



Sacramento Legal Secretaries Association

The Legal Eagle

Book 2013, Issue 10

October 2013

“CIVIL RIGHTS: PAST, PRESENT & FUTURE”



Gene Livingston, Esq. and Lynne Koroush - See the cover story on page 6 to read more about our September Speaker.

In this issue

[PROJECT BIRTHDAY](#)

[SPEAKER SPOTLIGHT](#)

[FAIRYTALE TOWN](#)



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October Meeting Information

Come and join us to hear motivational speaker Dennis Wade of People Development Systems on October 17, 2013, at the Downtown Courtyard Marriott, 4422 Y Street, Sacramento, CA. 5:30 p.m. Meet and Greet, 6:15 p.m. dinner meeting. Mr. Wade specializes in human resources and employee development.

President

Lynne Koroush

Bulletin Editor

Corene E. Rodder

Greenberg Traurig
1201 K Street, Suite 1100
Sacramento, CA, 95814
(916) 442-1111



NON-MEMBERS ARE WELCOME!

We're on the Web!
www.slsa.org



Lynne Koroush, President

President's Message: "It's Fall, Y'all"

Fall is finally here – my favorite season! This time of year reminds me that even though the gardening period is coming to a close, there's still a lot I can do to squeeze a little more out of this growing season, but more importantly, to prepare for next season. October is a

good time to prepare the flower bed for bulbs to be planted in November. It's also a great time to take advantage of end-of-season discounts and sales by purchasing seed packets, plants, tools, and equipment at bargain prices! Fall is a perfect time to do some cleaning and re-potting of overgrown plants, as well as trimming, weeding, and fertilizing your garden.

This might also be a good time of year for each of us to see what we can squeeze out of the remainder of 2013's growing season, professionally speaking, and to think about what we want to achieve for the future.

Some of you are preparing to take the CCLS examination this month, which means you are trying to cram in that last-minute studying after all the weeks and months of preparing. You are to be commended for your personal and professional commitment to excellence! Others will be attending Legal Specialization Section seminars in Long Beach next month, harvesting additional information and education.

Fall and winter are also typically our busiest times for charitable projects and giving back. We just completed Operation Backpack, and we will be hosting the Project Birthday later this month. Fairytale Town's Safe and Sane Halloween event also occurs this month, and we will be hosting hundreds of children coming through the castle that weekend. Our holiday activities will soon be announced, which will

provide us additional opportunities to share, give back, and celebrate.

SLSA's Day in Court Chair and Co-Chairs are planning the January and February 2014 events, which will bring some much-needed winter cultivation and education regarding the court's changes and the changes in the law that invariably come with the new year. We will also be looking toward the future growth and leadership of our association when nominations and elections roll around in February and March. Perhaps you will consider stepping into a leadership role and helping SLSA continue to thrive by serving on the Executive Board or as a committee chair.

There's still so much that happens with and for a garden, even when it's not the height of the gardening season. And there's still a lot you can squeeze out of the season before it ends. Whatever you decide to do, whether it's for your actual garden, or your professional growth, no amount of preparation, planting, or planning is too great OR too small.





Sacramento Legal Secretaries Association

Dinner Meeting - October 17, 2013



Dennis Wade People Development Systems

Mr. Wade is a motivational speaker specializing in human resources and employee development.

Vendor of the Month:
HG Litigation

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

Courtyard Marriott - Midtown Sacramento
4422 Y Street, Sacramento
\$25 SLSA Members / \$30 Non-Members

RSVP by Monday, October 14. Make checks payable to SLSA, and mail to: Paula Lockard, CCLS, Registration/Reception Chair 2013-2014, c/o Sacramento City Attorney's Office, 915 "I" Street, 4th Floor, Sacramento, CA 95814. You may also register via e-mail at reservations@slsa.org, or through our website at www.slsa.org under Upcoming Events.

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

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

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

TEL: _____ FAX: _____

Entrée Selection:

- Pork Loin** – Boneless pork loin with mango chutney.
- Salmon Filet** – Panko-crusted salmon with lemon-butter sauce.
- Vegetarian Option:** Mushroom and mascarpone polenta.

All meals will be served with salad and dessert.

Do you require a MCLE or CCLS certificate?

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

Are you interested in volunteering with SLSA? YES NO

SLSA September 19, 2013 Dinner Meeting



Deborah Killion and Connie Kelley



Lynne Koroush and Crystal Rivera



Michelle Chavez, CCLS, and Elizabeth Madden, CCLS



Corene Rodder, Lynne Koroush, Yelena Williams, and CoSandra Pollard

SLSA September 19, 2013 Dinner Meeting



Teri McClory, CCLS, and Dawn Forgeur, CCLS



SLSA Friends



Adriana Ellis and Ana Marie Sotuela

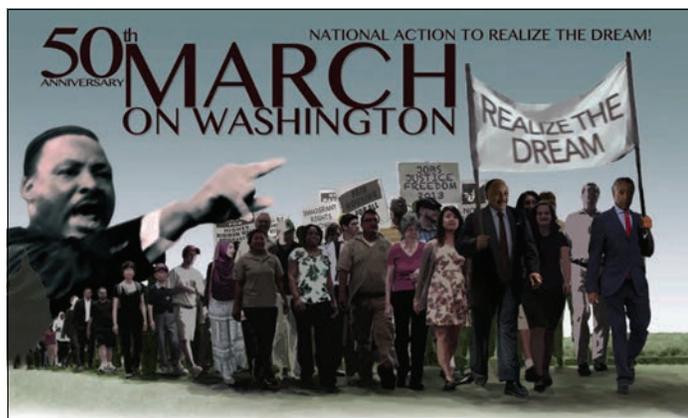


SLSA Friends



SLSA Friends

Submitted by Lynne Koroush



Gene Livingston started his legal career as an attorney with the U.S. Department of Justice in Washington, D.C., where his first assignment was with the newly-created Civil Rights Division. He was a first-hand witness to many of the horrific and violent acts and treatment imposed upon African Americans during the Civil Rights Movement in Mississippi, Alabama, and Louisiana during the 1960s.

Mr. Livingston began his presentation by discussing the 50th anniversary of the bombing of the 16th Street Baptist Church in Birmingham, Alabama, which took the lives of four young African American girls. Birmingham had so many bombings during the early part of the Civil Rights Movement that it was nicknamed “Bombingham.” He also discussed the role of the “Freedom Riders” - civil rights activists who rode interstate buses into the segregated southern states to challenge the non-enforcement of the Supreme Court decisions which ruled that segregated public buses were unconstitutional – and the bombing of their buses by Klansmen in Anniston, Alabama, as well as the brutal beatings of the Freedom Riders by mobs of white protesters in Birmingham.

