



Installation of the 2015-2016 SLSA Board Members

June Events

- ◆ June 10, 2015: LSI Webinar: “Crimmigration”, 12:00 p.m. to 1:00 p.m., *See page 11.*
- ◆ June 17, 2015: Lunch Lesson, 12:00 p.m. to 1:00 p.m. at U.S. Legal Support, 2710 Gateway Oaks Drive, Suite 300 South, Sacramento, CA - *See page 5.*
- ◆ June 18, 2015: General Dinner Meeting, 5:30 p.m. to 8:00 p.m. at Courtyard Marriott, 4422 Y Street, Sacramento, CA - *See page 4.*

Inside this issue:

President's Message	2
Calendar/Dates to Remember	3
Member News	10
Legal Procedures	12-16
Incoming Governor's Report	17
CAPs Report	17
CCLS Vocabulary and Quiz/Answers	24/33
Employment Report	28-31
Benefits	33
LSI 81st Annual Conference	40-48
Outgoing Governor's Report	49



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President's Message

Submitted by Crystal Rivera



President
Crystal Rivera

Keys to Success Through Teamwork! That's the theme for this year.

Welcome to SLSA's 76th Year, and what an incredible achievement! The 2015-2016 Executive Board's goal is to continue to provide educational opportunities for you to obtain MCLE and CCLS credit. We can continue to be successful through teamwork!

This May/June issue of *The Legal Eagle* is chock-full of information and several flyers for upcoming events.

We are pleased to announce that on June 17 we are presenting a FREE Lunch Lesson, in collaboration with U.S. Legal Support, on "HIPAA, HITECH and How they Affect Discovery." U.S. Legal Support's HIPAA Privacy Officer Heather L. Hughes, J.D., CHPC, is the speaker for the Lunch Lesson.

At our June 18 dinner meeting, we have guest speaker Lina Balciunas Cockrell of Messing Adam & Jasmine LLP, who will be talking to us about unlawful detainer, *Don't Let the Door Hit You On Your Way Out: Basics of Effective Unlawful Detainer Actions*.

You can find the flyers for both these events in this issue of the bulletin and also on SLSA's website.

I encourage you to come to the meetings to learn from our speakers, and maybe even get a tidbit of useful information from conversation at your table. SLSA also wants to continue to support local groups and non-profits through our charitable projects. SLSA has always given back to the community. I hope you will continue to support and volunteer for the various committees that I know will be working very hard again this year.

I would like to congratulate and introduce the rest of your 2015-2016 Executive Board:

- Vice President: Lacy Monserrat, CCLS
- Secretary: Brenda Bracy
- Treasurer: Heather Rodriguez, CCLS
- Governor: Jan Ainsworth
- Executive Advisor: Dawn Forgeur, CCLS
- Parliamentarian: Astrid Watterson, CCLS

I want to take this opportunity to thank:

- The new Board for joining me on this journey. It says a lot about their commitment to SLSA, knowing they would be sacrificing their personal time and dedicating it to SLSA.
- The incoming committee chairs for your willingness to accept a chairmanship.
- Astrid Watterson, CCLS, LSI and SLSA's Parliamentarian, for serving as SLSA's Installing Officer. Astrid did a wonderful job!
- Our Installing Marshals Paul Simmons, Michele Clark, Theresa Dunham, and Thomas Monserrat.
- The 2014-2015 officers and committee chairs for their hard work this past year.
- Somach Simmons & Dunn for supporting me personally and my involvement in SLSA

If you did not attend the April installation dinner meeting, you missed seeing the membership's affection for the past and present Board members. I personally cherish the many friends I've made by being an involved member of SLSA, and look forward to making many more new friends!



2013-2015 President, Lynne Prescott, CCLS
and 2015-2016 President, Crystal Rivera

Calendar/Dates to Remember

May 1	Membership renewals due for the 2015-2016 term.	June 1	Membership renewals received after June 1 are considered late and an additional late fee of \$5 applies.
May 5	Last Day to register for any Legal Specialization Section Seminars without incurring a late fee.	June 9	SLSA Executive Board Meeting, 6:00p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.
May 5	Cinco de Mayo!	June 10	LSI Law Office Administration and Criminal Law Legal Specialization Sections Lunchtime Learning "Crimmigration" Webinar.
May 10	Mother's Day!	June 14	Flag Day!
May 12	SLSA Executive Board Meeting, 6:00p.m., Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento.	June 15	Initial Per Capita Report and payment due to LSI.
May 14 to 17	LSI 81st Annual Conference, San Diego.	June 17	"FREE" Lunch Lesson on <i>HIPAA, HITECH and How they Affect Discovery</i> , U.S. Legal Support, 2710 Gateway Oaks Drive, Suite 300-South, Sacramento, CA; 12:00p.m. to 1:00p.m.
May 16	Armed Forces Day!	June 18	SLSA Regular Membership Meeting, Courtyard Marriott, 4422 Y Street, Sacramento; 5:30 p.m. Meet and Greet; 6:15p.m. Dinner.
May 26	Deadline to submit articles to the Editor for the June issue of <i>The Legal Eagle</i> .	June 21	Father's Day and First Day of Summer!
May 25	Memorial Day! State and federal courts closed. No U.S. Mail.	June 26	Deadline to submit articles to the Editor for the July issue of <i>The Legal Eagle</i> .

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Sacramento Legal Secretaries Association



Dinner Meeting • June 18, 2015

Courtyard Marriott
4422 Y Street - Sacramento

5:30 – 6:15 p.m. Meet & Greet
6:15 – 8:00 p.m. Dinner Meeting



Don't Let the Door Hit You On Your Way Out: Basics of Effective Unlawful Detainer Actions

Guest Speaker: Lina Balciunas Cockrell
Messing Adam & Jasmine LLP



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

RSVP by Noon on Friday, June 12*

Two Ways to Register:

- Online at www.slsa.org under Upcoming Events (Preferred)
- Via e-mail at reservations@slsa.org
(please include menu choice)

\$25 SLSA Members / \$30 Non-Members
Add \$5 after deadline

Make checks payable to SLSA and mail to:

Paula Lockard, CCLS
Registration/Reception Chair 2015-2016
c/o Sacramento City Attorney's Office
915 "I" Street, 4th Floor
Sacramento, CA 95814

Dinner Menu – Choice of:

- Meat Lasagna with Fresh Marinara and Vegetables.
- Quinoa Roasted Vegetables and Cilantro Aioli.

*Entrees include green salad and
choice of Starbucks Coffee, Tazo Tea, and water service.*

SLSA's Vendor Partner for June 2015:



**Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.*

SACRAMENTO LEGAL SECRETARIES ASSOCIATION

in collaboration with

U.S. LEGAL SUPPORT

LUNCH LESSON

Registration begins at
11:45 a.m., and the speaker will
begin promptly at Noon

June 17, 2015

12:00 p.m. to 1:00 p.m.

FREE, and lunch will be provided!

“HIPAA, HITECH and How they Affect Discovery”

Presented by Heather L. Hughes, J.D., CHPC
HIPAA Privacy Officer for U.S. Legal Support

Location: U.S. Legal Support
2710 Gateway Oaks Drive, Suite 300-South
Sacramento, CA 95833

This is a one-hour presentation on the HIPAA Privacy and Security Rules and how they affect the retrieval, retention, and destruction of Protected Health Information during the litigation process. The new 2009 HITECH regulations are also covered as well as the 2013 HIPAA Omnibus Rule. Common myths and facts about HIPAA and discovery are covered as well as the Physical, Technical and Administrative Requirements for covered entities and their business associate law firms.

Ms. Hughes received her Bachelor of Science from Florida State University and her Juris Doctorate from South Texas College of Law. She is Certified in Healthcare Privacy Compliance and she has over twenty years' experience in healthcare compliance for both healthcare entities and a national consulting firm. She has been the HIPAA Privacy Officer for a large private healthcare company and two litigation support firms. Heather has been presenting CLEs on HIPAA for over ten years and her presentation has been accredited by the Texas, Louisiana, West Virginia, Missouri, Florida, California, Illinois, New York and Pennsylvania Bar Associations.

Reservations due by noon on Friday, June 12.

Two Ways to Register:

Online at www.slsa.org under Upcoming Events (Preferred)

Via e-mail at reservations@slsa.org



1.0 hour MCLE Credit Available

Speaker Spotlight: Gary Smith

Submitted by Crystal Rivera and Lynne Prescott, CCLS

Our speaker for the April dinner meeting was Gary Smith, Executive Director of Legal Services of Northern California (LSNC). Mr. Smith graduated from Yale Law School and Yale Divinity School in 1983. After serving as a law clerk for a United States District Court judge, he was the Managing Attorney for an office of DNA-People's Legal Services within the Navajo Nation in Northern Arizona, serving low-income Navajo and Hopi tribal members. In 1988, he was the Managing Attorney for LSNC's Yolo County office. In 1999, he was appointed Executive Director of LSNC.

Mr. Smith has been active in numerous state and national organizations promoting equal access to justice for the poor, including Board President of the Legal Aid Association of California; board member for the Public Interest Clearinghouse; member of the Funding Committee of the California Commission on Access to Justice; member of the State Bar of California's Justice Gap Commission; Executive Committee member of the California Project Directors Association; member of the Federal Court Access Group; and various committees of the National Legal Aid and Defenders Association.

He serves as Visiting Professor of Public Interest and Public Benefits Law at the King Hall School of Law of the University of California at Davis, and has authored or co-authored over 20 law review articles in the Journal of Poverty Law and Policy. He was named California's Outstanding Legal Services Attorney by the Legal Aid Association of California in 1994, and in 2010 received the State Bar of California's top honor, the Loren Miller Legal Services Award. He is very passionate about his work!

Legal Services of Northern California (LSNC) is a non-profit organization that offers legal services without charge to disadvantaged groups and individuals in civil matters (public health, housing, civil rights, etc.). They have offices throughout Northern California. LSNC also serves non-profit organizations that assist low-income individuals and families. LSNC marshals assistance of many attorneys to help on pro bono matters.

The State Bar of California adopted the Pro Bono Resolution, which states "[a] lawyer should aspire to render at least (50) hours of pro bono" legal services per year, free of charge.

During Mr. Smith's presentation, he shared a story about John Adams (the second President of the United States) and his pro bono defense of British troops from the 1770 Boston Massacre. British troops fired into a rioting crowd and killed five men. Nine men were prosecuted, and

John Adams was asked to represent the British soldiers. The jury acquitted Captain Preston and six of his men; two others were found guilty of manslaughter, punished and discharged from the army. John Adams said that his pro bono representation of the defendants was his proudest moment!

A bit of additional interesting information that Mr. Smith shared was that John Adams and Thomas Jefferson were close friends (despite their political differences), until they ran against each other for the presidency in 1801 and Jefferson won. Their friendship was renewed about 10 years later and they wrote to each other often. After another 15 years friendship, on **July 4, 1826**, Adams and Jefferson died within hours of each other. **Their deaths occurred on the 50th anniversary of the signing of the Declaration of Independence!**

Mr. Smith also provided a historical timeline of the development of the pro bono system throughout the ages, starting almost from the first civil and ecclesiastical justice forums. Hence, the concept that all peoples, not just those who can afford legal representation, should have equal access to justice has been around almost since the inception of law and a formalized legal system.

SLSA is grateful to Mr. Smith for sharing the significance of this history with us, and for reminding us of the duty we have in the legal profession to consider the greater good.

