

**Sacramento Legal  
Secretaries Association**

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WWW.SLSA.ORG**

**PRESIDENT**

Jennifer Rotz  
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president@slsa.org

**BULLETIN EDITOR**

This position is open. Please contact the president to learn more.

**MISSION STATEMENT**

The Sacramento Legal Secretaries Association ("SLSA") is a nonprofit, educational organization whose purpose is to further knowledge of law and its procedures, promote a high standard of ethics, encourage a statewide networking system, and advance the interests of our members and the legal community.

**NON-MEMBERS  
ARE WELCOME!**

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

# THE LEGAL EAGLE

VOLUME 3 BOOK 10 MARCH 2010



## MARCH DINNER MEETING

Date: March 18, 2010

Time: 5:30 p.m. - 6:15 p.m. Meet & Greet  
6:15 p.m. - 8:00 p.m. Dinner Meeting & Speaker

Place: Casa Garden Restaurant  
2760 Sutterville Road, Sacramento  
Tel: (916) 452-2809

Speaker: Andy Shawkey, Instructor, MTI College

Topic: **Paraprofessional Ethics - A Refresher Course**

Special Guest: Brooke Atherson, CCLS, LSI Vice President

Topic: **The Benefits of Membership**

Cost: \$25\* - SLSA Members; \$29\* - Non-Members

Vendor of the Month: Esquire Solutions

**\* Please add \$3 for reservations received after March 12, 2010.**

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

RSVP: Jennifer Shelton  
c/o Murphy Austin Adams Schoenfeld  
304 S Street, Sacramento, CA 95811  
Tel: (916) 329-3104; Fax: (916) 503-4000  
E-mail: jshelton@murphyaustin.com

(See Page 31 of this bulletin for Reservation Form and menu selections.)

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

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### EDITOR’S NOTE by Jennifer Rotz

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Jennifer Rotz, 304 S Street, Sacramento, CA 95811 or [jrotz@murphyaustin.com](mailto:jrotz@murphyaustin.com).

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

The opinions expressed in the articles published herein are those of the individuals submitting the articles and not necessarily the views of the board or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the board of the Sacramento Legal Secretaries Association.

“THE HEART OF A VOLUNTEER IS NOT MEASURED IN SIZE, BUT BY THE DEPTH OF THE COMMITMENT TO MAKE A DIFFERENCE IN THE LIVES OF OTHERS.”  
~ UNKNOWN

## PRESIDENT’S MESSAGE by Jennifer Rotz

Wow!! What an amazing turnout of nominations we received! I am impressed by and eternally grateful to the Slate of Candidates announced last month. Thank you for being willing to lead this wonderful association. I know that those of us leaving the board can rest assured that we leave it in great hands. For those of you who missed the February Dinner Meeting, the Nominations & Elections Committee submitted the following Slate of Candidates:



- For President: Astrid Watterson, CCLS
- For Vice President: Anne French
- For Secretary: Crystal Rivera
- For Treasurer: Lillian Casipit; Andrew Gilbert; Sophia Albov
- For Governor: Rhonda Harrigan; Dawn Forgeur, CCLS
- For Delegates: Lillian Casipit; Launa Atkinson, CCLS; Terry Olson-Skeahan; Elizabeth Bomke, CCLS; Tammy Hunt, CCLS; Paula Lockard, CCLS

Active (voting) members will be received their ballots in early March and must return their ballot to the Nominations & Elections Committee as soon as possible. Ballots will be counted at the March 18 Dinner Meeting. Any ballots received after March 18 will not be counted.

Members, please support your favorite candidates by voting. To get acquainted with the candidates, be sure to take a look at the campaign flyers that were emailed with the March E-News and the campaign articles that can be found in this bulletin. This is set to be an exciting election! Thank you all for participating.

The March Board Meeting will be held on March 10 at Murphy Austin Adams Schoenfeld. All members are welcome and encouraged to attend.

The March Dinner Meeting will be held on March 18 at the Casa Garden Restaurant. This meeting also serves as our Membership Drive. Members, please bring a non-member friend. If you do, you and your guest will be eligible for raffle prize! We will be joined by Brooke

*Continued on Page 5*

“THIS IS SET TO  
BE AN EXCITING  
ELECTION!  
THANK YOU ALL  
FOR  
PARTICIPATING.”

### Support our Advertisers!



Sacramento Legal Secretaries Association would like to give special thanks to Mirror Imaging for its complimentary services in printing The Legal Eagle. To support Sacramento Legal Secretaries Association and Mirror Imaging, please call Ron Bodenmann at (916) 447-2000.

### ADVERTISERS

- Page 8 - Lightspeed Messenger
- Page 38 - The Rutter Group
- Page 44 - Capitol Digital Document Solutions

## CANDIDATE FOR PRESIDENT: ASTRID B. WATTERSON, CCLS



Dear SLSA Members: I would like to begin by introducing myself. My name is Astrid B. Watterson, CCLS. I have been a member of the Sacramento Legal Secretaries Association since 2004 and a member of Legal Secretaries, Inc. since 1998. During my time as a member of SLSA, I have served in the capacity of Secretary, President, Governor, Beginning Legal Secretary instructor, California Certified Legal Secretary study course instructor, Day in Court chair for nearly five years, and numerous other chairman positions. I have been nominated for the position of SLSA President and while I thought I had "retired," it occurred to me that perhaps I wasn't done yet.

There has been a period of three years since I was your President last. In those three years, I held the position of being your Governor and then being appointed by LSI as the Advertising state chairman and then the California Certified Legal Secretary state chairman. It has been an honor to serve LSI and SLSA. My two-year term as the LSI CCLS chair ends in May and it allows me to have sufficient time to take on this new endeavor. I am currently employed as a paralegal for Somach Simmons & Dunn and my focus area is Natural Resources and Civil Litigation.

For those of you who know me already, you know I am a very goal-oriented person. I have plans for SLSA. Our association is the second largest association, but somehow we have drifted away from one another. I want it back. I want to see all of us working together to make our various projects and goals happen. Together we can do this! I would like to see intermediate to advanced educational opportunities offered, either through lunch lessons or dinner meetings. I want to see and feel the excitement SLSA as a whole has to offer. I want to see SLSA win Chapter Achievement in 2011. I recently put together a team to represent SLSA at the first annual Bay Area Trivia Throwdown and you know what, we won! Interclub events should be promoted so that we can continue our networking abilities with our sister associations.

It is my hope, if elected as your President, that this coming year will be full of surprises, excitement, educational opportunities, and triumphs for our association.

**DEMOCRACY IS THE ONLY SYSTEM THAT PERSISTS IN ASKING THE POWERS THAT BE WHETHER THEY ARE THE POWERS THAT OUGHT TO BE. ~SYDNEY J. HARRIS**

## CANDIDATE FOR VICE PRESIDENT: ANNE FRENCH

Dear SLSA Members: My name is Anne French and I have been nominated for the position of Vice President. I have been a member of the Sacramento Legal Secretaries Association since 2005.



Although I have not held a board position with the Sacramento Legal Secretaries Association, I was on the board for the Inderkum Jr. Tigers Football and Cheer Association for two years as their secretary. Even though SLSA is quite a different organization than the board I had been a part of before, I still hope to bring the same collaborative effort and enthusiasm that I feel is needed in any organization.

My first goal is to bring more advanced legal education to our members. My second goal is to help educate our members in areas of law that they are not familiar with, yet, attain the basic knowledge in which to work adequately in that area. My third goal is to help strengthen our association with the members' involvement and ideas that will continue beyond this year. If elected as your Vice President, I hope to bring fresh ideas and positive solutions to make this association even better.

## PRESIDENT'S MESSAGE CONTINUED

Atherton, CCLS, LSI's Vice President, who will discuss with us "The Benefits of Membership." We will also be joined by Andy Shawkey, Instructor at MTI College. Andy will be discussing "Paraprofessional Ethics - A Refresher Course." A registration form can be found in this bulletin and online at [www.slsa.org](http://www.slsa.org).



The March Lunch Lesson will be held on March 23 at McDonough Holland & Allen PC. It features Shayne M. Corriea who is a Case Manager for JAMS. Shayne will be discussing "Administration of an Arbitration." A registration form can be found in this bulletin and online at [www.slsa.org](http://www.slsa.org).

I look forward to seeing you at our March events.

