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Sacramento Legal Secretaries Association



THE LEGAL EAGLE



March Events

- **March Dinner Meeting – Thursday, March 21.** This meeting will be held at the Courtyard Marriott, Midtown Sacramento, 4422 Y Street, Sacramento. You can register online through our website (www.slsa.org) or contact Shelly Reyes at reservations@slsa.org. *See page 18.*
- **March Lunch Lesson - Tuesday, March 26.** This lunch lesson will be held at Downey Brand, 621 Capitol Mall, 18th Floor, Sacramento. You can register through Anne French at afrench@downeybrand.com. *See Page 16.*

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!





*Dawn Forgeur,
CCLS*

President's Message

by Dawn Forgeur, CCLS

Thank you to our members, non-members, and vendors who came out to the February Day In Court dinner meeting. You can read up on some of the information that was covered that night in our Day in Court article in this bulletin. I also want to thank Rebecca Lerma and Crystal Rivera, Day in Court Chairmen. For the past two years, this team put together four awesome Day In Court events for us and I really appreciate all the hard work that went into setting up the speakers and making sure we had great vendors at each event.

As the end of the fiscal year is coming to an end, now is the time to start making sure that we record all of the Chapter Achievement Points so that we can try and win first place at LSI's May Annual Conference! Please let me or Melanie know if you have attended another association's meeting, or if you have received the May and October 2012 updates to your Law Office Procedures Manual or any updates to the Legal Professional's Handbook.

PROGRAMS

March 21, 2013, is our March Dinner Meeting. Our speaker is Shayne Corriea-Fernandez of JAMS and she will be speaking on "The Ins and Outs of Arbitration" with our vendor of the month, Esquire Deposition Solutions. You may register online or by emailing reservations@slsa.org. This event will be held at the Courtyard Marriott, 4422 Y Street, Sacramento. Please refer to the registration form in this bulletin.

March 26, 2013, is our March Lunch Lesson. Our speaker is Treven Tilbury, Esq., and the topic is "E-Discovery...Are You Doing It Right?" The registration form is in this bulletin or you may email Anne French at afrench@downeybrand.com. This event will be

held at Downey Brand, 621 Capitol Mall, 18th Floor. Parking is available for a fee and lunch will be provided.

NOMINATIONS AND ELECTIONS

Congratulations to our newest officers, who were elected by acclamation at our February 19, 2013, dinner meeting! This bulletin has short bios on all of them so you can get to know a little bit about who they are.

Voting on the delegates will be by mail and those ballots were mailed out to all members on March 6, 2013— please do not forget to send those back to the Nominations and Elections Committee as soon as possible so that your vote will be counted at the March dinner meeting.

Vice President Vacancy – You will note that there is no Vice President-elect bio included among the other officer-elect bios. At the close of nominations at the February 19, 2013 meeting, no nominees had been submitted to the Nominations and Elections Committee, nor were there any nominations from the floor. SLSA's Vice President performs several crucial duties for the association and its members, chief among them being Membership Chair. Additionally, SLSA's Bylaws state that elected officers serve a term of one year, or until their successor is recommended. Our current Vice President and new President-elect happen to be the same person, which means she will be performing the new duties of incoming President, as well as continuing the duties of Vice President. I ask you to please think about stepping forward and offering to serve your association as its Vice President. Please contact me for more information or if you have any questions regarding the Vice Presidency. Your service will truly be appreciated!



CHANGE OF ADDRESS:

Please remember if you have moved offices or home, be sure to send us your Change of Address form so that we can update our records. This will minimize any delay in your receiving our monthly bulletin, any correspondence, and the LSI quarterly magazine. The change of address form can be found in this bulletin or on our website. They should be mailed to our Vice President and Membership Chair, Lynne Korosh, to her work address at Greenberg Traurig, LLP, 1201 K Street, Ste. 1100, Sacramento, CA 95814.



Membership Chair Report

by Lynne Koroush

CONGRATULATIONS

To Melinda Eberwein and Terri Adams, both of whom have been upgraded from Student Member to Active Member as of February 2013.

To SLSA's Advertising Chair, Elizabeth Bomke, CCLS, on her engagement to Mr. Milton Madden. We are thrilled for Elizabeth, and wish the happy couple a blessed and bright future together.

KEEP US POSTED

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.



INTERESTED IN MEMBERSHIP?

If you are interested in membership in SLSA, please contact Lynne Koroush at (916) 442-1111, or via e-mail at koroushl@gtlaw.com.

Of Note

HOW TO SERVE CIVIL APPELLATE BRIEFS ON THE SUPREME COURT

When an appellate brief in a civil appeal is submitted to a Court of Appeal, an electronic copy or four paper copies of the brief must also be served on the Supreme Court by one of the means indicated below. (See Rule 8.212, Service and filing of briefs)

Submitting an electronic copy of the brief on the Court of Appeal will satisfy the requirements for service on the Supreme Court under rule 8.212(c)(2).

Serve a single electronic copy of an appellate brief.

Or, serve four paper copies of an appellate brief by delivering or mailing them to:

Supreme Court of California
350 McAllister Street
San Francisco, CA 94102-4797

The link is: <http://www.courts.ca.gov/7423.htm>

SUPERIOR COURT INFORMATION

Los Angeles Superior Court has announced that it will be closing its Alternative Dispute Resolution Department on June 28, 2013, due to budget shortfalls. There are currently 5,000 active cases that the court will be urging ADR Neutrals to complete in the next two months. The court has not finalized the details regarding court personnel for this department yet.



Melanie Herman

Governor's Report

by Melanie Herman

LSI's third quarterly conference was held on February 22, 23, 24, 2013, in Buena Park, California, and was hosted by Orange County Legal Secretaries Association. The weekend started off with a good old fashion Hoe-Down, appropriately titled "Howdy Partner." We had too much fun at the reception, which included a photo booth and a roaming banjo player. I attended the Board of Governors Meeting and the Governors' luncheon on Saturday. Prior to conference, all the Governors and Presidents were provided written reports and all of LSI's officers and chairmen whom were called to the conference gave their oral reports. Below you will find the relevant items that were discussed and presented.

LSI's Executive Committee presented the Governors with three recommendations, all of which were adopted.

RECOMMENDATION NO. 1:

Amend Standing Rule 2 to insert a new rule:

- Rule 2.18: At February Quarterly conferences one potential Governor in Training from a local association may be allowed to attend the Governor's luncheon with his/her local association's current Governor.

RECOMMENDATION NO. 2:

- Amend Standing Rule 24 by deleting the word "Videotapes." Rule 24 will now be titled:
- Rule 24 – Day in Court

RECOMMENDATION NO. 3:

- Amend Standing Rule 24.1 by deleting "videotapes which shall be available for rental to Local Associations for a 30-day period, at a cost of \$10 per videotape" and insert "scripts that are available to Local Associations" at the end. Rule 24.1 now reads as follows:

- Rule 24.1: The Professional Liaison/Day in Court committee chairman shall maintain a library of Day in Court scripts that are available to Local Associations.

The Governors also voted on the noticed proposed amendment to LSI's Bylaw Article XI, section 2, subsection (a), which carried unanimously. Article XI, section 2, subsection (a), now reads as follows:

Executive Advisor. The immediate Past President shall be offered a courtesy seat on the Executive Committee, with the privilege of voice and vote. If the immediate Past President is unable or unwilling to so serve, this office shall be offered to an LSI Past President who is willing and able to serve the remaining appointed term. This office shall remain vacant until an LSI Past President has been appointed.

And, on Sunday at brunch, Sandra T. Jimenez, CCLS, LSI President, appointed Linda Duarte, LSI Past President 1994-1996, of Long Beach LSA, as LSI's Executive Advisor.

We also had a two-part vote on the logo contest. The first round of votes were via ballot on all logos submitted, which resulted in a tie between LSI's current logo (logo "X") and SLSA's top pick, logo "L." The second round was executed by standing vote and resulted in a 15-14 vote in favor of a new logo, logo "L." Immediately following the vote, Sacramento LSA Vice President and LSI Professional Liaison/Day in Court Chair, Lynne Koroush, moved that LSI adopt logo "L" as the new logo for LSI. After some discussion and a motion to postpone that was defeated, the motion was carried in a vote of 20-10 in favor of adopting logo "L" as LSI's new logo.

Lastly, LSI's Executive Committee gave notice of three additional Bylaw amendments, which will be presented and voted on at the Pre-Board of Governors Meeting at the May 2013 Annual Conference. Additionally, I received the formal notices from Astrid B. Watterson, CCLS, LSI's Parliamentarian, as follows:

See Governor's Report, Page 5



Dawn Forgeur, CCLS

Governor's Report

by *Melanie Herman*

Cont.

NOTICE OF PROPOSED BYLAW AMENDMENT NO. 1:

NOTICE IS HEREBY GIVEN, pursuant to Article XIX, Section 2, subsection (a), of the LSI Bylaws, on February 23, 2013, at the Board of Governors meeting held in Buena Park, California, the Executive Committee provided notice of a proposed Bylaw amendment to LSI Bylaw Article XII, Section 1, by inserting a new subsection (o). The purpose of the notice to amend the Bylaw is to allow the current special committee website coordinator chair to be a standing committee.

PROPOSED AMENDMENT TO BYLAW

- LSI Bylaw Article XII, Section 1, subsection (o).
- (o) Social Media

NOTICE OF PROPOSED BYLAW AMENDMENT NO. 2:

NOTICE IS HEREBY GIVEN, pursuant to Article XIX, Section 2, subsection (a), of the LSI Bylaws, on February 23, 2013, at the Board of Governors meeting held in Buena Park, California, the Executive Committee provided notice of a proposed Bylaw amendment to LSI Bylaw Article XII, Section 2, by inserting a new subsection (o). The purpose of the notice to amend the Bylaw, is to define the duties of the social media committee.

PROPOSED AMENDMENT TO BYLAW

- LSI Bylaw Article XII, Section 2, subsection (o).
- (o) Social Media. This Committee shall (1) maintain and update the LSI website, (2) ensure all directives and reports and conference changes are updated on the LSI website, (3) coordinate with the webmaster, (4) maintain and update all photographs of LSI items listed on the LSI website, and (5) maintain and update all other social media as needed.