"Pro bono publico - 'for the public good' - not just in the sense of professional work undertaken voluntarily and without payment, but in the sense of a public service to those



*Lynne Prescott, CCLS, Attorney Gary Smith,
and 2015-2016 President, Crystal Rivera*

Speaker Spotlight: Gary Smith (continued from page 6) Submitted by Crystal Rivera and Lynne Prescott, CCLS

who are unable to afford the services of skilled professionals. It is a noble and necessary calling for all attorneys.” – Chief Justice Tani G. Cantil-Sakauye (October 2014)

“Equal justice under law is not merely a caption on the facade of the Supreme Court building; it is perhaps the most inspiring ideal of our society. It is one of the ends for which our entire legal system exists . . . it is fundamental that justice should be the same, in substance and availability, without regard to economic status.” – Justice Lewis F. Powell, Jr., U.S. Supreme Court Justice (Ret.), during his tenure as president of the American Bar Association (August 1976)

“There can be no equal justice where the kind of trial a man gets depends on the amount of money he has.” – U.S. Supreme Court Justice Hugo Black (1964)



Lynne Prescott, CCLS, and Attorney Gary Smith

Vendor Spotlight: Capitol Digital Califorensics

SLSA was very pleased to have Ron Bodenmann and Erin Bechtold of Capitol Digital Califorensics as our Vendor Partner for April 2015. Capitol Digital Document Solutions and Califorensics joined forces in May of last year. The combination of the two firms yields a company of nearly 50 professionals able to respond to law firm needs from early consultation regarding evidence or discovery, to the capture of data, analysis, testimony and finally, hosting of data for review.

The firm’s computer forensics experts are trained to preserve data by forensically imaging digital devices without altering any of the data on those devices. They strive to recover and analyze visible as well as hidden data from computer systems, including deleted, damaged, and encrypted files. All evidence is carefully controlled to maintain a full chain of custody, ensuring that recovered data are admissible in court.

Forensic services include:

- Mirror imaging of all data sources
- On-site or off-site data acquisition
- Strict chain of custody protocols for proper evidence handling
- Document and file recovery, including deleted files
- Analysis of recovered data
- Expert testimony in legal proceedings

Thank you to Ron and Erin for being with us at the April 16 meeting and for being SLSA’s Vendor of the Month!

Ron Bodenmann can be reached at (916) 449-2820, or via e-mail at Ron@Capitol-Digital.com.

PLEASE REMEMBER TO SUPPORT OUR VENDORS, BECAUSE THEY SUPPORT US!!



Ron Bodenmann and Erin Bechtold

April General Dinner Meeting



Corene Rodder and Teri McClory, CCLS



Jan Ainsworth and Dawn Willis



Jaymie Moralez and Morgan Albanese



*Dawn Forgeur, CCLS and Astrid Watterson, CCLS
presenting gift to Lynne Prescott, CCLS*



*Crystal Rivera, Paul Simmons, Esq., Lacy Monserrat, CCLS, Thomas Monserrat,
Heather Rodriguez, CCLS, Theresa Dunham, Esq., Michele Clark, Esq. and Jan Ainsworth*

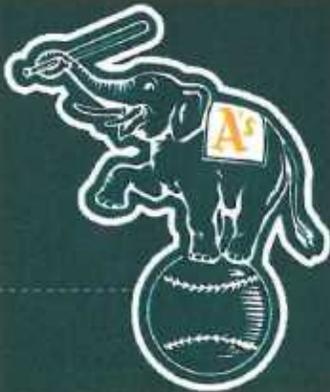


Alameda County Legal Secretaries Association Summer Social

Saturday,
August 1, 2015

@ 6:05pm

Oakland A's
vs.
Cleveland
Indians



GROUP HIGHLIGHTS:

- A's Super Saver Game (tickets regularly sell for \$40)
- Pregame tailgate party at 3:30pm. Please bring a dish to share
- Discounted parking passes available for \$16 (reg. \$20)

Seating Area:

Plaza Infield

Ticket Price:

\$25

Deadline to purchase tickets:

Friday, July 10, 2015

Check payment accepted. Make checks payable to "ACLSA". Mail order form & check to Bryana Schroder, Summer Social Chair @ Alameda County Legal Secretaries Association, PO BOX 27476, Oakland CA 94602

For any questions or for more information, contact Bryana Schroder at bryana.schroder@juno.com or 415-796-5412

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

EMAIL: _____

NUMBER OF TIX: _____ X \$25 = \$ _____

NUMBER OF PARKING PASSES : _____ X \$16 = \$ _____

Member News

Submitted by Lacy Monserrat, CCLS



Vice President,
Lacy Monserrat, CCLS

Welcome, and congratulations to the following new SLSA members who were inducted at the April 16, 2015 meeting.

ACTIVE MEMBERSHIP

Sarah Kelly – Sarah is a legal secretary at Wilke Fleury, LLP, and has been employed as a legal professional for over 25 years. She celebrates her birthday on July 11, and enjoys camping, fishing, crocheting, and playing with her daughter.

Marlene Celis – Marlene is a legal secretary at Angelo Kilday & Kilduff, and has been employed as a legal professional since 2009. She celebrates her birthday on July 2.

MEMBERSHIP RENEWAL

REMINDER - Get your membership renewals in. They were due May 1, 2015. To avoid the additional late fee, get it in before June 1, 2015. The 2015-2016 renewal form is in this bulletin and available on SLSA's website.

If you are interested in membership in SLSA, please contact Vice President Lacy Monserrat, CCLS, at (916) 551-3302, or via e-mail at lacy@majlabor.com.

CONGRATULATIONS!

To Maryanna Rickner on her election as a member at large to the Executive Committee of her American Legion post. Maryanna hopes that with this new position she can work towards more recognition and support for our women, and the Gulf War to present veterans.

CONDOLENCES

Suzanne MacDonald's mother-in-law recently passed away. Our condolences go out to her family.

CHANGES?? UPDATES??

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



Birthdays

The following members are celebrating their Birthday in May and June. We wish you a Wonderful Birthday!

May

Sharree Flakes	May 2
Micky Kelly, CCLS	May 6
Christina Witt	May 6
Michelle Peterson	May 10
Deseree Aguillen	May 11
Kristi Baughman	May 11
Diane Gee	May 11
Catharine Irvine	May 11
Sandra Zambo	May 12
Tereta McClory, CCLS	May 17

Ann Edwards	May 20
Melanie Fitzpatrick	May 20
Johanna Gibson Ford	May 26
Phyllis Zakrajsek	May 24
Jeanette Osman-Bravard	May 30

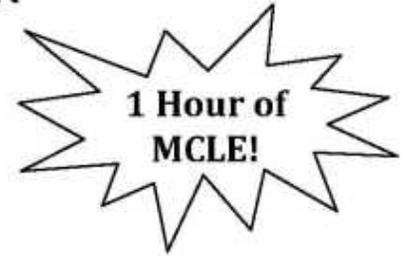
June

Linda Bianchi	June 1
Sandra Andrade	June 3
Anne French	June 6
Lelia Jackson	June 7

Betty Hamilton	June 8
Jacquelyn Castillo	June 13
Dana Reeder	June 17
Julia Diles	June 19
Yolanda De La Cruz	June 22
Maimie Chyinski	June 23
Pamela Spring	June 25
Yedda Yer Cha	June 27
Sherrell Hill	June 27
Crystal Rivera	June 27
Jamie Gifford	June 29
Debbie Frias, CCLS	June 30



LEGAL SPECIALIZATION SECTIONS LUNCHTIME LEARNING WEBINAR



The Law Office Administration and Criminal Law
Legal Specialization Sections Present

“Crimmigration” Immigration Consequences of a Criminal Conviction: A Review of Lawful Permanent Residency vs. Executive Action Speaker: Janell Somera, Esq.

June 10, 2015, 12:00 p.m. - 1:00 p.m.

Law Office Administration/Criminal Law Section Member	LSI / Local Association Member	Non-LSI Member / <u>Attorney</u>
Free with Advanced Reservations \$5 After June 3, 2015	\$10 with Advanced Reservation \$15 After June 3, 2015	\$15 with Advanced Reservation \$20 After June 3, 2015
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____

CLE Certificate Requested: CCLS -- Paralegal -- Attorney (Bar No. _____)

E-mail: _____ Phone: _____

Address/City/State: _____

Local Association: _____ (No abbreviations, please.)

Payment: Check (made payable to LSI) PayPal Available at www.lsi.org Credit Card: Visa MasterCard

Credit Card Number _____ Exp. Date: _____ CVV (Security) No: _____

Name on Credit Card: _____

Send completed form and payment (check made out to LSI) to:

Dawn R. Forgeur, CCLS, LSS Coordinator
500 Capitol Mall, Suite 1600, Sacramento, CA 95814
Email: dawn.forgeur@stoel.com

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that this seminar has been approved for minimum MCLE/CLE credit of 1 hour by the State Bar of California.

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.

Legal Procedures Submitted by Corene Rodder



Legal Procedures Chair

US Courts – Request for input – Local Bankruptcy Forms

Have you ever asked yourself: “Why don’t we have a form for that?” Well here is your chance to suggest what and why. The U.S. Bankruptcy Court, Southern District of California has established a Forms Committee and is asking for your input on the creation of “new” forms that should be considered by the court. Also, please consider what changes might be made to the existing forms to make the form easier, smarter and more effective. Local Bankruptcy Forms can be found at http://www.casb.uscourts.gov/html/individual_forms.htm. Your comments or samples can be emailed to LBRcomments@casb.uscourts.gov [please include the name, firm name (if any), e-mail address, and phone number of the person submitting the comment] or by mail to the Clerk of Court at 325 West F Street, San Diego, California 92101 - 6991. Please note on the envelope: “Local Forms”. Please provide your input by June 2. Barry Lander, Clerk of Court.



Judicial Council of California
Communications, 455 Golden Gate Ave., San Francisco, CA 94102-3688
California Courts Infoline 800-900-5980, www.courts.ca.gov

NEWS RELEASE

Contact: Kevin J. Lane, 619-744-0760

FOR IMMEDIATE RELEASE

May 6, 2015

Fourth Appellate District Announces Destruction of Old Court Records

RIVERSIDE—The [Court of Appeal, Fourth Appellate District](#), Division Two (Riverside), has announced its intention to destroy the following civil and juvenile records under Rule 10.1028(d) of the California Rules of Court.

The court will destroy all original proceedings filed from 1995 to 2004.

These cases encompass criminal and civil cases preserved for a period longer than 20 years.

To request a copy of cases on this list, send an email to kevin.lane@jud.ca.gov.

Anyone who knows of a reason why any of the above cases should be retained, whether for historical or other purposes, should notify Kevin J. Lane, Clerk/Administrator. The reasons for retention should be in writing, should be received by the court by Friday, May 22, 2015, and should be addressed to:

Mr. Kevin J. Lane, Clerk/Administrator
Court of Appeal, Fourth Appellate District
750 B Street, Suite 300
San Diego, CA 92101

Legal Procedures (continued from page 12) Submitted by Corene Rodder

United States District Court

Central District of California

Amended Local Rules Effective June 1, 2015

The amended Local Civil Rules listed below will become effective June 1, 2015. Redlined versions of these rules, as well as a complete copy of the Local Civil Rules that will be effective June 1, 2015, are available on the Court's website and accompany the electronic version of this notice.

Amended Local Civil Rules:

5-4.2(b)(1) [(Documents Excluded from Electronic Filing) Non-paper or Other Unusual Exhibits]

5-4.2(b)(4) [(Documents Excluded from Electronic Filing) Records for Bankruptcy Appeals and Administrative Review Cases]

5-4.3.1 [(Format of Electronically Filed Documents) Technical Requirements (File Format and Size Limitations)]

83-17.3 [(Special Requirements for Habeas Corpus Petitions Involving the Death Penalty) Initial Filings and Petitions]

83-17.7 [(Special Requirements for Habeas Corpus Petitions Involving the Death Penalty) Procedures for Considering the Petition]

All proceedings in cases commenced on or after June 1, 2015, and, insofar as just and practicable, all proceedings then pending will be governed by these new and amended rules.

Terry Nafisi

District Court Executive

May 1, 2015

United States District Court

Eastern District of California

Effective Monday, May 11, 2015, court provided public Wi-Fi access will no longer be available in the Eastern District of California Courthouses in Sacramento*, Fresno, Bakersfield, Redding and Yosemite National Park.

We are sorry for this inconvenience and hope to have court provided public Wi-Fi access available again in the near future.

- Public Wi-Fi access will remain available in the first floor attorney lounge and conference rooms in Sacramento only.