Civil rights activists began using children as part of their demonstrations against the terrorists of the South, and in 1963, Bull Connor,

Commissioner of Public Safety in Birmingham, arrested a total of 963 children between the ages of 6 and 18 years old. Bull Connor’s tactics included the use of police attack dogs and high-pressure fire hoses, both of which were turned loose on demonstrators. Media coverage of these events by the three major television networks ultimately captured the nation’s attention, creating national sympathy for the demonstrators.

When city officials in Birmingham finally sat down with civil rights leaders and agreed to open lunch counters, restrooms, dressing rooms, and other areas of public access to African Americans, the Ku Klux Klan retaliated. On Sunday, September 15, 1963, four Klansmen planted a box of dynamite with a time delay under the steps of the 16th Street Baptist church near the basement. At 10:22 a.m., as children were leaving the basement to hear the sermon, the bomb exploded, killing three 14-year-old girls and one 11-year-old. Twenty-two other people were injured. The Klansman who planted the bomb was identified and charged with possessing dynamite without a permit. He was fined \$100 and sentenced to six months in jail. He was not charged with murder until years later.

Mr. Livingston also discussed the reactions to the historic March on Washington, where one of the largest political rallies for human rights in U. S. history occurred on August 28, 1963. An estimated 250,000 people marched on Washington for civil and economic rights, and Dr. Martin Luther King, Jr. delivered his infamous “I Have a Dream” speech. Part of that reaction occurred in March of 1965, when nearly 800 marchers crossing the Edmund Pettus Bridge in Selma, Alabama, were met and attacked by police with billy clubs and tear gas. Seventeen

(Continued on page 7)

Speaker Spotlight: Continued Gene Livingston, Esq., “Civil Rights: Past, Present & Future

Submitted by Lynne Koroush

“Inequality and the denial of civil rights, unfortunately, takes many forms and is a world-wide issue.”

people were injured seriously enough to be hospitalized. That day became known as “Bloody Sunday.” On March 21, 1965, approximately 8,000 people began the trek once again from Selma to Montgomery. By the time they reached Montgomery four days later, there were 25,000 marchers.

Eight days after Bloody Sunday, President Lyndon Johnson presented a voting rights act to Congress, which became the Voting Rights Act of 1965. It prohibited interference with the right to register and vote, it required political subdivisions and states with a history of voter suppression to clear all future law changes relating to voting to the U. S. Attorney General for approval before implementing the law, and it authorized the Attorney General to appoint federal agents to register voters and observe elections in those areas.

Mr. Livingston stated that the Voting Rights Act passed a few days after he joined the Civil Rights Division of the U.S. Department of Justice, and the first cases he worked on were based on violations of the Act. Civil rights leaders, including Martin Luther King, Jr., recognized that African Americans were unlikely to achieve civil and economic justice until they could vote and exercise political power. Efforts to gain the right to register and to vote were opposed by discriminatory practices by officials and violence by Klansmen. Brave men like Vernon Dahmer, Jimmie Lee Jackson, and James Meredith, were all viciously murdered for their persistence in standing up for the right to register and the right to vote.

Mr. Livingston said that the closest he came to being seriously injured while working in the civil rights era was during an attack in Grenada, Mississippi, by white townspeople on the marchers, with law enforcement standing passively by and offering no protection or attempts at restoring order.

As part of the trial team that gathered evidence against and prosecuted members of the Ku Klux Klan in Louisiana and Mississippi, Mr. Livingston had intimate knowledge of the now-famous murders of the three civil rights workers – Michael Shwerner, James Chaney, and Andrew Goodman - in Meridian, Mississippi, which was the basis for the movie “Mississippi Burning.” His retelling of the events of the night of the murders, as well as the accompanying photographs, was both chilling and compelling.

While Mr. Livingston’s focus was primarily on the struggle 50 years ago to achieve some semblance of equality for African Americans in this country, he stated that, “Inequality and the denial of civil rights, unfortunately, takes many forms and is a world-wide issue.” He went on to discuss gender bias and disparate treatment of women, as well as the restrictions, discrimination

“These laws demonstrate the power of the vote; they also demonstrate that the gains of yesterday cannot be taken for granted, that they have to be won anew—that the struggle for civil rights is constant.”

and violence against gays and lesbians. In addition, the U. S. Supreme Court recently invalidated a portion of the Voting Rights Act that was reauthorized by Congress in 2006,

(Continued on page 8)

Speaker Spotlight: Continued Gene Livingston, Esq., "Civil Rights: Past, Present & Future"

Submitted by Lynne Koroush

requiring states and counties that had previously suppressed voting to clear changes in their voting laws with the Attorney General.

Mr. Livingston's first-hand accounts and bold retelling of some of the events which occurred during our country's Civil Rights Movement captivated the attendees at our September 19 dinner meeting, and moved many to tears. It's one thing to sit in a History or Civics class and hear about such events; it is quite another to literally sit a few feet away from one who actually lived it and describes it so well that you

can actually "see" history. SLSA is extremely grateful to Mr. Livingston for sharing his experiences with us, educating us, and being our guest speaker. He summed it up best when he said, "These laws demonstrate the power of the vote; they also demonstrate that the gains of yesterday cannot be taken for granted, that they have to be won anew—that the struggle for civil rights is constant."



MISSING CALL FBI

THE FBI IS SEEKING INFORMATION CONCERNING THE DISAPPEARANCE AT PHILADELPHIA, MESSISIPS OF THESE THREE INDIVIDUALS ON JUNE 25, 1964. EXTENSIVE INVESTIGATION IS BEING CONDUCTED TO LOCATE GOODMAN, CHANEY, AND SOWERWELL, WHO ARE DESCRIBED AS FOLLOWS:

ANDREW GOODMAN	JAMES EARL CHANEY	MICHAEL SOWERWELL
DOB: 1/15/42	DOB: 1/15/42	DOB: 1/15/42
HT: 5'10"	HT: 5'10"	HT: 5'10"
HAIR: BRN	HAIR: BRN	HAIR: BRN
EYES: BRN	EYES: BRN	EYES: BRN
WEIGHT: 170	WEIGHT: 170	WEIGHT: 170
SCAR: NONE	SCAR: NONE	SCAR: NONE
TEETH: NONE	TEETH: NONE	TEETH: NONE
HAIR AND EYES: NONE	HAIR AND EYES: NONE	HAIR AND EYES: NONE

SHOULD YOU HAVE OR IN THE FUTURE RECEIVE ANY INFORMATION CONCERNING THE WHEREABOUTS OF THESE INDIVIDUALS, YOU ARE REQUESTED TO NOTIFY ME OR THE NEAREST OFFICE OF THE FBI. TELEPHONE NUMBER IS LISTED BELOW.