NOTICE OF PROPOSED BYLAW AMENDMENT NO. 3:

NOTICE IS HEREBY GIVEN, pursuant to Article XIX, Section 2, subsection (a), of the LSI Bylaws, on February 23, 2013, at the Board of Governors meeting held in Buena Park, California, the Executive Committee provided notice of a proposed Bylaw amendment to LSI Bylaw Article XIII, Section 2, by U a new subsection (c)(1) to read as follows: “(c)(1) 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?”. The purpose of the notice to amend the Bylaw is to follow up with associations not in good standing with LSI.

PROPOSED AMENDMENT TO BYLAW

- LSI Bylaw Article XIII, Section 2. Withdrawal, Dissolution, Revocation of Charter.

Failure to Pay Per Capita Taxes. The charter of a Local Association that has not paid per capita taxes to LSI for the period of one fiscal year shall be revoked.

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.

Should you have any questions or require additional information, please do not hesitate to contact me.



Astrid B. Watterson, CCLS and Mary J. Beaudron, CCLS - LSI Vice President



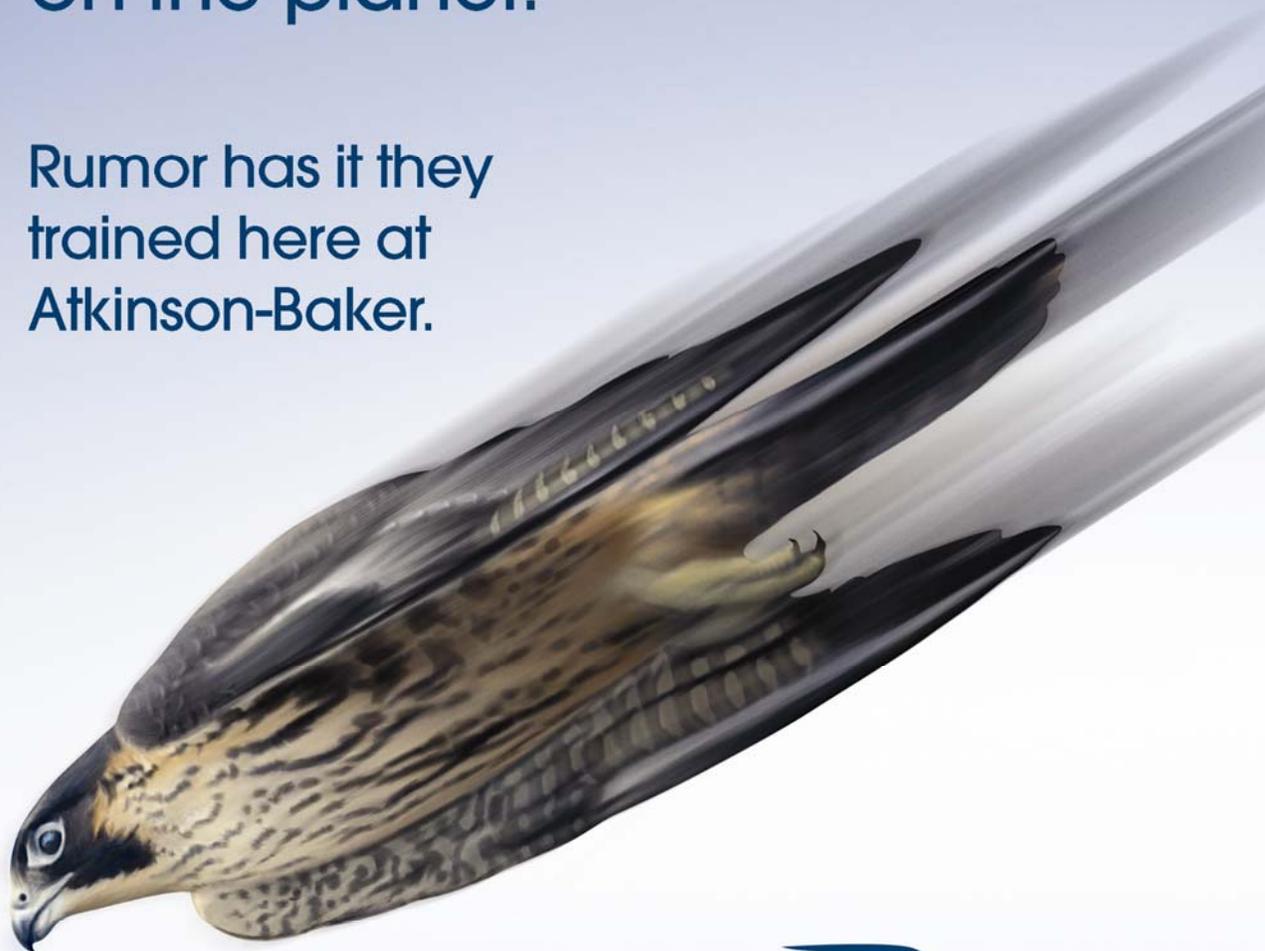
Jeffrey Weddle, LSI Legal Procedure Chair, Barbara Barregar, Conference Chair, Heather Edwards, LSI Treasurer



Tammy Hunt, CCLS, Lynne Koroush, and Melanie Herman

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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Employment Report/Positions Available

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 jmoralez@somachlaw.com. A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

- (3/7/2013) Experienced Legal Assistant/Paralegal. Boutique Real Estate Law Firm is seeking an experienced full-time Legal Assistant and/or Paralegal with 5+ years transactional/litigation experience working in a law firm. Must be a responsible, dependable team player with outstanding grammatical, organizational and communication skills. Candidate must be proficient in Microsoft Office Word/Excel/Outlook as well as TABS and Delta View software. Will be transcribing dictation as required and assisting with preparation of legal documents. Must be able to multi-task and complete assignments quickly and accurately. Salary DOE. Excellent Benefit Package. Email resumes to: robinson@cvmlaw.com or fax resumes to: (916) 290-9814.
- (2/20/13) Bookkeeper Full-time. Small law firm is looking for an experienced full-time Bookkeeper. Qualified applicants should have a minimum of 4 years bookkeeping experience (Payroll, Accounts Receivables, Accounts Payables, Credit Card and bank reconciling). Experience posting payments, making and posting bank deposits, Invoicing, and other general accounting functions. Applicants must be proficient in use of Timeslips, Abacus, and Quickbooks. Attention to detail. Must have the desire to work independently, complete duties with minimal supervision, follow instructions and be well organized. You must have a pleasant and professional demeanor, as you will be working closely with others. Must be flexible and willing to assist with additional tasks within the firm, as requested. Top candidates must be willing to consent to a background screen. Please email resume to Lawgroup344@yahoo.com with salary expectations with Subject Line: Bookkeeper.
- (2/14/13) Experienced Full-Time Litigation Secretary. Nossaman has an immediate opening in its Sacramento office for a litigation secretary with 5+ years experience. The position will support a fast-paced and challenging litigation desk with 1 partner and 2-3 associates. Candidates must have a thorough working knowledge of the federal and state court systems and extensive experience with all aspects of the litigation process, including e-filing. Proficiency with Microsoft Office 2010 is a must, including the use of styles and the creation and formatting of pleadings and other complex documents including appeals briefs, table of contents and table of authorities. Interested candidates are invited to review a more detailed job description at www.nossaman.com/careers. Please submit a resume, cover letter, and salary requirements to the Nossaman Human Resources Department at careers@nossaman.com. Nossaman LLP is an Equal Opportunity Employer/Affirmative Action Employer M/F/D/V.

Employment Report/Positions Available

by Jaymie Morales

Cont.

- (2/4/13) Experienced Legal Secretary - Insurance Defense. Legal secretary with 5+ years experience preferably in insurance defense. Candidate must be experienced in all areas of the litigation process, must be detail oriented and have excellent organizational and interpersonal skills. Must have the ability to multi-task and complete assignments quickly and accurately. Must be able to interact with partners, associates, staff and clients. Candidate should be proficient in Word 2007 and Outlook. The firm has excellent benefits and competitive salary. Please submit resume to: resource.dept@yahoo.com.
- (1/24/13) Experienced Litigation Paralegal - Healthcare Litigation Law Practice. Murphy Austin Adams Schoenfeld LLP is a downtown law firm looking for a qualified paralegal candidate with five+ years of solid litigation experience to work in our Healthcare Litigation Law practice group. The successful candidate must be able to multitask in a fast-paced, professional environment, enjoy working as part of a team, and demonstrate a commitment to client service. In addition, excellent organizational skills and the ability to work with large volumes of documents are required.

Top-notch computer skills and aptitude are additionally required. Advanced skills in Summation, Microsoft Word, Excel, Outlook and document management systems are required, with proficiency in Filesite, Access and Legal MacPac a plus. The successful candidate must be able and willing to learn other software systems that support a litigation practice.

Murphy Austin offers a competitive salary and benefit package as well as a paralegal bonus program. Highly organized, detail-oriented, and motivated applicants should submit resumes to: Trish Hughes Kreis, Murphy Austin Adams Schoenfeld LLP, thkreis@murphyaustin.com.

- (1/24/2013) Receptionist/Office Assistant - 35 hours/week. Sole practice estate/business planning attorney seeks an experienced receptionist/office assistant. The position requires a motivated, detail oriented and personable person. Job duties will consist of answering phones, greeting clients, setting up files, filing, faxing, scanning, drafting basic correspondence and form letters, processing mail, and other general office duties. Must have knowledge of Word Perfect and Word. Possible temp-to-perm position. If interested please email your resume to julie@garyperrylaw.com.
- (1/4/2013) Legal Secretary. Sole practice plaintiff attorney seeks full-time legal secretary. High character, excellent word processing skills required. 1-3 years legal experience preferred. Applicant must be motivated, have high work standards, and excellent people skills. Spanish language is a plus. Beautiful office on University Avenue. Professional, friendly work atmosphere. Free and plentiful parking. Salary DOE, retirement, vacation. Email cover letter describing your experience and career goals with your resume to Nambalaw@aol.com.

