Astrid B. Watterson, CCLS, LSI Parliamentarian and SLSA Parliamentarian, recipient of the LSI President's Award for 2012-2013.

LSI President Sandra T. Jimenez, CCLS, presented the award to Astrid during the banquet at LSI's 79th Annual Conference in San Jose, citing her extraordinary personal and professional assistance as LSI Parliamentarian, and for dedication, loyalty, and service above and beyond the call of duty to the LSI President, Executive Committee, chairmen, and the members of LSI.

This is the second time Astrid has been recognized and honored by an LSI President, having received the President's Award in the 2008-2009 term from LSI Past President Christa Davis. SLSA is extremely proud of and happy for Astrid. We share in her excitement as recipient of the LSI President's Award, and congratulate her on this tremendous honor.



CONGRATULATIONS!!

To Liz Gideon, CCLS, SLSA Bulletin Editor 2012-2013, on winning 2nd Place in LSI's Bulletin Contest at Annual Conference! Liz stood against tough competition with San Diego LSA, even receiving a PERFECT SCORE from one of the judges! Over the last three years, Liz has provided the members of SLSA with a beautiful, informative bulletin, even shooting all of the cover photography herself. Thank you, Liz, and congratulations on a well-deserved win.



Sacramento Legal Secretaries Association Membership Renewal Invoice

Membership Period: May 1, 2013 – April 30, 2014

Due Date: May 1, 2013

Make check payable to:

Sacramento Legal Secretaries Association

Amount Due: **\$40**

Renewals are due May 1, 2013.

There will be a late fee of \$5 after June 1, 2013.

Return the completed invoice and full payment to:

Maryanna Rickner, Treasurer

Sacramento Legal Secretaries Association

c/o Sacramento County Office of Education

PO Box 269003

Sacramento, CA 95826-9003

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

Are you a CCLS? Yes / No

NAME: _____

BIRTHDAY: _____

TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered?

Business Residence

Where do you want e-mail delivered?

Business Residence

Which address should be listed in the membership roster?

Business Residence

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

No roster listing

INVOLVEMENT:

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

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

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

SLSA USE ONLY

Date Received: _____

Check no.: _____

On Email List: _____

On Roster: _____

On LSI: _____

To Editor: _____

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

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

**Lynne Koroush, President
Greenberg Traurig, LLP
1201 K Street, Suite 1100
Sacramento, CA 95814**

NAME OF APPLICANT _____ ARE YOU A CCLS? YES NO

EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ CITY/ZIP _____

BUSINESS PHONE _____ BUSINESS E-MAIL _____

RESIDENCE ADDRESS _____ CITY/ZIP _____

RESIDENCE PHONE _____ RESIDENCE E-MAIL _____

EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES ASSOCIATION (INCLUDE ASSOCIATIONS, DATES) _____

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (*Check One*)

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

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

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

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

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

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

Administrative Law
 Appellate Law
 Arbitration
 Bankruptcy
 Business/Corporate Law

Criminal Law
 Family Law
 Law Office Management
 Litigation
 Probate/Estate Planning

Real Estate Law
 Taxation
 Other
Specify: _____

EDUCATION:

High School Diploma
 Secretarial Training Course
 Two-Year Junior/Business College

Four-Year Bachelor's Degree
 Additional Education Above Four-Year Degree

TYPE OF OFFICE:

Law Office
 Government Services
 Court System

Self-Employed
 Corporate Legal Department
 Other (Specify): _____

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

Retirement/401(k)
 Disability Income Plan
 Hospitalization

Major Medical
 Life Insurance
 Vision
Specify: _____

Vacation
 Dental
 Other

CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

E-MAIL PREFERENCE? BUSINESS RESIDENCE

REGULAR MAIL PREFERENCE? BUSINESS RESIDENCE

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

How did you hear about SLSA? _____

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

Lynne Koroush, President
Greenberg Traurig, LLP
1201 K Street, Suite 1100
Sacramento, CA 95814

Make a Difference for SLSA

SLSA needs you! There is still a vacancy on the Executive Board, as well as several important committees without chairpersons. These positions are critical to the operation and success of our association and allow us to continue to meet the educational and professional needs of our members. We could not do what we do without you! Contact President Lynne Koroush to **MAKE A DIFFERENCE FOR SLSA!**

- Executive Board – Vice President
- Interclub Committee Chair
- Law Office Products & Management Committee Chair
- Legal Professional of the Year/Boss of the Year Committee Chair
- Professional Liaison
- Programs Chair
- Vendor Liaison
- Ways & Means Chair
- Fairytale Town Chair



ATTENTION, SLSA MEMBERS! PLEASE NOTE FOR JUNE 20 DINNER MEETING!

Our guest speakers from the Sacramento County Superior Court, Presiding Judge Laurie Earl, and Executive Officer Christina Volkers, are happy to address questions from the audience, but have requested that SLSA submit as many questions ahead of time as possible so that they can provide the most accurate information, and to respect everyone's time. **PLEASE E-MAIL YOUR QUESTIONS TO PRESIDENT LYNNE KOROUSH** at koroushl@gtlaw.com. Thank you!