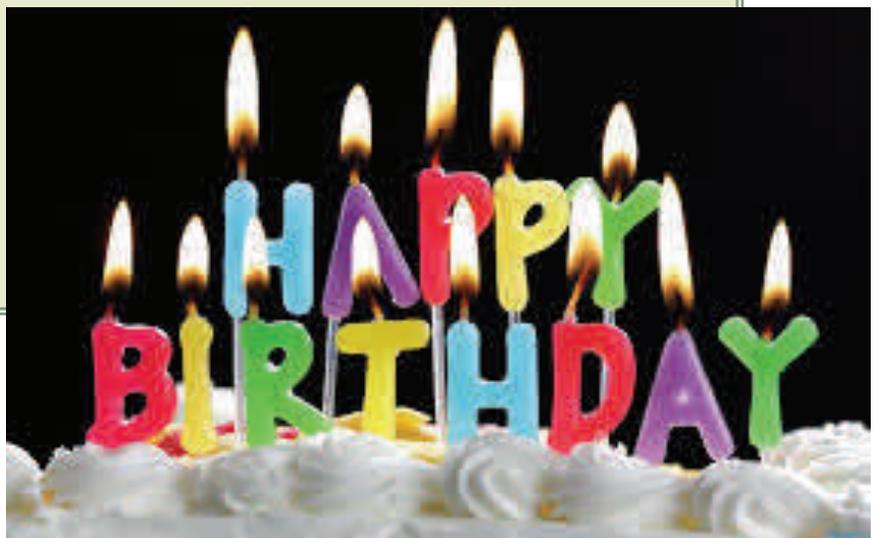
CHIEF OF POLICE
PHILADELPHIA POLICE DEPARTMENT
WASHINGTON, D. C. 20535
TELEPHONE: NATIONAL 4-5111

JUNE 25, 1964



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

Debbie Sidhu	Oct. 1
Nancy Vanderhorst	Oct. 1
Jessica Shepard	Oct. 3
Launa Atkinson, CCLS	Oct. 4
Lori Lasley	Oct. 4
Jennifer Chastain	Oct. 5
Astrid Watterson, CCLS	Oct. 9
Lisa Haddix	Oct. 13
Miesha Ross	Oct. 20
Tina Gravel	Oct. 22
Molly Cote	Oct. 24
Andrea Abate	Oct. 28
Erica Dillard	Oct. 28
Donna Anderson	Oct. 29
Jennifer Estabrook, CCLS	Oct. 30
Maria Reyes	Oct. 30
Sally Brooks	Oct. 31





Submitted by Launa Atkinson, CCLS

CCLS Quiz

Select the correct definition:

1. Assets = Liabilities + Owner's Equity
 - a. Bookkeeping equation
 - b. Accounting equation
 - c. Equation of financial assets
2. The complete set of accounts for a business
 - a. Trial balance
 - b. Account ledger
 - c. Chart of accounts
3. The principal of a promissory note
 - a. Amount of the note
 - b. Annual interest
 - c. Accrual amount
4. The form that will yield information pertaining to the number of exemptions an employee is claiming
 - a. W-4
 - b. SRI
 - c. W-2
5. The type of endorsement that limits the receiver of the check as to the use he/she can make of the funds collected
 - a. Endorsement in full
 - b. Specific endorsement
 - c. Restrictive endorsement
6. The accounting system in which revenue is recognized when earned regardless of when it is received and expense is recognized when incurred regardless of when actually paid is
 - a. Accrual basis
 - b. Cost basis
 - c. Real account basis
7. What is the amount of interest that has accrued at the legal rate on a judgment of \$5,000 from the date of entry of judgment, January 15, to the day payment is made, June 26?
 - a. \$500
 - b. \$225
 - c. \$250
8. A truck was purchased August 5 at a cost of \$27,000. It is estimated that the truck will have a salvage value of \$4,000 after 7 years of useful life. What is the amount of monthly depreciation?
 - a. \$321.43
 - b. \$472.50
 - c. \$250.00
9. Which of the following is an example of an informal accounting statement?
 - a. Trial balance
 - b. Post-closing trial balance
 - c. Worksheet
10. Social security tax taken from an employee's paycheck is also known as
 - a. FUTA
 - b. FICA
 - c. SSI



CCLS Vocabulary

1. Compound entry – a transaction requiring more than one debit or credit to be recorded.
2. Debit – the left side of a T account; represents decreases in liabilities, capital, and revenue accounts, and increases in asset, drawing, and expense accounts.
3. Entry – the recording of a business transaction in a record.
4. Fiscal year – a period of 12 consecutive months.
5. Adjusting entry – general ledger entry to correct or bring account up to date.
6. Accounting equation – $\text{Assets} = \text{Liabilities} + \text{Owner's Equity} + \text{Revenue} - \text{Expenses}$.
7. Slide – An error in placing the decimal point.
8. Fixed assets – Assets more or less permanent in nature whose useful life is more than one year, i.e., land, buildings, and equipment.
9. Goodwill – Value of a business over the book value or agreed value of net assets.
10. Income statement – A financial statement showing the results of business transactions involving revenue and expense accounts over a period of time.

Member News

Congratulations to the following new SLSA members!

Associate Membership

Laura Meidinger is seeking employment in the legal field and has received formal secretarial training/education. She enjoys running and working out. Laura celebrates her birthday January 7.



Student Membership

Jennifer Gilbeau is a self-employed legal professional, who previously managed her own investigative firm. She enjoys doing the Relay for Life, and celebrates her birthday on August 7.

Angela Grijalva is currently a legal professional with Mojaddidi Law. She specializes in family law and immigration. She celebrates her birthday on December 13.

Sacramento Legal Secretaries Association

LUNCH LESSON

November 13, 2013
12:00 Noon to 1:00 PM

“Citations Refresher: CA Style Manual & Blue Book”

Presented by Rebecca Anderson Smith of Downey Brand LLP

Location: Downey Brand LLP, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814
Cost: \$20 LSI Members, \$25 Non-LSI Members (NO REFUNDS)

Reservations due by November 5, 2013

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

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

Make checks payable to: SLSA



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

Name: _____
Firm: _____
Mailing Address: _____
Daytime Phone No.: _____ E-mail: _____
Are You A Member of SLSA? ____ Yes ____ No
Are You A Member of Another LSI Association? ____ Yes ____ No
If Yes, Which Association? _____
Check Here If You Would Like SLSA Membership Information: _____
Do You Require an ____ MCLE or ____ CCLS Certificate?