Legal Procedures (continued from page 13) Submitted by Corene Rodder

Kern County Superior Court

NOTICE: Court discontinuing CaseFax submissions

Effective **May 4, 2015** at 5 pm - The CaseFax (e-fax) system for Civil case filings will no longer be used or maintained by the Superior Court of Kern County. The Court will have a new system for Civil case filings - Odyssey File & Serve (e-filing) will be available for use in May of 2015. See the attached CA eFiling announcement [here](#). The new Odyssey File & Serve site will have a maintenance outage until Wednesday, May 13th and be ready for Civil filings after that date. In preparation for use of the new site, it is recommended that all users attend a one hour on-line training session. Training sessions can be scheduled [here](#). Kern has about 1500 current users, so early registration for a training session is recommended to reserve your seat. Become a registered user or learn more about California Odyssey File & Serve [here](#).

To check on your filing, please call the Court main number and ask for your department (e.g. Civil, Family Law, etc.) at:

- Civil – unlimited: 661.868.7205
- Civil – limited: 661.868.7204

For other questions use the Court web site at: <http://www.kern.courts.ca.gov>

CaseFax is an independantly owned business. Thank you for your business over these years. If you like the service, please let the court know.



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
720 9TH STREET
SACRAMENTO, CA 95814

PUBLIC NOTICE REGARDING FEE INCREASE FOR DUPLICATING ELECTRONIC RECORDINGS

(In Accordance with CA Govt. Code Section 70631 & CA Rule of Court 10.815)

NOTICE EFFECTIVE APRIL 6, 2015

PLEASE TAKE NOTICE, effective April 6, 2015 the Sacramento Superior Court will increase the fee to duplicate electronic recordings of proceedings from cassette tape to compact disc. The fee for this service is \$50.00 per CD.

Legal Procedures (continued from page 14) Submitted by Corene Rodder



SHERRI R. CARTER
EXECUTIVE OFFICER / CLERK

CENTRAL CIVIL WEST
600 SOUTH COMMONWEALTH
LOS ANGELES, CA 90005

Superior Court of California County of Los Angeles

April 22, 2015

To: Central Civil West – Filing Window Staff
From: Dominic Elias, Court Operations Manager
Subject: Collection of Complex Fees

Effective immediately, the complex case fee (\$1000) as well as the first appearance fee (\$435) shall be collected from each defendant, intervenor, respondent, or adverse party that files their first paper in a case that has been designated complex. This includes all Provisionally Complex Cases (CCWCPX), Class Action Cases, and Asbestos Cases awaiting a judicial ruling regarding complex determination.

Government Code section 70616(b) authorizes the collection of complex case fees as follows:

"In addition to the first appearance fee required under Section 70612 or 70614, a complex case fee shall be paid on behalf of each defendant, intervenor, respondent, or adverse party, whether filing separately or jointly, either at the time that party files its first paper in a case if the case is designated or counterdesignated as complex pursuant to the California Rules of Court, or, if no such designation was made, in each case in which a court determines that the case is a complex case pursuant to the California Rules of Court, within 10 calendar days of the filing of the court's order."

Please note that pursuant to Government Code section 70616(a), "...a single complex case fee shall be paid to the clerk on behalf of all plaintiffs, whether filing separately or jointly..." This fee is collected by the Filing Window at the Stanley Mosk Courthouse at the time the Complaint is filed.

CC: Marilyn Holcomb, Administrator II

Legal Procedures (continued from page 15)

Submitted by Corene Rodder



Judicial Council of California Communications,
455 Golden Gate Ave., San Francisco, CA 94102-3688
California Courts Infoline 800-900-5980, www.courts.ca.gov

NEWS RELEASE

Contact: Ms. Charlene Ynson, 559-445-5491.

FOR IMMEDIATE RELEASE

January 26, 2015

Mandatory e-Filing at Fifth Appellate District begins with civil filings in February

*Allows for 24 hour filing; self-represented litigants exempt; criminal and
juvenile matters to follow later*

FRESNO—Administrative Presiding Justice Brad Hill today announced that the Court of Appeal, Fifth Appellate District will implement mandatory e-Filing of all civil filings, including original proceedings, through TrueFiling, beginning February 17, 2015.

“We are pleased to be the second Court of Appeal in the state to implement an e-Filing system that will benefit the public, attorneys, and the court by providing a more efficient, convenient, and technologically advanced process for filing and managing cases,” said Administrative Presiding Justice Hill. “The court appreciates the cooperation and assistance demonstrated by the local bar associations in preparing for this major enhancement in service to the litigants and legal professionals in the counties we all serve.”

Pre-registration for e-Filing in civil proceedings on TrueFiling will open on February 10, 2015, in preparation for the mandatory e-Filing commencement date of Tuesday, February 17, 2015.

The process is being implemented under California Rule of Court 8.70, with exemptions under Rule 8. Electronic Filing of the Local Rules of the Court of Appeal Fifth Appellate District. It is currently planned to add e-Filing for criminal and juvenile matters in mid-March.

“The Clerk’s office is looking forward to e-Filing and the positive changes it brings for everyone involved, and we also felt that it was important for equal access that there be an exemption process to the Rule, especially for self-represented litigants” said Fifth District Clerk / Administrator Charlene Ynson. “e-Filing is the next vital step toward continuing to meet the court’s goals of providing more effective public access to the court, increasing our efficiency, and ultimately modernizing the court operations.”

Implementation Resources

- [Fifth Appellate District - eFiling Training](#) (webex)
- [TrueFiling – Law Firm Administrator Guide](#)
- [TrueFiling – Training Video Library](#)
- [ImageSoft – TrueFiling Troubleshooting](#)

The 10 justice Court of Appeal, Fifth Appellate District in Fresno has jurisdiction over cases originating in the following counties: Fresno, Kern, Kings, Madera, Mariposa, Merced, Stanislaus, Tulare, and Tuolumne.

###

Incoming Governor's Report Submitted by Jan Ainsworth



Governor
Jan Ainsworth

Annual Conference is just around the corner in May and with it being held at the Bahia Resort in sunny San Diego, you have the opportunity to take advantage of the many different seminars that LSI has to offer.

Friday morning will bring various officer and chairman workshops that are free for registered conference attendees. These workshops offer information for local association officers, or those thinking of running for office, on what their jobs entail. There are also chairmen workshops that instruct local chairmen on what their job entails.

Friday afternoon we have three Legal Specialization Section Seminars being offered, and Saturday will have two more. If you are an SLSA member, these classes are discounted. Please see the registration form for more information.

Friday, May 15, 2015, 1:30 p.m. — 3:30 p.m.

Criminal Law: The Best and Worst Practices in Criminal Litigation

Civil Litigation: Demystifying the Rules of Evidence

Friday, May 15, 2015, 4:00 p.m. — 6:00 p.m.

Probate/Estate Planning and Family Law: Crossover Issues in Family Law and Estate Planning

Saturday, May 16, 2015, 4:00 p.m. — 6:00 p.m.

Law Office Administration: Adobe Training 1 & 2
Transactional Law: The Business of Craft Brewing

You can also sign up for the CCLS/Member Luncheon on Saturday (\$38) and celebrate everyone who has passed the CCLS exam this past year!

Conference registration, hotel information, and the Legal Specialization Section registration forms are in this bulletin but please feel free to email me if you have any other questions about attending! governor@slsa.org



LSI's 81st Annual Conference, May 14-17, San Diego

CAPs (Chapter Achievement Points) Submitted by Lacy Monserrat, CCLS

Thank you so much to all of you who submitted CAPs points to me this year! Also, a special thank you to Michelle Chavez, CCLS. Michelle worked diligently each and every month to tally her CAPs and send me the information. If there was a CAPs reward, you definitely won it Girl! Sacramento Legal Secretaries Association's total CAPs for the 2014-2015 reporting year was 43,935.

As Governor, calculating CAPs can be a somewhat daunting task. I have two tips for those of you that would like to do your part to maximize the Association's CAPs for the 2015-2016 reporting year: One, make a point to review the CAPs reporting form each month. Be familiar with the

form and the things you as members can do to qualify for CAPs. Two, do not hesitate to forward emails that you receive regarding any legal updates to practice or procedure. Each email forwarded gathers 25 CAPs. Twenty-five points and all you need to do is hit forward and start typing Governor. That's right, there I am in the autofill, governor@slsa.com. Although I will not be continuing on as Governor, I will definitely be making it my personal mission to break the 50k mark this year!

CHAPTER ACHIEVEMENT REPORTING FORM 2015-2016

Each association in LSI participates every year in the Chapter Achievement Points (CAPs) contest, and these points are tracked by SLSA's Governor. This covers activities from April 1, 2015, through March 31, 2016.

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

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam - Test Date: _____. (100 points)
- _____ I passed the CCLS exam - Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2015-2016 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2016. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH). (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Jan Ainsworth, Governor
Murphy Austin Adams Schoenfeld LLP, 304 "S" Street, Sacramento, CA 95811-6906 governor@slsa.org



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STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU TO

A Visit to the Emerald Isle



LSI 1ST QUARTERLY CONFERENCE

AUGUST 21-23, 2015

The Stockton Hilton
2323 Grand Canal Blvd.
Stockton, California

CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____
 Mailing Address: _____
 City/State/Zip: _____
 Home/Cell Telephone: _____
 Work Telephone: _____
 Email address: _____
 Local Association (please spell out): _____
 PLEASE INDICATE IF YOU ARE:

Title
 _____ State Officer _____ Governor
 _____ State Chairman _____ CCLS _____ PLS

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

POSTMARKED ON OR BEFORE JULY 21, 2015 \$ 123.00 \$ _____
 POSTMARKED AFTER JULY 21, 2015 \$ 133.00 \$ _____

INDIVIDUAL TICKETS:

_____ Registration PRIOR to July 21, 2015 \$ 20.00 \$ _____
 _____ Registration AFTER July 21, 2015 \$ 30.00 \$ _____
 _____ WELCOME RECEPTION (Friday) \$ 25.00 \$ _____

LUNCHEONS _____ Vegetarian Meal

_____ Presidents' Luncheon (Saturday) \$ 27.00 \$ _____
 _____ Governors' Luncheon (Saturday) \$ 27.00 \$ _____
 _____ Open Luncheon (Saturday) - Open to All \$ 27.00 \$ _____

_____ BANQUET (Saturday Evening) \$ 58.00 \$ _____
 _____ New York Steak _____ Salmon _____ Vegetarian
 _____ BRUNCH (Sunday) \$ 30.00 \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Special Dietary Restrictions _____

PLEASE MAKE CHECKS PAYABLE TO Ssjclpa AUGUST CONFERENCE

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

Debbie Burgoine, 222 East El Campo Avenue, Stockton, CA 95207;

For questions call Debbie at (209) 472.9676 evenings or email debbieburgoine@yahoo.com

For Questions/ general information, Contact Jan Kuykendall, CCLS, or Colleen Young, Conference co-chairs, at

ks24fanatic@aol.com or (209) 747-4781 (Jan) or youngns@comcast.net or (209) 609-4042.

NO REFUNDS AFTER AUGUST 1, 2015

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION
INVITES YOU TO

A Visit to the Emerald Isle

LSI 1ST QUARTERLY CONFERENCE
AUGUST 21-23, 2015



HOTEL REGISTRATION FORM

The Stockton Hilton

2323 Grand Canal Boulevard
Stockton, California 95207
(209) 957-9090

Free Parking
Free WiFi

No Airport Shuttle Services Available

ROOM RESERVATIONS: \$ 119.00 single/double

GROUP CODE: LEGAL

Please contact hotel directly at (800) 445-8667 or book online at

http://www.hilton.com/en/hi/groups/personalized/S/SCKSTHF-LEGAL-20150820/index.jhtml?WT.mc_id=POG

CHECK IN/OUT:

Check-in Time: 3:00 p.m. / Check-out Time: 12:00 noon

AIRPORTS:

Sacramento International (approx. 50 miles)



FOR FURTHER INFORMATION CONTACT:

Jan Kuykendall, CCLS, Co-Chair
ks24fanatic@aol.com, Phone: (209) 747-4781

or

Colleen Young, Co-Chair
youngns@comcast.net Phone: (209) 609-4042

**DEADLINE FOR GROUP RATE IS
JULY 30, 2015**



Legal Practice Bootcamp Submitted by Dawn Forgeur, CCLS

On March 20, 2015, SLSA partnered with the Sacramento County Bar Association's Mentorship Task Force for its first "Legal Practice Bootcamp" at McGeorge School of Law. This Bootcamp was for attorneys and law students to learn more practical skills for legal research, writing, and filings. Other presenters included Judge Judy Holzer Hersher of the Sacramento County Superior Court, and Kelly Browne, Assistant Director for Public Services for the Sacramento County Law Library. I teamed up with Astrid Watterson, CCLS and attorney Peter Kyung of Carson & Kyung, who is also on the SCBA Board of Directors and Chair of the SCBA Lawyer Referral and Information Service. Our presentation was *Nuts and Bolts of Filing Pleadings: What Your Legal Secretary Wishes You Knew* - and it was very well received! The audience was a mix of attorneys, students, solo and small practice attorneys - all of whom had plenty of questions for us during and after our presentation! This was a great mentorship program that I hope the SCBA is able to continue each year. I believe that getting the information out to law students and attorneys about what a legal secretary and/or paralegal actually does and what they can do to help their practice is invaluable. SLSA is very appreciative that it was asked to participate in this event and we truly appreciate the partnership with the SCBA.