CAPs

by Melanie Herman

SLSA's goal for 2012-2013 is 75,000! And we are over half way there, with a total of 45,430, as of February 25, 2013, leaving only 29,570 more to go! We are in the final stretch of the fiscal year. We are begging for you to review the Reporting Form and do any and everything you can to help us capture points and reach our goal. E-mail Melanie and let her know that you earned SLSA points – don't make her harass you. Her e-mail is mherman@perkins-lawoffice.com. **See the Chapter Achievement Reporting Form in this bulletin for more ways to gain points.**

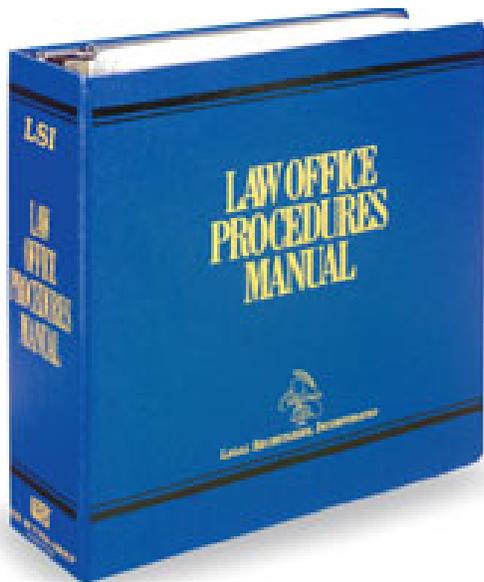
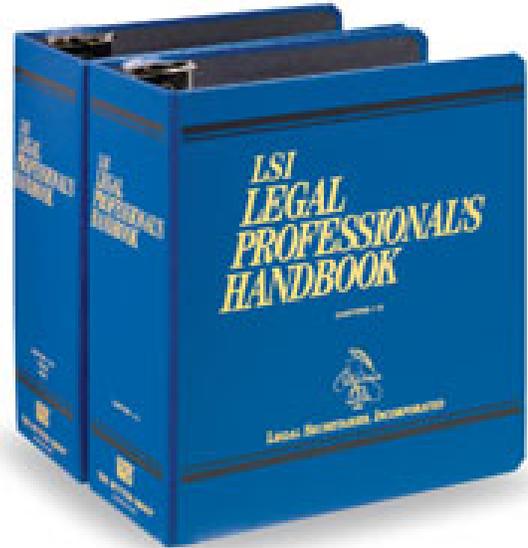
Benefits Highlights

One of the benefits of membership in SLSA (and LSI) is that you may purchase two extremely useful reference books at a 30% discount over list price! Either of these books will help any secretary or paralegal, whether you are just starting out in the legal field, or you have been working in this field for many years.

LEGAL PROFESSIONAL'S HANDBOOK

Legal staff's ultimate resource guide for over 75 years. Step-by-step instructions for major areas of law practice - both civil and criminal, state and federal - focusing on deadlines, fees, number of copies and all other details needed to do the job right the first time. Includes Judicial Council forms, plus practice-tested forms for pleadings, motions, business documents, transmittal letters and more!

LSI Member Price: \$236 (call to order) Price includes shipping. Add applicable sales tax



LAW OFFICE PROCEDURES MANUAL

This "must have" forms guide is an ideal training manual for new legal staff and quick reference for experienced staff. It contains detailed practice forms for major areas of law practice, both civil and criminal, along with step-by-step instructions for completing them. It also includes procedural checklists, transcription and proofreading tips, and a handy glossary of legal terms.

LSI Member Price: \$136.50 (call to order) Price includes shipping. Add applicable sales tax

Purchase BOTH of these books together and get a discount! Call (800) 747-3161, Ext. 2 for details.

CCLS Quiz

by *Launa Atkinson, CCLS*

CHOOSE THE MISSPELLED WORD:

1. a. differentiate
b. difference
c. delivarence
2. a. Allocation
b. abeyance
c. allegiance
3. a. susceptible
b. superstitious
c. superlitive
4. a. capitalization
b. cumulative
c. cocnitive
5. a. liaison
b. lis pendance
c. literary
6. a. monopoly
b. magnanimous
c. merchantile
7. a. presentation
b. perserverance
c. providence
8. a. detrimental
b. deliberation
c. dignitary
9. a. emanate
b. survelence
c. détente
d. beginning
10. a. shellac
b. accessible
c. paper-mache
d. mimicry



See Answers, Page 17



Lynne Koroush

Law Office Products/Management

by Lynne Koroush

INCREASING YOUR VALUE

*N*ancy leaned across the lunchroom table and said to Susan, “Did you hear that another law firm is closing their doors? Everybody is being let go.” Susan gasped in astonishment, “No, I hadn’t heard that!” “Yeab, I was shocked, too,” Nancy replied. “I wonder where those people are going to go?” Worried, Susan answered, “I don’t know. It’s a really tight job market right now. Do you think our firm will try to absorb some of those folks?” “I’m not sure,” said Nancy, “but it does make me wonder what I would do if that happened to me. What advantage would I have over someone else?” Susan sighed, “Well, that’s definitely something to think about. I guess no one’s job is safe anymore.”*

Unfortunately, the above scenario is more common than any of us like to think about. Courts are having their budgets cut and reducing staff, law firms are downsizing or dissolving completely, and the offices that are hiring are overwhelmed by the sheer number of applicants vying for just a single position. What sets one applicant apart from another? What sets one staff member apart from another? What value do you bring to your employer? How can you increase that value?

Below are some suggestions that apply to both applicants and staff members.

RESUME – Be sure there are NO spelling, grammar, or punctuation errors! You may be the best cracker-jack secretary in the world, but if there’s a typo on your resume, an employer may not even get past the error to review the rest of your information. Ask a couple of other people with good proofreading skills to go over your resume before you send it out.

BE HONEST – Don’t embellish your experience. If you have worked primarily as a receptionist, don’t represent yourself otherwise. Occasionally helping to index pleadings and discovery does not make you a litigation secretary. Instead, DO emphasize those tasks as additional duties carried out under the supervision of a legal secretary. This lets a potential employer know that you have an interest in learning more

about the legal field, you are open to training, and you are willing to take on additional tasks.

TOOT YOUR OWN HORN – Do you have skills or experience that your employer is not aware of? It may have been listed on your resume when you were hired two years ago, but that new attorney you were just assigned to may not know that you were a transactional law secretary for 10 years prior to moving into the litigation department. Are you a CCLS? Do you speak more than one language? Are you a Notary Public? These are valuable assets for many employers. Do you serve as a volunteer for SLSA? Let your employer know! Chances are, they are very supportive of your efforts and appreciate the information you share with the office as a result of your membership and volunteer service.

RESEARCH THE COMPANY – Do your homework on a potential employer, and keep abreast of the successes and happenings of your current firm. Demonstrating that you are aware of the company’s history, standing, and activities tells an employer that you are genuinely interested and care about your workplace.

EDUCATION – Do you need to add to your education? If you haven’t heard it recently, most HR managers will tell you that in today’s employment market a four-year college degree is the new high school diploma. The days of having to possess at least a high school diploma to get a good job have been replaced with having to possess a college degree. Maybe you’re just a few credits or a couple of semesters shy of finishing your degree. Completing that degree could be the best thing you ever did for your career. Do you just need a refresher in a particular practice area, or do you need continuing education credits? SLSA and LSI provide many opportunities for continuing legal education: Legal Specialization Section workshops; CCLS workshops; Beginning Legal Secretary training; Lunchtime Learning Lessons; monthly dinner meeting educational programs, and more!

*Invest
in
Yourself!!
~Lynne
Koroush*



Law Office Products/Management

by *Lynne Koroush*

Cont.

ENTHUSIASM/ATTITUDE – While it should be obvious, enough cannot be said about the importance of attitude and enthusiasm in the workplace or when presenting oneself to a potential employer. Be genuine about it - if you have to fake it, forget it!

INVEST IN YOURSELF AND YOUR CAREER – How much of an investment have you made in your legal career? Can that be seen on your resume, observed in an interview, or witnessed on the job? Do you need to bump up your investment level? If you are not already a member of SLSA, join. If you are a member and haven't been taking advantage of your membership, do it! Are you a CCLS? If not, consider taking the exam and becoming certified. As mentioned previously, why not finish that college degree? Consider becoming a Notary Public. Take a class, attend a seminar, utilize the internet, do some networking, invest in some good training materials (i.e., The Legal Professional's Handbook, Law Office Procedures Manual, etc.). You'll never get a bad return on an investment in yourself!

TAKE OWNERSHIP – Any job you do is going to have your signature and fingerprints all over it. That's why it is so important to take ownership of your job. Do it the best you can; do it the best it can be done. That is how you succeed. You want the work you do to be something you're proud of, that helps your career, and doesn't hold you back. The people who get noticed and recognized are those who make a difference and truly care. If there is no difference between what happens when you come to work and when you don't, why would your employer go to extra lengths to keep you or fight for your position? You don't want HR to say, "We can let (your name here) go. He/she never does much anyway." Instead, you want them to say "And special thanks to (your name here) for that great job on the xx case." Go above and beyond. Really take ownership of every job you do. Others will notice.

PARTNERING – This goes hand-in-hand with taking ownership, but raises your investment

level to the maximum. Working in a law office is truly a team effort. No one gets anything done without someone else's assistance. You want your attorneys, fellow staff members, and your clients to view you as a valuable, respected, and integral part of a cohesive, productive team. More importantly, you should view YOURSELF as such! When you are truly partnering with your attorneys and coworkers, it is not only noticed and appreciated, but most likely considered when having to make critical staffing decisions.

RELIABILITY/CONSISTENCY – Employers are very aware of who they can rely on and who is consistent. How's your attendance? Do you do what you say you're going to do? Do you follow-up? Can you be counted on to deliver a quality product? Are you a solid performer? This is another area employers will evaluate when considering their staffing needs.

We really are living and working in tough times. All you can do is your very best each day. Remember signatures and fingerprints? They're unique. Just like you. Hopefully, the above suggestions have encouraged you to be gentle with yourself when needed, to be honest with yourself about where you're at or what you need to do, and above all, to be proud of yourself for who you are and all you have to offer.

Special thanks to Kathi Kossak for her contributions to this article.

*This is a hypothetical story. The names used and the facts presented are not intended to bear any relation or resemblance to any real person or law firm.



LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

2012-2013 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**
5534 Blackbird Drive, Pleasanton, CA 94566

Enclosed is payment of my dues for the fiscal year 8/1/12 through 7/31/13 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 AMEX

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

- 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 mail to: HOME OFFICE

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10 <i>Daylight Savings Time— Move clocks forward one hour</i>	11 <i>SLSA Executive Board Meeting</i>	12	13	14	15	16
17	18	19	20	21 <i>General Meeting</i>	22	23
24	25 <i>Last Day to submit articles for Legal Eagle</i>	26 <i>Lunch Lesson</i>	27	28	29 <i>Good Friday</i>	30
31						

Dates to Remember

- **March 11 - SLSA Executive Board Meeting** (Location: Stoel Rives - Time: 6:00 p.m.)
- **March 21 - General Meeting** (Location: Courtyard Marriott, Sacramento, CA, 5:30 p.m.)
- **March 25 - Last Day to Submit Articles for the April issue of The Legal Eagle**
- **March 26 - Lunch Lesson** (Location: Downey Brand - Time: 12:00 p.m.)
- **April 1 – César Chávez Day is an official court holiday; however, Sacramento County agencies and departments remain open.**
- **April 8 - SLSA Executive Board Meeting** (Location: Stoel Rives - Time: 6:00 p.m.)
- **April 18 - General Meeting and Installation of New Officers** (Location: Courtyard Marriott, Sacramento, CA, 5:30 p.m.)
- **April 22 - Last Day to Submit Articles for the May issue of The Legal Eagle**



Sacramento Legal Secretaries Association

LUNCH LESSON

Registration begins at 11:45 a.m. and the speaker will begin promptly at noon!

Topic:

E-Discovery....Are You Doing It Right?

Speaker: *Treven Tilbury, Esq.*
Downey Brand LLP

Date: March 26, 2013
Time: 12-1 p.m.
Location: Downey Brand LLP
 621 Capitol Mall, 18th Floor
 Sacramento, CA 95814
Cost: \$15 LSI Members
 \$17 Non-LSI Members
 NO REFUNDS
Lunch will be provided. Public parking is available in the building for a fee.

Name: _____
 Firm: _____
 Mailing Address: _____
 Daytime Phone: _____
 Email: _____
 Are you an SLSA member? Yes No
 Are you a member of another LSI association:
 If yes, which association? _____
 Check Here If You Would Like Membership Information:
 Do you require an MCLE or CCLS certificate?

Make Checks Payable to: SLSA
 Reservation due by March 21, 2013
 To: Anne French
 Downey Brand LLP
 621 Capitol Mall, 18th Floor
 Sacramento, CA 95814
 Tel: 916-520-5268/Fax: 916-520-5668
 Email: afrench@downeybrand.com

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**.

CCLS Terminology List

by *Launa Atkinson, CCLS*

Confer	compare
Per se	of itself; taken alone
Indicia	marks; signs
In rem	against the thing
Nolle prosequi (nol. pros.)	to be unwilling to prosecute
Sua sponte	on one's own initiative
Carpe diem	seize the day
Loco citato (loc. cit)	in the place cited
Persona non grata	an unwelcome person
Quid pro quo	for what; something for something

CCLS Quiz Answers

by *Launa Atkinson, CCLS*

CCLS QUIZ ANSWERS (from page 11):

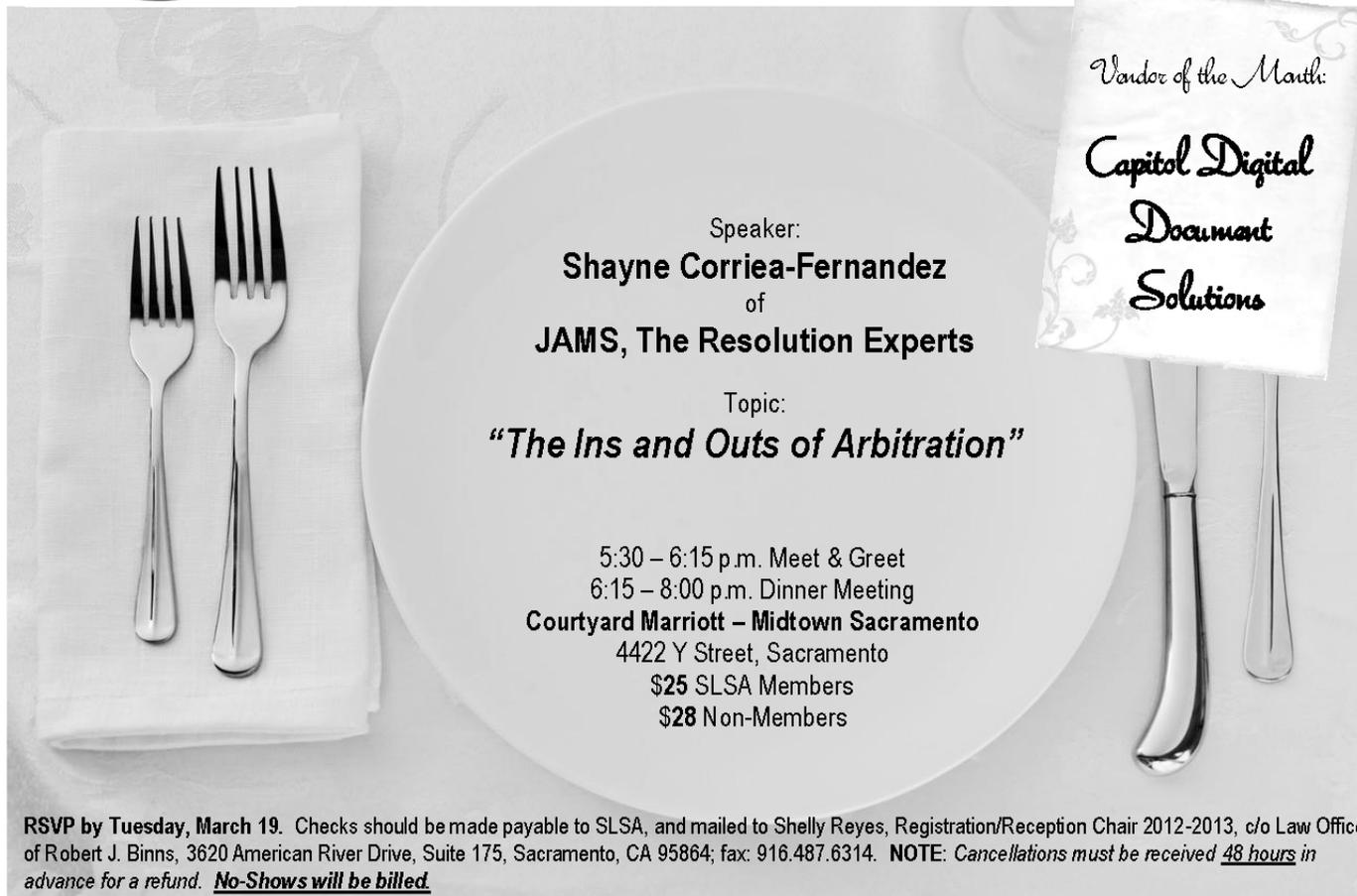
- | | |
|------|-------|
| 1. c | 6. c |
| 2. b | 7. b |
| 3. c | 8. a |
| 4. c | 9. b |
| 5. b | 10. c |





Sacramento Legal Secretaries Association

Dinner Meeting - March 21, 2013



Speaker:
Shayne Corriea-Fernandez
 of
JAMS, The Resolution Experts

Topic:
"The Ins and Outs of Arbitration"

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
\$28 Non-Members

Vendor of the Month:
**Capitol Digital
 Document
 Solutions**

RSVP by Tuesday, March 19. Checks should be made payable to SLSA, and mailed to Shelly Reyes, Registration/Reception Chair 2012-2013, c/o Law Office of Robert J. Binns, 3620 American River Drive, Suite 175, Sacramento, CA 95864; fax: 916.487.6314. **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 at least 0.5 hours.

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

ENTRÉE:

South of the Border Buffet
 (includes spicy chicken tortilla soup, chips and salsa, seasoned shredded beef and chicken fajitas with warm flour tortillas, cheese enchiladas, mixed greens topped with cheese, black beans, roasted yellow corn, diced tomatoes, and jalapeno dressing, dessert, Starbucks coffee and iced tea.)

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



**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**



Rebecca Lerma



Crystal Rivera

Annual Federal Court Updates

by Rebecca Lerma and Crystal Rivera, Day in Court Chairs

LSA’s annual Federal Day in Court event was held on Tuesday, February 19, 2013, at the Hilton-Arden West. There were nearly 100 attendees this year! We were honored to have guest speakers, Kyle Owen, Courtroom Deputy for the Honorable Magistrate Judge Carolyn Delaney, the Honorable Magistrate Judge Kendall J. Newman and his law clerk, Wim van Rooyen, from the U.S. District Court, Eastern District. Sandy Gettler, ECF Liaison/Training Specialist and Nicole Sanchez-Gargalikis, Operations Help-Desk Analyst also joined us from the U.S. Bankruptcy Court for the Eastern District. Our speakers shared common filing and procedural errors that they encounter, and provided updates on local rules and procedures.

Here’s some information I learned from Judge Newman which you are not likely to see in a judicial profile. Judge Newman allows telephonic appearances but prefers that counsel appear in person. He said “a lot of lawyering happens out in the hallway” and he likes to bring the parties together. For this reason, he tends to have hearings on motions rather than taking papers under

submission. He also believes in trying to resolve a discovery dispute before it comes in as a motion. He is willing to conduct a telephonic conference about a discovery dispute if the issues are narrow. He’s also willing to take a call during a deposition to rule on an objection – and would rather see that happen than the deposition coming to an end, and a motion filed. He has even gone so far as having a deposition at the courthouse where he was on call for objections (though he cautioned the counsel in that case that the losing party on an objection would be subject to sanctions). Judge Newman is an advocate of civility with federal staff and in your papers. He does not like mudslinging and cautioned against including the prior conduct of a party in a brief unless it is specifically relevant to the motion at issue.

Judge Newman’s law clerk, Wim van Rooyen, spoke about the most common mistakes attorneys are making in their department.

1. Motion hearings that are scheduled with the wrong judge. Check to make sure that you are booking your discovery motion hearings with the Magistrate Judge.
2. Attorneys are setting discovery hearings too close to the discovery cut off. The cut off

See Annual Federal Court Updates, Page 21



Kyle Owen, Judge Newman, Rebecca Lerma, and Wim Van Rooyen



Paula Lockard, CCLS

Annual Federal Court Updates

by *Rebecca Lerma and Crystal Rivera, Day in Court Chairs*

Cont.

for them means that all discovery is completed, all discovery motions have been heard, and any resulting orders have been complied with. As a result, he recommended hearing dates be scheduled at least two weeks before the discovery cut off.

- 3. Joint Statements must be joint, not two briefs cut and pasted into one. It should be organized by issue with minimal declarations.
- 4. In protective orders, pursuant to the local rules, you may not stipulate to automatic sealing of documents or retained jurisdiction after the case is closed.
- 5. Polished documents. Blue booking citations, spelling, and punctuation count. Always pin cite and make sure all the exhibits are complete and in the right order.