CHANGES?? UPDATES??

Are you an SLSA member who has moved? Changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you!! Let us celebrate your accomplishments with you during the good times, and support you during the tough times. Please send your news to koroushl@gtlaw.com.

Answers to the CCLS Quiz

1. F 2. F 3. T 4. T 5. F 6. F 7. T 8. F 9. F
10. T



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

BUSINESS E-MAIL: _____

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

HOME E-MAIL: _____

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

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

Business Home

Where do you want e-mail delivered?

Business Home

Which address should be listed in the membership roster?

Business Home

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

No roster listing

Please submit to:

**Attn: Lynne Koroush
SLSA President 2013-2014
1201 K St., Ste. 1100
Sacramento, CA 95814
E-mail: president@slsa.org**

At over 200 MPH, the Peregrine Falcon is the fastest animal on the planet.

Rumor has it they trained here at Atkinson-Baker.



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Benefits

Submitted by Kimberly Ann Smith

Why not join one of LSI's Legal Specialization Sections? There's something there for everyone:

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

Membership includes access to free quarterly newsletters containing up-to-date information, including changes in the law and forms. Joining any one of the Legal Specialization Sections provides access to continuing education workshops and seminars.

The cost for LSI® members to join all six sections is \$75, or \$20 per section. Dues for non-LSI members is \$150 to join all six sections, or \$40 per section.

Besides the personal benefits to joining one of the legal specialization sections, if an SLSA member joins, our association can earn Chapter Achievement Points.

Discounts through Continuing Education of the Bar

Members of LSI are offered certain educational benefits (seminars, publication) through CEB at a reduced cost. For more information, visit <http://ceb.com/LSI/>.

Working Advantage

Members of LSI can receive discounts on movie tickets, theme parks, apparel, plays and more. Working Advantage provide promotional material to Corporate Office, who then forward the information to local associations. For more information contact: www.workingadvantage.com.

Good Luck to the 2013 BLS Summer Class

Submitted by Dawn R. Forgeur, CCLS, and Astrid B. Watterson, CCLS

On June 12, 2013, the next Beginning Legal Secretary course will begin at the Law Office of Stoel Rives in Sacramento. Fifteen students will receive training in the following subjects over a nine-week period:

Introduction to the Law Office Calendaring and Docketing	Basic Civil Litigation Procedures Legal Terminology
Law and Motion Court Systems/Structure/Rules of Court	Basic Discovery Procedures Citations – California Style Manual

The class will be led by Astrid B. Watterson, CCLS, Dawn R. Forgeur, CCLS, and Lynne Koroush. Registration for the course is closed at this time, as the class is full, but keep your eyes and ears open for future courses being offered! Best of luck to the 2013 BLS Summer Class!



BENEFITS
LEGAL SECRETARIES INCORPORATED (LSI)

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.

<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorg@suddenlink.com, or LSI Vice President</p>	<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>
FINANCIAL PROVIDERS	
<p>CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>	<p>LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K</p>
CREDIT UNIONS	
<p>DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwasociates.com, or Matt Kay (ext. 2628), mkay@dwasociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance</p>	<p>ATHLETES BUSINESS CONSULTANTS Jory Wolf, President/Founder 350 10TH Avenue, Suite 1000 San Diego, CA 92101 Office: (858)886-9842 Cell: (510)919-9062 jory@athletesbiz.com California Insurance License: 0E88330 Individual disability insurance solutions</p>
<p>LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshiping in Los Angeles County, or referral from existing member.</p>	<p>PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
Mary J. Beaudrow, CCLS, LSI Vice President
LSI Marketing Committee Coordinator
700 Suntree Lane Unit 715, Pleasant Hill, CA 94523
Cell - (415) 717-5675
Marybeau59@att.net



Revised 4/28/13

LEGAL SPECIALIZATION SECTIONS
Of LEGAL SECRETARIES, INCORPORATED

2013-2014 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: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator
P. O. Box 12082, Pleasanton, CA 94588**

Enclosed is payment of my dues for the fiscal year **8/1/13 through 7/31/14** 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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Civil Litigation
Criminal Law
Family Law
Law Office Administration
Probate/Estate Planning
Transactional Law



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS. _____ PLS/CCLS/CLA/PARALEGAL _____

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA _____

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

**PLEASE NOTE PREFERRED EMAIL ADDRESS. NEWSLETTERS,
ROSTERS, AND OTHER COMMUNICATIONS, WILL BE SENT VIA EMAIL
UNLESS REGULAR MAIL IS SPECIFICALLY REQUESTED.**

I prefer communication via USPS (indicate preferred address: home work)

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

Sacramento Legal Secretaries Association

LUNCH LESSON

August 1, 2013
12:00 Noon to 1:00 PM

"Identity Theft: Would You Know What To Do If Someone Else Were You?"

Presented by Sgt. Scott French, Elk Grove Police Department

Location: Downey Brand LLP, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814
Cost: \$15 LSI Members, \$20 Non-LSI Members (NO REFUNDS)

Reservations due by July 29, 2013

Lunch will be provided. Public parking is available in the building for a fee.

