

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

THE LEGAL EAGLE

VOLUME 5 BOOK 10 MAY 2010



**Sacramento Legal
Secretaries Association**

**VISIT OUR WEB SITE:
WWW.SLSA.ORG**

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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!**

LSI 2010 ANNUAL CONFERENCE

Date: May 20, 2010 - May 23, 2010

Place: Sacramento Hilton Arden West
2200 Harvard Street, Sacramento
Tel: (916) 922-4700

LSI's 76th Annual Conference

hosted by Butte County Legal Professionals Association
and Sacramento Legal Secretaries Association

Scrip Ticket: \$125 on or after April 21, 2010

Individual Tickets: \$30 - Registration (after April 21, 2010)
\$31 - President's Luncheon (Friday)
\$31 - Newcomer's Luncheon (Friday)
\$31 - Governor's Luncheon (Friday)
\$25 - Welcome Reception (Friday)
\$31 - CCLS Luncheon (Saturday)
\$50 - Banquet (Saturday)
\$26 - Brunch (Sunday)

Earn up to 6 hours of MCLE through the various Legal Specialization Section Workshops being offered Friday and Saturday! See Page 16 for details.

Free Officer/Chairman Workshops on Friday, open to all registrants! See Page 38 for details.

Registration Chair: Astrid Watterson, CCLS
c/o Somach Simmons & Dunn
500 Capitol Mall, Suite 1000, Sacramento, CA 95814
Tel: (916) 446-7979; Fax: (916) 446-8199
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(See Page 14 of this bulletin for the Conference Registration Form.)

Legal Secretaries, Incorporated, is an approved provider and certifies that the LSS Workshops being held during conference have been approved for minimum continuing legal education credit by the State Bar of California.

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EDITOR’S NOTE by Jennifer Rotz

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

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

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

THE DREAM BEGINS WITH A
TEACHER WHO BELIEVES IN
YOU, WHO TUGS AND PUSHES
AND LEADS YOU TO THE NEXT
PLATEAU, SOMETIMES POKING
YOU WITH A SHARP STICK
CALLED “TRUTH.”
~DAN RATHER

PRESIDENT'S MESSAGE by Astrid Watterson, CCLS

Greetings members of SLSA! I would like to begin my first President's Message by saying thanks. Thank you to all of you for once again having faith in me to elect me as your President. If you were at the installation of officers meeting in April, you know we have many exciting adventures in store for this year. Each time a President is elected into office, they are asked to choose a theme and a symbol for their year. Since I have spent the last few years teaching, I plan on continuing to use that skill as my theme for the year. As for the symbols, I chose stars and apples. Stars to symbolize the various rising stars we have as members, who can each shine on their own, but when put together, shine as a brilliant and beautiful constellation. Apples because they tend to be the universal theme for teachers. This year, that is what we are all going to be.

I began this journey by asking several of our past Presidents to be the installing marshals. Over the course of the past few years, when I was in office the first time, to today, many ask me, how do I know how to teach, how did I know how to be a President? This year, I plan on taking away the mystery of it all. I begin by introducing those that have helped me become who I am today; introducing those that can help you as well: our past presidents. Sherri Lee Caplette, CCLS, SLSA Past President 1996-1998; Debbie Frias, CCLS, SLSA Past President 1998-2000; Tammy Hunt, CCLS, Stockton-San Joaquin County LPA Past President 2003-2004; Jan Ainsworth, SLSA Past President 2002-2004; Dawn Willis, SLSA Past President 2004-2005; Jennifer Rotz, SLSA Past President 2009-2010. From each of these strong women, one can learn and emulate various traits that represent perseverance, strength, professionalism, attentiveness, will, procedure, rules, intelligence, and most of all, friendship. We were fortunate enough to have Mary Rocca, CCLS, LSI Past President 2004-2006, as our installing officer. Years ago, I met Mary before she became president of LSI. I happened to sit next to her purse one day and when the event we were attending ended, I came to know a lot more about Mary. Over the course of a few years, we served on committees together, she asked me to give an inspirational speech, she helped me overcome a few public speaking phobias I had, and she has been a friend ever since. I didn't become an instructor or a President overnight. I learned from those around me and I worked hard to help others.

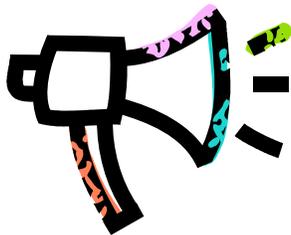
Continued on Page 5



“SINCE I HAVE SPENT THE LAST FEW YEARS TEACHING, I PLAN ON CONTINUING TO USE THAT SKILL AS MY THEME FOR THE YEAR.”

Support our Advertisers!

Sacramento Legal Secretaries Association would like to give special thanks to Capitol Digital Document Solutions for its complimentary services in printing The Legal Eagle. To support Sacramento Legal Secretaries Association and Capitol Digital Document Solutions, please call Ron Bodenmann at (916) 449-2820.



ADVERTISERS

- Page 8 - Lightspeed Messenger
- Page 34 - The Rutter Group
- Page 44 - Capitol Digital Document Solutions

SPEAKER SPOTLIGHT by Sophia Albov, CCLS



On Thursday, April 15, 2010, the Sacramento Legal Secretaries Association (SLSA) was honored to host the Honorable Judge Loren E. McMaster, of the Sacramento County Superior Court, at its monthly dinner meeting. Judge McMaster gave us all an interesting perspective on the civil litigation process with his lecture, “A View from the Bench.” It allowed us to see aspects of the civil litigation process which we are familiar with from a different angle. All the vocabulary was the same, but the connotations were quite different. He reminded us which parts of particular pleadings are most important from a judge’s perspective. For example, he reminded us how vital it is to include specific information in the Notice of Motion – he indicated that even if such information is included in the Declarations, it will not be taken into account if it is not in the Notice.

We also got a crash course in the art of avoiding an “Ex Parte by Ambush,” i.e., it’s important to make all reasonable efforts to serve the opposing party prior to the hearing. He reminded us that without a proof of service on your Ex Parte, you will not win your motion - at least not in his courtroom! We were also reminded that an Ex Parte will not be granted if your attorney or client has created the “emergency” situation. If a situation which requires a remedy is previously known, but not acted on, and an “emergency” situation has arisen because of the lack of timely action, it is not an appropriate subject for an Ex Parte hearing. Judge McMaster indicated that there is no judicial sympathy for situations which are created through a willful lack of action.

“SLSA WAS DELIGHTED TO HOST SUCH AN ACCOMPLISHED MAN AND A PILLAR OF SACRAMENTO’S LEGAL COMMUNITY.”

Judge McMaster has served as a judge at the Sacramento County Superior Court since he was appointed to the bench in 1999 by Governor Gray Davis. Before joining the judiciary, Judge McMaster spent many years in private practice as a mediator (1980-1999), worked as Chief Counsel for the California State Employers Association (1973-1980), and was a Deputy Attorney General for the State of California (1969-1972). Judge McMaster attended law school at UC Davis King Hall where he was a member of the first graduating class in 1969.

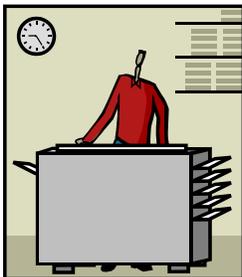
SLSA was delighted to host such an accomplished man and a pillar of Sacramento’s legal community. We were lucky to get to go *in camera* with Judge McMaster and experience his “View from the Bench.”