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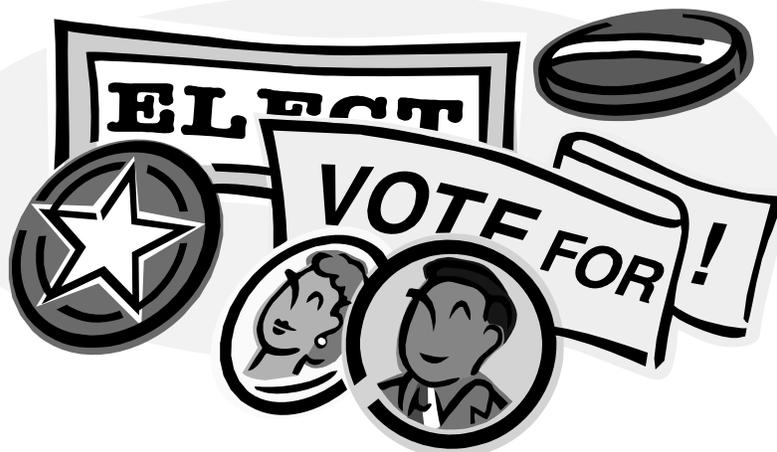
## CANDIDATE FOR SECRETARY: CRYSTAL RIVERA

Dear SLSA Members: My name is Crystal Rivera, and I am running for Secretary of our Association. I've been in the Sacramento area for what I consider a short time, since 1999. In 2008, I became a member of the Sacramento Legal Secretaries Association and Legal Secretaries, Inc. In the mid 1990s, I was a member of the Santa Cruz County Legal Secretaries Association. I have been a legal secretary for over 30 years, and also a Notary Public for over 20 years. I was a Girl Scout troop leader during the late 1980s.

I believe continuing education is very important for legal secretaries. In addition to the usual updates in court rules, changes are made in formatting, styles, and even grammar. Being a member of an association like SLSA benefits us all (including our employers) with continuing education in the legal field. Expanding our knowledge and perfecting our skills enable us to obtain and keep (what I have personally considered better than average) paying jobs. As experienced legal secretaries, our attorneys count on us to be knowledgeable with respect to current court rules, proper formatting, styles, and grammar; attorneys expect a quality product. Taking advantage of SLSA's continuing education helps us turn out that quality product.

I would appreciate the opportunity to be a part of the board of SLSA. I believe we, as members of our Association, have a lot to offer each other by sharing our knowledge and experience.

"ALWAYS VOTE  
FOR PRINCIPLE,  
THOUGH YOU  
MAY VOTE ALONE,  
AND YOU MAY  
CHERISH THE  
SWEETEST  
REFLECTION THAT  
YOUR VOTE IS  
NEVER LOST."  
~JOHN QUINCY  
ADAMS



## MEMBER NEWS by Jennifer Rotz



SLSA Past President and lifetime member **Jan Ainsworth** lost her beloved husband, Mel Visger, in a tragic car accident on Friday, February 26. Jan, you have our deepest sympathy. Our thoughts and prayers are with you and your family.

Are you an SLSA member who has changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you. Let us celebrate your accomplishments with you during good times and support you during tough times. Please send your news to [president@slsa.org](mailto:president@slsa.org).



# March 2010

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

## DATES TO REMEMBER

- **March 10 - SLSA March Board Meeting** (Location: Murphy Austin Adams Schoenfeld LLP - Time: 5:45 p.m.)
- **March 18 - SLSA March Dinner Meeting & 2010-2011 Elections** (Location: Casa Garden Restaurant - Time: 6:15 p.m.)
- **March 22 - Last Day to Submit Articles for the April issue of *The Legal Eagle***
- **March 23 - SLSA March Lunch Lesson** (Location: Downey Brand LLP - Time: 12 p.m. Speaker: Shayne M. Corriea. Topic: "Administration of an Arbitration." See flyer on Page 25 for details.)
- **April 7 - SLSA April Board Meeting** (Location: Murphy Austin Adams Schoenfeld LLP - Time: 5:45 p.m.)
- **April 15 - SLSA April Dinner Meeting & 70th Annual Installation of Officers** (Location: Casa Garden Restaurant - Time: 6:15 p.m.)

### *Code of Ethics*

#### *Legal Secretaries, Incorporated*

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

*Dedicated to Joan Moore, PLS*

# HAPPY "MARCH" BIRTHDAY!



- Elizabeth Bomke, CCLS - March 4
- May Vang - March 8
- Karen C. Traugh - March 19
- Jim Pinter - March 21
- Sandra LaPointe - March 23
- Michelle Chavez - March 24
- Ashley Smith - March 26



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PICTURES



## CANDIDATE FOR TREASURER: ANDREW GILBERT



In 1992 I began my career as a process server. I knew then that the legal industry was my last career change and began building my knowledge of what a good support company can provide to the legal community. Since then I've refined my knowledge of the process from pre litigation to collecting judgments through my work with attorneys, legal secretaries, paralegals, court clerks, judges, Judicial Council, and SLSA.

I'm well received by the local legal community as well as by courts throughout the state. I have been an active member of SLSA for the past three years and am extremely excited to be a candidate for your 2010-2011 SLSA Treasurer. Since being a member, I've met so many motivating people who have taken charge and helped our Association thrive.

Why treasurer? Along with wanting to be one of those motivational people, I have been inspired by two very special people in my life. They are the apples of my eyes, as I watch my girls taking challenges and making their dreams come true.

Last year as a 6th grader my daughter Miranda decided to nominate herself for Secretary of her student body council. After being told by her teachers there had never been a 6th grade board member in the school's history, and knowing that all odds were against her, she worked hard and made history. My younger daughter, Rebecca, this year followed in her sister's footsteps and was nominated Secretary of the student body in her 6th grade year with Miranda filling the slate for Vice President.

My daughters have made many sacrifices to achieve their goals, and continue to make sacrifices today. Those are the same sacrifices I will make for SLSA.

As many of you know by now, I am a business owner managing receivables and payables, including an operating budget, all managed through QuickBooks. I'm always looking for ways to keep costs down without sacrificing quality. As your treasurer, I will fulfill all my duties by making those sacrifices, and draw from my experiences to help our Association reach its goals!

"People often say that, in a democracy, decisions are made by a majority of the people. Of course, that is not true. Decisions are made by a majority of those who make themselves heard and who vote -- a very different thing." ~  
Walter H. Judd

## CANDIDATE FOR TREASURER: SOPHIA ALBOV

SLSA Members: My name is Sophia Albov. While I have only been a member of SLSA since 2008, I am already passionate about what this organization stands for and the potential it has to continue to grow. I would not be at the level I am professionally without the support and guidance that SLSA has offered me. My previous experience serving on boards at California State University, Sacramento has prepared me to offer you my service as your Treasurer.

I graduated from Sacramento State in 2006. In 2008 a colleague told me about the Beginning Legal Secretary (BLS) program. After completing the BLS program and enrolling in the CCLS study course, I immediately knew that this was the right profession and the type of people I wanted to emulate. SLSA's educational programs have helped expand my horizons and allowed me to develop into a confident and competent legal professional. I participated in the first annual Bay Area Legal Trivia Throwdown as part of SLSA's winning team. I would like to be part of the leadership team that sponsors these valuable programs.

While I may be new to SLSA's board, I am not new to working as a team member, or as part of an organization's board. While in college, I served as Treasurer of the Geography Club,



*Continued on Page 11*

## CANDIDATE FOR TREASURER: SOPHIA ALBOV (CONTINUED)

President of the Order of Omega, and vice-chair of the University Homecoming Committee. I am a member of Delta Gamma, and was a representative on the Panhellenic counsel for two years. I was elected to Sacramento State's student government (ASI) as the Director of Natural Sciences and Mathematics, and was the student representative on my college's faculty senate. I also served as a member of the University Union board of directors.

My prior experience has prepared me for the challenges that face a Treasurer. It is my hope that you will vote for me as Treasurer. I will serve your organization with the enthusiasm and energy that I have brought to all my other endeavors.



## CANDIDATE FOR GOVERNOR: RHONDA HARRIGAN

I am Rhonda Harrigan and I am running for the position of Governor of SLSA for the 2010-2011 year. I would like to serve as your Governor because I believe in this organization and want to help make it the best it can be for all of us. I believe that you get out of an experience what you put in to it, although I feel that I have gotten more out of this association than I have put into it.

SLSA has been such a rewarding experience from the education, to the networking opportunities, to the friendships that will last a lifetime.

The office of Governor is the liaison between LSI and the SLSA membership, charged with passing along all information about classes, conferences, workshops, benefits, etc. The Governor is your voice at the Governor's meetings. SLSA's bylaws require that the Governor attend all general membership meetings, all executive board meetings, and all Governors' meetings at LSI annual and quarterly conferences. I have been a consistent attendee of almost all meetings since joining, and attend all other functions that I am able to.

I have been a member of SLSA since 2005 and have had the honor to serve as Programs Chair since that time. Last year, I was asked by our President, Jennifer Rotz, to serve as Parliamentarian. This past year serving on the executive board has been very educational to me. There is a lot of work that goes on "behind the scenes" to make this organization run, but with the help of many hands, it runs smoothly. Attending some of the other Sacramento area legal organizations' functions as part of the professional liaison team has also been very rewarding.

This past year I have also served on the Day in Court and Federal Day in Court committees with Terry Olson and Elicia Allen, CCLS. I also helped Paula Lockard, CCLS, with the lunch lessons when the co-chair was unable to finish the term.

As Parliamentarian, I had to know our by-laws and standing rules completely. I know what is required of the job of Governor and have shown that I can be counted on to perform the duties of my office.

Thank you for allowing me to run for Governor and serving SLSA for another year.