Parliamentarian Workshop



Lorenzo Cuesta, Professional Registered Parliamentarian



Lacy Monserrat, CCLS, Brenda Bracy, Crystal Rivera, Lorenzo Cuesta, Jan Ainsworth, and Heather Rodriguez, CCLS

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CCLS Vocabulary & Quiz (Answers on Page 33)

Submitted by Liz Gideon, CCLS



Definitions	
ALLUSION	An indirect reference
SITE	A place
ALL MOST	All very much
DISPERSE	To scatter
ASSURE	To give confidence to someone
EFFECT	To bring about
AFFECT	To influence
EMINENT	Well-known; prominent
VORACIOUS	Greedy
INTRASTATE	Within one state

Select the **correct** meaning of the word:

1.	ASSENT	A. act of rising	B. consent
2.	FACETIOUS	A. artificial	B. witty
3.	ACCEDE	A. to comply with; to give one's consent	B. to surpass
4.	ACCEPT	A. to take; to receive	B. to exclude
5.	DISBURSE	A. to pay out	B. to scatter
6.	INFER	A. to suggest	B. to deduce, to guess
7.	ILLUSIVE	A. baffling; hard to catch	B. misleading; unreal
8.	A STATE OF DEVELOPMENT	A. faze	B. phase
9.	JUST; RIGHT	A. equable	B. equitable
10.	A SARCASTIC REMARK	A. gibe	B. jibe

**SLSA IS COLLECTING CLOTHES FOR
VETERANS!**



HELP US WITH VOLUNTEERS OF AMERICA TO HELP FILL THEIR CLOTHES CLOSET
AT THE MATHER FIELD VETERAN'S CENTER

WHAT THEY NEED:

MENS AND WOMENS CLOTHING FOR THE OFFICE

ONE OF THE BIGGEST NEEDS IS PLUS SIZES FOR WOMEN

PLEASE SEE CORENE RODDER AT THE MONTHLY
MEETING OR CONTACT AT:

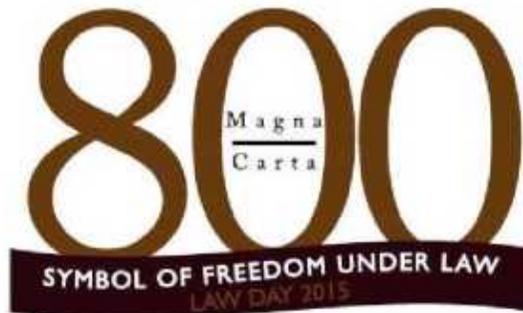
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I AM GLAD TO PICK UP YOUR DONATION.



Founded locally in 1911, the Northern California & Northern Nevada affiliate of Volunteers of America is one of the largest providers of social services in the region, operating more than 40 programs including housing, employment services, substance abuse and recovery services to families, individuals, veterans, seniors and youth. In fact, Volunteers of America provides shelter or housing to nearly 1,800 men, women and children every night in the Greater Sacramento area. Nationally, Volunteers of America helps more than 2.5 million people annually in more than 400 communities.

City of
SACRAMENTO
Office of the City Attorney



Perhaps more than any other document in human history, Magna Carta (“the Great Charter”) has come to embody a simple but enduring truth: No one, no matter how powerful, is above the law. Celebrating its 800th anniversary, Magna Carta has taken root as an international symbol of the rule of law and as an inspiration for many basic rights Americans hold dear today.

Join us on Law Day, May 1, to commemorate this “Great Charter of Liberties,” and rededicate ourselves to advancing the principle of rule of law in our community.

Friday, May 1
11:30 a.m.—1:30 p.m.
New City Hall Council Chambers
915 I Street, Sacramento, CA
Public Welcome

Program (approx. 1.5 hrs):

- ◊ **Introduction:** City Attorney, James C. Sanchez
- ◊ **“Magna Carta—800 Years of the Great Charter”**
Short film
- ◊ **History and Significance of Magna Carta**
Gerald C. Hicks, Supervising Deputy City Attorney
- ◊ **Interactive Presentation on Individual Rights**
Adrian Carpenter, Deputy City Attorney
- ◊ **Effecting Change and Empowering Individuals in Our Community** Presentations by Sacramento Police Department and Sacramento Public Library
- ◊ **Vendors:** University of the Pacific—McGeorge School of Law; Sacramento Legal Secretaries Association; Sacramento Public Library; Sacramento Police Department
- ◊ **Light refreshments** provided

 **AMERICAN BAR ASSOCIATION**



 **SACRAMENTO PUBLIC LIBRARY**



Elizabeth Madden, CCLS and Paula Lockard, CCLS

Law Day Event Submitted by Paula Lockard, CCLS

On May 1, 2015, Sacramento Legal Secretaries Association was a vendor at the sixth annual Law Day event hosted by the City Attorney Office of the City of Sacramento. Law Day 2015's theme "Magna Carta - Symbol of Freedom Under Law" marked the 800th anniversary of Magna Carta ("Great Charter"). The event was both inter-active and informative. We learned a little history of this powerful document, discussed the rights that are important to you, and achieved a better understanding of how to promote the principles of Magna Carta in our community.

Elizabeth Madden, CCLS and Paula Lockard, CCLS talked with visitors attending the program, along with two K-9 officers.

Other vendors were the Sacramento Police Department, the Sacramento Public Library, and the University of the Pacific, McGeorge School of Law.

President Dwight Eisenhower established the first Law Day in 1958 to mark the nation's commitment to the rule of law. In 1961, Congress issued a joint resolution designating May 1 as the official date for celebrating Law Day, which is subsequently codified (U.S. Code, Title 36, Section 113). Every president since then has issued a Law Day proclamation on May 1 to celebrate the nation's commitment to the rule of law.

Employment Report

Submitted by Jaymie Moralez



Employment Chair

This free benefit offered by SLSA 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 association act as an employment agency.

Employers desiring/needing to place an advertisement for employment on SLSA's website may view the "Employment Opportunities" page on this website and format the advertisement like those already posted. Employers will also 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. Advertisements for employment are usually posted as soon as possible.

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

Legal Assistant/Paralegal (Sonora). Legal Assistant/Paralegal position with a prominent law firm in Sonora, CA. Experience in Probate, Trusts, Estate Planning, Conservatorships and Guardianships required. Proficiency with MS Word, WordPerfect, Excel, creating correspondence, legal documents and pleadings necessary. Salary based on experience and abilities. Submit resumes to margaret@dtalawyers.com.

Legal Assistant/Paralegal (Sonora). Legal Assistant/Paralegal position with a prominent law firm in Sonora, CA. Proficiency with MS Word, WordPerfect, Excel, Quicken and Timeslips necessary. Skills in client billing, accounts receivable, accounts payable, file management and organization necessary. Experience in Probate, Trust and Estate Planning helpful. Salary based on experience and abilities. Submit resumes to margaret@dtalawyers.com.

Experienced Legal Secretary. Seeking a full-time legal secretary with a minimum of 5 years of experience to provide high quality administrative and secretarial assistance to assigned lawyers and paralegals. *Duties and responsibilities include:* proofreading and finalizing letters, pleadings, and motions; maintaining paper and electronic files; collecting and analyzing information and preparation of charts; preparing expense reports; answering telephones, and screening and transmitting telephone calls to lawyers; scheduling conference calls and other commitments; arranging travel for attorneys; and performing other duties as assigned, including serving as back-up receptionist, as required. Must have superior grammar and proofreading skills, and be able to multi-task, meet deadlines, prioritize duties and work under pressure with minimal supervision. Ideal applicant will be a proactive, self-starter who shows ownership of his or her work, a commitment to serving the firm's clients, a strong ability to work well as part of a team, and a very positive attitude. Interested individuals should provide a resume and list of references to Danielle Stephens at dstephens@kwgattorneys.com.

Estate Planning Legal Secretary. Weintraub Tobin's Sacramento office is currently seeking a full-time (40 hours per week) experienced Estate Planning Secretary to join our Trust and Estates Practice Group. The successful candidate must be able to multi-task in a fast-paced and professional environment, enjoy working as part of a team, and demonstrate a commitment to quality client service. Under minimal supervision, the Estate Planning Secretary will be expected to carry out the following job duties and responsibilities: welcome guests and clients by greeting them in person or on the telephone; answering or directing inquiries; produce legal information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics, coordinating case preparation and assuring that high priority items are completed in a timely manner; conserve attorneys' time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; draft letters and documents; collect and analyze information; schedule couriers, court reporters, expert witnesses, and other special functions; coordinate preparation of charts, graphs, and other courtroom visuals; prepare expense reports; maintain attorney calendar by planning and scheduling conferences, teleconferences, depositions, and travel; record and monitor court appearance dates, pleadings, and filing requirements; monitor evidence-gathering; complete and submit conflict check forms, screening forms and new matter request forms; represent attorney by communicating and obtaining information; following-up on delegated assignments; know when to refer matters to the attorney; maintain client confidence by keeping client/attorney information confidential; Input time entry; review and edit bills; additional duties as assigned including assisting other secretaries, as needed. The ideal candidate will have the following capabilities: excellent interpersonal skills; ability to empathize with clients and build a personal connection; strong analytical and problem solving skills; effective communication skills; superb drafting skills; attention to detail and high level of accuracy; strong organizational skills; stress and time management skills; flexibility in dealing with multiple projects and assignments; strong client focus; excellent at managing the very busy desk, interacting with clients, and proactively keeping

Employment Report (continued from page 28)

Submitted by Jaymie Moralez

work and assigned attorneys on schedule. *Education and Experience:* college degree preferred but not required; minimum of five years of Trusts and Estate Planning experience including trust administration, probate administration and related real estate projects; knowledge of State, Probate Court and tax filings requirements; advanced operation and knowledge of Microsoft Office Suite (Outlook, Word, Excel and PowerPoint); type 50 wpm; solid drafting and proofreading skills; self-motivated and able to work independently; ability to multi-task and meet deadlines. Qualified candidates should send their cover letter, resume and salary requirement to wrecruiting@weintraub.com.

Litigation Secretary (Sacramento). Sacramento law firm seeks a full or part time experienced litigation secretary, minimum 5 years of experience as a legal secretary. *Duties/Experience Required include:* heavy typing (minimum 80 words per minute); preparation and electronic filing of legal pleadings; data entry; managing attorney calendars; correspondence and communication with clients, courts, and attorneys. This position requires in-depth knowledge of WordPerfect, Outlook, Sage Timeslips, and Adobe. Knowledge of federal and state rules of court and civil procedure is necessary. Applicants must be able to work under deadlines, communicate effectively, and have exceptional attention to detail and accuracy. Problem solving skills, a good memory, and organization are a must for this busy desk. We are located in Sacramento in the Howe Ave./Fair Oaks Blvd. vicinity. We are a bankruptcy firm that has a select group of clients that we serve, not the general public. Bankruptcy experience is desired. Please submit cover letter, resume, references, and salary requirements to staff@epinolaw.com for consideration. Please detail in your cover letter what specific experience you have that corresponds with the duties listed above. Please only reply to this ad if you have the skills listed in the experience required section.