RSVP to: Anne French
c/o Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814
Tel: (916) 520-5268 / Fax: (916) 520-5668
E-mail: afrench@downeybrand.com

Make checks payable to: SLSA



******Registration begins at 11:45 AM, and the Speaker will begin promptly at Noon******

Name: _____

Firm: _____

Mailing Address: _____

Daytime Phone No.: _____ E-mail: _____

Are You A Member of SLSA? Yes No

Are You A Member of Another LSI Association? Yes No

If Yes, Which Association? _____

Check Here If You Would Like SLSA Membership Information:

Do You Require an MCLE or CCLS Certificate?

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



Submitted by Jaymie Moralez

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.

Employers/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, and years of experience required. The attorney/employer is requested to e-mail the Employment Chair with the advertisement formatted like those currently posted on the "Employment Opportunities" page. 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. Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at jmo-moralez@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.

(6/6/13) Experienced Legal Secretary. Certified Family Law specialist seeking full-time experienced legal secretary. At least two (2) years of legal experience preferred. Motivated and ability to multi-task in a fast-paced environment. We are located on University Avenue, Sacramento. Professional and friendly work atmosphere, salary DOE. Email cover letter describing your experience and career goals with your resume to rbs@cwo.com.

(6/4/13) Experienced Paralegal. Roseville, California. Duncan Law seeks an ABA Certified Paralegal with 2-3 years estate planning/business formation experience. The chosen candidate will have verifiable experience in Estate Planning, Business Formation and Probate. Bankruptcy experience is a plus. State Department and Court filing experience is vital. Proficiency in Microsoft Word, Excel, Adobe Professional and document management systems. Time management, excellent drafting skills, organization and research is required. Attention to detail is a must. The right candidate will be friendly, dedicated and a team player. In return you will have the opportunity to work with a great, hard-working team where you will expand your skills and knowledge in the industry. Qualified candidates should apply to Jessica at jessica@duncanlawcorp.com. No telephone calls please.

(5/28/13) Experienced Legal Assistant. Churchwell White has an immediate opening for an experienced litigation legal assistant with at least 5 years of litigation experience. Candidate must be proficient in California Rules of Court and Code of Civil Procedure, Type 60 WPM, excellent Microsoft Word, Excel, PowerPoint, Adobe Professional, Outlook, calendaring and document managements systems are a must. Candidate must be detailed oriented, possess strong communication skills, be able to handle a heavy workload in a fast paced environment, including filings, scheduling, calendaring, and all other aspects of litigation assistance. Send cover letter, wage requirements, resume, and professional references to hollie@churchwellwhite.com. No telephone calls please.

(5/28/13) Legal Assistant. Wanting to locate to a quiet, serene, foothills community? Our expanding law firm located in Sonora is seeking a legal assistant (PT or FT position). We are looking for someone with probate/trust/estate planning skills and experience. Organizational skills and attention to detail a must. Salary DOE, med benefits, and 401k. Send resumes to Dambacher, Trujillo & Wright, 32 N. Washington Street, Sonora, California, 95370, or email to ssalnick@dtwlawyers.com.

(Continued on page 34)

Employment Report (continued)

(Continued from page 33)

(5/20/13) Legal Secretary – Sacramento, California. Position for Legal Secretary available immediately. Candidates must have a minimum of 3+ years of experience in Workers' Compensation. Experience in applicant's work is a plus. We are seeking candidates with the following skills: highly motivated; multi-tasking; able to handle high volume case load; work quickly and accurately; able to meet deadlines; excellent interpersonal skills; excellent communication skills; excellent typing and grammatical skills; and excellent computer skills, including word processing. Duties include client interaction, transcription, typing, scheduling appointments and depositions, calendar, diary, and filing. Proficient knowledge of EAMS, including forms, procedures and e-filing is required. Please submit your cover letter and resume in PDF format to attorney2@wmlarochelaw.com.





Submitted by Debbie Frias, CCLS

For our board meeting in May, President Lynne asked me to prepare a report to summarize the past fiscal year. The one word that describes procedures this past year: **CHANGE** (and lots of it)!

The courts have had to reduce staff and make many cut-backs due to budgetary challenges, and it is not just state-related -- the federal courts are also affected.

We have seen some courts close operations in their branches; examples are San Bernardino and Los Angeles. These courts have had to transfer cases to other locations, resulting in fewer courthouses and court-rooms for litigants and the general public.

Our own Sacramento Superior Court has gone through a massive change. Once the most user-friendly of our courts in my humble opinion, it now can take at least one month to get an endorsed pleading back. We use the drop-box "filings" so we get a date and time stamp back from our runners, or we mail documents! Don't forget those return envelopes, folks, or you'll probably never see your documents again! Seemingly gone are the days of clerks calling you if you have sent the wrong filing fee, or have not completed your paperwork correctly.

Filing fees have gone up. We now pay \$435 to file a complaint on an unlimited civil matter! Jury fees - once posted 25 days prior to a trial date - are now due the date of a first case management conference. Additionally, you can no longer ask for refunds - none of the counties will refund jury fees. Stated by another legal secretary I have come to know, with our bosses working side by side on a matter, "We might as well pay \$435, plus \$150 for the jury fee at the very beginning of the case!"