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

\\downeybrand.com\dfs\USERDATA\SACRAMENTO\afrench\Documents\SLSA\2013-09-24 Lunch Lesson Flyer.docx

California Certified Legal Secretary

A Program of
Legal Secretaries, Incorporated



APPLICATION

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

**CCLS Certifying Board
14403 Leibacher Avenue
Norwalk, CA 90650**

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

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

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

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

* Fees subject to change without notice.

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

*** Include \$30 late fee if applicable.

Name _____ Last 4 Digits of SSN _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail(s): _____

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

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

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

Summary of Duties _____

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

Signature of Applicant _____ Date _____

**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:

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

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 a legal professional. Upon completion of one year of employment as a legal professional, Student Members may become Active Members with all the rights and obligations of such membership. *Dues do not include LSI per capita tax.*

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

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

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

SLSA MEMBERSHIP APPLICATION (continued)

Name: _____ Birthday (MO/DAY) _____

Talents, Interests, Hobbies: _____

YOUR SPECIALTY:

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

EDUCATION:

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

TYPE OF OFFICE:

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

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

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

_____ **CHECK HERE IF YOUR EMPLOYER PAYS FOR YOUR MEMBERSHIP DUES**

_____ **CHECK HERE IF YOUR EMPLOYER PAYS FOR MONTHLY DINNER MEETINGS**

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

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:

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



**Sacramento Legal Secretaries Association
Membership Renewal Invoice**

**Membership Period: May 1, 2013 – April 30, 2014
Due Date: May 1, 2013**

Make check payable to:
Sacramento Legal Secretaries Association

Amount Due: **\$40**
Renewals are due May 1, 2013.
There will be a late fee of \$5 after June 1, 2013.

Return the completed invoice and full payment to:
**Maryanna Rickner, Treasurer
Sacramento Legal Secretaries Association
c/o Sacramento County Office of Education
PO Box 269003
Sacramento, CA 95826-9003**

MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____ Are you a CCLS? Yes / No

BIRTHDAY: _____

TITLE: _____

EMPLOYER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

BUSINESS PHONE: _____

BUSINESS FAX: _____

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

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

RESIDENCE PHONE: _____

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

YOUR SPECIALTY:

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

MAILING/LISTING INFORMATION:

Where do you want your SLSA/LSI mail delivered? Business Residence

Where do you want e-mail delivered? Business Residence

Which address should be listed in the membership roster? Business Residence

If you do NOT want to be listed in the membership roster, check here: No roster listing

INVOLVEMENT:

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

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

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

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



The Biggest Little City in the World

RENO BUS TRIP

An Event Sponsored by
Sacramento Legal Secretaries Association

Saturday, October 12, 2013
8 AM to 8 PM

Destination: The Silver Legacy Resort Casino
\$30 per person (checks payable to "SLSA")

Includes:

- \$10 credit voucher for the casino and \$5 food voucher
- Free Breakfast
- Free Goodie Bag on Return Trip

- Restroom On Board
- \$1 Soft Drinks/Bottled Water
- \$2 Beer, Bloody Marys & Screwdrivers
- Raffle Prizes!!!
- Open to members & non-members -- must be at least 21 years of age

Seating is Limited!! -- First Come, First Served!! -- Register NOW!!

Departures:

- 8:20 AM -- Arden Fair Mall (Sears Parking Lot along Royale Rd.)
- 8:40 AM -- Citrus Heights (Safeway Parking Lot, 5345 Elkhorn Blvd.)

We will arrive at the Silver Legacy approx. 11:30 AM, and depart at 5:30 P.M. We arrive in Sacramento approx. 8 PM.

RSVP BY SEPTEMBER 15, 2013
(no refunds after this date)

Reservations can be made online at:
www.slsa.org/events

or by mail, using the reservation form below

Questions???

SLSA – Michelle Chavez, CCLS (mchavez@yahoo.com), Elizabeth Madden, CCLS (elizcccls@gmail.com),
Johnny Bateman (jbateman@capitol-digital.com)



Checks Payable to: SLSA

Mail form & check to: Elizabeth Madden, CCLS, 5916 Camray Circle, Carmichael, CA 95608

Name: _____
 Number of tickets requested: _____ E-Mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Bus. Phone: _____ Cell/home phone: _____
 Your Pick-Up Location: Arden _____ Citrus Heights _____

~ Drawings for Raffle Prizes Held on the Return Trip from Reno ~

Reno Bus Trip - HELP NEEDED!

Raffle Prizes Needed!!



Gift cards, Jewelry, Wine,
Gift Baskets, Food/Gas
Cards, Lottery Tickets,
Liquor, Movie Tickets, etc.

DONATIONS FOR GOODIE BOXES NEEDED!!!

PROTEIN BARS
WATER/SPORTS DRINKS
NUTS
CANDY
CHIPS
COOKIES
OTHER/VARIOUS SNACK ITEMS

VOLUNTEERS NEEDED!!!

SERVERS
SET-UP/CLEAN-UP
RAFFLE TICKET SELLERS
PHOTOGRAPHERS
ANNOUNCER

Contact Elizabeth Madden, CCLS, @ elizccls@gmail.com
or Michelle Chaves, CCLS, @ mchavez@manatt.com

LSI Membership Cards have been mailed out.
If you did not receive a card, there may be several reasons why:

1. You are an associate or student member. (Associate and student members are members of SLSA only, and do not receive the benefits of membership in LSI.)
2. You are an active member inducted in the last couple of months, or a member who recently renewed, in which case we will get your card to you as soon as we receive it from LSI.
3. We have a wrong mailing address for you.
4. We are human and mistakes do happen – it's possible that our membership records are incorrect.



Please contact President Lynne Koroush at koroushl@gtlaw.com if you have any questions about your LSI membership card.

Southwest No-Show Policy

Southwest Airlines has changed its noshow policy as of September 13.

Passengers holding non-refundable tickets will lose the value of their round-trip ticket if they don't cancel or change their flight at least 10 minutes before scheduled departure. The change applies to tickets purchased on or after May 10. The airline said it wants to know about empty seats in advance so it can resell them.

Amended Eastern District of California Local Rules and Microsoft Word Migration Information

New Local Rules Effective October 1, 2013, have been adopted by the Eastern District of California. The amended Local Rules, contain amendments to Local Rules 101, 137, 159, 163, 202, 205, 281, 403 and 460 as adopted by General Order No. 536.