Legal Secretary. Low McKinley Baleria & Salenko, an AV-rated insurance defense firm seeks a legal secretary with a minimum of 5 years of experience in insurance defense. Candidate must have excellent communication and organizational skills, along with a strong work ethic. Must have knowledge of Word, type at least 75 wpm, and have excellent spelling, grammar, and punctuation skills. Candidate must also be able to multi-task, meet deadlines, and prioritize workload with minimal supervision. The firm offers competitive salary and benefits. Interested candidates should send their resume with salary requirements to Robyn Mitts at rgm@lmblaw.net.

Experienced Legal Secretary. Seeking a full-time legal secretary with a minimum of 5 years of experience to provide high quality administrative and secretarial assistance to assigned lawyers and paralegals. Duties and responsibilities include proofreading and finalizing letters, pleadings, and motions; maintaining paper and electronic files; collecting and analyzing information and preparation of charts; preparing expense reports; answering telephones, and screening and transmitting telephone calls to lawyers; scheduling conference calls and other commitments; arranging travel for attorneys; and performing other duties as assigned, including serving as back-up receptionist, as required. Must have superior grammar and proofreading skills, and be able to multi-task, meet deadlines, prioritize duties and work under pressure with minimal supervision. Ideal applicant will be a proactive, self-starter who shows ownership of his or her work, a commitment to serving the firm's clients, a strong ability to work well as part of a team, and a very positive attitude. Interested individuals should provide a resume and list of references to Danielle Stephens at dstephens@kwgattorneys.com.

Legal Secretary/Assistant. Mennemeier Glassman LLP, a small downtown law firm specializing in civil litigation, seeks an experienced litigation secretary/assistant for a part-time position (approx. 20-25 hours/week). Candidates should have 2 years of litigation experience, be familiar with state and federal court rules and procedures, have the ability to multi-task under tight deadlines, be able to edit and proofread legal documents, and have excellent clerical skills for maintaining files. Proficiency in Word, WordPerfect, and Timeslips is a must. The position allows for a flexible schedule. Compensation will depend on experience and qualifications. The firm provides competitive compensation and paid parking. Interested parties may send résumés via email to hr@mgslaw.com.

Legal Secretary - Litigation (Downtown Sacramento). Somach Simmons & Dunn, a mid-sized environmental law firm, is currently looking for an experienced legal secretary with a minimum ten years of civil litigation experience as well as some public agency experience. Qualified candidates will possess excellent communication, organizational, document production, and computer skills combined with a strong work ethic. Candidate must have a thorough working knowledge of WORD, type at least 75 wpm, and possess excellent spelling, grammar, and punctuation skills. Working knowledge of both federal and 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. Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Interested candidates should send their resume with cover letter including salary requirements to Somach Simmons & Dunn, Attn: Craig Price, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please).

Litigation Secretary/Paralegal (Sacramento-Capitol Mall). California's leading education law firm seeks an experienced litigation secretary to join a collegial team of results-oriented practitioners. *REQUIRED duties and experience include:* heavy document production and file management; OAH, state and federal court filings; legal calendaring via Compulaw or similar electronic court rules program; heavy drafting of correspondence and client interaction/communication with clients, courts, and attorneys; a minimum of 5 years of litigation experience as a secretary/paralegal working with multiple attorneys; in-depth knowledge of Microsoft Suite, Omega Time-keeping and DMS IManage or similar software; expert knowledge of OAH, federal and state rules of court and civil procedure. Prefer-

Employment Report (continued from page 29) Submitted by Jaymie Moralez

ence will be given to applicants with demonstrated ability to work under competing deadlines, communicate effectively, and have exceptional attention to detail and accuracy. Problem solving skills, prioritization, a good memory, and organization are a must. Secretaries with strong employment history and insurance defense background are encouraged to apply. Please submit cover letter, resume, references, and salary requirements to aRoe@F3law.com. Your cover letter should outline specific experience which corresponds with the duties listed above. We invite you to learn more about our firm at www.f3law.com.

Part-Time Administrative Assistant. MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a part-time Administrative Assistant to support our legal and policy staff in the Sacramento Office.

Job Responsibilities: Under the supervision of the Legislative Staff Attorney, the Administrative Assistant provides the secretarial, clerical, and office administrative functions required in a small office, using initiative and judgment as necessary in the absence of the attorneys. The Administrative Assistant answers telephones taking and relaying messages and information; schedules appointments and meetings; prepares and processes incoming and outgoing mail and correspondence; maintains an office calendar and tickler system for important dates, deadlines, and other appointments; maintains the office filing system; drafts simple correspondence and memoranda; types testimony, fact sheets and talking points; proofreads documents for accuracy; performs clerical collation; puts together reports and exhibits; fills in forms precisely and without error; prepares expense forms and check requests; processes and maintains petty cash and cash disbursements; answers telephones and serves as receptionist. *Qualifications and Experience:* The successful candidate will have two (2) years experience performing secretarial or clerical tasks in professional office environment. Law and/or legislative office experience highly preferred. *Knowledge, Skills and Abilities:* The successful candidate will have basic knowledge of legal terminology and basic understanding of legal/legislative systems and documents; knowledge of general organization of pleading/brief dockets and legal correspondence files; excellent computer skills, especially word processing, spreadsheets, and Internet. Knowledge of WordPerfect, MSWord, Adobe Acrobat and the Internet; knowledge of proper grammar, punctuation, and spelling sufficient to proofread legal work and to compose simple correspondence; ability to read and understand rules and procedures sufficient to prepare and format documents; skill in typing and word processing at a minimum of 50 wpm; knowledge of both legal and general office procedures and routines. Candidates must be able to communicate fluently in both English and Spanish, including the ability to speak, read, write, understand, and translate from one language to the other.

Compensation: \$13.52 - \$16.33 per hour. Salary is commensurate with experience. Part time employees are eligible for some benefits including 11 holidays (paid at 50%) and 80 hours of personal time off (PTO) per year. Part time employees also may elect to participate in our 403(b) retirement plan with employer match. *How to Apply:* Send cover letter and résumé by email to: jobs@maldef.org. For ease of processing please title your email as follows: Your Name – SAC Administrative Assistant. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

Part-Time File Clerk. Stone Graves Dutra & Oates is looking for a part-time file clerk. Job responsibilities include filing, copying, scanning and pulling files for attorneys making appearances. Additional duties include indexing and sending files to storage; handling incoming and outgoing mail and assisting with phones. Qualifications include proficiency in MS Office (Word and Outlook), ability to alphabetize, prioritize. We are looking for someone who is not afraid of hard work, energetic, diligent and very organized. Please send resume and salary requirements to Deseree Aguillen at daguillen@stonegraves.com.

Secretary/Legal Assistant. A well-established Midtown law firm is seeking a full-time experienced (with 3-5 years minimum) litigation secretary/legal assistant for our eminent domain and real estate practice. The candidate must have previous law and motion, discovery, trial preparation, and appellate support experience. He or she will be responsible for managing a calendar for multiple attorneys, document preparation (including properly formatting, proof-reading, filing, and serving motions and other legal documents). A successful candidate will meet the following criteria: have strong communication skills, both written and verbal; be upbeat, pleasant and professional, and a team player; possess strong organizational and time management skills, with the ability to follow instructions closely; be proficient in the use of MS Office Suite, including Word and Outlook; WordPerfect; Dropbox; Legal Solutions; and TABs; have a working knowledge of current rules of civil procedure and rules of court, calendaring procedure, and e-filing and fax-filing, and familiarity with state and federal and appellate courts; have experience with discovery, trial preparation, preparation of motions and briefs, and formatting documents generally, including creating tables of contents and authorities; be proficient in transcribing dictation. Competitive compensation and benefits and parking will be offered to the selected candidate. Please submit your resume and salary requirements to eangelo@dnlc.net. No phone calls please.

Employment Report (continued from page 30)

Submitted by Jaymie Moralez

Legal Assistant. The Sacramento Branch of the Office of the Federal Defender for the Eastern District of California is accepting applications for the position of Legal Assistant for its Capital Habeas Unit. A Capital Habeas Legal Assistant is expected to provide assistance to attorneys, investigators and paralegals in the representation of state death row inmates in federal habeas corpus proceedings at the federal, state and appellate levels. Please go to <http://slsa.org/Legal-Assistant-Federal-Defender.pdf> for position announcement and how to apply.

Full Time legal Receptionist (Folsom). Folsom Civil Litigation Law Firm has immediate opening for a full-time legal receptionist. *Requirement for this position:* two years as a legal receptionist. Please include salary requirements when submitting cover letter, resume, and professional references to cdavis@donahuedavies.com.

Paralegal. Busy law office in Roseville is looking for a paralegal with at least 10 years of experience in Estate Planning, Probate, Guardianships, and Adoptions. Must be experienced with court procedures. Experience in tax law, real estate law, and business law a plus. PT-FT. Send resume, cover letter, and references to mike@mylawyersllp.com and jeanette@mylawyersllp.com.

Legal Secretary. Boutique estate planning/probate/business Sacramento firm is seeking a professional, experienced legal secretary. We are seeking someone who has superior word processing skills, including excellent spelling, grammar, and punctuation. This position is supporting an attorney who practices in probate estates, trust administration, conservatorships, guardianships, and estate planning. The position requires familiarity with probate court calendaring, noticing, process, and forms. The legal secretary must be a team player and someone who interacts well with both clients and colleagues, and represents the law firm in an efficient, professional, and mature manner. *Duties include:* filing documents with the probate court in various counties, answering telephone calls, calendaring client appointments and hearings, giving non-legal information when appropriate, referring calls to attorneys or legal professionals and taking messages. Preparing correspondence, pleadings, and other documents and papers from draft, including composing routine correspondence on own initiative for approval of lawyer or other legal professionals. In addition to knowledge of legal process, law firm filing systems, and professional business communication standards, the legal secretary must be capable of learning and utilizing the firm's software programs including but not limited to: Microsoft Word, Excel, Outlook, and PowerPoint, Adobe Acrobat Pro (.pdfs), TABS (Time & Billing System), Internet (for research), and Judicial Council Forms. The position is full time and salary is commensurate with experience. Benefits include medical, dental, and 401(k) and contribution match after one year. To apply for this position, please send your resume, references, cover letter, and salary expectations to rouse@lawofficeinc.com.

Legal Assistant. Preeminent, boutique law firm in Sacramento specializing in natural resources and energy law is seeking a motivated and well organized legal assistant to join our team. Minimum requirements include 7+ years experience in transactional work, strong familiarity with all aspects of litigation (state and federal), attention to detail, excellent client service skills, demonstrated verbal and written communication abilities, desire to work in a team-oriented environment, and proficiency in Word, Excel, and PowerPoint. Additional experience in dealing with regulatory agencies, including the California Energy Commission and California Public Utilities Commission, is desired but not required. Full benefits and competitive salary (DOE) included. This is a full-time position. Please send a cover letter, resume, and letters of recommendation to Josh Baker at jbaker@daycartermurphy.com.

Help Wanted

1

Look What's New At LSI Submitted by Lynne Prescott, CCLS

LSI's Marketing Committee is pleased to present a new LSI Membership Pin and new LSI President's Pin, both of which bear the new LSI logo. Even better, the purchase price of the new pins remains the same as the old ones: \$5 for Membership Pin; and, \$7 for President's Pin.



The new Membership Pin (pictured at left) is oval-shaped, with a leaf cluster adornment on each side. Not only does it bear the new LSI logo, but also LSI's motto of "Educating California's Legal Support Professionals."



The new President's Pin (pictured at right) is approximately two-and-a-half times larger than the old pin, making it a standout statement piece. The entire pin is rimmed with a beautiful gold-tone finish.



Additionally, the Marketing Committee introduced a new LSI Tote Bag (pictured at left) at the Annual Conference in San Diego. This sturdy canvas-construction bag bears the new LSI logo in color, set against a blue and black color scheme. Dual zippers at the top, pockets in front and on the side, and a deep center compartment make this a great carrying case for attending meetings and conferences, or just handling your everyday needs. This beautiful, practical bag is priced at just \$10!

To purchase these items, go to www.lsi.org, and click on "Resources," then click on "Merchandise & Brochures." You can also search for LSI using the PayPal Here App on your mobile device.