We know that Jeff Weddle of Orange County, my state counterpart for legal procedures, has just begun a new venture - a blog on the LSI website for procedures. It can be accessed by going to <http://www.lsi.org/blog/>. I think it's a good idea and it certainly is convenient and accessible for our members.

I recently pulled up the blog and am reminded it is updated frequently. At the time of the last search, I noticed Fresno County Superior Court having new court hours effective July 8, 2013; Orange County Superior Court having a "Reserve a Motion Date" (or RMD) system in effect; Kern County Superior Court implementing a Motions Reservation System; Riverside County Superior Court transferring civil and probate cases from Indio and Palm Springs.

For those whose offices practice in the USDC Central District, there are some amended local rules that were effective June 1, 2013. Right now, I do not have the ability to scan this information in (as we have a new copier and the scanner is not set up). I encourage you to go to the court's website to obtain this notice that was dated May 2, 2013.

If you find out about a change you believe would benefit our members, please forward it to me at dfrias@crowlawoffices.com

Check out LSI's New Legal Procedures Blog!

www.lsi.org



CHANGE IN THE LAW AFFECTING NOTARIES PUBLIC (Effective January 1, 2013)

California Government Code section 8206 requires a notary public to require a party signing a deed, quitclaim deed, deed of trust affecting real property or a power of attorney document to place his or her thumbprint in the notary public's official journal. The law also requires a party signing any other document affecting real property to place his or her thumbprint in the notary public's journal. This does not apply to a trustee's deed resulting from a decree of foreclosure or a nonjudicial foreclosure pursuant to California Civil Code section 2924, or to a deed of reconveyance.

NOTARIAL ACTS VIA WEBCAM

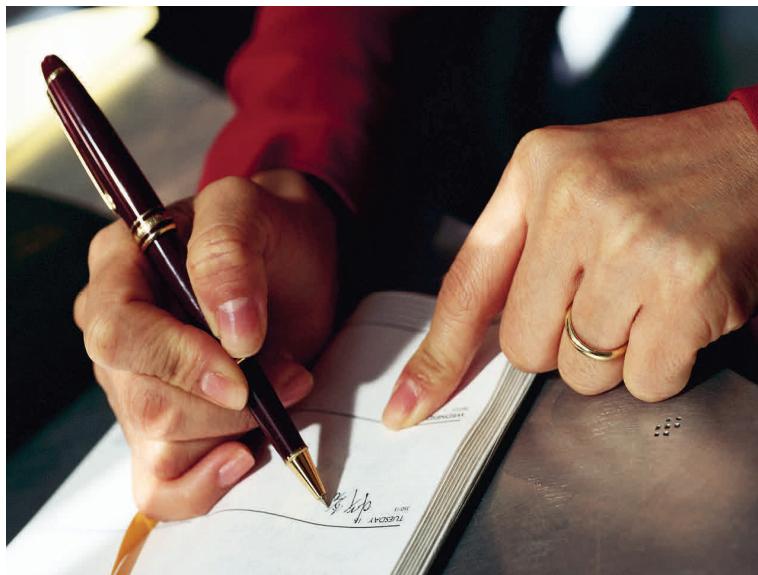
California Notaries Public must refuse to perform a notarial act via webcam. Personal appearance via webcam does not meet the requirements for notarization by a California Notary Public. For more information, go to www.sos.ca.gov/business/notary/customeralert.htm.

USDC Northern District (CA) Announces Cancellation of Monthly Furlough Days

"Due to the successful imposition of significant austerity measures, the Court will not need to observe the four remaining furlough days in Fiscal Year 2013 as a means of coping with budget cuts due to sequestration. All previously scheduled furlough days in all court divisions are cancelled; all courthouses will be open for business on those dates." A special note of thanks to Traci R. for bringing this to our attention.

From SAN DIEGO LEGAL SECRETARIES ASSOCIATION:

All ... having just called the court to confirm a hearing, the clerk reminded me that this information is available on the San Diego Superior Court's Register of Actions page. As you know, the calendar departments have been consolidated and they are inundated with calls confirming hearings. They would be grateful if we checked the ROA page prior to calling them.





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Calendar/Dates to Remember



June Birthdays

Many happy returns to the following SLSA members who celebrate June birthdays!

Sandra Andrade	June 3
Cynthia Palmer	June 3
Anne French	June 6
Lelia Jackson	June 7
Betty Hamilton	June 8
Alicia Amaro	June 12
Pamela Janz	June 17
Julia Diles	June 19
Yolanda De La Cruz	June 22
Maimie Chyinski	June 23
Pamela Spring	June 25
Carmela Maldonado	June 26
Crystal Rivera	June 27
Jamie Gifford	June 29
Debbie Frias, CCLS	June 30
Lindsie Strand	June 30

Saturday, June 1 - Last Day to Submit SLSA Membership Renewals Without Incurring \$5 Late Fee

Monday, June 10 - SLSA Executive Board Meeting, 6 PM, at Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento.