VENDOR SPOTLIGHT by Kristi Baughman

Our Vendor of the Month for April was Capitol Digital Document Solutions (“Capitol”). Dave Wilkinson and Ron Bodenmann spoke on behalf of Capitol.

For more than 12 years, Capitol has consistently provided expert litigation support services to leading law firms, corporations, and government agencies. They have the ability to support projects from small copy jobs to processing terabytes of electronic data. Capitol is more than a document copy service. They also provide forensic collection services, electronic evidence processing, scanning, photocopying, online document hosting, and document indexing. In this age of E-Discovery, Capitol can help you deal with even the most complicated electronic document projects. Capitol provides speed, quality, and reasonable cost. Capitol’s philosophy is simple: deliver it right the first time.

Many thanks to Dave Wilkinson and Rod Bodenmann of Capitol Digital Document Solutions for being our vendor of the month. Please visit their website: www.capitol-digital.com for more information.



PRESIDENT'S REPORT CONTINUED

This year, we are going to move forward together, as a team, as an association. This year we hope to be able to offer one 45-minute lunch lesson a month; one 30-minute dinner lesson a month; and one 2-hour evening seminar a month. Our core programs will be based on these three educational opportunities a month. In addition to that, we begin this year with 34 volunteers. Your executive board is made up of: Anne French as Vice President, Crystal Rivera as Secretary, Andy Gilbert as Treasurer, Dawn Forgeur, CCLS, as Governor, Jennifer Rotz as Executive Advisor, and Tammy Hunt, CCLS, as Parliamentarian. That's an impressive lineup. What's even more impressive is the number of chairmen who have stepped up and said, yes, I can help SLSA be the best!



Sophia Albov, CCLS	Elizabeth Gideon
Patti Alexander	Lynne Gomes
Sandra Andrade	Gwen Gomez
Launa Atkinson, CCLS	Rebecca Lerma
Kristi Baughman	Paula Lockard, CCLS
Ron Bodenmann	Daria Milton
Sheila Brown	Jaymie Moralez
Lillian Casipit	Aaliyah Muhammad
Mariah Crabtree	Meghan Pounds
Yolanda De La Cruz	Andrea Savig, CCLS
Desiree Delonia, CCLS	Jennifer Shelton
Rosa Deniz	Nancy Vanderhorst, CCLS
Jennifer Estabrook, CCLS	Laura Welch, CCLS
Gloriela Garcia	Diane West, CCLS

Thank you to all of the volunteers for this year. Because of you and your work, we will be able to offer all of the members of SLSA many exciting events. To name a few, we plan on continuing with our Day in Court events. Thanks to John Baldwin, we have a new script to work with this Christmas for our Mock Trial. Rebecca and her team will be modifying the format of our January Day in Court event along with our Federal Day in Court event in February. We have a team prepared to tackle the monthly bulletin. Elizabeth Gideon will be putting the bulletin together with the help of Sophia Albov, CCLS, Kristi Baughman, and Paula Lockard, CCLS. They have a few new and fresh ideas for monthly articles in addition to the required articles that must be included in the bulletin. I will not spoil their surprise, but look for the June bulletin for those to begin appearing. Launa Atkinson, CCLS, and Diane West, CCLS, will be putting together the next CCLS Throwdown and will be collaborating with our Bay Area sister associations for that event sometime in February of 2011. Daria Milton will be helping us with publicity and hopefully announcing some of our events in local magazines or newspapers. Desiree Delonia, CCLS, has agreed to teach the Beginning Legal Secretary classes. It is our hope that with some extra assistance, we can put together two BLS courses this fiscal year; the first hopefully beginning in late August or early September. With so many volunteers, anything is possible!

Another big change for the year is our dinner location. Unfortunately, we will not be able to sign another year-long contract with the Casa Garden Restaurant. Many thanks to the ladies at Casa Garden for allowing us to have our dinner meetings with them, but it became financially impossible to continue to stay with them. However, we did find a new location – the Courtyard Marriott.

Continued on Page 19

MEMBER NEWS by Anne French and Jennifer Rotz



Congratulations to **Laura Welch, CCLS**. Laura and her husband are expecting a son on September 1. It will be their first addition to the family.

The following SLSA members took and passed the California Certified Legal Secretary Exam in March 2010:

Sophia Albov, CCLS

Teri McClory, CCLS

Andrea Savig, CCLS

Nancy Vanderhorst, CCLS

Laura Welch, CCLS

The new CCLSes will be honored at LSI's 2010 Annual Conference and at SLSA's Post-Banquet "After Party" at Conference. Please join us in celebrating their great achievement. Many congratulations to you ladies and best wishes for your continued success!

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

MEMBERSHIP RENEWALS



To: Members of the Sacramento Legal Secretaries Association

This is a friendly reminder that we are quickly approaching the May 2010 through April 2011 fiscal year. Our annual membership dues are due on May 1, 2010. A \$5 late fee will be charged after June 1, 2010. Your bulletin subscription and membership benefits will not be interrupted until June 1. If you plan on renewing your membership, and we hope you do, please fill out a membership renewal form, which can be found in this bulletin and on our website at www.slsa.org, and mail it to our 2010-2011 Treasurer, Andy Gilbert.

Andy Gilbert
1017 L Street, #610
Sacramento, CA 95814

SLSA thanks you for your continued support!

May 2010

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

DATES TO REMEMBER

- **May 10 - SLSA May Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **May 20-23 - LSI 2010 Annual Conference** (Location: Sacramento Hilton Arden West)
- **May 25 - Last Day to Submit Articles for the June issue of *The Legal Eagle***
- **June 7 - SLSA June Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **June 17 - SLSA June Dinner Meeting** (Location: Courtyard Marriott Midtown - Topic: TBD)
- **June 19 - SLSA Parliamentary Workshop with Lorenzo Cuesta, R.P.** (Location: Somach Simmons & Dunn - Time: 8:30 a.m. to 12 p.m.)
- **July 5 - SLSA July Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **July 15 - SLSA July Dinner Meeting** (Location: Courtyard Marriott Midtown - Topic: TBD)

Code of Ethics

Legal Secretaries, Incorporated

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

Dedicated to Joan Moore, PLS

HAPPY "MAY" BIRTHDAY!



- Alissa Mackrill - May 12
- Karen Mangels - May 13
- Annamaria Dugan - May 17
- Tereta McClory - May 17
- Laura Peron - May 23
- Shelly El Kabbany - May 24



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PICTURES



SLSA April Dinner Meeting and 70th Annual Installation of Officers



Dave Wilkinson and Ron Bodenmann from Capitol Digital Document Solutions, our April Vendor of the Month



SLSA Past President Jennifer Rotz



Mary S. Rocca, CCLS serving as Installing Officer

EMPLOYMENT REPORT/POSITIONS AVAILABLE

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

Attorneys will need to give the following information to the Employment Chair: name, firm name, address, phone number(s), areas of law practice, software used, position available, years of experience required. The attorney/employer is requested to e-mail the Employment Chair and Webmaster with the advertisement formatted like those currently posted on the "Employment Opportunities" page. Ads are usually posted within 48 hours.

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

Please contact Employment Chair Jaymie 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.