Our speakers from the U.S. Bankruptcy Court were very helpful and have made themselves available to anyone who has questions about filing a document with the Court. They will

even walk you through your filing over the phone if needed. They provided a handout with recommended titles for commonly filed pleadings. They reported that RSS feeds are now available for pre-hearing dispositions. Also, the Court recently started allowing Chapter 13 trustees the ability to docket directly into the system. In the very near future (if it's not already live), the Court's filing system will be able to automatically cross reference the debtor by Social Security number in order to list any prior bankruptcies. Lastly, Ms. Gettler cautioned electronic filers to make sure scanners are set to scan correctly, at 300 dpi and black and white.

If you have any suggestions on how we can improve future day in court events, or would like to help the new 2013/2014 Day in Court Chair, feel free to email me at lermar@stoel.com.



Lynne Koroub, Melanie Herman, and Astrid Watterson, CCLS



Shelly Reyes, Deseree Gamayo, and Crystal Rivera



Dawn Forgeur, CCLS Sandy Gettler, and Nicole Sanchez-Gargalikis



Atkinson-Baker, Inc.



Capitol Digital Document Solutions



Compex Legal Services



Esquire Deposition Solutions



First Legal Network



US Legal Support

v
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s

Annual Federal Court Updates

Vendor Partner Appreciation

by Crystal Rivera

A BIG THANKS to the vendors who participated in our February 19, 2013 Federal Day-In-Court event. Your continued support of SLSA and its events is greatly appreciated!



Crystal Rivera

Atkinson-Baker, Inc.
Wendy Lannoye

Esquire Deposition Solutions
Allie Steinmuller

Compex Legal Services
Kelly Munson
Ashley Young

First Legal Network
Jim Pinter

Capitol Digital Document Solutions
Dave Wilkinson
Ron Bodenmann
Ignacio Solorio

US Legal Support
Jenoa Derdowski
Johmar Gasphar

Thank you again for supporting SLSA.

“

Please remember to support our vendors, because they support us!! Lynne Koroush

”



- Elizabeth Bomke, CCLS March 4
- Kim Barnes March 6
- Angelique Toro March 12
- Melanie Daly March 13
- Whitney Squire March 18
- Melinda Eberwein March 20
- Connie Kelley March 21
- Jaymee Thorne March 21
- Michelle Chavez, CCLS March 24
- Alyssa Hill March 30
- Nicole Burton March 31

SLSA President-Elect

Lynne Koroush



I have had the pleasure of being a member of SLSA for eight years, and have held the office of Vice President for the last two years. I have also held the positions of Membership/Marketing Chair, Vendor Liaison, Reno Bus Trip Chair, and Day In Court Co-Chair for SLSA. In November 2012, I was appointed the Professional Liaison/Day In Court Chair for LSI. Prior to joining SLSA, I was a two-term President for Solano County LSA, also serving as its Secretary, Vice President, and Governor. Additionally, I served as LSI's Law Office Administration Section Leader from 1996-1997. I am presently a legislative/legal secretary with Greenberg Traurig, LLP, and have 30 years' experience as a legal professional.

I am truly proud and honored to be your President-elect, and I look forward to working alongside you and my fellow Board members. Thank you for your support, as well as the confidence and trust you have placed in me.

SLSA Secretary-Elect

Jennifer Estabrook, CCLS



I have been in the legal field for over 20 years, working my way through runner, file clerk and receptionist positions at various Sacramento firms on my way to my current position as Corporate/Litigation Secretary at Meyers Nave Riback Silver & Wilson. I joined SLSA in 2007 and became a CCLS in 2008. I previously served as CCLS Chair and Fairytale Town Co-Chair in 2009-2010 and 2010-2011. I am excited to be joining the Executive Board as Secretary and am eager to help my fellow board members make 2013-2014 a great year for SLSA!

SLSA Treasurer-Elect

Maryanna Rickner

I am the Legal Executive Assistant to the General Counsel at the Sacramento County Office of Education. I received my A.A.S. legal assistant degree in 1998, and have worked in the legal field in California since 2000. I look forward to serving SLSA and its members on the Executive Board.

My service and dedication to the public and community further includes being a U.S. Navy veteran of the Persian Gulf War, current member of the Elk Grove/Laguna American Legion Post 233, and mentor of at-risk youth through the Sacramento County Office of Education's LINKS Mentoring Program.



SLSA Governor-Elect

Dawn Forgeur, CCLS

I am a litigation secretary at Stoel Rives LLP, and have been in the legal field for over twelve years, previously working at Greenburg Traurig, LLP, and Best Best & Krieger LLP. I am currently the President of SLSA and I am also the Civil Litigation Legal Specialization Section Leader for LSI. I have previously served as Governor from 2010-2011, and on various other SLSA committees such as the Budget Committee and as a Legal Secretarial Training Chair. In 2009-2010, I was appointed as LSI's Legal Secretarial Training/Seminar Chair. I passed the California Certified Legal Secretary examination in 2008.

I look forward to representing SLSA and its members at future LSI conferences and working with SLSA's new Executive Board!



SLSA Delegate Nominations

Anne French



I am a legal secretary at Downey Brand and have been in the legal field since 1992 and a member of SLSA since 2005. I have worked in various types of law practices, from a sole practitioner with the responsibility of running a law office to one of the largest law firms in the Sacramento area. I received my paralegal certificate from American River College in 1997. My area of specialty is civil litigation. I was most recently the Vice President of SLSA and have attended three LSI conferences. My first conference I attended was due in large part to my participation with the annual conference committee. Having attended the conferences this year, I had the opportunity to listen to the board of governors' meetings and even attend the presidents' luncheons with 2010-2011 President, Astrid Watterson, CCLS. I believe that I have learned a great deal while attending conferences and am able to use that knowledge to represent SLSA at the May LSI Annual Conference.

Debbie Frias, CCLS



I am honored to be on the slate of delegates to be elected for the 2013 Annual Conference in San Jose.

I have been a member of SLSA since 1993 and have served in several officer and chair capacities and have also assisted LSI as a conference chair in August 2003, was elected as LSI Treasurer in 2004 (and served through Annual Conference, 2005), and was a member of the CCLS Certifying Board for two years. This April 18, I will celebrate 36 years with my law firm, Crow Law Offices, Inc. I have been in the legal field since 1973, after completing my education at Heald Business College. I have served as one of SLSA'S delegates several times and enjoy the opportunities to participate in LSI'S business meetings, represent SLSA and participate in officer-chairman workshops, and mingle and network with other legal professionals at the conference's various functions.

As a conference delegate, your tasks are to attend all functions (reception, general meeting, banquet, and brunch), and vote on certain items presented during the general business meeting. I believe that I have the qualifications necessary to act as one of SLSA'S delegates.

Thank you for your consideration!

SLSA Delegate Nominations (cont.)

Maryanna Rickner

I am asking for your vote as one of the SLSA delegates for the LSI Annual Conference in May 2013. I received my A.A.S. legal assistant degree in 1998 from Luzerne County Community College, Nanticoke, PA. I have worked in the legal field in California since 2000. Currently, I am the Legal Executive Assistant to the General Counsel at the Sacramento County Office of Education where I have been employed since 2004. My areas of expertise range from family law, various issues related to civil, education and government laws, and legislation. I also have over 10 years experience in staff support to government boards and committees.

I have been a member of SLSA since 2011 and will become your Treasurer for 2013-2014. As your delegate, I will strive to make informed decisions and vote according to the best interests of SLSA and its members. Thank you for your consideration.



Michelle Chavez, CCLS

I am Legal Secretary-Floater at Manatt, Phelps & Phillips LLP in San Francisco. I have been in the legal field since 1989 working as a secretary for Immigration & Nationalization Service, Criminal Investigations Unit processing Orders to Show Cause for Deportation, and then later after my Paralegal certificate from University of San Francisco as a Paralegal and later becoming a Legal Secretary and Notary Public in 2005. I have been a member of the SLSA since 2010. I have attended various conferences since 2010 and would love the opportunity and challenge of being a SLSA delegate to the May LSI Annual Conference.





Debbie Frias, CCLS

Legal Procedures

by *Debbie Frias, CCLS*

Our February meeting was devoted to federal court changes. Unfortunately, I was unable to make the February meeting.

I recently went on-line and found the CAED announcements as to Amended Eastern District of California Local Rules. I have included the Rule 230 (Fed. R. Civ. P. 78) Civil Motion Calendar and Procedure; Rule 403 (Fed. R. Crim. P.5) Court Interpreter Services in Criminal Actions; Rule 460 (Fed. R. Crim. P. 32, 18 U.S.C. §3153(c)) Disclosure of Presentence Reports, Pretrial Services Reports and Related Records; and Rule 461 (Fed. R. Crim. P.32, 18 U.S.C. §3153(c)) Disclosure of Other Probation or Pretrial Services Records.

Also included are Rules 133 (Fed. R. Civ. P.5 [Filing and Contents of Documents]); and 160 (Fed. R. Civ. P. 16 [Notice of Settlement or other Disposition]).

Finally, there are changes to law and motion filings, effective February 11, 2013, in Sacramen-

to Superior Court. Please see the notice included in this issue. Note that when there is a pending law and motion matter on calendar, we must now file our Request for Dismissal; Request/Motion to Continue; and Notice of Dropping any Pending Matter with the Civil Law and Motion clerk in the lobby located at 800 9th Street, 3rd Floor, during the court business day 8:30 a.m. to 12:00 p.m. There is also a drop box in the Civil Law and Motion lobby and can be utilized 8:30 to 4:00 each court business day. We are advised NOT to place these documents in the drop box in Room 102 lobby at the main downtown courthouse or submit any other documents directly to Civil Law and Motion unless expressly ordered to do so.

If any of you have ideas and/or suggestions for future articles, please send them to me. My email address is dfrias@crowlawoffices.com. Thank you!

See Legal Procedures, Page 29





**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO**

WWW.SACCOURT.CA.GOV

**Changes to Law and Motion Filings
Effective February 11, 2013**

Pursuant to Standing Order SSC-13-5, effective February 11, 2013, in any case where there is a **pending law and motion matter on calendar**, the following documents shall be filed directly in the Civil Law and Motion lobby located at 800 9th Street, 3rd Floor, Sacramento, CA 95814, as soon as practicable:

1. REQUEST FOR DISMISSAL
2. REQUEST / MOTION TO CONTINUE
3. NOTICE OF DROPPING ANY PENDING MATTER

Staff will be available to accept these documents at the civil law and motion filing window in the **Civil Law and Motion lobby** from 8:30-12:00 each court business day.