"THOSE WHO STAY AWAY FROM THE ELECTION THINK THAT ONE VOTE WILL DO NO GOOD: 'TIS BUT ONE STEP MORE TO THINK ONE VOTE WILL DO NO HARM." ~ RALPH WALDO EMERSON

## CANDIDATE FOR GOVERNOR: DAWN R. FORGEUR, CCLS



Dear SLSA Members: My name is Dawn R. Forgeur, CCLS, and I would like to be your next Governor.

I have been in the legal field since 1998, and a member of SLSA for the past several years. When I started in the legal field, it was as a file and office services clerk, and I have worked my way through several positions finally reaching the position of legal secretary.

I have held the positions of Legal Secretarial Training Co-Chair and CCLS Co-Chair for SLSA, helping to teach the Beginning Legal Secretary course and the California Certified Legal Secretary study group. I was also appointed by LSI to the position of Legal Secretarial Training/Seminar Chairman, which ends this May. I have attended several LSI conferences and have also attended an LSI conference as a Delegate representing SLSA. I realize my duties as Governor will be to represent SLSA at the state level. I feel that my prior experience working as an LSI state chairman, will help me understand the dynamics involved with representing SLSA.

I would like to see the members working together, making new contacts, and receiving the educational opportunities that they want, whether it be beginning training, or advanced lessons. I was recently part of the winning SLSA team that Astrid Watterson, CCLS, put together to compete in the first annual Bay Area Legal Trivia Throwdown, and it felt great knowing that I was part of an association that knew their legal trivia! I was honored to be on a team who took pride in their knowledge of the legal field and still strives to further their education. I want to pass that on to the rest of the members.

It is my belief that SLSA has great things in its future and I want to be a part of making those things happen. I can only do that, if you vote for me as your next Governor.

“ATTITUDE IS A  
LITTLE THING  
THAT MAKES A  
BIG DIFFERENCE.”  
~ WINSTON  
CHURCHILL

## CANDIDATE FOR DELEGATE: TERRY M. OLSON-SKEAHAN

Dear Members: I am writing to ask you to vote for me as an SLSA Delegate at the 2010 LSI Annual Conference!! I have attended many LSI conferences over the years and in fact was a Delegate in 2005. With that experience alone, you know you can count on me to represent SLSA in the highest standards!

I know what is expected of me if I am voted as a Delegate. I will vote as I am directed by you and return with a report of the outcome. I will report to you on the classes that took place and which ones I attended, and share with you what I learned.

I ask that you read about my experience below and how my involvement with SLSA makes me the best suited and the most qualified candidate for the job.

In 2005, I served as Historian and Advertising Chair for SLSA. I enjoyed meeting vendors and telling them about what SLSA offered to them and what it stood for.

In 2008, I served as Treasurer, Day In Court Co-Chair, Co-Historian, and Budget Co-Chair. I learned about the ins-and-outs of SLSA with these chairs. I worked with fabulous ladies to ensure that SLSA was able to keep history recorded for future members and for a wonderful President so she could keep the memories of her term, that a budget was created to stay within



*Continued on Page 13*

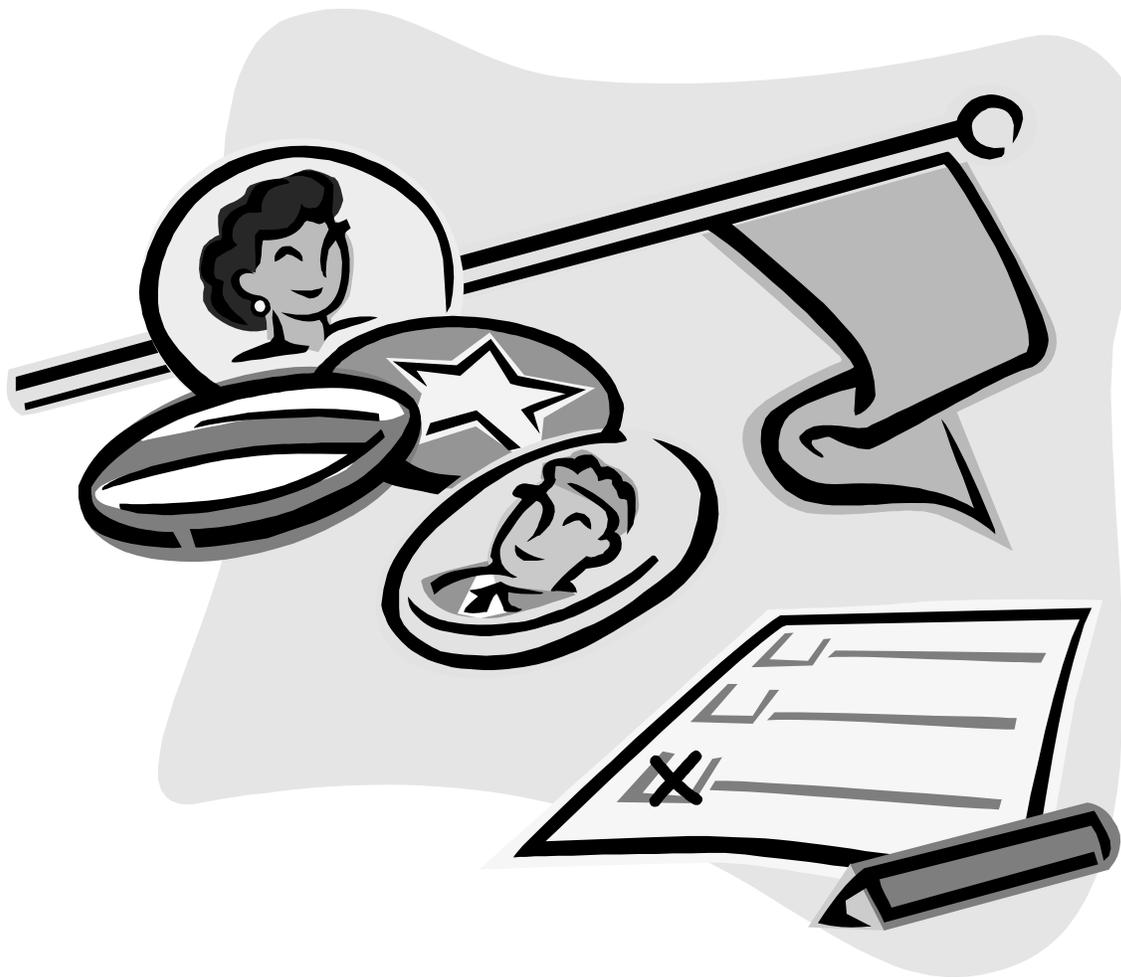
## CANDIDATE FOR DELEGATE: TERRY M. OLSON-SKEAHAN (CONT.)

our means and to create financial goals for the next year, and to put on one of the largest events of the year, Day In Court.

In 2009-2010, I am serving as Vice President. I met more people with this role than any other and I got to hear what people were wanting from meetings, educational classes and what they got out of being a member and more importantly, what changes they thought should be made to better all of us. I also took on the role of Co-Treasurer.

I have volunteered at the Sacramento Food Bank, the Fairytale Town Halloween event (3 years), and the Project Ride Crabfeed 2009-2010, just to name a few. I've attended SCBA events representing SLSA and was very proud to be there.

With this experience, along with my LSI conference experiences, I am the best candidate to represent SLSA at annual conference. I ask for your vote as I cannot get there without you!



## EMPLOYMENT REPORT/POSITIONS AVAILABLE

This free benefit provides the legal community with a place to post job openings for all categories of job positions. SLSA assists in every possible manner to procure employment for members of this association, and cooperates with attorneys in filling positions in law offices, but in no event does this committee act as an employment agency.

Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney/employer is requested to e-mail the Employment Chair and Webmaster with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 24 hours.

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

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

### Positions Available:

**Litigation Secretary.** Sacramento office of national employment law firm has an opening for an experienced litigation secretary. Position requires a motivated and highly detail-oriented individual who can handle numerous tasks with enthusiasm and professionalism. Ideal candidate must enjoy a fast-paced work environment; have a minimum of seven years litigation secretarial experience, excellent typing, accuracy, and proofreading skills, proficiency in Word, as well as a thorough knowledge of filing requirements in the California State and Federal courts. Flexibility to work overtime and weekends as needed is required. Employment law experience a plus. Position is for two high energy, busy, litigation attorneys who extensively use and depend on their assistant's skills, knowledge, flexibility and can-do attitude. Congenial atmosphere and excellent benefits. EOE. Submit Resume to: [sacramento@jacksonlewis.com](mailto:sacramento@jacksonlewis.com).

**Litigation Docketing Clerk.** Greenberg Traurig has an excellent career opportunity in its Sacramento office for an attentive, detail oriented individual to join its litigation docketing department. The successful candidate must have a minimum of 2-3 years California litigation docketing experience and federal civil/appellate procedure rules. Superior internet research skills and a high level of computer proficiency with MS Office including Word and Outlook also required. Experience with Pro Law a plus. Position responsibilities include creating and maintaining case management of the Master Calendar; posting entries on the Master Calendar; corresponding with attorneys/staff regarding case and court information. Additional qualifications include excellent communication and organizational skills and the ability to work in a fast-paced environment. Greenberg Traurig is an Equal Opportunity Employer. We value the diversity of our employees and offer a comprehensive benefits package, a technologically advanced environment and growth opportunities. Please e-mail resume, cover letter and salary requirements to [doralhire@gtlaw.com](mailto:doralhire@gtlaw.com).