Positions Available:

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

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

Legal Secretary. Small, mid-town firm, emphasizing civil litigation in real estate related matters, contract disputes, commercial and residential unlawful detainers, and a wide variety of other business and civil litigation matters, is seeking an experienced litigation secretary to support a partner of the firm. Duties include word processing, electronic filing, preparation of pleadings, service of documents, high-volume case document management, discovery, general litigation support, litigation calendaring, and other general office duties. The applicant must be a self-starter and have the ability to manage time effectively. Proficiency in WordPerfect, Microsoft Word and Abacus Law is a must. Knowledge of Timeslips is desirable. Competitive salary and benefits are dependent upon experience. Please send résumés and cover letters to Sid M. Rosenberg, Esq., Law Offices of Rosenberg & Link, 725 30th Street, Suite 107, Sacramento, CA 95816 or via e-mail to sid@rosenberglink.com and shelly@rosenberglink.com.

Legal Secretary. Construction defect/civil litigation law firm in Roseville seeks a legal secretary with a min. of 3 yrs. exp. for F/T position. Must possess strong knowledge of legal forms, procedures, and court rules. Position requires excellent organization, typing, and computer skills with specific knowledge in Word, Outlook, Legal Solutions, and Vision. Competitive salary & benefits. Friendly/casual & interesting work environment. Will accept resumes via email to dtofft@greenhall.com or fax to (916) 367-7491, attn: Diane Tofft, Director of H/R/Office Administrator.

Legal Secretary / Paralegal. A small Sacramento law firm is looking for a full-time legal secretary/paralegal with 2+ years experience. Our firm represents injured plaintiffs in psychiatric malpractice and sexual abuse personal injury cases. We are seeking an experienced, hard working legal secretary/paralegal. Candidate must have a thorough working knowledge of Word, type at least 75 wpm, Dictaphone experience, possess excellent spelling, grammar and punctuation skills, excellent phone skills, be efficient, and possess a positive attitude. Working knowledge of state court rules is required. Must be able to work independently, have the ability to multi-task, have excellent attention to detail, and be a team player. Spanish speaking preferred, but not required. Our firm offers a competitive salary and benefit package, as well as a paralegal bonus program. Well-organized, detail-oriented, and motivated applicants should submit resumes and references via electronic mail to jgeorgejr@psyclaw.com.



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Legal Secretaries, Incorporated

LEGAL SPECIALIZATION SECTIONS

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



ARE YOU A MEMBER OF THE LEGAL SPECIALIZATION SECTIONS?

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

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

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

LEGAL SPECIALIZATION SECTIONS Of LEGAL SECRETARIES, INCORPORATED

MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

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

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

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

Credit Card Information: Number _____ Expiration Date: Month _____ Year _____

Name on Credit Card: _____ **Card Verification Number** _____

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

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



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS _____

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

FAX: _____ E-MAIL ADDRESS: _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

GOVERNOR’S REPORT by Dawn R. Forgeur, CCLS



Thank you for electing me as your Governor. It is an honor to represent SLSA. Annual Conference is upon us and SLSA is co-hosting it here in Sacramento at the Hilton Sacramento Arden West. If you have never been to a conference, this is a great time to attend with it being right in our city! I hope to see our members attending and taking advantage of the educational opportunities offered. There are flyers included in this bulletin with more detailed information on the Officer/Chairman Workshops and the Legal Specialization Workshops. Below is a general list of events and activities that you can attend at conference. Remember, basic registration to conference is only \$20. The cost of a scrip ticket is now \$125. A scrip ticket includes the cost of registration, Friday night’s reception, Saturday night’s banquet, and Sunday’s brunch. Throughout the day on Friday and Saturday, you can stop by the History Book and the Bulletin displays to view other associations’ history books and bulletins from around the state. These associations are competing to be the best and the winners are announced at Banquet on Saturday night. Also, throughout the day on Friday and Saturday our exhibitors will be out displaying their wares. We have approximately 26 vendors this year.

Friday, May 21, 2010: You do not have to be a current officer or chairman to attend the following Officer/Chairman Workshops and they are free to attend with your paid registration to conference.

Officer/Chairman Workshops: First Session 9:00 a.m. – 10:15 a.m.

- Minutes/Notes/Correspondence
- Treasurer’s Duties/Corporate Office
- CCLS Throw Down: How To & Mini Version
- Ways & Means – Successful Local Association Events
- Legal Secretarial Training/Seminars

Officer/Chairman Workshops: Second Session 10:30 a.m. – 11:45 a.m.

- Newcomer’s Workshop
- Parliamentary Procedure
- Membership
- Co-Hosting Annual or Quarterly Conferences
- Governors’ Workshop

Newcomers’ Luncheon: 12 p.m. – 1:30 p.m.: All members are welcome to attend and its cost is \$31. This is a great lunch to attend especially if this is your first conference.

The Legal Specialization Workshops registration deadline is May 17, otherwise there is a late charge to attend. All members may attend these workshops. Cost to attend varies, so please review the flyer in this bulletin. All Legal Specialization Workshops have been approved for MCLE/CLE credit of 1.75 hours each by the State Bar of California.

Legal Specialization Workshops: First Session 1:30 p.m. – 3:30 p.m.: Transactional Law – Topic: Patents & Trademarks; and Criminal Law – Topic: Sentencing Alternatives

Legal Specialization Workshops: Second Session 4:00 p.m. – 6:00 p.m.: Family Law – Topic: Calculating Support & Hardship Deductions; and Law Office Administration – Topic: Disaster Preparation & Relief

Welcome Reception/Campaign Party: 6:30 p.m. – 8:00 p.m.: Everyone is welcome to attend. The cost if you have not purchased a scrip ticket is \$25.

SLSA’s 70th Anniversary/Congratulations to the CCLSes Party: 8:00 p.m. – 10:00 p.m.: All SLSA members are invited to attend this party where we will be celebrating SLSA’s

Continued on Page 21

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• **LEARNING IS A**

• **TREASURE THAT**

• **WILL FOLLOW ITS**

• **OWNER**

• **EVERYWHERE.**

• **~ CHINESE**

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CHAPTER ACHIEVEMENT REPORTING FORM

Each Association in LSI participates every year in the Chapter Achievement Contest. Associations are grouped in categories depending upon the Association's membership (Group A: 5-30; B: 31-50; C: 51-75; D: 76-95; and E: over 95). Five awards of \$250 each are presented by Stuart F. Cooper Co. to the highest scoring Association in each of the above categories at the Annual Conference of LSI. Chapter Achievement points are tracked during the year by the Association's Governor. The Chapter Achievement Report covers activities from April 1, 2010 through March 31, 2011. This form's purpose is to track each member's activity during the course of the fiscal year. **Please complete the form each time you attend a function and mail it to the person named below. If you attend a function and are not sure if it applies, include it below on the blank line provided and it will be determined if it applies. If you are an SLSA officer or committee chair, PLEASE take particular note to the last item below. Thank you.**