Sunday, June 16 - Happy Father's Day!

Thursday June 20 - SLSA Regular Membership Meeting, 5:30 PM Meet & Greet, 6:15 PM Dinner Meeting. Court Updates by Sacramento County Superior Court, with guest speakers The Honorable Laurie Earl, Presiding Judge, and Christina Volkers, Executive Officer. Downtown Courtyard Marriott, 4422 Y Street, Sacramento.

Monday, June 24 - BULLETIN ARTICLES DUE TO EDITOR

Thursday, July 4 - Independence Day – State and Federal Courts Closed, No U.S. Mail Service

Monday, July 8 - SLSA Executive Board Meeting, 6 PM, at Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento.

Thursday, July 18 - SLSA Regular Membership Meeting, 5:30 PM Meet & Greet, 6:15 PM Dinner Meeting. Personal Injury Law, with guest speaker David R. Zarka, Esq., of Stone and Graves. Downtown Courtyard Marriott, 4422 Y Street, Sacramento.

Monday, July 22 - BULLETIN ARTICLES DUE TO EDITOR





Submitted by Astrid Watterson, CCLS

SLSA Receives Parliamentary Procedures Training

"Parliamentary procedure enables the membership to express its will through its membership, empower an effective leadership, and retain direct control of its affairs." Such was the opening statement given by Lorenzo Cuesta, Professional Registered Parliamentarian, to the attendees at SLSA's yearly parliamentary procedures training on May 22, 2013. Mr. Cuesta reminded the attendees that parliamentary procedure is basically "effective meeting management." Included in the training were the following subjects:

- Debate Protocol
- Origins of a Motion
- Amendments – Strike
- Secondary Amendments
- Ranking of Selected Motions

- Six Steps to Handling a Motion
- Amendments – Insert or Add
- Amendments – Strike and Insert
- Strategy Through Parliamentary Procedure

The attendees also took turns role-playing in various scenarios, with each person assuming the role of the "Chair" at least once. Lesson learned – it's not as easy to be in charge as it looks, AND parliamentary procedure is not as hard as it seems!



Astrid Watterson, CCLS, sharing her LSI President's Award with Lorenzo Cuesta, PRP



Parliamentary Procedures Training Attendees

LSI CODE OF ETHICS

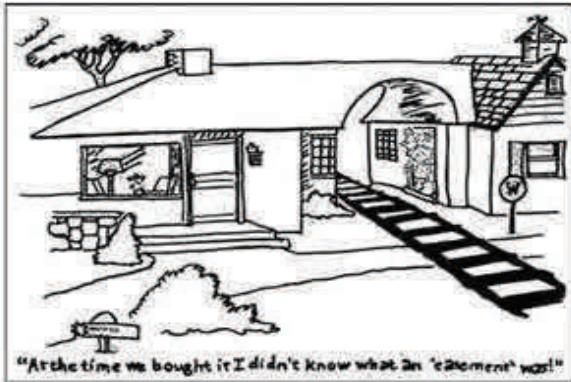
It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of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

Dedicated to LSI Past President, Joan M. Moore, PLS, CCLS



ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION
Membership Meeting

Easements 101



Speaker:

David L. Roth, Esq.

- Easements Defined/ Basic Features of Easements
- Types of Easements/ How Easements are Created
- Prescriptive Easements/ Elements of Prescriptive Easements
- Scope of Easements/ Termination of Easement
- Related Doctrines: Equitable Easement, Covenants, Licenses, Leases

Date & Time

Tuesday, June 4, 2013
6 – 9 p.m.

Location

Buttercup Grill
29 Broadway, Oakland

Entrée Options:

Greek Salad - Mixed greens topped with feta cheese, wilted eggplant, cucumbers, tomatoes, red onions, bell peppers, black olives, roasted garlic gloves and oregano.

Hickory Burger - A charbroiled patty served on an old fashioned bun glazed with hickory smoked BBQ sauce and topped with bacon and cheddar cheese. Served with a choice of fries, curly fries or potato salad
– Please specify.

Fried Chicken - Juicy half chicken piece deep fried to a golden brown. Served with garlic mashed potatoes and fresh vegetables. Choice of soup or salad – Please specify salad dressing.

Blackened Chicken Fettuccine - Blackened chicken breast, simmered with fettuccine in an Alfredo sauce
– Spicy. Choice of soup or salad – Please specify salad dressing.

COST

\$25 per person

PLEASE NOTE: 24-hr cancellation of reservation required to avoid being charged for meals.
No-shows will be charged for their meal. Please make checks payable to "ACLSA".

RESERVATIONS REQUIRED

Please submit your reservation to Voneciel (Vonnie) Gaines, CCLS as soon as possible,
but no later than Friday, May 31, 2013, at aclsarsvp@earthlink.net.

ACLSA, a local association of Legal Secretaries Incorporated, an approved provider, certifies that this activity has been approved for minimum of one (1) hour of CCLS and/or MCLE continuing legal education credit by the State Bar of California and Certified Legal Secretary.