The Amended Local Rules and the amendments may be found on the Local Rules page at:

<http://www.caed.uscourts.gov/caednew/index.cfm/rules/local-rules/>

Effective October 1, 2013, the United States District Court for the Eastern District of California is a Microsoft Word only court. All documents required to be submitted to the court in word processing format pursuant to Local Rules 137, 163 and 281 (proposed orders, jury instructions and pretrial statements) must be submitted in Word format. More information may be found on the Word Format page:

<http://www.caed.uscourts.gov/caednew/index.cfm/attorney-info/word-format/>

Answers to the CCLS Quiz

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

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 treasurer@slsa.org



Sacramento Legal Secretaries Association Name/Address Change Reporting Form

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

CHANGES IN MEMBER INFORMATION (PLEASE PRINT LEGIBLY):

NAME: _____
FORMER NAME: _____
NEW EMPLOYER: _____
BUSINESS ADDRESS: _____
CITY: _____
STATE & ZIP: _____
BUSINESS PHONE: _____
FAX: _____
BUSINESS E-MAIL: _____
NEW HOME ADDRESS: _____
CITY: _____
STATE & ZIP: _____
HOME E-MAIL: _____

CHANGE IN SPECIALTY:

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

CHANGES TO MAILING/LISTING INFORMATION:

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

Where do you want e-mail delivered?

Which address should be listed in the membership roster?

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

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> Business | <input type="checkbox"/> Home |
| <input type="checkbox"/> No roster listing | |

Please submit to:

**Attn: Maryanna Rickner
SLSA Treasurer 2013-2014
c/o Sacramento County Office of Education
PO Box 269003
Sacramento, CA 95826-9003
E-mail: treasurer@slsa.org**

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Rumor has it they trained here at Atkinson-Baker.




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Editor-Corene E. Rodder

Editor's Note

I look forward to seeing everyone that was able to purchase/win tickets for the Reno Bus trip!

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

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

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



Submitted by Kimberly Ann Smith

Benefits

This month, we are putting the spotlight on two of the benefits you enjoy as an LSI member.



Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Toll Free: (800) 565-3712. www.workingadvantage.com. For Member ID, please contact the LSI Corporate Office: lsiorg@suddenlink.com.

Discounts on car rentals from Hertz locations nationwide.



Use CDP Card #447698. (800) 654-3131. www.hertz.com

Corporation - Car Rental & Car Sales

Submitted by Corene E. Rodder

It occurred to me that we have a wonderful benefit by being a member of the Sacramento Legal Secretaries Association that is rarely talked about but often felt by our members. I had the opportunity to experience it at our last dinner meeting.

I should start by saying that it has been difficult for me to come to the dinner meetings because of my work hours. However, I made the effort this time because I was interested in the topic to be discussed by our dinner speaker, Gene Livingston, Esq.

After the meeting, I was encouraged to talk to a fellow member by our Governor, Dawn Forgeur, CCLS. She said, "You two should talk! You were both in the U.S. Navy." I turned and spoke to Maryanna Rickner and asked what her job was while in the service. We discovered that not only were we both in the U.S. Navy, we went to the same boot camp, the same "A" school and did the same job!

What followed was a wonderful conversation that has now created a bond between two SLSA members that previously did not exist. I am so glad that I came to our dinner meeting! Maryanna and I will now always

enjoy a connection of common experiences.

Maryanna and I were able to share with other members what it was like to be a woman in the military before it was as common as it is now. The discussion continued, discussing civil rights in general across all workplaces, not just the military. While we spoke to the other members we reinforced our connection and connected with others that shared common experiences.

In closing, the benefit that we all feel but rarely talk about is connection. Come to a dinner meeting, go to a conference, and take one of the classes offered by SLSA or LSI. You will always enjoy the time with the people that you know. However, I encourage you to reach out and speak to others. You never know what you may have in common with another member and you may make a new connection that may surprise you.





LEGAL SPECIALIZATION SECTION SEMINARS
LSI 2nd Quarterly Conference – November 15-17, 2013 – Hotel Maya
Hosting Association: Long Beach LPA



REGISTRATION FORM - DEADLINE IS Tuesday, November 5, 2013
 Registration **MUST** be **RECEIVED** by the LSS Coordinator **on or before the deadline.**

Please make advance reservations so materials may be prepared. Please check all appropriate boxes below.

LSI SECTION MEMBER: Free with Advanced Reservations: \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
Friday, November 15, 2013 – 7:30 p.m. to 9:00 p.m.		
<u>CRIMINAL LAW:</u> Topic: "Criminal Law & Procedure" Speaker: Richard L. Poland, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>LAW OFFICE ADMINISTRATION:</u> Topic: "Data Security - Client Files in the Cloud" Speaker: Adrian Francoz, Senior Solutions Consultant, WAMS <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, November 16, 2013 – 10:30 a.m. to 12:00 p.m.		
<u>FAMILY LAW:</u> Topic: "Termination of Parental Rights" Speaker: Lauren K. Johnson, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>TRANSACTIONAL LAW:</u> Topic: "Intellectual Property Through Tax Filters" Speaker: Curt Harrington, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	
Saturday, November 16, 2013 – 4:00 p.m. to 5:30 p.m.		
<u>CIVIL LITIGATION:</u> Topic: "Employment Law Updates" Speaker: Pamela A. Swindells, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	<u>PROBATE/ESTATE PLANNING:</u> Topic: "Trust Funding – Trust Wrap-up" Speaker: Marie A. Cloth, Esq. <input type="checkbox"/> I will attend <input type="checkbox"/> Handout Only <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member	

Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____
 Address/City/State: _____
 Phone: (W)ork _____ (Home) _____ Local Assn.: _____ LSA/LPA
 Method of Payment: Check Credit Card Number _____ Expiration Date: _____
 Name on Credit Card: _____ Type of Card: Visa _____ M/C _____ Card Verification No: _____

Mail, Fax, or Email completed form to:

Cheryl L. Kent, PLS, CCLS, LSS Coordinator
 P.O. Box 12082, Pleasanton, CA 94588
 925-523-3086 (fax) ~ clkccls@comcast.net

Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

Speakers and Topics are Subject to Change

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

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

2013-2014 Legal Specialization Section Leaders:

Civil Litigation: Dawn R. Forgeur, CCLS dforgeur@stoel.com	Law Office Administration: Tamm y L. Hunt, CCLS loaleader@thunt.org
Criminal Law: Jill Gardella jgardella@nablaw.com	Probate/Estate Planning: Kristi L. Edwards, CCLS kledwards@justice.com
Family Law: Mary Lou Floyd, CCLS, M.S. Loufou7@yahoo.com	Transactional Law: Lisa De La O lidelao@fitcheven.com

LEGAL SPECIALIZATION SECTIONS

Of LEGAL SECRETARIES, INCORPORATED

2013-2014 MEMBERSHIP APPLICATION/ANNUAL RENEWAL FORM

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

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

Enclosed is payment of my dues for the fiscal year **8/1/13** through **7/31/14** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

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

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

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

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

NEW	RENEWAL
<input type="checkbox"/>	<input type="checkbox"/>

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



(PLEASE PRINT OR TYPE)

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

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

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

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

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

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

BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

Note: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member's individual needs and location. For information call these representatives directly.