**Legal Secretary.** Mennemeier, Glassman & Stroud LLP, a small, congenial downtown law firm specializing in civil litigation is seeking an experienced litigation secretary. Candidates should have 3-5 years of litigation experience; understand state and federal court rules and protocols, including the Courts of Appeal; the ability to multi-task under tight deadlines; be able to edit and proofread legal documents and correspondence; have excellent clerical skills for maintaining high-volume files; work well with others. Knowledge of intellectual property law a plus. Proficiency in WordPerfect and Timeslips is a must and working knowledge of Word, Excel and PowerPoint is desired. The firm offers health benefits, paid parking, and competitive salary. Interested parties may send résumés via email to [cfarrell@mgsllaw.com](mailto:cfarrell@mgsllaw.com), or via fax to 916-553-4011. No phone calls please.



By Astrid B. Watterson, CCLS  
LSI CCLS Chair  
SLSA CCLS Co-Chair



## 1st Annual Bay Area LSI Local Association Legal Trivia Throwdown SLSA Brings Home the Trophy!

This year's first ever-legal trivia throwdown was hosted by Alameda County LSA on Saturday, February 13, 2010, at Jack London Square in Oakland. SLSA participated in this jeopardy style competition and came home victorious. Congratulations to the participants: San Mateo LSA, Mt. Diablo LPA, Palo Alto LSA, Alameda LSA, Livermore-Amador Valley LPA, and Sacramento LSA. Special thanks to Alameda County LSA for hosting such a fun and educational event. SLSA participants were:

- Sophia Albov**
- Launa Atkinson, CCLS**
- Dawn Forgeur, CCLS**
- Diane West**

# *Legal Secretaries, Incorporated*

## LEGAL SPECIALIZATION SECTIONS

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



### *ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?*

#### **IF NOT, HERE ARE TEN GREAT REASONS WHY YOU SHOULD BECOME A SECTION MEMBER:**

- Reasonable annual dues. (\$20.00 per section; \$75.00 for all six!)
- Continuing Education in all areas of the law.
- Quarterly educational programs -- Free to Section Members.
- Spring Regional Seminar (So. California) and Fall Regional (Northern California) offering a discount on registration fees to section members.
- Quarterly newsletters containing up-to-date information, including changes in the law, new forms, and legal articles.
- Statewide roster of all members in all sections, for easy access to local procedural information in other counties.
- California Certified Legal Secretary®/MCLE/Paralegal CEU credits.
- Networking provides a forum for the exchange of information.
- Respect from employer when you pass on valuable information obtained at workshops and seminars.
- Professional and personal excellence.

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

# LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

## MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

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

Enclosed is payment of my dues for the fiscal year 8/1/07 through 7/31/08 for the following Section(s). Please check appropriate boxes below for the sections you are joining.

**Method of Payment:** Check, payable to "LSI," enclosed  VISA  MASTERCARD

**Credit Card Information:** Number \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_ **Card Verification Number** \_\_\_\_\_

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

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

LOCAL ASSOCIATION: \_\_\_\_\_ LSA/LPA

RESIDENCE PHONE ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

**PREFERRED MAILING ADDRESS:  HOME  OFFICE  EMAIL**

YEARS OF LEGAL EXPERIENCE: \_\_\_\_\_

SPECIALTY: \_\_\_\_\_

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

\_\_\_\_\_



**CHAPTER ACHIEVEMENT REPORTING FORM**

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2009 through March 31, 2010. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete the form each time you attend a function and mail it to the person named below. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.**

Month/Year	Function
_____	I submitted a potential advertiser to the Editor of <i>The Legal Secretary</i> magazine. (25 points per advertiser)
_____	I submitted an article to <i>The Legal Secretary</i> magazine. (50 points per article)
_____	I attended an LSI Quarterly Conference and/or Annual Conference. (50 points)
_____	I attended an Officer/Chairman Workshop at the LSI Annual Conference. How many? ____ (25 points)
_____	I attended the President's Roundtable at the LSI Annual Conference. (25 points)
_____	I belong to an LSI-sponsored credit union. (100 points)
_____	I am insured through an LSI plan. (100 points)
_____	I rented a car through Hertz and received the LSI discount. (200 points per rental)
_____	I enrolled in an LSI-approved retirement planning program. (100 points)
_____	I sponsored a CCLS study group. (200 points)
_____	I participated in a CCLS study group. (25 points)
_____	I conducted a CCLS Mock exam. (150 points)
_____	I took the CCLS exam. (Test date: _____) (100 points)
_____	I passed the CCLS exam. (Test date: _____) (200 points)
_____	I submitted questions to the Continuing Education Council for use on the CCLS Mock exam. How many? ____ (25 points)
_____	I recertified as a CCLS during the 2009-2010 fiscal year. (50 points)
_____	I gave a presentation on legal secretarial careers at a local educational institution. (50 points per presentation)
_____	I attended another Association's monthly meeting, installation, or other function. (50 points per event)
_____	I taught an educational workshop or seminar. (75 points per event)
_____	I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points per event)
_____	I attended an educational workshop or seminar sponsored by a Forum, CEB or The Rutter Group. (25 points per event)
_____	I conducted a short session on legal procedures at an SLSA dinner meeting. (25 points per meeting)
_____	I am a member of at least one Legal Specialization Section. (50 points)
_____	I am a member of all six Legal Specialization Sections as of March 31, 2009. (100 points)
_____	I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? ____ (50 points per meeting)
_____	I attended a Legal Specialization Section Regional Seminar. (75 points)
_____	I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
_____	I submitted an article to LSI Director of Public Relations for publication in the <i>Daily Journal</i> . (50 points per article)
_____	I gave a formal presentation on benefits of membership to a law office. (50 points per presentation)
_____	I gave a formal presentation on benefits of membership to the local bar association. (100 points per presentation)
_____	I purchased the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I purchased the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (200 points)
_____	I purchased updates to the <i>Law Office Procedures Manual</i> between April 1, 2009 and March 31, 2010. (100 points)
_____	I am an SLSA officer or committee chair. I timely responded to my LSI counterpart's quarterly directive(s). Attached is (are) a copy (copies) of my response(s). (20 points per directive)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please attach additional pages if necessary. Thank you for your assistance. If you have any questions, you can reach Elicia Allen, CCLS at (916) 488-1795; or e-mail at eallen@tamurraylaw.com. Otherwise mail to:

Elicia Allen, CCLS  
 SLSA Governor 2009-2010  
 Law Offices of Todd A. Murray  
 1050 Fulton Avenue, Suite 218  
 Sacramento, CA 95825

# THESE SHOES ARE MADE FOR WALKING!



Butte County LPA and Sacramento LSA

Invite You to Step This Way

May 20, 21, 22, and 23, 2010

*LSI's 76<sup>th</sup> Annual Conference*

Hilton Sacramento Arden West

Sacramento, California



## CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): \_\_\_\_\_

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

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

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please check if applicable and include title:

\_\_\_\_\_ State Officer \_\_\_\_\_

\_\_\_\_\_ State Chairperson \_\_\_\_\_

Please check if you are:

\_\_\_\_\_ Governor \_\_\_\_\_ CCLS \_\_\_\_\_ PLS

**SCRIP TICKET (price includes: registration, reception, banquet, and brunch):**

POSTMARKED ON OR BEFORE April 20, 2010 @ \$115.00 \$ \_\_\_\_\_

POSTMARKED AFTER April 21, 2010 @ \$125.00 \$ \_\_\_\_\_

**INDIVIDUAL TICKETS:**

Registration by April 20, 2010 \_\_\_\_\_ @ \$20.00 \$ \_\_\_\_\_

Registration after April 21, 2010 \_\_\_\_\_ @ \$30.00 \$ \_\_\_\_\_

President's Luncheon (Friday) \_\_\_\_\_ @ \$31.00 \$ \_\_\_\_\_

Newcomer's Luncheon (Friday) \_\_\_\_\_ @ \$31.00 \$ \_\_\_\_\_

Governor's Luncheon (Friday) \_\_\_\_\_ @ \$31.00 \$ \_\_\_\_\_

Welcome Reception (Friday) \_\_\_\_\_ @ \$25.00 \$ \_\_\_\_\_

CCLS Luncheon (Saturday) \_\_\_\_\_ @ \$31.00 \$ \_\_\_\_\_

Membership Luncheon (Saturday) \_\_\_\_\_ @ \$31.00 \$ \_\_\_\_\_

Banquet (Saturday) \_\_\_\_\_ @ \$50.00 \$ \_\_\_\_\_

Dinner Choice: \_\_\_\_\_ Beef \_\_\_\_\_ Chicken \_\_\_\_\_ Vegetarian Pasta

Brunch (Sunday) \_\_\_\_\_ @ \$26.00 \$ \_\_\_\_\_

**TOTAL AMOUNT** \$ \_\_\_\_\_

SPECIAL DIETARY REQUESTS: \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO: **BUTTE COUNTY LPA (BCLPA)**

RETURN THIS FORM WITH PAYMENT TO REGISTRATON CHAIR:

**REGISTRATION CHAIR:**

Astrid Watterson, CCLS

c/o Somach Simmons & Dunn

500 Capitol Mall, Suite 1000

Sacramento, CA 95814

Tel: (916) 446-7979; Fax: (916) 446-8199

awatterson@somachlaw.com

**NO REFUNDS AFTER APRIL 30, 2010**

# THESE SHOES ARE MADE FOR WALKING!



Butte County LPA and Sacramento LSA

Invite You to Step This Way

May 20, 21, 22, and 23, 2010

**LSI's 76<sup>th</sup> Annual Conference**

Hilton Sacramento Arden West

Sacramento, California



## HOTEL REGISTRATION FORM

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Deposit Enclosed: \_\_\_\_\_ Check No: \_\_\_\_\_

Check One:  MasterCard  VISA  American Express  Discover Card

Credit Card No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Accommodations: **Single or Double** Occupancy \$119 per room

**Triple** Occupancy \$129

(does not include room tax or  
tourism assessment per room)

Check One:  1 King Bed in room  
 2 Double Beds in room  
 Suites (Upgrade available – call for further information and availability)

If sharing a room, name(s) of sharing party(ies): \_\_\_\_\_

Special requests/ADA Needs/Comments: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE **HOTEL** DIRECTLY BY TUESDAY, APRIL 19, 2010.