Month/Year	Function
_____	I submitted a potential advertiser to the Editor of <i>The Legal Secretary</i> magazine. (25 points per advertiser)
_____	I submitted an article to <i>The Legal Secretary</i> magazine. (50 points per article)
_____	I attended an LSI Quarterly Conference and/or Annual Conference. (50 points)
_____	I attended an Officer/Chairman Workshop at the LSI Annual Conference. How many? ____ (25 points)
_____	I attended the President's Roundtable at the LSI Annual Conference. (25 points)
_____	I belong to an LSI-sponsored credit union. (100 points)
_____	I am insured through an LSI plan. (100 points)
_____	I rented a car through Hertz and received the LSI discount. (200 points per rental)
_____	I enrolled in an LSI-approved retirement planning program. (100 points)
_____	I sponsored a CCLS study group. (200 points)
_____	I participated in a CCLS study group. (25 points)
_____	I conducted a CCLS Mock exam. (150 points)
_____	I took the CCLS exam. (Test date: _____) (100 points)
_____	I passed the CCLS exam. (Test date: _____) (200 points)
_____	I submitted questions to the Continuing Education Council for use on the CCLS Mock exam. How many? ____ (25 points)
_____	I recertified as a CCLS during the 2010-2011 fiscal year. (50 points)
_____	I gave a presentation on legal secretarial careers at a local educational institution. (50 points per presentation)
_____	I attended another Association's monthly meeting, installation, or other function. (50 points per event)
_____	I taught an educational workshop or seminar. (75 points per event)
_____	I attended an educational workshop or seminar sponsored by SLSA or another local association. (25 points per event)
_____	I attended an educational workshop or seminar sponsored by a Forum, CEB or The Rutter Group. (25 points per event)
_____	I conducted a short session on legal procedures at an SLSA dinner meeting. (25 points per meeting)
_____	I am a member of at least one Legal Specialization Section. (50 points)
_____	I am a member of all six Legal Specialization Sections as of March 31, 2011. (100 points)
_____	I attended a Legal Specialization Section Seminar at Quarterly or Annual Conference. How many? ____ (50 points per meeting)
_____	I attended a Legal Specialization Section Regional Seminar. (75 points)
_____	I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
_____	I submitted an article to LSI Director of Public Relations for publication in the <i>Daily Journal</i> . (50 points per article)
_____	I gave a formal presentation on benefits of membership to a law office. (50 points per presentation)
_____	I gave a formal presentation on benefits of membership to the local bar association. (100 points per presentation)
_____	I purchased the <i>LSI Legal Professional's Handbook</i> between April 1, 2010 and March 31, 2011. (200 points)
_____	I purchased updates to the <i>LSI Legal Professional's Handbook</i> between April 1, 2010 and March 31, 2011. (100 points)
_____	I purchased the <i>Law Office Procedures Manual</i> between April 1, 2010 and March 31, 2011. (200 points)
_____	I purchased updates to the <i>Law Office Procedures Manual</i> between April 1, 2010 and March 31, 2011. (100 points)
_____	I am an SLSA officer or committee chair. I timely responded to my LSI counterpart's quarterly directive(s). Attached is (are) a copy (copies) of my response(s). (20 points per directive)

Name: _____ Phone: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

Please attach additional pages if necessary. Thank you for your assistance. If you have any questions, you can reach Dawn Forgeur, CCLS at (916) 442-1111; or e-mail at forgeurd@gtlaw.com. Otherwise mail to:

Dawn Forgeur, CCLS
 SLSA Governor 2010-2011
 Greenberg Traurig
 1201 K Street, Suite 1100
 Sacramento, CA 95814

THESE SHOES ARE MADE FOR WALKING!



Butte County LPA and Sacramento LSA

Invite You to Step This Way

May 20, 21, 22, and 23, 2010

LSI's 76th Annual Conference

Hilton Sacramento Arden West

Sacramento, California

CONFERENCE REGISTRATION FORM

(CORRECTED)

Name (as it will appear on badge): _____

Association Name: _____

Mailing Address: _____

City/State/Zip: _____

Home Telephone: _____ Work Telephone: _____

Email Address: _____ Fax Number: _____

Please check if applicable and include title:

_____ State Officer _____

_____ State Chairperson _____

Please check if you are:

_____ Governor _____ CCLS _____ PLS

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

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

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

INDIVIDUAL TICKETS:

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

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

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

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

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

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

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

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

Dinner Choice: _____ Salmon _____ Chicken _____ Vegetarian Pasta

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

TOTAL AMOUNT \$ _____

SPECIAL DIETARY REQUESTS: _____

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

RETURN THIS FORM WITH PAYMENT TO REGISTRATON CHAIR:

REGISTRATION CHAIR:

Astrid Watterson, CCLS

c/o Somach Simmons & Dunn

500 Capitol Mall, Suite 1000

Sacramento, CA 95814

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

awatterson@somachlaw.com

NO REFUNDS AFTER APRIL 30, 2010

THESE SHOES ARE MADE FOR WALKING!



Butte County LPA and Sacramento LSA

Invite You to Step This Way

May 20, 21, 22, and 23, 2010

LSI's 76th Annual Conference

Hilton Sacramento Arden West

Sacramento, California



HOTEL REGISTRATION FORM

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

Check One: MasterCard VISA American Express Discover Card

Credit Card No: _____ Expiration Date: _____

Arrival Date: _____ Departure Date: _____

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

Triple Occupancy \$129

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

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

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

Special requests/ADA Needs/Comments: _____

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

HOTEL INFORMATION:

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

Must identify that you are with LSI Group

CONFERENCE REGISTRATION CHAIR:

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

For Questions Please Contact Registration Chair

LEGAL SPECIALIZATION SECTION WORKSHOPS
Annual Conference –May 2010 Hilton Arden Fair, Sacramento, CA –
Host: Butte County LPA and Sacramento LSA



REGISTRATION FORM - DEADLINE IS MONDAY, May 17, 2010

Registration **MUST** be **RECEIVED** by each Section Leader **on or before the deadline.**
Please make advance reservations so materials may be prepared. Please check appropriate boxes below.
 Mail, Fax or E-Mail a copy of this form to **each** corresponding Section Leader.
 Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
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Friday, May 21, 2010 – 1:30 pm to 3:30 pm.

<p>TRANSACTIONAL LAW: "Patents & Trademarks"</p> <p>Speaker: John P. Costello, Esq. – <i>Costello Law Corporation</i></p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Mae Brooks, CCLS, Transactional Law Section Leader 1050 S. Kimball Road, Ventura, CA 93004 (H) 805-642-6478 (O) 805-659-6800 FAX: 805-659-6818 Email: mbrooks@fcoplav.com</p>	<p>CRIMINAL LAW: "Sentencing Alternatives"</p> <p>Speaker: Dayle C. Carlson, <i>Correctional Consultant</i></p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Cheryl Kent, PLS/CCLS, Criminal Law Section Leader 5534 Blackbird Drive, Pleasanton, CA 94566 (H) 925-462-3440 (O) 925-837-0585 FAX: 925-838-5985 Email: clkcls@comcast.net</p>
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Friday, May 21, 2010 – 4:00 p.m. to 6:00 p.m..

<p>LAW OFFICE ADMINISTRATION "Disaster Preparation & Relief"</p> <p>Speaker: Robert Persons, Esq. – <i>Persons & Miller</i></p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Jan Vornkahl, Law Office Administration Section Leader 63 Gazania Terr., Fremont, CA 94536 (H) 510-565-1458 (O) 415-984-8341 FAX: 415-226-0735 Email: jvornkahl@nixonpeabody.com</p>	<p>FAMILY LAW "Calculating Support & Hardship Deductions"</p> <p>Speaker: Valerie Miller, Esq., <i>Persons & Miller</i></p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Stephanie Harrison, Family Law Section Leader c/o Law Offices of Marvin J. Brown 720 West 19th St., Merced, CA 95340 (H) 209-723-4479 (O) 209-384-0123 FAX: 209-384-1661 Email: stephmjb@sbcglobal.net</p>
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Saturday, May 22, 2010 – 4:00 p.m. to 6:00 p.m.