Congratulations! Submitted by Crystal Rivera

Congratulations to Jan Ainsworth, recipient of SLSA's Membership Award for the 2014-2015 term. She attended more SLSA regular monthly meetings from April 2014 to March 2015 than any other member! Jan received a Membership Award Certificate, which entitles her to attend two regular SLSA dinner meetings for free.



Crystal Rivera and Jan Ainsworth



Benefits



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1. Reasonable annual dues. (\$20 per section; \$75 for all six sections)
2. Continuing education in several areas of the law.
3. Quarterly newsletters containing up-to-date information, including changes in the law, new forms and rules, and legal articles of interest.
4. Quarterly educational programs at LSI conferences - free to section members!
5. Educational webinars throughout the year - free to section members!
6. California Certified Legal Secretary/MCLE/Paralegal CLE credits offered at most of the educational programs and webinars.
7. Statewide roster of all members in all sections, for access to contacts in other counties.
8. Networking provides a forum for the exchange of information.
9. Professional and personal excellence.

For more information, please contact Dawn R. Forgeur, CCLS, Legal Specialization Sections Coordinator, at dawn.forgeur@stoel.com.

<u>CCLS Answers</u>	
1.	<u>B</u>
2.	<u>B</u>
3.	<u>A</u>
4.	<u>A</u>
5.	<u>A</u>
6.	<u>B</u>
7.	<u>B</u>
8.	<u>B</u>
9.	<u>B</u>
10.	<u>A</u>

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Amount Due: **\$40**

Renewals are due May 1, 2015

There will be a late fee of \$5 after June 1, 2015

Return the completed invoice and full payment to:

Heather Rodriguez, CCLS

SLSA Treasurer

Messing Adam & Jasmine LLP

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Sacramento, CA 95814

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ARE YOU A CCLS? _____

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CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

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

RESIDENCE ADDRESS: _____

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YOUR SPECIALTY:

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

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Where do you want e-mail delivered?

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INVOLVEMENT:

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

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

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

SLSA USE ONLY	Date Received: _____	On Roster: _____
	Check no.: _____	On LSI: _____
	On Email List: _____	To Editor: _____



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____

FORMER NAME: _____

NEW EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY: _____

STATE & ZIP: _____

BUSINESS PHONE: _____

FAX: _____

BUSINESS E-MAIL: _____

NEW HOME ADDRESS: _____

CITY: _____

STATE & ZIP: _____

HOME E-MAIL: _____

CHANGE IN SPECIALTY:

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

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Where do you want e-mail delivered?

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Please submit to:

Attn: Lacy Monserrat, CCLS
SLSA Vice President 2015-2016
c/o Messing Adam & Jasmine, LLP
980 9th Street, Suite 380
Sacramento, CA 95814
E-mail: lacy@majlabor.com

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

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

**Lacy Monserrat, CCLS, Vice President
Sacramento Legal Secretaries Association
c/o Messing Adam & Jasmine, LLP
980 9th Street, Suite 380, Sacramento, CA 95814**

NAME OF APPLICANT _____ ARE YOU A CCLS? YES NO

EMPLOYER _____ POSITION _____

BUSINESS ADDRESS _____ CITY/ZIP _____

BUSINESS PHONE _____ BUSINESS E-MAIL _____

RESIDENCE ADDRESS _____ CITY/ZIP _____

RESIDENCE PHONE _____ RESIDENCE E-MAIL _____

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

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

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

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

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR (IF ANY) _____ APPLICATION APPROVED _____

SLSA MEMBERSHIP CATEGORIES/ANNUAL DUES (Check One)

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

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

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

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

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

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

<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

E-MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

REGULAR MAIL PREFERENCE? [] BUSINESS [] RESIDENCE

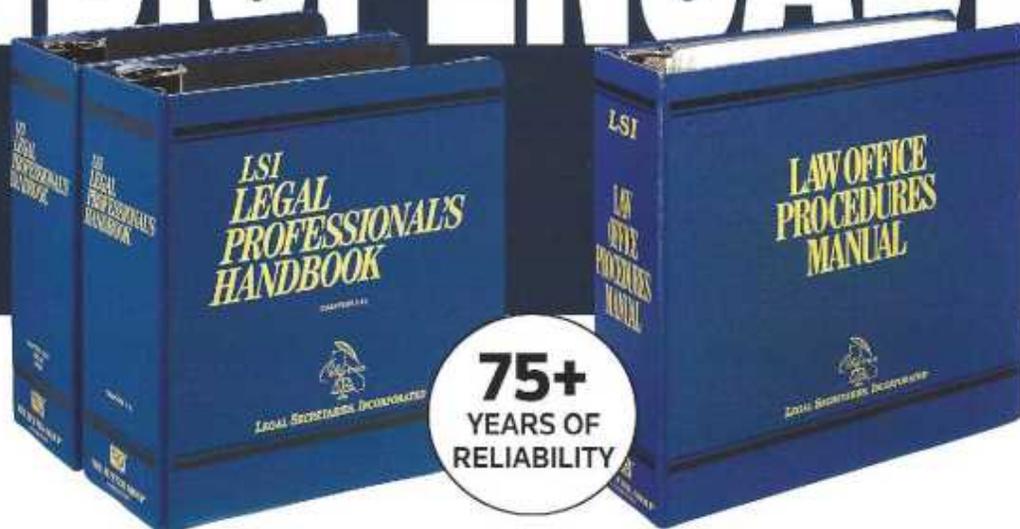
SLSA respects your privacy. If you do NOT want to be listed in SLSA's membership roster, check here: []

How did you hear about SLSA? _____

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

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42	Alameda County	LSA	11		27	38
6	Antelope Valley	LSA	0		6	6
40	Beverly Hills/Century City	LSA	5		32	37
15	Butte County	LPA	0		4	4
17	Conejo Valley	LPA	2		13	15
15	Desert Palm	LPA	11		14	25
17	El Dorado County	LPA	5		14	19
71	Fresno County	LPA	49	-1	42	90
37	Humboldt County	LPA	2		28	30
36	Imperial County	LPA	4		15	19
33	Livermore-Amador Valley	LPA	0	-1	19	18
55	Long Beach	LPA	7		40	47
58	Los Angeles	LSA	22		45	67
33	Marin County	LPA	5		22	27
38	Merced County	LPA	12		36	48
0	Monterey County	LSA	0		0	0
60	Mt. Diablo	LPA	8		49	57
14	Napa County	LSA	0		14	14
82	Orange County	LSA	27		51	78
24	Placer County	LPA	5	1	14	20
1	Redding	LPA	0		1	1
18	Rio Hondo District	LPA	5		12	17
19	Riverside	LPA	6		14	20
168	Sacramento	LSA	51		100	151
217	San Diego	LSA	49		162	211
55	San Fernando Valley	LSA	0		27	27
84	San Francisco	LPA	30	2	70	102
41	San Gabriel Valley	LSA	12		25	37
72	San Mateo County	LSA	7	-1	45	51
24	Santa Barbara	LPA	5		15	20
84	Santa Clara County	LSA	29		55	84
6	Santa Cruz County	LPA	0		5	5
20	Santa Maria	LPA	9		12	21
30	Sonoma County	LSA	5		22	27
7	Southern Butte	LSA	2		7	9
36	Stanislaus County	LPA	8		30	38
27	Stockton-San Joaquin	LPA	1		26	27
4	Trinity County	LSA	0		4	4
23	Ventura County	LPA	2		13	15
46	Members at Large		8		16	24
1675	YTD TOTALS					1550

MEMBERSHIP LIST 4th QUARTER (04-01-2015)

LSI's 81st Annual Conference, May 14-17, San Diego

Submitted by Crystal Rivera

I was glad I was able to attend LSI's 81st Annual Conference in San Diego. This year's annual conference was hosted by San Diego LSA, at the Bahia Resort on May 14-17. They did an awesome job! As usual, annual conference had lots of workshops and Legal Specialization Section (LSS) seminars, great speakers, many vendors, great location, and lots of familiar faces. You would think San Diego – sunny, right? Well, San Diego was not so sunny. Rainy, overcast, and windy. Sunday was clear – and the day we had to leave. Go figure!

Friday morning I attended the Presidents' Roundtable, moderated by Yvonne Waldron-Robinson, CCLS and Christa Davis (both LSI Past Presidents). The workshop was very informative for this newbie president. I then attended the Presidents' Luncheon. After lunch, I joined our new Governor Jan Ainsworth at the Civil Litigation Section Seminar "Demystifying the Rules of Evidence." Attorney Mary J. V. Cataldo provided an interesting, analytic approach to admissible evidence. Friday evening was the Welcome Reception on the paddle boat William D. Evans with its beautiful leaded glass ceiling – which made for weird acoustics. Later that evening, a few of us ventured to Old Town San Diego to Fred's Mexican Restaurant for some cocktails, great food, and lots of laughter!

Saturday morning was back to business, starting at 8:00 a.m. with the Pre-Board of Governors' Meeting where various recommendations were discussed and adopted. Then it was off to General Assembly, which started at 9:30 a.m. The guest speaker was Michael Roddy, Executive Officer of the Superior Court of San Diego County. Mr. Roddy was the Executive Officer of the Sacramento Superior Court from 1989-1994.

I then attended the CCLS Luncheon, along with the rest of the SLSA gals. The new CCLSes were announced and each given a beautiful corsage. The new CCLSes who were able to attend each gave a short speech about their trials and tribulations of studying for and passing the CCLS exam. Many encouraged others to take the CCLS exam. After lunch, it was back to business with General Assembly. I then attended the Law Office Administration Seminar "Adobe Training 1&2." I have to admit, much of it was over my head – but I brought back handouts so maybe one day I'll try some of the tricks.

Saturday ended with Banquet. The guest speaker was the Honorable Kenneth J. Medel of the San Diego County Superior Court. Judge Medel spoke of his days as a practicing attorney and stories about a few of his secretaries. A couple of his secretaries were young and he learned they used a different vocabulary – such as, "whatever." He did have a

lot respect for his secretaries, but seemed especially fond of Priscilla. Priscilla was a more mature woman, who was like a guard when it came to protecting her attorney and his files. When he was appointed as superior court judge, he thought of those whom he wanted to be at the official ceremony and Priscilla was the first to come to mind. He was able to contact one of Priscilla's children and was told that she was dying from cancer and not long for this world, but he was able to visit Priscilla before she passed away. The memory brought tears to Judge Medel, and to others in the audience.

Sunday was our last day, which started with brunch at 9:00 a.m. and included the installation of 2015-2016 Officers. SLSA had five members on the platform: Lynne Prescott, CCLS, LSI Treasurer; Astrid Watterson, CCLS; LSI Parliamentarian; Dawn Forgeur, CCLS, Legal Specialization Sections Coordinator; Tammy Hunt, CCLS, Law Office Administration Section Leader; and, Michelle Chavez, CCLS, Publications Revision Committee Assistant Editor. After brunch, I attended the Post-Board of Governors meeting with Jan Ainsworth, where the last recommendation was adopted.

It was a wrap, and time to say goodbye to sunny (finally) San Diego.