### HOTEL INFORMATION:

Hilton Sacramento Arden West  
Registration Desk  
2200 Harvard Street  
Sacramento, CA 95815  
Tel: 916-922-4700 or 800-344-4321  
Fax: 916-649-1311

**Must identify that you are with LSI Group**

### CONFERENCE REGISTRATION CHAIR:

Astrid Watterson, CCLS  
c/o Somach Simmons & Dunn  
500 Capitol Mall, Suite 1000  
Sacramento, CA 95814  
awatterson@somachlaw.com

*For Questions Please Contact Registration Chair*

# LSI – EDUCATING CALIFORNIA’S LEGAL PROFESSIONALS



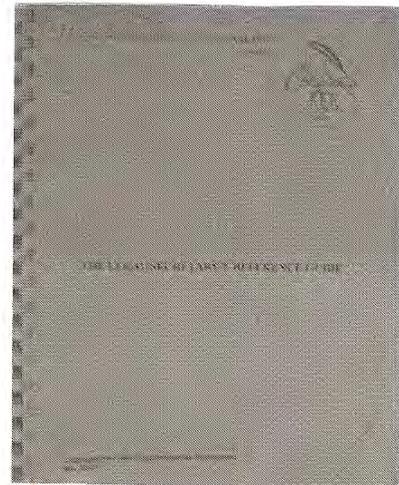
*Presents:*

## ***THE LEGAL SECRETARY’S REFERENCE GUIDE***

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

The guide includes:

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



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

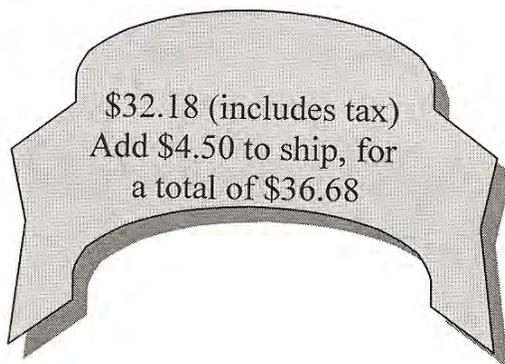
### ORDER FORM:

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

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

E-Mail: \_\_\_\_\_

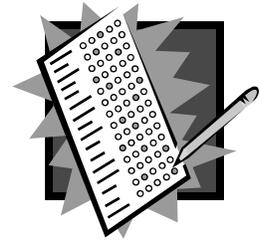
Number of Copies: \_\_\_\_\_



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

## CCLS QUIZ by Elizabeth Bomke, CCLS

1. \_\_\_\_\_ The original will and any codicils must be filed:
  - a. within 45 days of knowledge of death of testator
  - b. within 60 days of knowledge of death of testator
  - c. within 30 days of knowledge of death of testator
2. \_\_\_\_\_ A Notice to California Director of Health Services/Notice to Director of Victim Compensation and Government Claims Board must be filed:
  - a. not later than 120 days after issuance of Letters
  - b. not later than 90 days after issuance of Letters
  - c. not required
3. \_\_\_\_\_ Estate tax (both federal and state) must be filed (without a request for extension):
  - a. within 12 months from the date of death
  - b. within 6 months from the date of death
  - c. within 9 month from the date of death
4. \_\_\_\_\_ When filing estate taxes, a request for extension may be applied for in the amount of:
  - a. 6 months
  - b. 12 months
  - c. 24 months
5. \_\_\_\_\_ An Inventory and Appraisal must be prepared and filed:
  - a. within 4 months after issuance of Letters
  - b. within 6 months after issuance of Letters
  - c. within 9 months after issuance of Letters
6. \_\_\_\_\_ A safe deposit box may be opened before the probate hearing to determine what valuables are there.
  - a. True
  - b. False
7. \_\_\_\_\_ Creditors' claim period expires:
  - a. if 6 months have elapsed since the date of first issuance of Letters.
  - b. if 4 months have elapsed since the date of first issuance of Letters.
  - c. if 12 months have elapsed since the date of first issuance of Letters.
8. \_\_\_\_\_ Once stapled, the pages of an original Will can be unstapled to make copying easier.
  - a. True
  - b. False
9. \_\_\_\_\_ A self proving Will:
  - a. is a completely handwritten Will
  - b. has witnesses' signatures
  - c. has the witnesses' attestation clause signed under penalty of perjury.
10. \_\_\_\_\_ When filing a holographic Will with the court, :
  - a. no special process is required
  - b. a typed copy exactly as written must be included.
  - c. ten copies are needed.



## LEGAL PROCEDURES by Annamaria Dugan



California Department of Managed Health Care Issues “Timely Access” Regulations to Your Shorten Wait Time for Medical Appointments: The California Department of Managed Health Care (DMHC) announced on January 20, 2010, that California has become the first state in the U.S. to shorten the time a patient has to wait to see a doctor. The DMHC’s new “Timely Access” regulations addresses the common complaints from a 2009 study, which found that patients in Los Angeles wait an average of 59 days to see a family practice physician. Specifically, the DMHC’s recently promulgated regulations address the following standards:

- \* 48 hours for urgent care appointments that do not require prior authorization
- \* 96 hours for urgent care appointments requiring prior authorization (including specialists)
- \* 10 business days for non-urgent primary care appointments
- \* 15 business days for non-urgent appointments with specialists
- \* 10 business days for non-urgent appointments with a mental health care provider

Full text of the new “Timely Access” regulations, effective January 17, 2010, can be found at: <http://wps0.dmhc.ca.gov/regulations/docs/regs/20/1261420231445.pdf>.

California’s Department of Managed Health Care is the only agency in the nation which serves as an HMO watchdog. The DMHC helps over 21 million health care enrollees in resolving problems with their health plans, and works to provide a more stable and financially solvent managed health care system in California. More information about the DMHC can be found at [www.dmhc.ca.gov](http://www.dmhc.ca.gov).

“KEEP STEADILY  
BEFORE YOU THE  
FACT THAT ALL  
TRUE SUCCESS  
DEPENDS AT LAST  
UPON YOURSELF.”

THEODORE T.  
HUNGER

## BENEFITS HIGHLIGHT by Jennifer Rotz

Have you used your Jiffy Lube discount recently? As a member of SLSA, you should have received a card indicating that you are a Jiffy Lube VIP entitled to 15% off all services! I use my discount regularly and, I must say, during these difficult times, it comes in very handy. Additionally, Jiffy Lube offers excellent and quite impressive customer service. I encourage you to give them a try and be certain to use your VIP card. If you are an SLSA members who has not yet received a card, please contact the President or Vice President. We will make sure you receive it at once.

For more on the benefits of membership in SLSA and LSI, please visit the Membership page of our website at [www.slsa.org](http://www.slsa.org).

## GOVERNOR’S REPORT CONTINUED

That Saturday evening, everyone enjoyed a very nice banquet and spent some time getting to know one another better. Bright and early Sunday morning the attendees meet for a wonderful brunch with a very dynamic speaker, Ms. LeBeau, who was for over twenty-five years a television broadcaster in San Diego, and who had the fortune to interview figures such as Oprah Winfrey and President Bill Clinton. The Governor’s meeting resumed shortly thereafter and, there being no further business, was concluded until the next conference.



Thank you for allowing me to represent SLSA at LSI’s 3<sup>rd</sup> Quarterly Conference. I look forward to seeing all of my LSI friends at LSI’s Annual Conference in May. I hope to see you there too!! Don’t forget that it is being held in our very own back yard, the Sacramento Hilton – Arden West, May 20-23, 2010. If you have any questions about attending conference or want to find our more information, please don’t be shy – give me a call!!