A drop box will be provided in the **Civil Law and Motion lobby** and can be utilized 8:30-4:00 each court business day.

DO NOT place these documents in the Drop Box in the Room 102 Lobby at the main downtown courthouse.

DO NOT submit any other documents directly to Civil Law and Motion unless expressly ordered to do so.

RULE 133 (Fed. R. Civ. P. 5)**FILING AND CONTENTS OF DOCUMENTS**

(a) Electronic Filing. The Eastern District of California is an electronic case management/filing district (CM/ECF). Unless excused by the Court or by the electronic filing procedures set forth in these Rules, attorneys shall file all documents electronically pursuant to those Rules. All complaints, and subsequent motions, pleadings, briefs, exhibits, and all other documents in an action shall be electronically filed except as otherwise provided by these Rules. Pro se parties shall file and serve paper documents as provided in these Rules. After a pro se party files a paper document, the Clerk will transform the paper filing into an electronic record and ultimately discard the paper filing.

(b) Exceptions

(1) Attorney Exceptions. In exceptional circumstances and for specific documents, an attorney may apply for permission to file documents in paper format. See L.R. 133(b)(3). The decision to permit paper filing is in the sole discretion of the assigned Judge or Magistrate Judge. Any request to file paper documents must be made no less than seven (7) days before the date the documents would otherwise be due to be filed. Permission to file paper documents may be revoked at any time. Paper filings will be scanned, and the electronic format will become the official court record unless otherwise ordered by the assigned Judge or Magistrate Judge. The paper filing will ultimately be discarded.

(2) Pro Se Party Exception. Any person appearing pro se may **not** utilize electronic filing except with the permission of the assigned Judge or Magistrate Judge. See L.R. 133(b)(3). All pro se parties shall file and serve paper documents as required by applicable Federal Rules of Civil or Criminal Procedure or by these Rules.

(3) Form of Requests. Requests to use paper or electronic filing as exceptions from these Rules shall be submitted as stipulations as provided in L.R. 143 or, if a stipulation cannot be had, as written motions setting out an explanation of reasons for the exception. Points and authorities are not required, and no argument or hearing will normally be held. Requests may also be made in scheduling conference and pretrial conference statements when the need can be foreseen.

(4) Grand Jury Exception. Grand jury proceedings shall be submitted for filing by the United States Attorney in paper format. These documents will be scanned into .pdf format by the Clerk and, unless authorized to be publicly available, shall be kept under seal. All paper documents shall be returned to the United States Attorney.

(5) Exception for Certain Other Criminal Documents. See L.R. 131(h).

(c) Controlling Procedures. Whenever, in these Rules, reference is made to filing or service of a document, the reference shall include filing and serving documents electronically in conformity with these Rules. If these Rules require paper filings or service for certain persons or circumstances, then conventional filing and service procedures shall control to that extent.

(d) Paper Documents

(1) Delivery of Paper Documents to the Clerk. Except as expressly authorized in advance by the Court, all paper documents presented for filing or lodging shall be delivered to the Clerk who will, when appropriate, deliver the documents to the Judge or Magistrate Judge after docketing. Original documents to be filed or lodged shall not be mailed to chambers. If a particular document is to be brought to the immediate attention of the Judge or Magistrate Judge assigned to the action, a copy may be mailed or otherwise delivered to the chambers, but the original shall be presented to the Clerk. See Fed. R. Civ. P. 5; L.R. 121(b). All documents delivered to the Clerk for filing or lodging in a pending action **should** be presented to the Clerk at the office where the action is pending. See L.R. 120, 121. **However, unless otherwise ordered by the Court, documents filed at an incorrect office will be accepted by that office.**

(2) Filing of Multiple Copies of Paper Documents. One additional legible conformed copy of all paper documents to be filed or lodged shall be delivered to the Clerk, for the Court's use, except that in actions to be heard by a District Court composed of three Judges, three additional legible conformed copies of each brief and supporting documents shall be delivered to the Clerk.

(3) Handling of Improper Paper Documents. The Clerk will not refuse to file a paper document that is submitted for filing in a pending action **on account of improper formatting**. The Clerk will scan it and, if improperly filed, notify the Court that the document was filed in an improper format. An order to show cause (OSC) may be issued in appropriate actions regarding an attorney's disregard for the requirement to utilize electronic filing or other violations of these electronic filing procedures. See L.R. 110.

(e) Facsimile Documents.

(1) Facsimile as Original Document. For purposes of this Rule, the image of the original manual signature appearing on a facsimile (fax) copy filed pursuant to this Rule shall constitute an original signature for all court purposes. The document, which itself may be in whole or in part a fax copy, must be marked "original" before submission to the Clerk for filing.

(2) Retention of Actual Original. The originator of the document, or in the case of an affidavit or certification, the presenting attorney or party, must maintain the document containing the original manual signature until the conclusion of the action, including any appeal and remand after appeal. In the event there are multiple signatories to a document, the filing party or attorney shall retain the originally signed document(s).

(3) Filing of Actual Original. The Court may require that the document containing the original manual signature be filed.

(4) No Direct Fax to Clerk or Chambers. This Rule does not provide for documents to be transmitted via fax directly to the Clerk. Documents directly faxed to the Clerk or to a chambers of the Court will not be filed, lodged, received, returned, or acknowledged, absent an express order of the Court.

(f) Chambers Courtesy Paper Copies. A person who electronically files any document (excluding attachments or exhibits) in excess of 25 pages must also provide a courtesy paper copy of the document to the appropriate chambers. A person who electronically files attachments or exhibits that total in excess of 50 pages must also provide a paper courtesy copy of those attachments or exhibits to chambers by delivering it to the Clerk. The courtesy copy must be mailed or otherwise sent to the pertinent courtroom deputy clerk no later than the next business day following the electronic filing. *All courtesy copies shall be prominently labeled as such in capital letters on the face sheet of the courtesy copy.* Chambers have no obligation to retain the courtesy copies. See also L.R. 130(b).

(g) Caption and Title. Following the counsel identification and commencing on the eighth line of the initial page of each document (except where additional space is required for identification), there shall appear: (1) the title of the Court, (2) the title of the action, (3) the file number of the action, followed by the initials of the Judge and Magistrate Judge to whom it is currently assigned, (4) a title describing the document, (5) immediately below the case number and title of the document, a statement of the date, time, and name of the Judge or Magistrate Judge for any scheduled hearing, and (6) any other matter required by these Rules.

(h) Reference to Parties. If there are more than two parties, including intervenors or amici, references to all parties shall include the name (which may be abbreviated) of the particular party or parties to whom reference is made.

(i) Citations.

(1) Federal Citations. Citations to federal decisions shall be to the United States Supreme Court Reports, Federal Reports, Federal Supplement, or Federal Rules Decisions, if so reported, and shall indicate the court and year of decision. Citations to federal statutes shall be to the United States Code, if so codified. Citations to federal administrative rules shall be to the Code of Federal Regulations, if

so codified, or to the Federal Register, if published therein.

(2) State Citations. Citations to California decisions shall be to the official California Reports. Citations to other state cases shall be to the National Reporter System, showing state and year of decision. Other parallel citations may be added.

(3) Unreported, Uncodified Citations.

(i) General Requirement. If case, statutory, or regulatory authority is relied upon that has not been reported, published or codified in any of the foregoing references, and that is not available through Westlaw/Lexis, a copy of that authority shall be appended to the brief or other document in which the authority is cited. This requirement shall include, but not be limited to, the Statutes at Large, the Public Laws of the United States, the California Administrative Code, administrative regulations not contained in the Code of Federal Regulations or the Federal Register, and decisions and other matters published in specialized reporter services.

(ii) Incarcerated Pro Se Parties. In any action wherein a party is incarcerated and appearing pro se, that party shall be served with a paper copy of the case, statutory, or regulatory authority cited by the filing party that has not been reported as set forth in (1) and (2) above, regardless of its availability in Westlaw/Lexis, as well as a paper copy of that authority otherwise required to be appended in 3(i) above. No copy of the authority available in Westlaw/Lexis shall be filed with the court.

(j) Depositions. Depositions shall not be filed through CM/ECF. Before or upon the filing of a document making reference to a deposition, counsel relying on the deposition shall ensure that a courtesy hard copy of the entire deposition so relied upon has been submitted to the Clerk for use in chambers. Alternatively, counsel relying on a deposition may submit an electronic copy of the deposition in lieu of the courtesy paper copy to the mailbox of the Judge or Magistrate Judge and concurrently email or otherwise transmit the deposition to all other parties. Neither hard copy nor electronic copy of the entire deposition will become part of the official record of the action absent order of the Court. Pertinent portions of the deposition intended to become part of the official record shall be submitted as exhibits in support of a motion or otherwise. See L.R. 250.1(a).

(k) Tables. Briefs exceeding fifteen (15) pages in length shall be accompanied by an indexed table of contents related to the headings or subheadings and by an indexed table of statutes, rules, ordinances, cases, and other authorities cited.

RULE 160 (Fed. R. Civ. P. 16)**NOTICE OF SETTLEMENT OR OTHER DISPOSITION**

(a) Notice. When an action has been settled or otherwise **resolved by agreement of the parties**, or when any motion seeking general or interim relief has been resolved **by agreement outside** of Court, and whether the action is pending in the District Court or is before an appellate court, it is the duty of counsel to **immediately file a notice of settlement or resolution**. See L.R. 272.

(b) Dispositional Documents. Upon such notification of disposition or resolution of an action or motion, the Court shall fix a date upon which the documents disposing of the action or motion must be filed, which date shall not be more than twenty-one (21) days from the date of said notification, absent good cause. The Court may, on good cause shown, extend the time for filing the dispositional papers. A failure to file dispositional papers on the date prescribed by the Court may be grounds for sanctions. See L.R. 272.

RULE 230 (Fed. R. Civ. P. 78)**CIVIL MOTION CALENDAR AND PROCEDURE**

(a) Motion Calendar. Each Judge or Magistrate Judge maintains an individual motion calendar. Information as to the times and dates for each motion calendar may be obtained from the Clerk or the courtroom deputy clerk for the assigned Judge or Magistrate Judge.