*Corene Rodder, Crystal Rivera,
and Jan Ainsworth at CCLS Luncheon*

LSI's 81st Annual Conference, May 14-17, San Diego (continued)

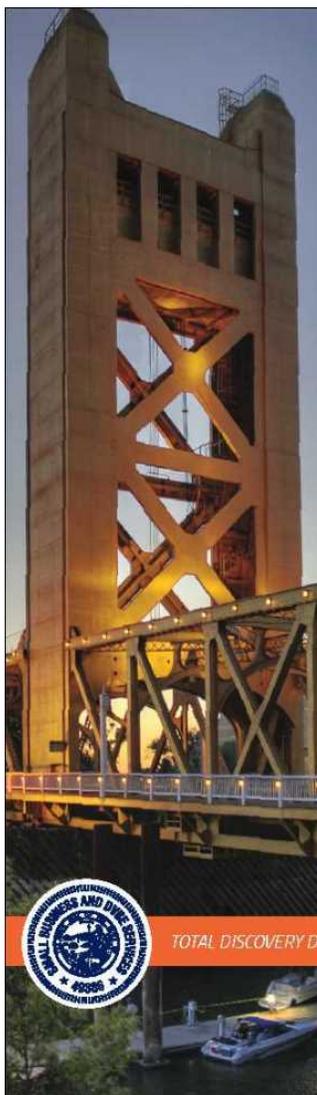
Submitted by Crystal Rivera

The new 2014-2015 CCLSEs were honored at the CCLS Luncheon at annual conference. **Congrats to SLSA's very own new CCLSEs: Diana Crow, CCLS and Lacy Monserrat, CCLS!** The following are the CCLSEs who were acknowledged at conference:

- Diana Anderson, CCLS – San Fernando Valley LSA
- Kimberly Barker, CCLS – Non-LSI Member
- Sally Butterworth, CCLS – San Diego LSA
- Phyllis Charfauros, CCLS – Non-Member
- **Diana Crow, CCLS – Sacramento LSA**
- Mary Fisher, CCLS – Placer County LPA
- Terry Gunter, CCLS – Stanislaus County LPA

- April Ignaitis, CCLS – Santa Clara County LPA
- Linda Lane, CCLS – San Gabriel Valley LSA
- **Lacy Monserrat, CCLS – Sacramento LSA**
- Deborah Murphy, CCLS – Orange County LSA
- Candace Nelson, CCLS – Member at Large
- Laura Prongos, CCLS – Non-LSI Member
- Celena Sepulveda, CCLS – Non-LSI Member
- Vivian Shreve, CCLS – Santa Clara County LPA
- Melissa A. Strobel, CCLS – Los Angeles LSA
- Arkisa Ward, CCLS – San Gabriel Valley LSA

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Delegate Report

LSI's 81st Annual Conference, May 14-17, San Diego

Submitted by Paula Lockard, CCLS



Delegate

Thank you for electing me to be one of the delegates representing SLSA at LSI's 81st Annual Conference held at the Bahia Resort in San Diego, CA. This is my third time attending an annual conference. What a venue—beautiful hotel and my room was right on the beach. Every morning Mr. and Mrs. Mallard greeted me on my patio.

I attended four classes on Friday. First, was a fun Scrapbook/History workshop presented by Cynthia McQueen, a demonstrator from Stampin' Up.

She touched on the traditional, Project Life and Digital types of scrapbooking. The hour was jammed with information and fun projects to do at home. The digital type of scrapbook was interesting if you are not a tactile person, (i.e., cut outs, embellishments and raised lettering). Although you could combine that style with digital very easily. Several online companies make scrapping easy and affordable, such as Shutterfly, Smilebox and Prestophoto. Denise Lopes, CCLS, Humboldt County LPA, and LSI Historian gave extremely handy tips she's used to create her award winning History Books.

My second class was Advertising/Social Media presented by Rod Cardinale, Jr., Social Media Chair of Santa Clara County LPA and Larry McGrew, Advertising Chair from San Francisco LPA. LSI is advancing to meet the challenges of a modern social application world. With Facebook, Twitter and other online social networks, there is no reason people cannot hear about our organization. Even a chapter with only two members can share their ideas and events. And apps are mostly free. They gave very detailed information and offered to help any one of us develop a strategy to move forward. We should always look forward and think of the next big thing. What's next? Change does not stop.

After a delightful lunch, I headed to Criminal Law presented by the Honorable Richard S. Whitney from San Diego Superior Court. He went through pre-trial motions, voir dire and jury selection (which he thinks is the most important part of the trial, and one he likes the most), the deliberation process, evidence, and very interesting trial examples. He said the hardest part was the sentencing. The lawyers put forth the case, the jury gives the verdict, but the judge and only the judge, hands out the sentence. You are

telling one person how he might live for the rest of his life. Judge Whitney was intelligent and extremely engaging.

My last class was the crossover between Family Law and Estate Planning. This had everyone asking questions. It was filled with information that we can all use. Ms. Franks gave us so much information with humor that we could have stayed another hour or two!

If you would like any of the handouts from these classes, please let me know. I hope each of you plan to attend a conference. You'll come away with valuable information and meet fun and astonishing people.



Corene Rodder, Jan Ainsworth, Crystal Rivera, and Dawn Forgeur, CCLS enjoying a late night dinner at Fred's Mexican Restaurant in Old Town San Diego



Delegates, Jan Ainsworth, Corene Rodder, and Paula Lockard, CCLS

Delegate Report

LSI's 81st Annual Conference, May 14-17, San Diego

Submitted by Corene Rodder



Delegate

Thank you for electing me to be one of the delegates representing SLSA at LSI's 81st Annual Conference held at the Bahia Resort in San Diego, CA. This is my second time attending an annual conference. I am glad to say that some faces were familiar. It is always nice to see other legal professionals from all over the state and attend the different meetings and workshops.

On Saturday, I was privileged to attend the Transactional Workshop entitled: "The Business of Craft Brewing." I was very interested to learn about some of the rules and laws surrounding the craft beer industry. Candace L. Moon, Esq., gave a very informative presentation that ended with the class being able to taste some different varieties of the product.

I am always amazed at the wonderful examples of bulletins submitted by different LSA/LPAs for the annual bulletin contest. In our category (F – over 150 members) there were only two entries, San Diego and Sacramento. We received second place in a close race. One of the judges awarded Sacramento a perfect score!

Sunday was a wonderful day beginning with the delegates registering in the ballroom. The sun was streaming through the windows as first the executive board was installed and then the chairmen were appointed. The installing officer, Christa Davis, LSI Past President 2008-2010 and member of the San Francisco LPA, introduced each of the executive board members with a tidbit of history from the category "Did you know?" Some were very interesting and comical. I did not know that you could not walk an elephant down the street nor did I know that the fortune cookie was invented in San Francisco. I was proud to see our very own Lynne Prescott, CCLS, installed as Treasurer and Astrid Watterson, CCLS, appointed as Parliamentarian.

Sandra Jimenez, CCLS, presented a monetary gift to President Mary Beaudrow, CCLS. After President Beaudrow gave her thank you speech, she then announced her appointed chairmen. So many members from our association have stepped up as chairmen: Dawn Forgeur, CCLS, LSS Coordinator; Tammy Hunt, CCLS, LSS Leader, Law Office Administration; Michelle Chavez, CCLS, PRC Assistant Editor.

Next came the announcements of the "People's Award" for the History Book and the Scrap Book. San Diego won with their beautiful History Book and San Francisco won with their beautiful Scrap Book. Denise Lopes, CCLS, Humboldt County LPA, presented President Beaudrow with volume 1 of the history of her first year as president of LSI. Leanna Pierce of San Diego LSA presented President Beaudrow with a tray containing tiles of the different landmarks of San Diego.

There was no new business. Among the announcements from the host association was the next quarterly conference to be held August 21-23, 2015, in Stockton, CA. The theme will be "A Visit to the Emerald Isle." Since Stockton is so close, I hope to see you there!

We ended with the closing song "Till We Meet Again." I encourage each of our members to attend a conference. You have the opportunity to learn so much from our membership.



Dawn Forgeur, CCLS

Incoming Governor and Delegate Report

LSI's 81st Annual Conference, May 14-17, San Diego

Submitted by Jan Ainsworth



Delegate

Hello members. This is your Governor and Delegate speaking. I decided to kill two birds with one stone (so to speak) and write a combo report on LSI's 81st Annual Conference held in sunny (not so much) San Diego at the Bahia Resort in the Mission Bay District. First, let me thank you for voting for me as your Governor. Second, let me also thank you for voting for me as one of your delegates. Now let me tell you a little bit about conference.

Sacramento LSA was well represented – we had ten attendees from SLISA at conference this year.

I arrived on Thursday night along with several others from our Association. Arose early on Friday - met a Mama Mallard and her nine ducklings quacking and pecking at my sliding glass door when I opened my curtains onto my patio - had breakfast in bed – and then headed out to workshops. It was pouring outside so a plastic garment bag subbed as my rain hat. I made it to the antique paddle boats and was able to catch a portion of the Parliamentary Procedure Officer/Chairmen Workshop moderated by our own Astrid B. Watterson, CCLS. I then headed over to the Governor's Workshop moderated by Heather Edwards, LSI's Executive Secretary. There I saw a few familiar faces. Welcome and introductions then followed. Many associations had the same person as incoming and outgoing Governor. It seems that it is becoming more and more difficult to find willing volunteers these days. The Executive Committee ("EC") Resume was handed out along with LSI's Proposed Budget for the 2015-2016 fiscal year.

Once the workshop was concluded we all headed to the Governor's Luncheon where Committee Recommendations and Bylaw Amendments were discussed (and which were later passed). Once workshops had concluded, vendors visited, checked out bulletins/scrapbook/history book display room, it was time for the Friday night reception. Afterwards, a group of us headed out on Uber to Fred's Mexican Restaurant in Old Town San Diego for dinner. Then back to the hotel for some shuteye and ready ourselves for conference to begin the next day.

On Saturday we were called to order at 9:30 a.m. – Session 1 began with the Report of the Registrar. The Registrar noted 75 delegates were registered, 68 delegates were present, 7 delegates were absent, and we had a quorum. Presentation of the Colors was performed by a local high

school ROTC unit. They were most polite. I asked a young man a question which I cannot recall at this moment and was answered with a Yes Ma'am. Followed by the rousing Pledge of Allegiance led by LSI Past President, Caroline E. Van De Pol, PLS, CLA/CAS, CCLS. If you do not know what all those accolades denote – look it up – it's impressive.

Our keynote speaker for Saturday was Michael Roddy, Executive Officer of the Superior Court of San Diego. You might recognize Mike's name as he was Executive Officer of the Superior Court of Sacramento from 1989-1994. Mike had a lot to say but what I remember most is that he knows that the court system is not up to par (not his words – mine), that millions of dollars were lost, but, and this is what I remember most, that the system should be back to normal by 2022. That's not that far off folks so keep the faith.

After a short break, we reported back with the same Registrar notation as above.

Conference Standing Rules and Conference Election Rules were adopted. The 2015 Official Program was adopted as amended. Conference 2014 Annual Minutes were approved. Correspondence was read. Then came the reports of LSI's elected officers. Of note, the actions of the Treasurer, once again our very own Lynne Prescott, CCLS, brought a motion to ratify paying the routine bills during the Fourth Quarter of the fiscal year 2014-2015. The motion carried.

Thereafter, we recessed for lunch and attended the heralded CCLS Luncheon where all the new CCLSES were honored. Our very own Lacy Monserrat, CCLS and Diana Crow, CCLS, were among the celebrated. At this event, the new California Certified Legal Secretaries received wrist corsages, and then we heard their stories – wonderful, heart-warming stories of conquering the test and their struggles getting there – but getting there they did. Forty-six individuals sat for the CCLS Examination. Seventeen passed. Congratulations to Lacy Monserrat, CCLS and Diana Crow, CCLS.

We then reported for Session 2 with the same number of delegates registered, but this time 69 delegates were present and 6 delegates were absent.

LSI graciously accepted the 2017 bid for annual conference by Stanislaus County LSA. Marin and San Francisco LPA will co-host 2016 annual conference and the theme will be "A Tribute to Hollywood." There was no unfinished business nor was there any new business to be discussed and we adjourned so we could all gussy up for banquet.

Incoming Governor and Delegate Report (continued from page 44)

LSI's 81st Annual Conference, May 14-17, San Diego

Submitted by Jan Ainsworth

Once general session was adjourned for Saturday, we all hurried off to our various workshops. I attended the Civil Litigation Workshop - "Demystifying Evidence" by Mary V.J. Cataldo, Esquire. Mary discussed evidence, its relevance, foundation requirements for documents (authentication/best evidence/real versus demonstrative evidence), hearsay, exclusions and limitations, and much, much more. I have her handout if anyone would like a copy.

Saturday night banquet was lovely. Our Master of Ceremonies was The Honorable Kenneth J. Medel. Judge Medel was appointed to the San Diego Superior Court in October 2010. He discussed at length and with great admiration his time as an attorney with legal secretaries. He applauded us. He received a standing ovation from the banquet attendees.