# Sacramento Legal Secretaries Association presents **LUNCH LESSONS**



**Date:** March 23, 2010\*  
**Time:** 12-1 p.m.  
**Location:** McDonough Holland & Allen  
500 Capitol Mall, 18<sup>th</sup> Floor  
Sacramento, CA 95814  
*(Public parking is available in the building for a fee.)*  
**Cost:** \$15 LSI Members, \$17 Non-Members\*\*



*Vendor Sponsor:  
OnDemand Legal, Inc.*

**TOPIC:** "Administration of an Arbitration"



**SPEAKER:** *Shayne M. Corriea*

Shayne M. Corriea has been with JAMS for 10 years starting as a client coordinator. Her current role is that of Senior Case Manager where she manages the business practices of two local neutrals, participates in the General Arbitration Demand team and General Inquire team and is the Northern California Fast Track Program Administrator. Her position has allowed her to create great relationships with clients and legal professionals through the mediator/arbitrator selection and case setting process. Shayne is a native of Sacramento and is active in the community.

*1 hour MCLE and CCLS Credit*

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
SLSA Member?     YES     NO  
Check here for membership information   

**Make Checks Payable to: SLSA**

**Mail reservation to:**

Paula Lockard, CCLS  
McDonough, Holland & Allen, PC  
500 Capitol Mall, 18<sup>th</sup> Floor  
Sacramento, CA 95814  
Tel: 916-403-2531 / Fax 916-444-8334  
email: [plockard@mhallow.com](mailto:plockard@mhallow.com)

***If you cannot attend this event but are interested in membership, please call 916-446-4254.***

***Visit our website: <http://www.slsa.org>***

***\* Register by March 22; \*\* No shows will be billed.***



**Sacramento Legal Secretaries Association  
Membership Renewal Invoice**

**Membership Period: May 1, 2009 – April 30, 2010  
Due Date: May 1, 2009**

Make check payable to:  
**Sacramento Legal Secretaries Association**

Amount Due: **\$40**  
(Renewals are due May 1 and will incur a late fee of \$5  
after the date of June 1, 2009.)

Return the completed invoice and full payment to:  
**Debbie Frias, CCLS  
c/o The Crow Law Firm  
700 E Street  
Sacramento, CA 95814**

**MEMBER INFORMATION (PLEASE PRINT LEGIBLY):**

**NAME:** \_\_\_\_\_  
**BIRTHDAY:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**EMPLOYER:** \_\_\_\_\_  
**BUSINESS ADDRESS:** \_\_\_\_\_  
**CITY, STATE & ZIP:** \_\_\_\_\_  
**BUSINESS PHONE:** \_\_\_\_\_  
**BUSINESS FAX:** \_\_\_\_\_  
**BUSINESS E-MAIL:** \_\_\_\_\_ (for vital updates/reminders)  
**RESIDENCE ADDRESS:** \_\_\_\_\_  
**CITY, STATE & ZIP:** \_\_\_\_\_  
**RESIDENCE PHONE:** \_\_\_\_\_  
**RESIDENCE E-MAIL:** \_\_\_\_\_ (for vital updates/reminders)

**YOUR SPECIALTY:**

- |   |  |  |
|---|--|--|
| <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: _____            |

**MAILING/LISTING INFORMATION:**

Where do you want your SLSA/LSI mail delivered?  Business  Residence  
Where do you want e-mail delivered?  Business  Residence  
Which address should be listed in the membership roster?  Business  Residence  
If you do NOT want to be listed in the membership roster, check here:  No roster listing

**INVOLVEMENT:**

Have you been awarded lifetime membership in SLSA?  Yes  No  
Are you interested in volunteering as a committee chairperson?  Yes  No  
Are you interested in being on the ballot for an Executive Board position?  Yes  No  
What events, topics, and speakers would benefit you most this coming year? \_\_\_\_\_

\*\*\*\* SLSA USE ONLY \*\*\*\*

Date Received: \_\_\_\_\_ On Roster: \_\_\_\_\_  
Check no.: \_\_\_\_\_ On LSI: \_\_\_\_\_  
To Editor: \_\_\_\_\_

## MEMBERSHIP CHAIR REPORT by Terry Olson-Skeahan

Hello Everybody!! Just wanted to make you aware that at the end of April 2010 your membership will expire with SLSA and to remind you to send in a renewal form with your check of \$40. The benefits are ENORMOUS and I would love to see you all take advantage of attending meetings and classes at a reduced rate in the new year. If you are not a member, I highly suggest that you become one.

This last month we installed Michelle Chavez, Alicia Grundman, Cindie Wilding, Stevie Garcia Molly Mahoney and May Vang in absentia. We look forward to seeing them next month and, please members, welcome them when you see them. And if you don't know them, introduce yourself. I have made some great friends just by walking up to someone and saying "Hello, my name is Terry Olson-Skeahan. What is your name?"

Here are bios on our new members:

**MICHELLE CHAVEZ** – Michelle is a Legal Secretary at McDonough Holland & Allen. She has been in the legal field since 1995 and currently specializes in litigation. She celebrates her birthday on March 24.

**ALICIA GRUNDMAN** – Alicia is a Legal Assistant at Fredericks, Peebles & Morgan. She has been in the legal field for over 10 years and currently specializes in Litigation and Indian Law. She celebrates her birthday on September 11.

**CINDIE WILDING** – Cindie is a Assistant/Paralegal at Mennemier Glassman & Stroud. She has been in the legal field for over 30 years and currently specializes in Litigation and Appellate Law. She celebrates her birthday on August 16.

**STEVIE GARCIA** – Stevie is a Legal Assistant at the Law Offices of Joseph C. George. She has been in the legal field for over 6 years. She specializes in Litigation. She celebrates her birthday on August 13.

**MOLLY MAHONEY** – Molly is a Legal Secretary with Jay-Allen Eisen Law Corp. She has been in the legal field for 2 years. She specializes in Appellate and Family Law. She celebrates her birthday on October 24.

**MAY VANG** – May is a Legal Assistant at the Law Office of Jeffrey Fulton. She started in the legal field as an intern in June 07 and was hired in June 09 as a Legal Assistant. She specializes in Employment Law and Class Actions. She celebrates her birthday on March 8.

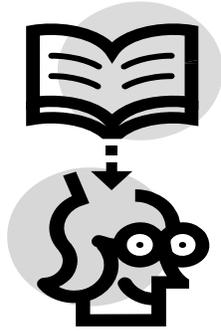
We have some great topics coming up at our general monthly meetings so please be sure to check the website for information on those meetings.

**SUGGESTION** - You may want to express to your employers that membership dues are only \$40 a year and you are offered some awesome educational classes for a very low cost. That it will help you stay apprised of new changes in the law and in the court systems. That you gain a network of professionals that you can call on to ask questions about how something is done or handled in a particular court that you might not practice in all the time. Or even in your own neck of the woods. That you think it would help you and the firm to have an employee who is on top of his or her game in the legal field and who doesn't want the smart, polished secretary?

If you have any questions about membership, please contact me at 916-446-4254 or e-mail me at [tmo@bkslawfirm.com](mailto:tmo@bkslawfirm.com).



VOCABULARY LIST by Elizabeth Bomke, CCLS



Testamentary	related or pertaining to a Will
Holographic Will	a Will in which the material provisions and the signature are in the handwriting of the testator
Letters of Administration	document issued by a court empowering one to act as administrator of a decedent's estate
Will	document signed by a testator by which, among other things, the testator disposes of his/her estate
Letters Testamentary	document issued by a court empowering one designated in a decedent's Will to act as executor of the decedent's estate
Personal Representative	the person appointed by the court to act as a probate estate's representative
Administrator with Will Annexed	the person appointed by the court to act as a probate estate's representative when the person named in the Will as executor is deceased or is unable to act
Decedent	the person who has died
Heir	one who is entitled to the property of a decedent under the statutes of intestate succession
Codicil	a supplement to a Will
Administrator	the person appointed by the court to act as a probate estate's representative when the decedent leaves no Will
Executor	the person named in a Will to carry out the directions in the Will and to act as the representative of a decedent's estate
Probate	judicial process of proving a Will and carrying out its provisions, and/or administering an estate
Beneficiary	one who receives property from an estate, whether an heir or not

"THERE IS NO  
HAPPINESS  
EXCEPT IN THE  
REALIZATION  
THAT WE HAVE  
ACCOMPLISHED  
SOMETHING."  
  
HENRY FORD

CCLS QUIZ ANSWERS by Elizabeth Bomke, CCLS

- 1) c LOPM J-7
- 2) b LOPM J-8
- 3) c LOPM J-8
- 4) a LOPM J-8
- 5) a LOPM J-8
- 6) b LOPM J-11
- 7) b LOPM J-18
- 8) b LOPM J-11
- 9) c LOPM J-13
- 10) b LOPM J-12



## LAW OFFICE PRODUCTS/MANAGEMENT by Beba Maletic-Arsov

All right, it's not an article about technology or science in the law office, but caught my attention as it's dominant in the news and gaining momentum in law. Many of us have children, some are teenagers, soon to be teenagers, and some are too young, but never too late to talk to your kids about serious issues. Feel free to send your comments to me at my personal email address: beba\_maletic@yahoo.com (gripes or suggestions also welcome).



Should "Sexting" be a Criminal Act?