(b) Notice, Motion, Brief and Evidence. Except as otherwise provided in these Rules or as ordered or allowed by the Court, all motions shall be noticed on the motion calendar of the assigned Judge or Magistrate Judge. The moving party shall file a notice of motion, motion, accompanying briefs, affidavits, if appropriate, and copies of all documentary evidence that the moving party intends to submit in support of the motion. The matter shall be set for hearing on the motion calendar of the Judge or Magistrate Judge to whom the action has been assigned or before whom the motion is to be heard not less than twenty-eight (28) days after service and filing of the motion. . Motions defectively noticed shall be filed, but not set for hearing; the Clerk shall immediately notify the moving party of the defective notice and of the next available dates and times for proper notice, and the moving party shall file and serve a new notice of motion setting forth a proper time and date. See L.R. 135..

(c) Opposition and Non-Opposition. Opposition, if any, to the granting of the motion shall be in writing and shall be filed and served not less than fourteen (14) days preceding the noticed (or continued) hearing date. A responding party who has no opposition to the granting of the motion shall serve and file a statement to that effect, specifically designating the motion in question. No party will be entitled to be heard in opposition to a motion at oral arguments if opposition to the motion has not been timely filed by that party. See L.R. 135. .

(d) Reply. Not less than seven (7) days preceding the date of hearing, the moving party may serve and file a reply to any opposition filed by a responding party.

(e) Related or Counter-Motions. Any counter-motion or other motion that a party may desire to make that is related to the general subject matter of the original motion shall be served and filed in the manner and on the date prescribed for the filing of opposition. If a counter-motion or other related motion is filed, the Court may continue the hearing on the original and all related motions so as to give all parties reasonable opportunity to serve and file oppositions and replies to all pending motions.

(f) Continuances. Requests for continuances of hearings on the motion calendar, upon stipulation or otherwise, shall be made to the Judge or Magistrate Judge on whose calendar the matter is set, at least seven (7) days before the scheduled hearing date. All stipulations for continuance shall be submitted for approval to the Court. See L.R. 143, 144.

(g) Hearing and Oral Argument. Upon the call of the motion, the Court will hear appropriate and reasonable oral argument. Alternatively, the motion may be submitted upon the record and briefs on file if the parties stipulate thereto, or if the Court so orders, subject to the power of the Court to reopen the matter for further briefs or oral arguments or both. Any party that believes that extended oral argument, more than 10 minutes per side or 20 minutes in the aggregate, will be required shall notify the courtroom deputy clerk so that the hearing may be rescheduled if deemed appropriate by the Court.

(h) Use of Affidavits. Factual contentions involved in pretrial motions shall be initially presented and heard upon affidavits, except that the Court may in its discretion require or allow oral examination of witnesses. See L.R. 142.

(i) Failure to Appear. Absent notice of intent to submit the matter on the briefs, failure to appear may be deemed withdrawal of the motion or of opposition to the motion, in the discretion of the Court, or may result in the imposition of sanctions.

(j) Applications for Reconsideration. Whenever any motion has been granted or denied in whole or in part, and a subsequent motion for reconsideration is made upon the same or any alleged different set of facts, counsel shall present to the Judge or Magistrate Judge to whom such subsequent motion is made an affidavit or brief, as appropriate, setting forth the material facts and circumstances surrounding each motion for which reconsideration is sought, including:

- (1) when and to what Judge or Magistrate Judge the prior motion was made;
- (2) what ruling, decision, or order was made thereon;
- (3) what new or different facts or circumstances are claimed to exist which did not exist or were not shown upon such prior motion, or what other grounds exist for the motion; and
- (4) why the facts or circumstances were not shown at the time of the prior motion.

(k) Motions Before a Magistrate Judge. Only those motions in matters specified in L.R. 302 and 303 shall be noticed, briefed, and argued before a Magistrate Judge. All other motions shall be noticed, briefed and argued before a Judge.

(l) Motions in Prisoner Actions. All motions, except motions to dismiss for lack of prosecution, filed in actions wherein one party is incarcerated and proceeding in propria persona, shall be submitted upon the record without oral argument unless otherwise ordered by the Court. Such motions need not be noticed on the motion calendar. Opposition, if any, to the granting of the motion shall be served and filed by the responding party not more than twenty-one (21) days after the date of service of the motion. A responding party who has no opposition to the granting of the motion shall serve and file a statement to that effect, specifically designating the motion in question. Failure of the responding party to file an opposition or to file a statement of no opposition may be deemed a waiver of any opposition to the granting of the motion and may result in the imposition of sanctions. The moving party may, not more than seven (7) days after the opposition **has been filed in CM/ECF**, serve and file a reply to the opposition. All such motions will be deemed submitted **when the time to reply has expired**.

RULE 403 (Fed. R. Crim. P. 5)

COURT INTERPRETER SERVICES IN CRIMINAL ACTIONS

(a) Courtroom Proceedings. Regardless of the presence of a private interpreter, only official, judicially-designated interpreters may interpret official courtroom proceedings in criminal actions, except as provided in 28 U.S.C. § 1827(f)(1).

(b) Notice of Need for Interpreter Services. Defense counsel in criminal actions shall promptly determine whether they will need interpreter services for any defendants or defense witnesses at future court proceedings and shall timely notify the court staff interpreter, and/or the courtroom deputy clerk for the Judge or Magistrate Judge assigned to hear the action, that an interpreter is needed. It may take up to one week to arrange for interpreter services in languages other than Spanish, and three court days for Spanish interpreter services. Notification of the need for interpreter services should include identification of the language required, any dialect, and any additional information that could assist the court staff interpreter. If a scheduled court proceeding is canceled or rescheduled, counsel shall promptly notify the staff interpreter and/or courtroom deputy to cancel or reschedule any accompanying interpreter arrangements. As to interpreters for Government witnesses, see 28 U.S.C. § 1827.

(c) Staff Interpreter. Pursuant to 28 U.S.C. § 1827(c), the Court employs a staff interpreter in both Sacramento and Fresno, who is responsible for securing the services of qualified interpreters. The staff interpreter can be reached through the Clerk.

(d) Sanctions. Unjustified failure to notify the staff court interpreters of the need for an interpreter or of a cancelled or rescheduled hearing may result in sanctions, including an order directing counsel for the party, or counsel calling a witness, requiring the interpreter to pay the cost of interpreter services.

RULE 460 (Fed. R. Crim.P. 32, 18 U.S.C. § 3153(c))**DISCLOSURE OF PRESENTENCE REPORTS,
PRETRIAL SERVICES REPORTS AND RELATED RECORDS**

(a) Confidential Character of Presentence Reports, Pretrial Services Reports, and Related Records. The presentence reports, pretrial services reports, violation reports, and related documents are confidential records of the United States District Court. Unless further disclosure is expressly authorized by order of the Court or this rule, such records shall be disclosed only to the Court, court personnel, the defendant, the defendant's counsel, the defense investigator, if any, and the United States Attorney's Office in connection with the sentencing, detention/release, or violation hearing.

(b) Requests for Disclosure. Any applicant seeking an order authorizing further disclosure of a presentence report or pretrial services report maintained by the probation or pretrial services offices shall file a written petition to the Court establishing with particularity the need for specific information in the records. Requests for disclosure made to probation or pretrial services officers are improper. Except as provided in (c) below, no further disclosure shall be made except upon an order issued by the Court.

(c) Exceptions. Nothing in this rule is intended to prohibit probation or pretrial services from disclosing records without court order as is authorized by statute, regulation, or formalized national policy.

(d) Availability of Proposed Presentence Report. A copy of the probation officer's proposed presentence report, including the probation officer's recommendations, shall be made available to the United States Attorney's Office and to defense counsel not less than thirty-five (35) days before the date set for sentencing hearing.

(e) Objections to the Report. Defense counsel shall discuss the presentence report with the defendant. Not less than twenty-one (21) days before the date set for the sentencing hearing, counsel for defendant and the Government shall each deliver to the probation officer and exchange with each other a written statement of all objections they have to statements of material fact, sentencing classifications, sentencing guideline ranges, and policy statements contained in or omitted from the presentence report. These objections are not and shall not become part of the Court file. After receipt of the objections, the probation officer shall conduct any further investigation and make any necessary revisions to the presentence report.

(f) Submission to the Court. Not less than fourteen (14) days before the date set for the sentencing hearing, the probation officer shall submit the presentence report, including recommendations, to the sentencing Judge and make it available to counsel for the defendant and the Government. If the presentence report has not been revised, counsel may be so notified and not given a new report.

(g) Formal Objections to Report. Not less than seven (7) days before the sentencing hearing, counsel for the defendant and the Government shall each file and serve on each other and the probation officer, a concise memorandum of all objections and facts in dispute to be resolved by the Court. This memorandum must specifically identify each item in the report which is challenged as inaccurate or untrue, must set forth the remedy sought (i.e., specified findings or the Court's agreement to disregard the disputed information), and must set forth the reason that the contested information will affect the sentencing guideline, departure or adjustment in the particular action. This requirement is not satisfied by submission of the written objections to the probation officer as set forth in (d).

(h) Limitation on Objections. Except for good cause shown, no objections may be made to the presentence report other than those previously submitted to the probation officer pursuant to (d) and those relating to information contained in the presentence report that was not contained in the proposed presentence report.

(i) Resolution of Disputes. Except with regard to objections not yet resolved, the Court may accept the presentence report as accurate. In resolving any disputes concerning the report, the Court may consider any relevant information having sufficient indicia of reliability.

(j) Sentencing Proceedings. At the time set for imposition of sentence, if there are no material items in dispute, the Court may proceed with the imposition of sentence. If any material dispute remains with respect to the presentence report, the Court shall afford the parties adequate opportunity to present arguments and information on the matter. If the Court determines that the matter cannot be resolved without an evidentiary hearing, the action may be continued for a reasonable period if necessary to enable the parties to secure the attendance of witnesses and the production of documents at the hearing.

RULE 461 (Fed. R. Crim.P. 32, 18 U.S.C. § 3153(c))**DISCLOSURE OF OTHER PROBATION OR PRETRIAL SERVICES RECORDS**

(a) Confidential Character of Probation or Pretrial Services Records. Probation or pretrial services records, maintained by the probation and pretrial services offices, are confidential records of the United States District Court. Such records shall be disclosed only to the Court, unless further disclosure is authorized by order of the Court or this rule.

(b) Requests for Disclosure. Any applicant seeking an order authorizing further disclosure of confidential records maintained by the probation or pretrial services offices shall file a written petition to the Court establishing with particularity the need for specific information in the records. Requests for disclosure made to probation or pretrial services officers are improper. Except as provided in (c) below, no disclosure shall be made except upon an order issued by the Court.