<p>PROBATE & ESTATE PLANNING & LITIGATION JOINT SEMINAR: "Wills & Trusts Litigation"</p> <p>Speaker: Tracy Potts, Esq. - <i>Legacy Law Group</i></p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Leslie Ames, CCLS, Probate/Estate Planning Section Leader 4248 Crestview Place, Eureka, CA 95503 (O) 707-442-2927 FAX: 707-443-2747 Email: eurekalaw@aol.com</p>	<p>CIVIL LITIGATION & PROBATE JOINT SEMINAR: "Wills & Trusts Litigation"</p> <p>Speaker: Tracy Potts, Esq., <i>Legacy Law Group</i></p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Elizabeth Adame, CCLS, Civil Litigation Section Leader P.O. Box 4344, El Centro, CA 92244 (H) 760-352-8333 (O) 760-352-4001 FAX: 760-352-5561 Email: liz.adame@sbcglobal.net</p>
--	---

Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____

Address/City/State: _____

Phone: (Work) _____ (Home) _____ Local Assn.: _____ LSA/LPA

Method of Payment: Check Credit Card Number _____ Expiration Date: _____

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.

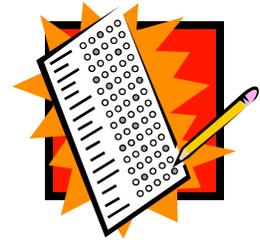
The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these workshops have been approved for minimum MCLE/CLE credit of 1.75 hours each, by the State Bar of California.

CCLS QUIZ by Jennifer Estabrook, CCLS

True or False:

1. Only three words in the English language end in "-sede."
2. Words ending in silent *e* usually drop the *e* before a suffix beginning with a consonant.
3. Words ending in *y* preceded by a consonant usually retain the *y* when the suffix begins with *i*.
4. When a word of more than one syllable ends in a single consonant preceded by a single vowel and the accent falls on the last syllable of the root word, double the final consonant before a suffix beginning with a vowel.
5. When a one-syllable word ends in a single consonant preceded by a single vowel, double the final consonant before a suffix beginning with a consonant.
6. When a word ends with more than one consonant, do not double the consonant before adding a suffix
7. When a word ends in a single consonant preceded by a single vowel and the accent does not fall on the last syllable of the root word, double the final consonant before adding a suffix beginning with a vowel.
8. The ending *able* is more commonly used than *ible*.
9. Words ending in *c* usually add a *k* before a suffix to preserve the hard sound of the *c*.
10. Words ending in *ce* or *ge* usually drop the *e* before a suffix beginning with *a* or *o*.

Please see Page 23 for the answers to this Quiz.



PRESIDENT'S MESSAGE CONTINUED

This month, we will co-host Legal Secretaries, Inc.'s annual conference with Butte County LPA at the Hilton on Arden on May 20-23, 2010. Although we will not have a general meeting this month, due to the fact that many, if not all, of the members of the executive board and most of the chairmen are actually helping to put together the annual conference, your educational opportunities will still be met. LSI will be offering many officer chairmen workshops on Friday, as well as Legal Specialization Section workshops on both Friday and Saturday. Your Governor, Dawn Forgeur, CCLS, has written a very informative article describing the various classes and workshops offered. On Friday, May 21, 2010, in honor of our 70th birthday, we will host an after party from 8-10pm at the Hilton on Arden. We will have cake to celebrate our association's birthday as well as celebrating all those who have passed the CCLS exam. If you have time, please join us in the celebration!

As you can see, we start this year with a bang and hope to continue the momentum. If you have any ideas you would like to share or if you would like to volunteer and join the working SLSA team, let me know. Anything can be achieved with enough assistance. Thank you once again for electing me as your President. I hope not to disappoint.

Astrid

LEGAL PROCEDURE by Nancy Vanderhost, CCLS and Laura Welch, CCLS



You have entered the discovery phase of your case and your attorney is ready to notice depositions. There are several important code provisions to consider during the process. First, determine when your attorney would like to take the deposition. Conferring with opposing counsel to select a mutually agreeable date is not required, but is often preferred by attorneys to ensure the deposition will proceed on the selected date. Code of Civil Procedure section 2025.270 requires that a deposition be scheduled for a date at least 10 days after service of the deposition notice. Accordingly, if you are serving your notice by any method other than personal service, you must add additional days for service. When calendaring all deadlines referenced in this article, always add additional days if you are serving by any method other than personal service.

Once you have selected a date for the deposition, you must choose a location. Code of Civil Procedure section 2025.250 requires that a deposition of a natural person, whether or not a party to the action, must be taken at a place either within 75 miles of the deponent's residence or within the county where the action is pending and within 150 miles of the deponent's residence. If you are taking a deposition of an organization that is a party to the action, it must be taken either within 75 miles of the organization's principal executive or business office in California, or within the county where the action is pending and within 150 miles of that office. Often, depositions of the opposing party will be taken at opposing counsel's office. If you need a location other than your office or opposing counsel's office, court reporting firms are readily available and provide conference rooms in addition to reporters.

When preparing your deposition notice, review Code of Civil Procedure sections 2025.220 and 2025.230, which list the required contents of deposition notices.

When a deponent is a nonparty, attendance and/or production of documents requires service of a deposition subpoena. The nonparty deponent must be personally served with a copy of the deposition subpoena. The noticing party retains the original subpoena. If a deposition subpoena requires the personal attendance of the deponent, witness fees and mileage must be paid, whether or not demanded by the deponent. If a nonparty witness is NOT personally served with the required subpoena, the subpoena cannot be enforced.

The notice of deposition is served on all parties, and a copy of the deposition subpoena is attached to the notice of deposition. This document goes to every party who has appeared in the action. The nonparty deponent is personally served with a copy of the deposition subpoena only.

There are three types of deposition subpoenas: attendance and testimony only, production of records and testimony, and production of business records for copying only.

Deposition Subpoena for Personal Appearance [CCP §§ 2020.230, 2020.310] - Personally serve the nonparty deponent. Although not specifically required, it is customary to serve the nonparty deponent at the same time the parties are served.

Deposition Subpoena for Personal Appearance and Production of Documents and Things [CCP §2020.510] - This document is used when the nonparty deponent is to bring documents to the deposition.

Deposition Subpoena for Production of Business Records [CCP §2020.410] - This document is used only for production of business records. A copy of the deposition subpoena serves as the notice to all parties. The production date is 20 days after the issuance of the subpoena or 15 days after service, whichever date is later.



A SINGLE
CONVERSATION
WITH A WISE
MAN IS BETTER
THAN TEN YEARS
OF STUDY.
~CHINESE
PROVERB

Continued on Page 21

LEGAL PROCEDURE CONTINUED

Personal Consumer (or Employment) Records [CCP §§ 1985.3, 1985.6] - If a deposition subpoena for production of documents involves personal records of a consumer, special rules apply. A consumer is the person or non-corporate organization to whom the records relate. Personal records are the originals or copies of books, documents, other writings, or electronic data pertaining to a consumer, which are maintained by any witness (a physician, dentist, veterinarian, hospital, clinical or diagnostic laboratory, bank, credit union, insurance company, psychotherapist, school, etc.).