A's

**Sunday,
August 18, 2013
1:05pm**

A's vs Indians

Alameda County Legal Secretaries Assn. Fundraiser

SUNDAY, AUGUST 18 • 1:05PM

Seating Location:

Plaza Infield
\$26 each

HIGHLIGHTS:

- A portion of each ticket purchased will go back to ACLSA
- Pregame tailgate party at 11 am. *Please bring a dish to share*
- Discounted Parking Passes available for \$14 (Reg. \$17)

Deadline to purchase tickets:

Tuesday, July 30

(Cash and checks accepted. Make checks payable to "ACLSA". Mail order form & payment to Bryana Schroder @ Alameda County Legal Secretaries Association, PO Box 27476, Oakland, CA 94602)

NAME: _____

PHONE: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

EMAIL: _____

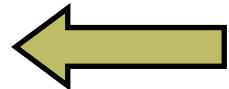
NUMBER OF TICKETS: _____ x \$26 = \$ _____

NUMBER OF PARKING PASSES: _____ x \$14 = \$ _____

For any question or more information, contact **Bryana Schroder** at (510) 325-6349 or email bryana.schroder@juno.com



INTERCLUB EVENT



SAN FRANCISCO LPA INVITATION TO SAN FRANCISCO AIDS WALK 2013

San Francisco LPA has registered again for the San Francisco AIDS Walk 2013. They are registered as team "The Bay Area Chapters of LSI" - Team Number 1744 – and invite you to please join their team of walkers and help raise money for this wonderful community event. You are welcome to register your spouse/partner, children, and dogs as walkers.

The walk is scheduled for Sunday, July 21, 2013, in Golden Gate Park.

How long is the AIDS WALK? It is 10 kilometers (6.2 miles) and takes roughly 2 to 3 hours to complete.

There will be festivities all day long, so you are more than welcome to help out and participate even if you don't believe you can walk the entire way.

If you are interested in joining San Francisco LPA's team, you can register through the following link <http://tinyurl.com/c5jrvur>. You can also email Sally Mendez Arevalo at smendez@altshulerberzon.com and she can add your name to the team. At least 20 walkers are needed to sign up. There is no commitment to raise an individual amount since the goal is to raise money as a team.

LET'S DO THIS!



Submitted by Lynne Koroush

Brushing Up on Proofreading

For many of us, it has been a long time since we learned basic office skills or sat in an English class. Some of us have taken the time to brush up on those skills, but could still use a little review. A few of us might even have recent training and feel pretty confident in our reading, writing, composition, and proofreading abilities. Whatever your comfort level, your experience and training as a legal professional, including a strong command of the English language, is vital to producing a quality work product for your law office.

Proofreading in this technological age is more important than ever, as we tend to rely on word processing programs to catch spelling, grammar, and word usage errors. A computer will not always identify missing material, dropped word endings, punctuation issues, etc. And we all tend to have those "trouble" areas when it comes to the English language – capitalization, contractions, possessives, commas, semicolons, numerals or letters, etc. Below are just a few tips and some of the more common issues found during proofreading that you may want to review to help you feel a little more polished and not so dusty!

Maintain your own list of troublesome words for a custom-made spelling reference.

Look at the document from the reader's point of view – does it make sense and accomplish the writer's objective?

Look for inconsistencies in usage and format. For example, if the writer goes back and forth between "their" and "its," determine which one the writer intends. Does the document contain dollar amounts with a decimal point followed by zeros in some places, and dollar amounts with no decimal points or zeros following in others? Are some items spelled out and others abbreviated, particularly in citations?

Determine your particular attorney's or office's rule when it comes to identifying parties in a legal document. Is it always "plaintiff" or "Plaintiff?" "Agreement" or "agreement?"

Learn the difference (or keep a reference list handy) between words that sound alike, but have different meanings, i.e., two, too, to, or their, there, they're.

Keep a few rules of punctuation at the ready. Period inside or outside of quotation marks? Punctuation inside or outside of parentheses? Comma after a date? When do you use a dash? What's the difference between a hyphen and a dash?

Make sure the right word is used by the writer. For example, people are healthy; a climate or food is healthful.

Except in isolated cases, spell out numbers from 1 through 10; use figures for numbers above 10.

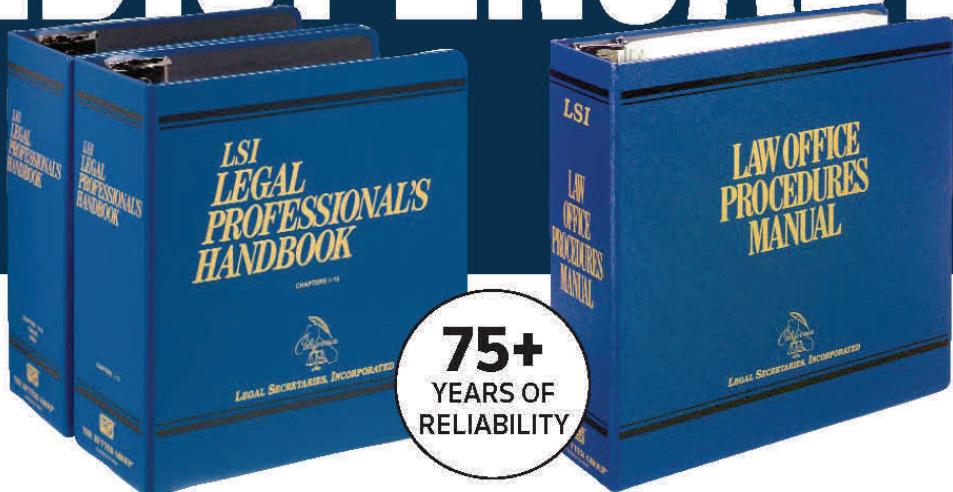
Parentheses should be used to enclose explanatory material that is independent of the main thought, or to set off references and directions, i.e., When I last wrote to you (see my letter of last week), I enclosed the check you requested.