<p style="text-align: center;">DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p style="text-align: center;">WORKING ADVANTAGE</p> <p>Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorg@suddenlink.com, or LSI Vice President</p>
<p style="text-align: center;">HERTZ CORPORATION</p> <p>Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
INSURANCE AND FINANCIAL PROVIDERS	
<p style="text-align: center;">AFLAC AND WORKER'S COMPENSATION QUOTES Steven C. Dannenberg (Independent Broker) 11091 Rhyolite Drive, Suite 4 Redding, CA 96003 Direct: (530) 339-5889 - Office: (530) 243-9879 Fax: (530) 243-9880 E-mail: dannenberginsurance@gmail.com Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p style="text-align: center;">CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadviseurs.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
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<p style="text-align: center;">DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance.</p>	<p style="text-align: center;">MWG FINANCIAL AND INSURANCE SERVICES Jory Wolf, President/Founder 6333 Greenwich Drive, Suite 210 San Diego, CA 92122 Office: (858)888-7300 Cell: (510)919-9062 jory@mwgfinancial.com California Insurance License: 0E88330 Individual disability insurance solutions</p>
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<p style="text-align: center;">LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p style="text-align: center;">PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
 Mary J. Beaudrow, CCLS, LSI Vice President
 LSI Marketing Committee Coordinator
 939 Hough Avenue, #22, Lafayette, CA 94549
 Cell - (415) 717-5675
marybeau@comcast.net



Submitted by Jaymie Moralez

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

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

It is the responsibility of the applicants to contact the employers, schedule interviews, exchange résumés, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair. Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at jmoralez@somachlaw.com. A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

(9/23/13) Legal Office Receptionist. Lozano Smith, California's premier public agency law firm representing school districts, public agencies, and institutions of higher education, is seeking a full-time receptionist for our Sacramento office. The incumbent will perform receptionist duties and provide general clerical assistance in a fast-paced, dynamic environment as well as assist with office administrative responsibilities. Ideal candidates are pleasant, detail-oriented, collaborative, team players with excellent organizational skills, and have a positive and professional attitude. One to three years of recent receptionist experience answering a multi-line phone system in a professional office setting is required. Must have intermediate skill level with MS Office, especially Word; be able to type 45 wpm; have experience using office equipment including fax, copiers, mail meter. Send resume and cover letter to Human Resources via e-mail at jobs@lozanosmith.com.

(9/11/13) Bilingual (English/Spanish) Litigation Secretary. BEESON, TAYER & BODINE, a 20-attorney Union-side labor law firm with California offices in Oakland and Sacramento, has an opening for a bilingual (English/Spanish) litigation secretary in our Sacramento Office starting January 1, 2014. This position supports our traditional labor law board practice. Our support staff works as a team with our attorneys in support of the labor movement as well as the rights of individual employees. The Sacramento Office is comprised of highly motivated, committed, collaborative and professional individuals - we are looking to find another such person to join our team. For information about our firm, please see our website at www.beesontayer.com. The starting hourly rate for this position is \$35.50 (\$64,610.00) annually for a thirty-five hour workweek). The rate of pay will increase after twelve months to \$37.00/\$67,340.00. In addition, we offer an excellent benefit package which includes a traditional pension plan, parking allowance, and 100% employer-paid family coverage (medical, dental and vision). Retiree coverage is also available after meeting certain requirements.

Requirements: The position requires a minimum five years recent legal secretarial experience, including two years of relevant litigation experience in state and federal courts. This position also requires written and spoken fluency in both Spanish and English. Significant experience with computerized, rule set based calendaring programs is also required. We will not consider applications that do not meet these minimum requirements. The ability to work independently and pro-actively is necessary. The successful candidate is also able to work cooperatively, is extremely comfortable with technology and change, has a professional demeanor, good judgment, and exceptional attention to detail. Prior experience with labor and employment/NLRB/PERB matters is desired, experience with ProLaw and e-filing is a plus.

Interview Process: This position will be open on January 1, 2014, although an earlier start date is possible. The first interview will be with the office administrator and the current secretarial staff. Three candidates will proceed to second interviews with the firm's partners. Beeson, Tayer & Bodine is an Equal Opportunity Employer and invites candidates from all backgrounds to apply. Please submit cover letter and resume as well as salary history and requirements to employment@beesontayer.com. No telephone calls or in-person applications. All inquiries will be held in confidence.

(Continued on page 29)

(Continued from page 28)

(8/30/13) Court Department CSR. An Attorney Support Service in downtown Sacramento is seeking to fill a full time position in the Court Department. Duties will include preparation of all filings for local Superior Courts and the Secretary of State, as well as monitoring legal research sent to the field. Heavy multi line phone use is involved, and client contact is required. Knowledge of the Superior Courts and legal procedure is a plus. Salary will be commensurate to experience. Please email resume to hr4nowsc2@gmail.com. Position available immediately, and training will be provided.

(8/26/13) 28109-B Legal Secretary I – County of Sacramento. The County of Sacramento is currently accepting continuous file applications for Legal Secretary I. For Salary Range, Position Information, Examples of Knowledge and Abilities, Employment Qualifications, and Application and Testing Information, please click here to thoroughly read the job announcement and apply online.

(8/26/13) Executive Secretary. Sacramento. Legal Services of Northern California (LSNC), the non-profit civil legal aid provider for 23 Northern California counties seeks an experienced legal secretary to provide administrative support to the LSNC executive office staff and board of directors. Under the supervision of the Executive Director, supervise and direct workflow of Executive office, including communication flow with branch offices; word processing for the Board of Directors and Executive staff; assist Finance and Development Units; administer office procedures, program procedures, policies and guidelines; assist in preparation of funding proposals; assist in formatting of court pleadings; oversee building maintenance and security, executive office supplies and budget. Knowledge of management techniques, principles of confidentiality and interpersonal relationships; word processing; bookkeeping; legal terminology; community resources; instructional techniques, problem solving and listening skills; law office procedures; and knowledge of various software applications (i.e., Word, Excel, Adobe Acrobat and Google Apps). At least three (3) years of prior secretarial/professional office support experience, preferably in law office. Minimum of one (1) year of prior management experience required. Completion of Associate or Bachelor's degree, legal assistant or secretarial school (or life experience equivalent). LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY. To apply, send resume and three references to: Gary F. Smith, Executive Director, LSNC, 517 12th Street, Sacramento, CA 95814.