(c) Exceptions. Nothing in this rule is intended to prohibit probation or pretrial services from disclosing records without court order as is authorized by statute, regulation, or formalized national policy.

SAVE THE DATE

HAWAII FIVE- 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.**



**FREE PARKING
FREE WI-FI IN ROOMS & MEETING SPACE
FREE DAILY SHUTTLE TO ZOO & SEAWORLD
SPACIOUS, OVER-SIZED ROOMS AVAILABLE
MASSAGE SPA ONSITE (ADVANCE BOOKING)**

SAVE THE DATE!



SAVE THE DATE!

BAY AREA LEGAL FORUM

A 501(c)(3) NON-PROFIT CORPORATION

Presents Its

47th ANNUAL SEMINAR

April 20, 2013

**Hilton Pleasanton at the Club
7050 Johnson Drive, Pleasanton, CA 94588**

9:00 a.m. – 12:15 p.m.

- ❖ **Estate & Trust Litigation**
- ❖ **Beginning Legal Secretary I**
- ❖ **Who's At the Door? Successfully Serving Summonses & Subpoenas / Calendaring in California State Court: Steps & Traps for the Unwary / Saving Trees & Time – eFiling and eService in California**

1:15 p.m. – 4:30 p.m.

- ❖ **Special Needs Trusts 101**
- ❖ **Beginning Legal Secretary II**
- ❖ **Federal Litigation Calendaring & Procedures**
- ❖ **Ethics**

The Bay Area Legal Forum has been approved as a provider of MCLE credit by the State Bar of California. The Forum certifies that the designated activities conform to the approved standards for education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.



**Sacramento Legal Secretaries Association
Name/Address Change Reporting Form**

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

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

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

- | | | |
|-----------------------------------------------------------------------------|--------------------------------------------|-------------------------------|
| Where do you want <i>The Legal Eagle</i> and other SLSA/LSI mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Where do you want e-mail delivered? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| Which address should be listed in the membership roster? | <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| If you do NOT want to be listed in the membership roster, check here: | <input type="checkbox"/> No roster listing | |

Please submit to:

Lynne Koroush
SLSA Vice President and Membership Chair 2012-2013
1201 K St., Ste. 1100
Sacramento, CA 95814
E-mail: vicepresident@slsa.org



Santa Clara County Legal Professionals Association

invites you to celebrate

“LSI THROUGH THE YEARS”

May 16-19, 2013

Legal Secretaries, Incorporated’s 79th Annual Conference



San Jose Marriott
301 South Market Street, San Jose, CA 95113
www.sanjosemarriott.com

CONFERENCE REGISTRATION FORM

Name (as it will appear on badge):
Mailing Address:
City/State/Zip:
Home Telephone: Work Telephone:
Email Address:
Local Association: [] LSA [] LPA

Please check if applicable (include title)

[] State Officer:
[] State Chairman:

Please check if you are:

[] President [] Governor [] CCLS [] PLS
[] Delegate [] Alternate Delegate

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

Table with columns: Description, By Check, By PayPal, Total. Rows for POSTMARKED ON OR BEFORE April 16, 2013 and POSTMARKED ON OR AFTER April 17, 2013.

INDIVIDUAL TICKETS:

Table with columns: Description, Price, Price, Total. Rows for Registration by April 16, 2013, Registration after April 17, 2013, President’s Lunch (Friday), Governor’s Lunch (Friday), Newcomer’s Lunch (Friday), Welcome Reception (Friday), CCLS Lunch (Saturday), Banquet (Saturday), Brunch (Sunday).

TOTAL AMOUNT PAID: \$

Special Dietary Request (including VEGETARIAN): []

MAKE CHECKS PAYABLE TO SCCoLPA 2013 CONFERENCE FUND

RETURN THIS FORM WITH PAYMENT TO: Elise Dresser, CCLS
2013 Annual Conference Registration Chair
911 Old Orchard Road, Campbell, CA 95008
T: (650) 903-0500 or (408) 375-4437
Email: edresser@newtonremmel.com

TO PAY BY PAYPAL: www.sccolpa.org (payment includes transaction fee)

No refunds after April 30, 2013



Santa Clara County Legal Professionals Association

invites you to celebrate

“LSI THROUGH THE YEARS”

May 16-19, 2013

Legal Secretaries, Incorporated’s 79th Annual Conference



San Jose Marriott
301 South Market Street, San Jose, CA 95113
www.sanjosemarriott.com

HOTEL REGISTRATION FORM

Name: _____

Mailing Address: _____

City/State/Zip: _____

Home Telephone: _____ Work Telephone: _____

Email Address: _____

Local Association: _____ LSA LPA

Arrival Date: _____ Departure Date: _____

ACCOMMODATIONS: (Plus applicable taxes and fee)

- SINGLE: \$109.00 per night
- DOUBLE: \$109.00 per night

RESERVATIONS: https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=9697432
Check in: 3:00 p.m. - Check out: 12:00 p.m.

DEADLINE TO RESERVE YOUR ROOM IS APRIL 17, 2013 – BOOK EARLY!

- Parking:** Valet parking: \$26.00 per day – Off-site self-parking available next door at San Jose Convention Center and other nearby lots.
- Airport:** Norman Y. Mineta San Jose International Airport (SJC) is 3 miles from the San Jose Marriott.
- Transportation:** No hotel shuttle. Estimated taxi fare from SJC is \$15 one way.

For additional information contact:

Rod Cardinale, Jr.
2013 Annual Conference Chair
T: (408) 461-0972
Email: rodcardinalejr@sbcglobal.net



**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:

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

NAME OF APPLICANT _____
EMPLOYER _____ POSITION _____
MAILING ADDRESS _____ CITY/ZIP _____
BUSINESS TELEPHONE (____) _____ RESIDENCE TELEPHONE (____) _____
BUSINESS E-MAIL _____ RESIDENCE E-MAIL _____
EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____
SPONSOR _____ APPLICATION APPROVED _____

~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

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

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

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

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

How did you hear about SLSA? _____

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

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

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
24740 Oro Valley Road
Auburn, CA 95602**

<input type="checkbox"/> Northern California	<input type="checkbox"/> Saturday, October 20, 2012
<input type="checkbox"/> Southern California	<input type="checkbox"/> Saturday, March 16, 2013

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): _____

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 _____

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.

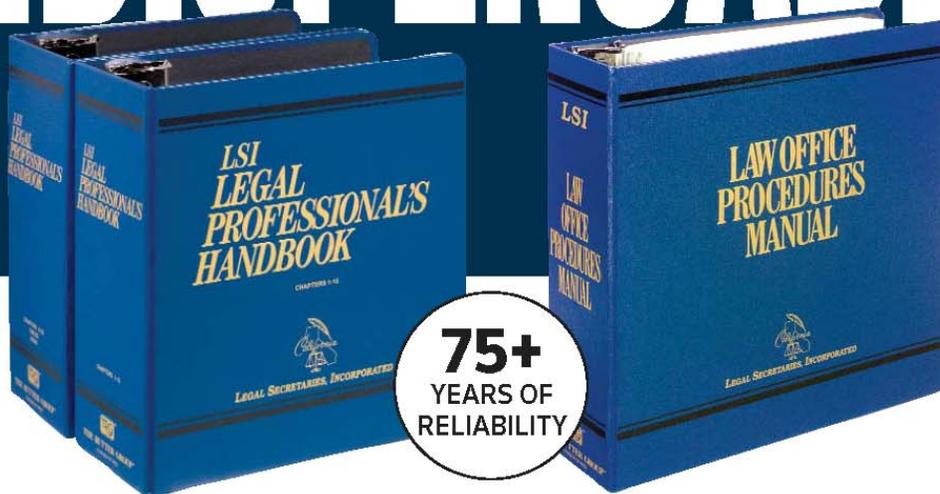
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10	Antelope Valley	LSA				0
44	Beverly Hills/Century City	LSA	6		39	46
19	Butte County	LPA			12	12
17	Capitol City	LPA	0	<9>	0	0
7	Conejo Valley	LPA	5		6	15
21	Desert Palm	LPA	6	<2>	21	25
21	El Dorado County	LPA			11	11
45	Fresno County	LPA	18		39	61
40	Humboldt County	LPA	5		31	36
40	Imperial County	LPA	6		23	31
27	Livermore-Amador Valley	LPA	4		23	37
72	Long Beach	LSA	7		51	66
43	Los Angeles	LSA	12		41	53
17	Marin County	LPA	7		15	24
44	Merced County	LPA	2		39	45
5	Monterey County	LSA				0
73	Mt. Diablo	LPA	6		55	63
13	Napa County	LSA			12	12
94	Orange County	LSA	23		58	81
14	Palo Alto	LSA				0
20	Placer County	LPA	1		19	20
9	Redding	LPA			4	4
21	Rio Hondo District	LPA	3		13	16
21	Riverside	LPA	8		18	26
164	Sacramento	LSA	55		95	158
211	San Diego	LSA	54		153	220
65	San Fernando Valley	LSA	11		39	50
46	San Francisco	LPA	12		28	51
33	San Gabriel Valley	LSA	18		22	40
68	San Mateo County	LSA	26		47	73
26	Santa Barbara	LSA	3		20	24
81	Santa Clara County	LSA	37	<1>	51	91
7	Santa Cruz County	LPA	1		7	8
12	Santa Maria	LPA	1		8	9
35	Sonoma County	LSA	9		31	40
12	Southern Butte	LSA			11	11
41	Stanislaus County	LPA			32	32
48	Stockton-San Joaquin	LPA	1		33	37
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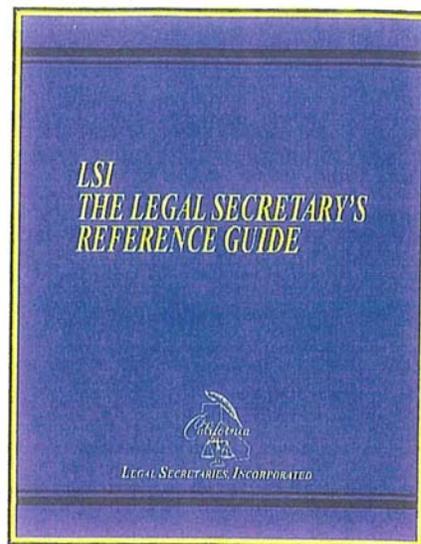
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Editor's Note

by Liz Gideon, CCLS

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~ Harold R. McAlindon*

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