The consumer must be served at least 10 days before the production date and at least 5 days before service on the records custodian. [CCP §§1985.3(b)(2), (3); 1985.6(b)(2), (3)] The notice of privacy rights and a copy of the subpoena must be served on the consumer first. Due to the numerous deadlines involved in a deposition subpoena that involve personal records of a consumer, it is highly recommended that an attorney service be used for preparation of the subpoenas and service of the documents.

The last day for a party to object to the deposition notice is at least three days before a deposition. If the objections are made on the third day, they must be personally served on the party giving the notice. [CCP §2025.410(a), (b)]

Some secretaries find the use of a checklist helpful when setting depositions. The checklist can include such items as the case name; deponent's name and contact information; date, time and location of the deposition; date the notice was served and method of service; date of service of the subpoena (if applicable); contact information for the court reporter and/or videographer and the date reserved; conference room reservation information; a reminder to request witness fees (if applicable); and confirmation that the deposition has been calendared.



GOVERNOR'S REPORT CONTINUED

70th Anniversary and congratulating the members who have passed the CCLS exam. There is no cost to attend! Please come by and enjoy the celebration!

Saturday, May 22, 2010: The General Assembly's First Session begins at 9:30 a.m. All members are welcome to attend this business meeting for LSI, but only our delegates can vote. There is a break from 12 p.m. – 2 p.m. and then the General Assembly continues until 4 p.m.

CCLS Luncheon from 12 p.m. – 1:30 p.m.: Everyone is welcome, whether you are a CCLS or not. This luncheon will celebrate the successes of the new CCLSes and CCLSes who have previously passed the test. The cost for this luncheon is \$31.

Legal Specialization Workshops: Session 1:30 p.m. – 3:30 p.m.: Civil Litigation and Probate Joint Workshop – Topic: Wills & Trusts Litigation

Reception and Banquet: 6:30 p.m. – 9:30 p.m.: At Banquet, LSI honors the new CCLSes throughout the state, the new Executive Board, announces the Chapter Achievement Points winner, the History Book winner, and the Bulletin winner.

Sunday, May 23, 2010: Brunch starts at 9:00 a.m. and this is the final day of conference, the finish to the business meeting, and the installation of the new officers for LSI. If you have not purchased a scrip ticket, the cost is \$26.



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2010 – April 30, 2011
Due Date: May 1, 2010**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: **\$40**
*(Renewals are due May 1 and will incur a late fee of \$5
after the date of June 1, 2010.)*

Return the completed invoice and full payment to:
**Andy Gilbert
1017 L Street, #610
Sacramento, CA 95814-3805**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

BIRTHDAY: _____

TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

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

INVOLVEMENT:

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

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

Are you interested in being on the ballot for an Executive Board position? Yes No

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

**** SLSA USE ONLY ****

Date Received: _____	On Roster: _____
Check no.: _____	On LSI: _____
	To Editor: _____

BENEFITS HIGHLIGHT by Patti Alexander

If you are an active member of SLSA, you are also a member of our parent association, Legal Secretaries, Incorporated ("LSI"). Your membership in LSI entitles you to many fabulous benefits! One of the many benefits is a discount through Continuing Education of the Bar ("CEB"). Our SLSA President for 2010-2011, Astrid Watterson, CCLS, has chosen "Teaching" as her theme for her term, so what better time to take advantage of our resources with CEB!

Members of LSI are offered a reduced cost for certain educational benefits, such as seminars and publications, through CEB. For more information, refer to <http://ceb.com/LSI/>.



CCLS QUIZ ANSWERS by Jennifer Estabrook, CCLS

1. False – Only one word: "supersede"
Gregg 716c
2. False – Silent e is usually retained, i.e. "management."
Gregg 708
3. True – i.e. "lobbyist."
Gregg 710b
4. True – i.e. "defer – deferring; admit – admitting"
Gregg 702
5. False – Do not double the final consonant. "glad – gladness;" not "gladnness."
Gregg 703
6. True – i.e. "curl – curly; return – returned."
Gregg 706
7. False – Do not double the last consonant; i.e. "credit – credited;" not "creditted."
Gregg 704
8. True
Gregg 713a
9. True – i.e. "mimic – mimicking; panic – panicky."
Gregg 717
10. False – Usually retain the e; i.e. "enforce – enforceable; manage – manageable."
Gregg 707c

VOCABULARY LIST by Jennifer Estabrook, CCLS



Accede – to comply with; to give consent

Exceed – to surpass

Allusion – an indirect reference

Illusion – an unreal vision; misapprehension

Complement – something that completes

Compliment – a flattering remark; to praise

Device – a contrivance

Devise – to plan; to convey estate by will

Ingenious – clever

Ingenuous – naïve

Farther – at a greater distance, referring to actual distance

Further – to a greater extent or degree, referring to figurative distance; moreover

Gibe – a sarcastic remark; to scoff at

Jibe – to agree

Imminent – threatening; impending

Immanent – inherent; residing within

Ordinance – a local law

Ordnance – arms; munitions

Prescribe – to designate

Proscribe – to outlaw

Precedence – priority

Precedents – established rules

Principal – chief, leading; a capital sum of money that draws interest

Principle – a general truth; a rule; integrity

Shear – to cut; to trim

Sheer – transparent; utter

Tenant – one who rents a property

Tenet – a principle

Venal – corrupt; bribable

Venial – forgivable (as in a venial sin)

Waiver – the giving up of a claim

Waver – to hesitate

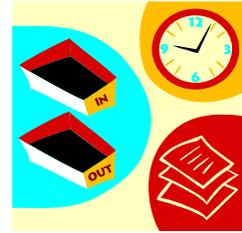
“I AM LEARNING
ALL THE
TIME. THE
TOMBSTONE WILL
BE MY DIPLOMA.”
~EARTHA KITT



LAW OFFICE PRODUCTS/MANAGEMENT by Andrea Savig, CCLS

EMPTYING YOUR INBOXES

One of the biggest challenges I face in my day-to-day life at work is keeping up with my never-ending, completely packed inbox! I am guilty of emptying it out and then slowly putting everything back. The phone rings, someone asks me a question, or I get totally preoccupied with a single task at hand and forget about the rest. Admittedly, I also feel some safety in knowing that everything I need to do is right in front of me. How can I forget to do something if I am looking straight at it? Well, I have managed to forget on several occasions. This method of madness can be quite stressful.

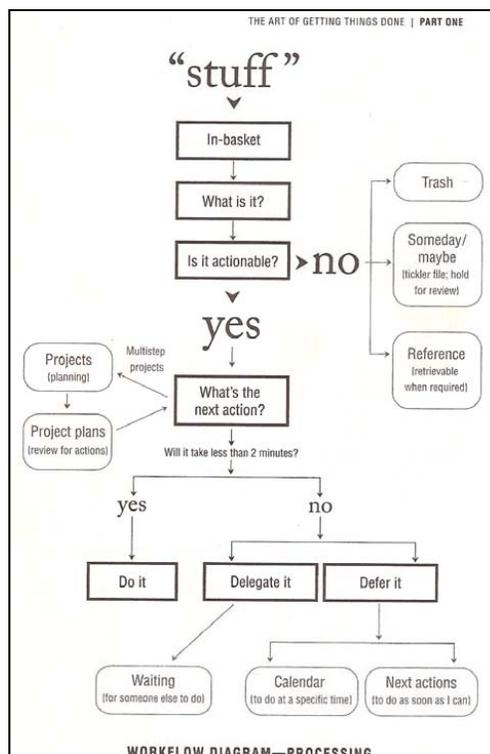


A while back I remember reading the monthly Costco newsletter, and it had an article about processing information and tasks and how to get started. It provided a chart that gave step-by-step information on how to get organized. So I did what I often do, I read the article and tossed it in the wastepaper basket.