Invest in a good reference book, such as The Gregg Reference Manual, The Legal Secretaries Reference Guide, etc.

Finally, remember the BASICS: Brief, Accurate, Specific, Informative, Correct, and Sincere.



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Nonmembers Price\$295

Price includes shipping. Add applicable sales tax.

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This Manual contains detailed practice forms for every major area of law practice, along with step-by-step instructions for completing them. Compiled by Legal Secretaries Incorporated, this is a "must-have" forms guide for legal secretaries, paralegals and new lawyers; and it's a great resource for training your office staff. In fact, the Manual is frequently used in schools, workshops and legal secretarial classes. You'll also find handy miscellaneous aids, such as procedural checklists and guidelines, tips on transcription and proofreading, law office abbreviations and legal terminology, and a list of useful reference books.

LSI Members-Only Price.....\$140
Nonmembers Price\$175

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Buy both LSI books together and get a discount!

Combo price for both books.....\$329

Price includes shipping. Add applicable sales tax.

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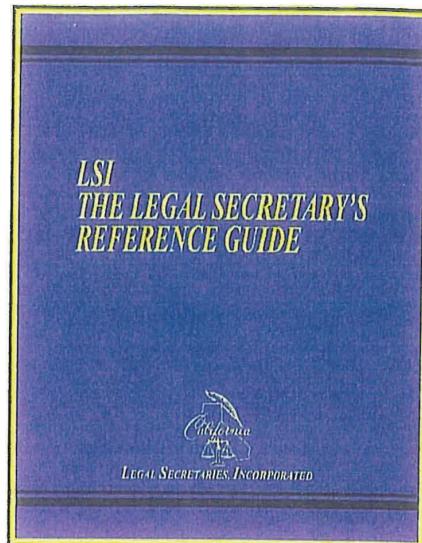
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- Legal research tips/proper usage of citations
- Timetables in civil litigation, discovery, and statutes
- Flowcharts in civil litigation, discovery, criminal, family law, conservatorships, probate, adoptions, corporations, unlawful detainer, and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



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**LEGAL SECRETARIES, INCORPORATED
MEMBERSHIP LIST AS OF 03/31/13**

Total Members (Fiscal Year-and 4/30/12)	Association		New Members	Transfer Members	Continuing Members	Total Members
37	Alameda County	LSA	8		33	41
10	Antelope Valley	LSA	0		0	0
44	Beverly Hills/Century City	LSA	8		39	47
19	Butte County	LPA	0		12	12
17	Capitol City	LPA	0	<9>	0	0
7	Conejo Valley	LPA	9		6	15
21	Desert Palm	LPA	6	<2>	21	25
21	El Dorado County	LPA	1		12	13
45	Fresno County	LPA	22		39	61
40	Humboldt County	LPA	5		31	36
40	Imperial County	LPA	8		24	32
27	Livermore-Amador Valley	LPA	15		23	38
72	Long Beach	LSA	12		54	66
43	Los Angeles	LSA	14		42	56
17	Marin County	LPA	9		15	24
44	Merced County	LPA	6		40	46
5	Monterey County	LSA	0		0	0
73	Mt. Diablo	LPA	8		56	64
13	Napa County	LSA	0		12	12
94	Orange County	LSA	29		58	87
14	Palo Alto	LSA	0		0	0
20	Placer County	LPA	2	2	19	23
9	Redding	LPA	0		4	4
21	Rio Hondo District	LPA	3		13	16
21	Riverside	LPA	8		18	26
164	Sacramento	LSA	64	1	97	162
211	San Diego	LSA	78		156	234
65	San Fernando Valley	LSA	12		40	52
46	San Francisco	LPA	30		31	61
33	San Gabriel Valley	LSA	23		22	45
68	San Mateo County	LSA	31		47	78
26	Santa Barbara	LSA	4		20	24
81	Santa Clara County	LSA	56		52	108
7	Santa Cruz County	LPA	1		7	8
12	Santa Maria	LPA	7		9	16
35	Sonoma County	LSA	9		31	40
12	Southern Butte	LSA	0		11	11
41	Stanislaus County	LPA	2		37	39
48	Stockton-San Joaquin	LPA	4		34	38
4	Trinity County	LSA	0		4	4
23	Ventura County	LPA	6		16	22
28	Members at Large					47
1678	YTD TOTALS					1733