At banquet, all the new CCLSeS were again acknowledged and given their Certificates.

Now let's get to Sunday Brunch and Installation of 2015-2016 LSI Officers and Chairmen.

Installing Officer, Christa Davis of San Francisco LPA announced the newly elected officers with a place to be associated with them. They are as follows:

- Treasurer – Lynne Prescott, CCLS – Sacramento LSA – Cayman Islands
- Executive Secretary – Heather Edwards – San Fernando Valley LSA – Jamaica
- Vice-President – Jennifer L. Page, CCLS – Marin County LPA – Panama
- Mary J. Beaudrow, CCLS – Mt. Diablo LPA – New Orleans.

Newly appointed chairmen are as follows:

- Executive Advisor and Nominations and Elections Chair – Sandra T. Jimenez, CCLS – Imperial County LPA
- Parliamentarian – Astrid B. Watterson, CCLS – Sacramento LSA
- Editor-In-Chief: Publications Revisions Committee (Continuing Education Council) – Maria Bishop, CCLS – Mt. Diablo LPA
- Editor, *The Legal Secretary* – Deborah Schmidt, CCLS – Orange County LSA
- Educational Program Coordinator: (Continuing Education Council & Marketing Committee) – J. Cori Mandy, CCLS – San Diego LSA

- Historian – Denise Lopes, CCLS – Humboldt County LPA
- Legal Specialization Sections Coordinator: (Continuing Education Council/Marketing Committee) – Dawn R. Forgeur, CCLS – Sacramento LSA

And now for the LSI Annual Conference 2015 winners.

Regarding the 2014-2015 Bulletin Contest:

The associations are placed into six different categories, based on number of members. The categories and winners are:

- Class A – (0-15 members) – First Place – Conejo Valley LPA
- Class B – (16-30 members) – No entries
- Class C – (31-45 members) – First Place – San Gabriel Valley LSA – Second Place – Beverly Hills/Century City LSA
- Class D – (46-65 members) – First Place – Merced County LSA
- Class E – (66-150 members) – First Place – Orange County LPA – Second Place – San Francisco LPA – Third Place – Los Angeles LSA
- Class F – (Over 150 members) – First Place – San Diego LSA – Second Place – Sacramento LSA

Let me say this about that – we did, however, take the win in the Membership Gain Contest – 51%!

Our President Crystal Rivera accepted the first place ribbon and \$25 check for that. And Corene Rodder, our 2014-2015 Bulletin Editor accepted the ribbon and \$20 check for second place in the Bulletin Contest. Let me just say that we were robbed. San Diego took home the honors in the Bulletin Contest and the history book contest.

With regard to Chapter Achievement Points ("CAPS"), in Category F, San Diego LSA won with over 51,000 points; SLISA had over 43,000 points. Rest assured, I will be bugging everyone about CAPS and keeping on top of capturing CAPS – SLISA wants to beat San Diego next year!



Incoming Governor and Delegate Report (continued from page 45)

LSI's 81st Annual Conference, May 14-17, San Diego

Submitted by Jan Ainsworth

LSI President Mary Beaudrow, CCLS, gave her President's Award to Maria Bishop, CCLS, Editor-in-Chief of the Publications Revision Committee, of Mt. Diablo LPA.

We adjourned at 10:40 a.m. with our closing song "Til We Meet Again."

Immediately following conference adjournment I attended the Post-Annual Board of Governors' Meeting. The LSI Proposed Budget 2015-2016 was read by LSI Treasurer, AND our very own, Lynne Prescott, CCLS. Deborah Schmidt, CCLS, Editor of *The Legal Secretary* announced the names of the associations scheduled to submit articles from guest writers, Governors, or members for publication in the August issue. Sacramento LSA was not among them.

Of interest, LSI Vice-President Jennifer L. Page, CCLS, announced total LSI membership is 1,555 including 24 Members At Large. LSI Treasurer (and did I mention our very own?) Lynne Prescott, CCLS, announced Per Capita received as of April 30, 2015 was \$31,105.00 and reviewed the Proposed Budget.

LSI Parliamentarian, and our very own, Astrid B. Watterson, CCLS, reviewed local association inquiries and status of bylaw revisions. Legal Specialization Section ("LSS") Coordinator, and our very own, Dawn R. Forgeur, CCLS, reviewed attendance at LSS seminars at this conference, reviewed topics/speakers for August 2015 Quarterly Conference, reviewed LSS June Crimmigration Class webinar: "Immigration Consequences of a Criminal Conviction: A Review of Lawful Permanent Residency v Executive Action" to be held on June 10, 2015, and also discussed LSS dues via PayPal. LSI Administrator Catherine Culver, CCLS, discussed the status of LSI hosting LSI August 2016 Quarterly Conference.

Once that was concluded, came the business of the Executive Committee ("EC") hiring a management service since our current LSI Administrator Catherine Culver, CCLS, will be retiring the middle of next month. This is where the fireworks began. The LSI Executive Committee recommended hiring California Advocates Management Services ("CAMS") as the LSI Administrator and further recommended executing their contract for services. CAMS submitted their Association Management Services Proposal to LSI on April 14, 2015. The motion was made and heavy discussion ensued. Some Governors in attendance were for it. Some were against. Some wanted to know if LSI could handle its own administration. Some wanted to know why we were not told sooner. Some wanted to postpone the vote. Some wanted to know if anyone else was considered. In the end a vote was taken and the ayes had it with a vote

of 20. There were 4 nays. I know this because a Governor called for a standing hand count.

Once that was settled, we adjourned until August 2015 First Quarterly Conference at the Stockton Hilton. Thereafter SLSA regrouped, checked out of our rooms, waited for our shuttle to the airport, and came home safe and sound.



Lacy Monserrat, CCLS and Lynne Prescott, CCLS

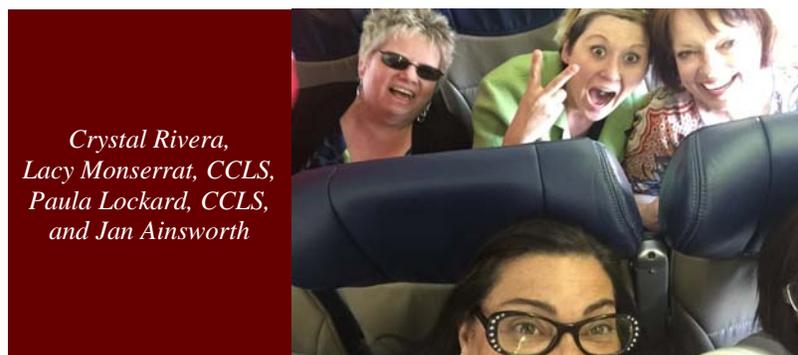


*Delegates Ready for Business;
Paula Lockard, CCLS, Jan Ainsworth, and Corene Rodder*

LSI's 81st Annual Conference, May 14-17, San Diego



The 2015-2016 LSI Officers and Chairman. See some familiar faces from SLSA?



*Crystal Rivera,
Lacy Monserrat, CCLS,
Paula Lockard, CCLS,
and Jan Ainsworth*

LSI's 81st Annual Conference, May 14-17, San Diego



Some of the new CCLSes. Congrats!!



Lacy Monserrat, CCLS



Paula Lockard, CCLS, Dawn Forgeur, CCLS, and Jan Ainsworth

Outgoing Governor Report Submitted by Lacy Monserrat, CCLS



Vice President

LSI's 81st Annual Conference in San Diego on May 15-17, 2015, marked the last conference I had the pleasure of attending in my capacity as Governor of the SLSA. It was a fantastic weekend filled with great educational workshops, good friends, and a long-awaited show of sunshine prior to departing. Please note that with the exception of EC Recommendation No. 3, which was postponed to the Post Board of Governor's meeting, the following amendment and recommendations were passed:

BYLAW AMENDMENTS

Bylaw Amendment Number 1:

A Proposed Bylaw Amendment to Article XIV, Section 6, was timely noticed and sent to all Governors. The purpose of the notice to amend the bylaw is to indicate that no proxy may be given by any governor. The amendment is to insert: "No proxy may be given by any Governor" at the end of the section.

If the motion passes it will read:

LSI Bylaw Article XIV, Section 6.

Section 6. Voting Rights. Only Governors shall have the right to vote at meetings of the Board; provided however, that a Governor shall not be entitled to vote unless the required per capita taxes on all members of the Local Association, which elected such Governor have been paid. Local associations who have not complied with the annual reporting requirements of the Internal Revenue Service and Franchise Tax Board and have not provided proof of said filing to the LSI Treasurer shall not be entitled to vote unless the required proof has been submitted. No proxy may be given by any Governor.

EXECUTIVE COMMITTEE RECOMMENDATIONS

EC Recommendation No. 1:

A notice of a proposed Executive Committee recommendation was timely noticed and sent to all Governors. The Executive Committee of LSI recommends that under LSI Bylaw Article XIII, Section 2, subsection (e), the charter membership of Monterey County Legal Secretaries Association be revoked. The reasons for the EC recommendation are due to Monterey County LSA's violation of LSI's Bylaw Article XIII, Section 2, subsection (b) "Membership Under Five" and subsection (c) "Failure to Pay Per Capita Taxes".

Pursuant to Article XIII, Section 2, subsection (e), of the LSI Bylaws a local association's charter may be revoked upon a 2/3 vote of the governors voting. If the recommendation passes, Monterey County LSA's charter will be revoked. If it does not, Monterey County LSA's charter will remain active, but will continue to be in violation of LSI's Bylaw Article XIII, Section 2, subsections (b) and (c).

EC Recommendation No. 2:

The Executive Committee recommends inserting a new Standing Rule 27.2 to read as follows:

Debate is limited to a maximum of three (3) minutes, per speaker, per motion, per day. Each speaker may speak twice on the same motion. A person cannot speak a second time, if others who have not spoken at least once have not yet been given an opportunity to do so.

EC Recommendation No. 3:

The EC recommends hiring California Advocates Management Services (CAMS) as the LSI Administrator and further recommends executing their contract for services.

MARKETING COMMITTEE RECOMMENDATION

Marketing Committee Recommendation No. 1:

The LSI Marketing Committee recommends selling the new LSI tote bag for \$10.00 effective immediately.



SLSA Committee Chairs 2015-2016



Position	Name	Contact Info
Advertising	Elizabeth Madden, CCLS	staff@epinolaw.com
Audit (Financial Review)	OPEN	
Benefits	OPEN	
Budget Committee	Dawn Forgeur, CCLS (Chair) Deseree Aguillen Lynne Prescott, CCLS	drforgeur@stoel.com daguillen@stonegraves.com lynne@majlabor.com
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Day In Court	Deseree Aguillen (Chair) Alex Cain (Co-Chair) Maimie Chyinski (Co-Chair) OPEN	daguillen@stonegraves.com acain@odlegal.net mchyinski@f3law.com
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Interclub	Lynne Prescott, CCLS	lynne@majlabor.com
Law Office Products & Management	OPEN	
Legal Procedures	Corene Rodder	crodder@somachlaw.com
Legal Professional of the Year / Boss of the Year	Maimie Chyinski (Chair) Christie Kaelber Teri McClory, CCLS	mchyinski@f3law.com ckaelber@downeybrand.com teretad@metzlawonline.com
Legal Secretarial Training	Astrid Watterson, CCLS Dawn Forgeur, CCLS	Astrid.watterson@gmail.com drforgeur@stoel.com
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Programs – Lunch Lessons	OPEN	
Publicity	Mary Taylor	mtaylor@downeybrand.com
Reservations/Reception	Paula Lockard, CCLS	plockard@cityofsacramento.org
Scholarship	Christie Kaelber (Chair) Suzanne MacDonald	ckaelber@downeybrand.com smm@pacificlegal.org
Vendor Liaison	OPEN	
Ways & Means	OPEN	
Website Coordinator / Social Media Chair	Dawn Forgeur, CCLS	drforgeur@stoel.com

Fairytale Town	Deseree Aguillen Alex Cain OPEN	daguillen@stonegraves.com acain@odlegal.net
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75th Anniversary Gala	Lynne Prescott, CCLS OPEN	lynne@majlabor.com

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Editors Note Submitted by Liz Gideon, CCLS

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