That night, after a long, stressful day at work, I decided to research the ideas presented in this diagram. I found a book entitled, “*Getting Things Done*,” by David Allen. This book turned out to be very helpful. I knew I needed to become more efficient but I didn’t know where to start. This book gave me insight on how to get the ball rolling by applying some simple common sense notions and how to remember them.

In life I get caught up in what’s going on around me and lose sight of the job at hand. I know I could accomplish more at work and manage to spend less energy on daily mundane tasks. In the end, we all want to accomplish our tasks more efficiently and with the minimum amount of stress. I believe following this chart will help with the day-to-day information we have to process and complete. I hope you will find it as useful as I have. Good luck on keeping your inbox empty!

(The following diagram was taken from the book, *Getting Things Done* by David Allen, Penguin Books, New York, 2001, p. 32.)





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Instructors:

Dawn Forgeur, CCLS
Jan Vornkahl, CCLS (SF)
Desiree Delonia, CCLS
Astrid Watterson, CCLS



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Vanessa Vargas, CCLS (SF)
Laura Welch, CCLS
Diane West, CCLS

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

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

Anne French
Downey Brand
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

NAME OF APPLICANT _____

EMPLOYER _____ POSITION _____

MAILING ADDRESS _____ CITY/ZIP _____

BUSINESS TELEPHONE (____) _____ RESIDENCE TELEPHONE (____) _____

BUSINESS E-MAIL _____ RESIDENCE E-MAIL _____

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

~ ~ **LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP** ~ ~

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

~ CIVIL LITIGATION

~ CRIMINAL LAW

~ FAMILY LAW

~ LAW OFFICE ADMINISTRATION

~ PROBATE/ESTATE PLANNING

~ TRANSACTIONAL LAW

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

FOR LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP AND DUES INFORMATION, VISIT LSI'S WEBSITE AT www.lsi.org; 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:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

_____ CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES

_____ CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS

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

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

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

How did you hear about SLSA? _____

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

**Anne French
Downey Brand
621 Capitol Mall, 18th Floor
Sacramento, CA 95814**

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

*Item available to LSI members only

(Prices effective 0508)

LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

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

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ADDRESS _____ CITY _____ STATE _____ ZIP _____

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Name on Credit Card: _____ **Card Verification Number** _____

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*Item available to LSI members only

(Prices effective 0508)

California Certified Legal Secretary

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APPLICATION

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

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

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

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

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

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

* Fees subject to change without notice.

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

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

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

Highest level of formal education completed: _____; Highest Degree: _____.

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

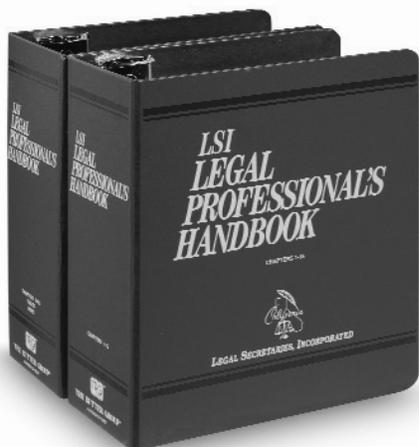
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified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

Signature of Applicant _____ Date _____

LEGAL SECRETARIES, INCORPORATED

LEGAL PROFESSIONAL'S HANDBOOK

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

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- Postjudgment Proceedings
- Civil Appeals and Writs
- ADR
- Foreclosures: Mortgages and Trust Deeds; Mechanic's Lien
- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
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- Corporations
- Limited Partnerships
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- Miscellaneous General Information

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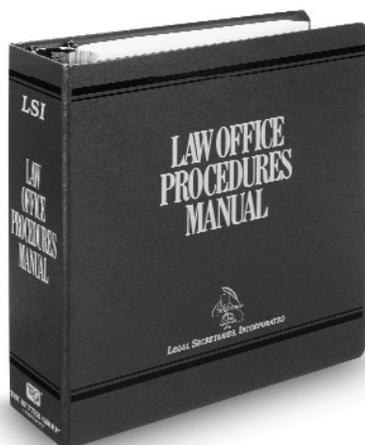
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CONTENTS

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- Unlawful Detainer
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- Criminal
- Family Law
- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Workers' Compensation
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel; Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
- Glossary

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CCLSES by Astrid Watterson, CCLS



On March 20, 2010, the Sacramento Legal Secretaries Association's students took the California Certified Legal Secretary exam. Thanks to SLSA and McDonough Holland & Allen for letting us borrow their conference room, we were able to provide the Sacramento Northern California examinees with bagels in the morning and sandwiches in the afternoon. It was our hope not only to be good hostesses, but to provide a stress-free environment for the examinees. The proctors for the Sacramento exam were Kari Kalista, CCLS and Debbie Frias, CCLS, both members of the CCLS Certifying Board. There were a total of 39 examinees throughout California; 18 passed the exam. Of the 18 who did pass, 10 of them were from our class – woohoo!!!! This fiscal year alone, we have had 11 of our students pass. Dawn Forgeur, CCLS and I were the instructors this year with the help of Jan Vornkahl, CCLS in San Francisco and Desiree Delonia, CCLS in Sacramento. We would like to congratulate the following:

Sophia Albov, CCLS
 Launa Atkinson, CCLS
 Beverly Govea, CCLS
 Susie Hryekewicz, CCLS
 Mary McCall, CCLS
 Teri McClory, CCLS
 Andrea Savig, CCLS
 Nancy Vanderhorst, CCLS
 Vanessa Vargas, CCLS (SF)
 Laura Welch, CCLS
 Diane West, CCLS

“IN THE LAST
 THREE YEARS, WE
 HAVE HAD 24
 NEW CCLSES
 TAKE THE EXAM
 AND PASS FROM
 OUR STUDY
 COURSES.”

In the 2008-2009 fiscal year, Elizabeth Bomke, CCLS and I were the instructors with the help of Dawn Forgeur, CCLS, and Jaymie Morales, and the following students passed:

Desiree Delonia, CCLS
 Karen Gould, CCLS
 Margaret Howlett, CCLS (SF)
 Micky Kelly, CCLS
 Pamela Anne Lee, CCLS
 Pamela Loftis, CCLS
 Jan Vornkahl, CCLS (SF)

In the 2007-2008 fiscal year, I was the instructor and the following students passed:

Elicia Allen, CCLS
 Melynda Ange, CCLS
 Elizabeth Bomke, CCLS
 Jennifer Estabrook, CCLS
 Dawn Forgeur, CCLS
 Paula Lockard, CCLS



In the last three years, we have had 24 new CCLSES take the exam and pass from our study courses. That's an impressive number! At the annual conference in May, we will be celebrating the CCLSES as well as Sacramento LSA's 70th anniversary. In honor of our association's birthday and also to celebrate the CCLSES, we will be hosting an after party on Friday evening (May 21) immediately after the reception. Please join us and help us celebrate not only our 70th birthday, but all of our fabulous CCLSES.