FOURTH QUARTER MEMBERSHIP LIST 03-31-13

SAVE THE DATE

HAWAII FIVE-O MYSTERY WEEKEND

◆◆◆ **LSI's FIRST QUARTERLY CONFERENCE**
AUGUST 9-11, 2013
HOSTED BY SAN DIEGO LSA
CROWNE PLAZA HOTEL, SAN DIEGO

Deadline to reserve your room is July 9, 2013
Book Early! This is the high tourist season in San Diego ◆◆◆

RESERVATIONS:

<http://resweb.passkey.com/go/sdlegalsecretaries>
or call 888-233-9527 and reference "San Diego Legal Secretaries"

ACCOMMODATIONS:

\$150 for single or double room (plus applicable taxes & fees)
Rates good for 3 days pre- and post-conference
Check in: 4 p.m. Check out: 12 p.m.



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Presents

"HAWAII FIVE-0 MYSTERY WEEKEND"

August 9–11, 2013

Crowne Plaza Hotel, 2270 Hotel Circle North, San Diego, CA 92108

www.cp-sandiego.com

Legal Secretaries, Incorporated
2013 First Quarterly Conference



CONFERENCE REGISTRATION FORM

NAME (AS IT WILL APPEAR ON BADGE): _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

HOME TELEPHONE: _____ WORK TELEPHONE: _____

EMAIL ADDRESS: _____

LOCAL ASSOCIATION (DO NOT ABBREVIATE): _____ LSA LPA

PLEASE CHECK IF APPLICABLE (INCLUDE TITLE):

STATE OFFICER: _____

STATE CHAIRMAN: _____

GOVERNOR CCLS PLS

SCRIP TICKET (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET, AND BRUNCH):

POSTMARKED ON OR BEFORE JULY 10, 2013	____ @	\$111.00	\$_____
POSTMARKED ON OR AFTER JULY 11, 2013	____ @	\$121.00	\$_____

INDIVIDUAL TICKETS:

REGISTRATION ON OR BEFORE JULY 10, 2013	____ @	\$15.00	\$_____
REGISTRATION ON OR AFTER JULY 11, 2013	____ @	\$25.00	\$_____
WELCOME RECEPTION (FRIDAY)	____ @	\$20.00	\$_____
GOVERNORS' LUNCHEON (SATURDAY)	____ @	\$28.00	\$_____
PRESIDENTS' LUNCHEON (SATURDAY)	____ @	\$28.00	\$_____
MEMBERSHIP LUNCHEON (SATURDAY)	____ @	\$28.00	\$_____
BANQUET (SATURDAY)	____ @	\$58.00	\$_____
BRUNCH (SUNDAY)	____ @	\$24.00	\$_____

TOTAL AMOUNT PAID: \$_____

SPECIAL DIETARY REQUEST (INCLUDING VEGETARIAN): _____

MAKE CHECKS PAYABLE TO:
SEND TO:

AUGUST 2013 CONFERENCE FUND
LEANNA PIERCE C/O STOKES ROBERTS & WAGNER
600 WEST BROADWAY, SUITE 1150, SAN DIEGO, CA 92101



**SAN DIEGO LEGAL SECRETARIES ASSOCIATION**

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HOTEL REGISTRATION FORM

Name:

Mailing Address:

Home Telephone:

Roommates:

Arrival Date:

Work Telephone:

Departure Date:

ACCOMMODATIONS:

(Plus applicable taxes and fees)

Single
 Double

\$150.00 per night

These rates are good for 3 days

\$150.00 per night

pre- and post-conference

Check in is 4 p.m.

Check out is 12 p.m.



RESERVATIONS:

<http://resweb.passkey.com/go/sdlegalsecretaries>

or call **888-233-9527** and reference "San Diego Legal Secretaries"



Deadline to reserve your room is July 9, 2013—Book Early!

This is the high tourist season in San Diego

Parking:

Complimentary

Airport:

San Diego International Airport is six miles from the Crowne Plaza

Transportation:

Taxi and Cloud 9 Shuttle

Internet:

Complimentary in guest rooms and meeting space

Crowne Plaza is located less than 15 minutes away from the world famous San Diego Zoo, SeaWorld, beautiful Mission Bay, historic Old Town San Diego, and Fashion Valley & Mission Valley shopping malls.

Daily shuttles: To Zoo at 8:30 a.m. with return trip leaving Zoo at 3 p.m.; To SeaWorld at 9:30 a.m. with return trip leaving SeaWorld at 5 p.m.

For additional information contact:

QUARTERLY CONFERENCE CO-CHAIRS

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OUR MISSION STATEMENT

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.

**Editor's Note****Submitted by Corene E. Rodder**

Wow! After I read the articles and saw the pictures of LSI's 79th Annual Conference, I am so sorry that I did not go. I will make sure to keep my calendar clear for next year.

The Legal Eagle always welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Greenberg Traurig, LLP, 1201 K Street, Suite 1100, Sacramento, CA 95814 or rodderc@gtlaw.com.

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

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