(10/3/13) Construction Defect/Litigation Secretary. Well-established law firm in Folsom has a full-time position available for a civil litigation legal secretary with 7+ years' experience in "Construction Defect"; must be fully familiar with calendaring state, local and federal court rules. The firm offers excellent benefits and a competitive salary. Please forward resume with salary requirements to cdavis@donahuedavies.com. Only resumes with "Construction Defect" experience will be reviewed.

(10/3/13) Estate Planning Paralegal/Legal Secretary. Weintraub Tobin Law Corporation's Sacramento office is currently seeking a full-time (40 hours per week), experienced Paralegal/Legal Secretary to join our Trust & 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. Please e-mail wrecruiting@weintraub.com for full job description and how to apply.





Submitted by Debbie Frias, CCLS

Autumn greetings! It's arrived!

As our seasons change, so do our courts. I have come across some updates that need to be brought your attention.

Sacramento Superior Court: I recently saw a Notice of Proposed Fee Changes, effective October 1. The Court is seeking comments on proposed fee changes that would be come effective October 1. The court will begin charging public entities the statutory fee rate for regular and certified copies in criminal, traffic, and juvenile delinquency cases. This includes state and local government entities within California, the State Bar, the federal government, and local and state entities outside of California. The court will also charge local and state entities outside of California for regular and certified copies in non-criminal cases. The fees, being implemented pursuant to Government Code Sections 70-0627 and 70633 are:

Preparing a copy of any record, proceeding or paper on file (per page): \$0.50 per page

Certifying a copy of paper, record, or proceeding on file: \$25

Our court here in Sacramento has posted Proposed Amendments to Local Rules, effective January 1, 2014. We do not have the space on our bulletin to reproduce all of the proposed amendments, so I encourage you to check out the court's website for details.

Interestingly, I found through "Courthouse News Service," a posting that "California trial courts have seen a steady decline in civil and lesser criminal filings over the last 10 years, coinciding with the decrease in funds for court operations and police departments, according to statistics presented to the state's Judicial Council." You can find the article by going to www.courthousenews.com/2013/07/25/59704.htm.

Through the One Legal blog, you can see a posting that "California's smallest courts have taken brunt of budget cuts. California Lawyer reports that court budgets in California's 15 smallest counties have dropped an average of 34.2 percent in the past five years. That is compared with a 15.2 percent drop in the 15 largest counties. The following categories are listed: 73% limited access to court reporters; 83% cut clerk or courtroom hours; and 60% mandated furloughs. That's a lot to think about!

Finally, I encourage you to check out my state counterpart's Legal Procedures blog. Go to www.lsi.org/members-only [password]/legal procedures. I found the article above about California court filings dropping as funds are drying up, but also that San Diego County Superior Court is set to launch probate e-filing October 1, 2013; Orange County Superior Court has mandatory e-filing for all probate documents effective September 3, 2013; and the USDC Central District of California is utilizing a new Civil Case Cover Sheet.

That's it for now!

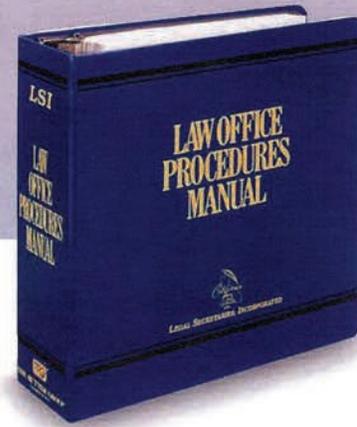


Check out LSI's New Legal Procedures Blog!
www.lsi.org

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1 Volume

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- Real Estate
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- Adoptions
- Probate
- Conservatorships and Guardianships
- Corporations and Limited Liability Companies
- Bankruptcy [to be added in 2013]
- Miscellaneous: Practice Tips; Service and Proof of Service; Fax Filings; Verifications; Substitution/Association of Counsel;

- Notarial Acknowledgments; Recording Laws; Forms of Address; U.S. Postal Service Addressing Standards and State Code Abbreviations; Transcription and Proofreading; Alphabetic Filing Rules; Calendars; Legal Abbreviations and Jargon; Office Procedures; Reference Materials
- Glossary

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Submitted by Connie Kelley

PROJECT BIRTHDAY!! SLSA'S OCTOBER CHARITABLE PROJECT



Project Birthday is a 100% volunteer organization providing birthday parties to children currently living in shelters and transitional housing throughout the Sacramento area.

The goal of Project Birthday is to brighten and celebrate the lives of children by providing fun, meaningful, and memorable birthday parties during what can be an awkward and challenging experience in their lives.

Each month, children living in these shelters will celebrate birthdays – through financial support, volunteer help, and through the Project Birthday program, these children will receive a birthday party thrown in their honor.

WHEN: Tuesday, October 22, 2013, from 6:30 - 7:30 pm

WHERE: Next Move (formerly Sacramento Area Emergency Housing Center)



SLSA's sponsorship guarantees the cupcakes, beverages, decorations, goodie bags, entertainment, and presents.

WHAT WE NEED



- your help in purchasing presents for the kids
- donations of items to give as party favors to all the children at the center
- ideas for entertainment (approx. 30 minutes total). It can be a quick craft project, magic show, game(s), etc.
- volunteers to help set up for the party, help celebrate and run the party, and then help clean up

It is recommended that each child receive 5 presents: 2 presents from their "Wants" list, 2 presents from their "Needs" list, and 1 "Surprise" present. Approximately 2 weeks prior to the party, we will be advised how many children will be having their birthday in October, and we will be given their birthday lists. We will then distribute the lists to our members to review and help purchase presents.

If you are interested in joining us for the party, donating presents (or party supplies), or have any questions, please contact Connie Kelley at kellyco@gtlaw.com or (916) 868-0761. If you wish to volunteer at the party, you must **RSVP** to Connie Kelley. No drop-ins, please.

Your Charitable Projects Committee THANKS YOU.

Rebecca Lema

Crystal Rivera

Connie Kelley



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Calendar/Dates to Remember



October

Oct. 2 – Lunch Lesson at Downey Brand: “Collections 101: From Complaint to Writ of Execution,” 11:45 AM, 621 Capitol Mall, 18th Floor.

Oct. 12 – Reno Bus Trip (SOLD OUT).

Oct. 14 – State and federal courts closed in observance of Columbus Day; no mail service

Oct. 14 - SLSA Executive Board Meeting, 5:30 pm, Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento, CA. All members welcome.

Oct. 14 - Deadline to RSVP for October 17 Membership Meeting.