CONGRATULATIONS, SFLPA by Astrid Watterson, CCLS

Congratulations to San Francisco LPA's newly elected President, Sally Mendez Arevalo. On Saturday, April 17, 2010, my husband Miles and I attended the installation of officers' brunch at Tres Agaves in San Francisco. Not only were we honored to have been invited as guests of this important event, but we were honored to have had time to visit with installing officer and LSI President Christa Davis, installing marshal and LSI Treasurer Mary Beaudrow, CCLS, and LSI Past President Patricia Parsons, CCLS. Shara Bajurin, CCLS, President of San Mateo was also present and representing her association as we all supported SFLPA. During the meeting, SFLPA had the neatest idea of playing a video slideshow containing pictures of their various events and triumphs throughout the year. The pictures played in the background while we had our brunch. I was happy to congratulate SFLPA's newest CCLS, Vanessa Vargas. She was a student of SLSA's CCLS class and participated over the phone and online. The installation was lovely and I was proud to be there representing Sacramento LSA in my capacity as your new President. The new officers of SFLPA are:



President: Sally Mendez Arevalo
 Secretary: Beth Davis
 Treasurer: Kay Newsome
 Governor: Christine Flores, CBA
 Parliamentarian: Yvonne Waldron-Robinson, CCLS

On behalf of Sacramento LSA, I was sure to wish our San Francisco sisters all the best in the new year!

CONGRATULATIONS, ACLSA by Astrid Watterson, CCLS

Congratulations to Alameda County LSA's newly elected President, Bryana Schroder, CCLS. On Sunday, April 18, 2010, my husband Miles and I attended the installation of officers' brunch at Horatio's restaurant in San Leandro. What a beautiful day for an installation! The marina was beautiful and the sun was out. Brunch was fabulous as we once again had a few moments to chat with LSI's President, Christa Davis and LSI Past President, Patricia Parson, as well as a few new friends such as LSI Past President Mary Rocca, CCLS, LSI's Vice-President, Brooke Atherton, CCLS, our annual conference co-chair, Julie Edsill, CCLS, San Mateo LPA's President, Shara Bajurin, CCLS, and various Alameda County LSA's past presidents. What a great turnout! Brandon Wai, the outgoing President, in his usual humble manner, gave one of the best introductions for the incoming President. He referred to the Navy Captain's saying: You are relieved of your post. Brandon gave high praise to Bryana, the incoming President and new CCLS, as he said that he indeed felt relieved that Alameda County LSA's future would be well taken care of under her capable leadership. I was so happy to have been able to share this moment with our sisters and brothers in Alameda and on behalf of us at Sacramento LSA, was able to wish them the best in their new year.

The newly installed officers for Alameda County LSA are:

President: Bryana Schroder, CCLS
 Vice President: Carolina Ramos
 Treasurer: Linda Andrew-Marshall
 Secretary: Winifred Owen
 Co-Governors: Bryana Schroder, CCLS and Voneciel Gaines
 Parliamentarian: Mary Rocca, CCLS

Officers and Chairmen Workshops of Legal Secretaries, Incorporated

May 21, 2010

Moderator: Jennifer L. Page, CCLS, Educational Program Coordinator

Schedule: 8:30 a.m. Introductions and Workshop Overview – Shasta A & B
 9:00 - 10:15 a.m. First Session
 10:15 -10:30 a.m. Coffee Break
 10:30 - 11:45 a.m. Second Session

President's Roundtable (Incoming/Outgoing Presidents Only) 9:00 a.m. to 11:45 a.m.

Moderator: Mary S. Rocca, CCLS

Location: Zinfandel Room

First Session 9:00 a.m. - 10:15 a.m.	Second Session 10:30 a.m. – 11:45 a.m.-
<u>Minutes/Notes/Correspondence</u> Moderator: Sandra Jimenez, CCLS, LSI Executive Secretary Location: Natomas Room	<u>Newcomer's Workshop</u> Moderator: Jennifer L. Page, CCLS LSI Educational Program Coordinator Location: Cabernet Room
<u>Treasurer's Duties/Corporate Office</u> Moderators: Mary Beaudrow, CCLS, LSI Treasurer Catherine Culver, CCLS, LSI Administrator Location: Sonoma Room	<u>Governor's Workshop:</u> Moderator: Lorraine M. Bettencourt, PLS, CCLS LSI Executive Advisor Location: Sonoma Room
<u>CCLS Throwdown: How to and Mini Version</u> Moderator: Brandon Wai Location: Merlot Room	<u>Membership</u> Moderator: Brooke Atherton, CCLS, LSI Vice President Location: Natomas Room
<u>Legal Secretarial Training/Seminars</u> Moderator: Dawn Forgeur, CCLS Location: Cabernet Room	<u>Parliamentarian</u> Moderator: Kay Bliss, PLS, CCLS, LSI Parliamentarian Location: Merlot Room
<u>Ways and Means – Successful Local Association Events</u> Moderator: Leisel Hart, Joyce Purvis Location: Napa Room	<u>Co-hosting Annual or Quarterly Conferences</u> Moderators: Michelle Rodgers, CCLS, Gloria Lamm, Belinda Owens, Michelle Tice Location: Napa Room

Please note: Locations are subject to change.

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MEMBERSHIP LIST AS OF 1/31/10

Total Members (Fiscal Year-end 4/30/09)	Association		New Members	Transfer Members	Continuing Members	Total Members
33	Alameda County	LSA	7		28	35
21	Antelope Valley	LSA	3		18	21
57	Beverly Hill/Century City	LSA	6		43	49
24	Butte County	LPA	1		20	21
46	Capitol City	LPA	1		28	29
10	Conejo Valley	LPA	1		7	8
26	Desert Palm	LPA	8		14	22
22	El Dorado County	LPA	3		14	17
38	Fresno County	LPA	12		31	43
53	Humboldt County	LPA	11		34	45
35	Imperial County	LPA	12		18	30
39	Livermore-Amador Valley	LPA	3		32	35
84	Long Beach	LSA	1		43	44
33	Los Angeles	LSA	10		24	34
18	Marin County	LPA	6		10	16
31	Merced County	LPA	7		28	35
31	Monterey County	LSA	0		20	20
55	Mt. Diablo	LPA	16		47	63
19	Napa County	LSA	0		16	16
85	Orange County	LSA	27		50	77
32	Palo Alto	LSA	3		19	22
21	Placer County	LPA	11		15	26
9	Redding	LPA	6		7	13
19	Rio Hondo District	LPA	5		18	23
31	Riverside	LPA	3		24	27
153	Sacramento	LSA	40	1	108	149
219	San Diego	LSA	50		149	199
46	San Fernando Valley	LSA	21		39	60
49	San Francisco	LPA	3		31	34
35	San Gabriel Valley	LSA	5		25	30
68	San Mateo County	LSA	19		57	76
27	Santa Barbara	LSA	8		18	26
50	Santa Clara County	LSA	5		40	45
20	Santa Cruz County	LPA	3		17	20
28	Santa Maria	LPA	9		14	23
42	Sonoma County	LSA	6	<1>	31	36
14	Southern Butte	LSA	0		8	8
37	Stanislaus County	LPA	3		34	37
43	Stockton-San Joaquin	LPA	12		34	46
5	Trinity County	LSA	0		4	4
32	Ventura County	LPA	2		23	25
42	Members at Large		8		19	27
1787	3RD QUARTER TOTALS		357		1259	1616

Membership list as of 1/31/10



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: _____

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BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

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

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- | | | |
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| <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: _____ |

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