As if being a teenager isn't stressful enough, peer pressure is now being rivaled by a powerful new influential force...exposure.

This has given rise to the phenomenon known as "sexting," where teens submit nude photographs of themselves or others electronically over the Internet via email or instant messages.

Innocent Prank or Criminal Act?

Debate is growing regarding whether the act should be perceived as an innocent prank, or prosecuted as a punishable crime. Two states, Pennsylvania and New Jersey, are examples of how the issue is beginning to be addressed in different ways. In Pennsylvania, three female teens were charged with felony child pornography crimes when they took nude photos of themselves and sent them to friends through text messages. The district attorney threatened to prosecute, but the federal district judge stated that the teens had effectively argued that the photos in question didn't demonstrate sexual activity, and were not posed in a provocative manner, which was not in violation of Pennsylvania Law and was protected under the First Amendment. The judge issued a restraining order, enjoining the district attorney from pursuing the case.

There are currently no laws in Pennsylvania that specifically prohibit sexting. But New Jersey is garnering attention with a proposal. Legislation has been introduced to the State Assembly that would create a diversionary program for teens who are charged with the practice of sexting. If accepted, the accused would avoid criminal prosecution by completing the program, which focuses on educating teens as to the consequences of posting sexually suggestive materials, and how it could haunt them for the rest of their lives.

Deterrent to a Dangerous Trend?

Sexting is a felony for those over 18 and under Megan's Law, information regarding registered sex offenders is made available to the public. But there is no formal penalty for juveniles engaged in sexting with other juveniles, and according to a recent survey, teens tend to send such photos as a joke, to feel sexy or just to be funny and flirtatious. By passing the law in New Jersey, and including the diversionary program, the hope is that sexting could be de-criminalized, and for a portion of the teens engaging in the practice, a lesson would be learned.

Discussion and awareness is gaining momentum, as sexting is a rapidly growing phenomenon that will eventually find reference in online pornography laws.

The fact remains that teens are always searching for new ways to rebel, to be noticed and to test boundaries, and the ease of using sophisticated technology is becoming more and more commonplace. For teens looking for an opportunity for sheer excitement, discovery and experimentation, technology is sexy, and it's the new frontier.

**ABOUT THE AUTHOR:** Shaffer & Engle Law Offices

Shaffer & Engle Law Offices, LLC has built a reputation based on trust. Since 1951, individuals across central Pennsylvania have been relying on our experience and skillful representation. That is over fifty-five years of helping people meet their legal needs in criminal defense.



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SLSA **active** members are also members of LSI and may take advantage of the benefits provided by Working Advantage. For the LSI Member ID Number, please contact the Governor at [governor@slsa.org](mailto:governor@slsa.org) or the President at [president@slsa.org](mailto:president@slsa.org).

Visit [www.workingadvantage.com](http://www.workingadvantage.com) or call (800) 565-3712.



# Sacramento Legal Secretaries Association

## Dinner Meeting - March 18, 2010

Speaker:  
**Andy Shawkey**  
of  
**MTI College**

Topic:  
**"Paraprofessional Ethics –  
A Refresher Course"**

Special Guest:  
**Brooke Atherton, CCLS, LSI Vice President**  
on  
**"The Benefits of Membership"**

5:30 – 6:15 p.m. Meet & Greet  
6:15 – 8:00 p.m. Dinner Meeting  
**Casa Garden Restaurant**  
2760 Sutterville Road, Sacramento  
Tel: (916) 452-2809  
**\$25 SLSA Members\*/\$29 Non-Members\***  
*Benefitting the Sacramento  
Children's Home*

*Vendor of the Month:*

***Esquire  
Solutions***

**RSVP by MARCH 12.** Complete & detach reservation form, enclose check payable to SLSA, and mail to: Jennifer Shelton, Murphy Austin Adams Schoenfeld, 304 "S" St., Sacramento, CA 95811; phone: 916.329.3104; fax: 916.503.4000; email: [jshelton@murphyaustin.com](mailto:jshelton@murphyaustin.com). \*Please add \$3 for reservations made after MARCH 12. **NOTE:** Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

### ENTRÉE SELECTION:

**Orange Fusion Chicken**  
(panko-crusted chicken breast topped with a light citrus and sesame seed garnish, served with five-spice rice)

**Asian Stir Fry\***  
(with shitake mushrooms)

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



Do you require an  MCLE or  CCLS certificate?

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

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

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

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO SLSA, FOR \$40 (\$25 FOR STUDENTS) WHICH INCLUDES LOCAL DUES, ANY INITIATION FEE, AND LEGAL SECRETARIES, INCORPORATED (LSI)\* PER CAPITA TAX, TO:

Terry M. Olson-Skeahan  
Bartkiewicz, Kronick & Shanahan  
1011 22<sup>nd</sup> Street  
Sacramento, CA 95816

NAME OF APPLICANT \_\_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

BUSINESS TELEPHONE (\_\_\_\_) \_\_\_\_\_ RESIDENCE TELEPHONE (\_\_\_\_) \_\_\_\_\_

BUSINESS E-MAIL \_\_\_\_\_ RESIDENCE E-MAIL \_\_\_\_\_

EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) \_\_\_\_\_

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

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

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

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SPONSOR \_\_\_\_\_ APPLICATION APPROVED \_\_\_\_\_

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

LSI MEMBERS MAY ALSO JOIN ONE OR MORE OF THE FOLLOWING LSI LEGAL SPECIALIZATION SECTIONS:

~ CIVIL LITIGATION

~ CRIMINAL LAW

~ FAMILY LAW

~ LAW OFFICE ADMINISTRATION

~ PROBATE/ESTATE PLANNING

~ TRANSACTIONAL LAW

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

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

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

**YOUR SPECIALTY:**

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

**EDUCATION:**

_____ High School Diploma	_____ Four Year Bachelor's Degree
_____ Secretarial Training Course	_____ Additional Education Above Four Year Degree
_____ Two Year Junior/Business College	

**TYPE OF OFFICE:**

_____ Law Office	_____ Self-Employed
_____ Government Services	_____ Corporate Legal Department
_____ Court System	_____ Other Specify: _____

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

_____ Retirement/401(k)	_____ Major Medical	_____ Vacation
_____ Disability Income Plan	_____ Life Insurance	_____ Dental
_____ Hospitalization	_____ Vision	_____ Other
		Specify: _____
		_____

\_\_\_\_\_ **CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES**

\_\_\_\_\_ **CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS**

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

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

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

How did you hear about SLSA? \_\_\_\_\_

\_\_\_\_\_

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

**Terry M. Olson-Skeahan**  
**Bartkiewicz, Kronick & Shanahan**  
**1011 22<sup>nd</sup> Street**  
**Sacramento, CA 95816**

## LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>BRASS TACKS*</b> A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars and forms. (Rev. 5/06)	\$ 5.00		\$
<b>CAREER PROMOTION/SCHOLARSHIP <i>NOT JUST A SECRETARY</i> BOOKLET</b> A 26-page booklet designed to assist local associations in promoting the career of legal secretary. Includes handout materials and an outline for use at career and scholarship promotion events. (Rev. 2/98)	5.00		
<b>CCLS BROCHURE</b> Tri-fold brochure promoting the benefits of taking the CCLS Exam. Includes tear-off to request application form and information kit. (Rev. 2/08)	N/C		
<b>CCLS MOCK EXAM 2006</b> Sample questions and answers to assist in preparing for all sections of the CCLS Exam.	20.00		
<b>CCLS PIN</b> A 1/2" high, 10-karat gold pin with CCLS logo. For the CCLS.	35.00		
<b>CCLS STUDY KIT</b> Contains Mock Exam (see above), Gregg Reference Manual with Basic and Comprehensive Worksheets and Instructor's Resource Manual.	120.00		
<b>GUIDELINES FOR HOSTING LSI CONFERENCES*</b> An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI Conference. (Rev. 2/08)	N/C		
<b>GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM</b> A 34-page guide, with sample forms, to assist with the planning and execution of a successful legal educational program. (Rev. 8/03)	5.00		
<b>HISTORY BOOK AND SCRAPBOOK COMPETITION RULES AND GUIDELINES*</b> A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents. (Rev. 11/05)	5.00		
<b>HISTORY OF LEGAL SECRETARIES, INCORPORATED</b> A 50-page memory of people, places and events since 1929. (Rev. 2/06)	5.00		
<b>LAW OFFICE PROCEDURES MANUAL FLYER</b> An 8 1/2" x 11" advertisement of the LOPM. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LAW OFFICE PROCEDURES MANUAL INSTRUCTOR'S GUIDES</b> To assist instructors in conducting training classes. Teacher Training Chapter offers tips for teaching. Other Guides supplement Chapters of the LOPM and contain projects, instructions to student, completed and blank legal forms, exams and answer keys.			
TEACHER TRAINING CHAPTER (Rev. 9/07)	4.00		
ADOPTIONS CHAPTER (Rev. 9/07)	7.00		
CIVIL PROCEDURE CHAPTER (Rev. 9/07)	7.00		
CONSERVATORSHIP CHAPTER (Rev. 9/07)	7.00		
CORPORATIONS CHAPTER (Rev. 9/07)	7.00		
COURT STRUCTURE CHAPTER (Rev. 9/07)	7.00		
CRIMINAL LAW CHAPTER (Rev. 9/07)	7.00		
DISCOVERY CHAPTER (Rev. 9/07)	7.00		
FAMILY LAW CHAPTER (Rev. 9/07)	7.00		
PROBATE CHAPTER (Rev. 9/07)	7.00		
REAL ESTATE CHAPTER (Rev. 9/07)	7.00		
UNLAWFUL DETAINER CHAPTER (Rev. 9/07)	7.00		
WORKERS' COMPENSATION CHAPTER (Rev. 9/07)	7.00		
MISCELLANEOUS CHAPTER (Rev. 9/07)	7.00		
<b>LEGAL SECRETARY'S REFERENCE GUIDE</b> A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff. (Rev. 4/07)	30.00		
<b>TOTAL THIS PAGE</b>			<b>\$</b>

\*Item available to LSI members only

(Prices effective 0508)

## LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

ITEM	UNIT PRICE	QUANTITY	TOTAL
<b>LSI BYLAWS AND STANDING RULES*</b> As currently adopted by the LSI Governors.	\$ 5 00		\$
<b>LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER</b> An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/02)	N/C		
<b>LSI LEGAL SPECIALIZATION SECTIONS BROCHURE</b> Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
<b>LSI MEMBERSHIP BROCHURE</b> Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application (Rev. 2/08)	N/C		
<b>LSI MEMBERSHIP PIN*</b> A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	3 00		
<b>LSI ROSTER*</b> Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
<b>MEMBERSHIP APPLICATION FORM*</b> An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information (Rev. 5/08). Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
<b>NEW MEMBER PACKET*</b> A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
<b>PRESIDENT'S PENDANT*</b> A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents.	7 00		
<b>PRESIDENT'S PIN*</b> Same as pendant (see above), but with pin on back.	7 00		
<b>TOTAL THIS PAGE</b>			\$
<b>TOTAL PREVIOUS PAGE +</b>			\$
<b>TOTAL ORDER =</b>			\$
<b>CALIFORNIA SALES TAX (7.25% OF TOTAL ORDER) +</b>			\$
<b>MAILING/SHIPPING AND HANDLING (15% OF TOTAL ORDER) +</b>			\$
<b>TOTAL AMOUNT =</b>			\$

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, CORPORATE OFFICE, P O BOX 660, FORTUNA, CA 95540-0660; OR, FAX TO (707) 725-1344. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY.

**DELIVER TO:** NAME \_\_\_\_\_ ASSOCIATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**Method of Payment:** Check, payable to "LSI," enclosed  VISA  MASTERCARD

**Credit Card Information:** Number \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_ **Card Verification Number** \_\_\_\_\_

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

\*Item available to LSI members only

(Prices effective 0508)

# California Certified Legal Secretary

A Program of  
Legal Secretaries, Incorporated



## APPLICATION

Please complete and mail this form to the following address with your check to reserve your place at one of the examination venues:

**CCLS Certifying Board  
5726 Lorelei Avenue  
Lakewood, CA 90712**

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

Deadline: Application must be received 60 days prior to examination date. A late application may be accepted up to 30 days prior to the examination if submitted with a \$25 late fee, in addition to the fees listed below, if space is available.

EXAMINATION FEES*			
LSI MEMBERS**		Non-LSI MEMBERS	
Registration fee:	\$ 15.00	Registration fee:	\$ 55.00
Examination fee:	<u>\$ 95.00</u>	Examination fee:	<u>\$ 95.00</u>
Total	\$110.00	Total	\$150.00

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

\* Fees subject to change without notice.

\*\* LSI members: Name of local association: \_\_\_\_\_ LSA/LPA.  
**Please enclose a photocopy of your local membership card.**  
You must be a member upon application to be eligible for reduced fees.

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

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

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

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

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

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

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

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

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

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

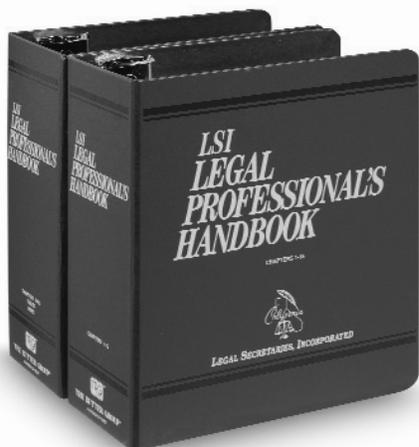
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified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

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

## LEGAL SECRETARIES, INCORPORATED

# LEGAL PROFESSIONAL'S HANDBOOK

... THE *ULTIMATE RESOURCE* GUIDE!



**STEP-BY-STEP GUIDANCE:** Step-by-step instructions for each major area of law practice, shows deadlines, fees, number of copies, addresses and all the other details needed to do the job right the first time!

**FORMS:** Included are official Judicial Council forms, plus practice-tested forms for pleadings, motions, business documents, transmittal letters, etc.

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

**UP-TO-DATE:** The Handbook covers the current statutes and court rules. It is kept up-to-date by the Publications Revision Committee through annual replacement pages.

### CONTENTS

- California Court System
- Statutes of Limitation/Jurisdiction
- Attachment/Other Provisional Remedies
- Commencement of Civil Actions
- Discovery in Civil Actions
- Pretrial and Judgment in Civil Actions
- Postjudgment Proceedings
- Civil Appeals and Writs
- ADR
- Foreclosures: Mortgages and Trust Deeds; Mechanic's Lien
- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
- Workers' Compensation
- California Commercial Code
- Corporations
- Limited Partnerships
- Intellectual Property Law: Copyrights; Trademarks; Patents
- Miscellaneous General Information

### ORDER FORM

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

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

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

My payment is enclosed

Please bill me

**Legal Secretaries, Incorporated**  
**LEGAL PROFESSIONAL'S**  
**HANDBOOK**

2 Volumes • Over 2550 Pages

LSI Members-Only Price ..... \$233.75

Nonmembers Price ..... \$275

(Includes shipping)

Subtotal \$

Add applicable sales tax \$

TOTAL \$

NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ STATE BAR NO. \_\_\_\_\_

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Enclosed is my check for \$ \_\_\_\_\_ payable to **THE RUTTER GROUP**

Charge \$ \_\_\_\_\_ on my  VISA  MASTERCARD  AMERICAN EXPRESS

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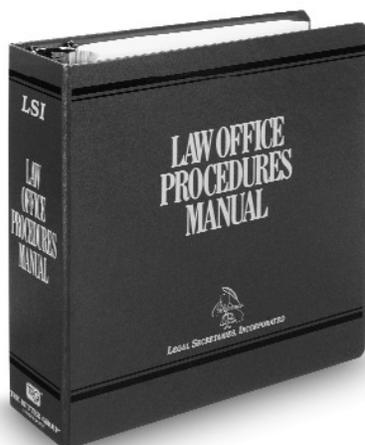


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## LEGAL SECRETARIES, INCORPORATED

# LAW OFFICE PROCEDURES MANUAL

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### The Problem

Training new law office staff members is time consuming and expensive. The adequacy of the training is often dependent on the ability of the existing staff. Loss of key personnel may make it impossible to train and supervise less experienced staff.

### The Solution

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**STEP-BY-STEP GUIDANCE:** The Manual covers each major area of law practice.

**FORMS:** The Manual includes the major Judicial Council forms, plus typical attorney-drafted forms. *Sample forms are filled out* to illustrate common applications.

**UP-TO-DATE:** The Manual is updated twice a year to include revised Judicial Council forms and other changes in applicable rules and procedures.

### CONTENTS

- Court Structure
- Civil Procedure
- Local Rules
- Discovery
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- Real Estate
- Criminal
- Family Law
- Adoptions
- Probate
- Conservatorships and Guardianships
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24	Butte County	LPA	1		20	21
46	Capitol City	LPA	1		28	29
10	Conejo Valley	LPA	1		7	8
26	Desert Palm	LPA	6		14	20
22	El Dorado County	LPA	3		14	17
38	Fresno County	LPA	10		31	41
53	Humboldt County	LPA	8		34	42
35	Imperial County	LPA	12		18	30
39	Livermore-Amador Valley	LPA	3		31	34
84	Long Beach	LSA	1		43	44
33	Los Angeles	LSA	10		24	34
18	Marin County	LPA	6		10	16
31	Merced County	LPA	7		28	35
31	Monterey County	LSA	0		20	20
55	Mt. Diablo	LPA	10		42	52
19	Napa County	LSA	0		16	16
85	Orange County	LSA	20		50	70
32	Palo Alto	LSA	3		19	22
21	Placer County	LPA	8		15	23
9	Redding	LPA	6		7	13
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153	Sacramento	LSA	33		107	140
219	San Diego	LSA	39		149	188
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27	Santa Barbara	LSA	8		18	26
50	Santa Clara County	LSA	0		39	39
20	Santa Cruz County	LPA	3		17	20
28	Santa Maria	LPA	4		14	18
42	Sonoma County	LSA	6		31	37
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Membership list as of 10/31/09



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

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