Oct. 16 – Deadline to mail registration for November LSI Quarterly Conference.

Oct. 17 - SLSA Membership Meeting. 5:30 pm. Courtyard Marriott, 4422 Y Street, Sacramento, CA.

Oct. 19 – CCLS Examination.

Oct. 21 - Deadline to submit bulletin articles to the Editor for the November issue of The Legal Eagle.

Oct. 22 – Project Birthday at Next Move (formerly Sacramento Area Emergency Housing Center), 6:30 pm.

Oct. 25-27 – Fairytale Town, 5:00 - 9:00 pm.

November

Nov. 11 – Veteran’s Day. All state and federal courts closed. No mail service.

Nov. 11 – SLSA Executive Board Meeting, 5:30 pm, Greenberg Traurig, 1201 K Street, Suite 1100, Sacramento, CA. All members welcome.

Nov. 13 Lunch Lesson - “Citations Refresher. CA Style Manual and Blue Book.” 11:45 AM, 621 Capitol Mall, 18th Floor.

Nov. 15-17 – LSI 2nd Quarterly Conference in Long Beach, CA.

Nov. 21 - SLSA Membership Meeting. 5:30 pm. Courtyard Marriott, 4422 Y Street, Sacramento, CA.

Nov. 25 - Deadline to submit bulletin articles to the Editor for the December issue of The Legal Eagle.

Nov. 28 – Thanksgiving Day. All state and federal courts closed. No mail service.

Nov. 29 – State courts closed; federal courts open; mail service operational.

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Parliamentarian's Corner: The "Rule" on Rules



Submitted by Astrid Watterson, CCLS

1. THE RIGHTS OF THE ORGANIZATION SUPERSEDE THE RIGHTS OF INDIVIDUAL MEMBERS. The organization has the right to make its own rules, which then must be observed by all members. Should a conflict arise between the rights of a member and the right of the organization to do its business,

the rights of the organization prevail.

2. ALL MEMBERS ARE EQUAL AND THEIR RIGHTS ARE EQUAL. Those rights are: to attend meetings; to make motions and speak in debate; to nominate; to vote; and, to hold office.

3. A QUORUM MUST BE PRESENT TO DO BUSINESS. A quorum is the number of members who must be present to legally transact business. The number is usually stated in the bylaws. In a committee or a small board, the quorum is the majority of its members. The purpose of a quorum is to prevent an unrepresentative group from taking action in the name of the organization.

4. THE MAJORITY RULES. This rule is basic to the democratic process. The minority has the right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision.

5. SILENCE IS CONSENT. Those members who do not vote agree to go along with the decision of the majority by their silence.

6. TWO-THIRDS VOTE RULE. A two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided.

7. ONE QUESTION AT A TIME AND ONE SPEAKER AT A TIME. No motion is in order which does not directly relate to the question under consideration. In addition, once a member has been recognized, he has been granted "the floor" and another member may not interrupt him.

8. DEBATABLE MOTIONS MUST RECEIVE FULL DEBATE. The presiding officer may not put a debatable motion to vote as long as members wish to debate it. Debate can only be suspended by a two-thirds vote of the members present.

9. ONCE A QUESTION IS DECIDED, IT IS NOT IN ORDER TO BRING UP THE SAME MOTION OR ONE ESSENTIALLY LIKE IT AT THE SAME MEETING. Such motions should be ruled out of order. (Note: There is a special class of motions which do bring a motion back to the group, called restorative motions.)

10. PERSONAL REMARKS IN DEBATE ARE ALWAYS OUT OF ORDER. The presiding officer must rule all personal remarks out of order. Debate must be directed to motions and not motives; principles and not personalities.

LSI CODE OF ETHICS

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

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





Submitted by Dawn Forgeur, CCLS

November Quarterly Conference is almost here and it's being hosted by Long Beach LPA. The theme is "The Survivors – A Mayan Adventure." In addition to the usual business that will

be handled, below is a listing of the various educational seminars that will be held:

Friday – November 15

Workers' Compensation 101

Criminal Law & Procedure

Data Security – Client Files in the Cloud

Saturday – November 16

CCLS Workshop: Reasoning & Ethics

Termination of Parental Rights

Intellectual Property Through Tax Filters

Employment Law Updates

Trust Funding – Trust Wrap-up

There are flyers to register for conference, the hotel, and each of these seminars throughout this issue. If you can't attend, contact the organizers to purchase any handouts that will be distributed at each seminar!

Chapter Achievement Points

If you are a CCLS that has renewed your certification recently, please let me know so I may count this towards SLSA's Chapter Achievement Points.

Don't forget to let me know if you know any vendors that would be interested in advertising on a statewide level in the LSI magazine. LSI has approximately 2,000 members – it would be great exposure for the vendor!

If you would like to email me your activity that you feel may count for Chapter Achievement Points, you can email me at governor@slsa.org.





The Survivors - A Mayan Adventure



LSI November Quarterly Conference 2013

November 15-17, 2013



Conference Registration Form

Name (as it will appear on badge): _____

Mailing address: _____

City/State/Zip: _____

Home telephone: _____ Work telephone: _____

E-Mail address: _____

SCRIP (includes registration, reception, banquet and brunch)

Please check if applicable and include title:

State Officer _____

State Chairman _____

Please check if you are:

Governor CCLS PLS

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

POSTMARKED ON OR BEFORE 10/16/13 _____ @ \$ 110.00 \$ _____

POSTMARKED ON OR AFTER 10/17/13 _____ @ \$ 120.00 \$ _____

INDIVIDUAL TICKETS

Registration by 10/16/13 _____ @ \$ 15 \$ _____

Registration after 10/16/13 _____ @ \$ 25 \$ _____

Welcome Reception (Friday) _____ @ \$ 20 \$ _____

Presidents' Lunch (Saturday) _____ @ \$ 30 \$ _____

Governors' Lunch (Saturday) _____ @ \$ 30 \$ _____

Membership Lunch (Saturday) _____ @ \$ 30 \$ _____

Banquet (Saturday) _____ @ \$ 43 \$ _____

Brunch (Sunday) _____ @ \$ 38 \$ _____

TOTAL AMOUNT: \$ _____

Dinner Choice: *Pollo a la Plancha* *Fillet of Salmon* *Vegetarian (Pasta Primavera)*

Chicken: Pan-Seared Chili Rubbed Chicken Breast, Sofrito & Black Bean Chorizo Risotto

Salmon: Ginger, Mango & Granola Crusted Atlantic Salmon, Shallot, Tarragon, Citrus Coulis, Garlic Spinach, Yukon Mashed Potatoes

Special Dietary Requests: _____

Make checks payable to "LBLPA 2013 CONFERENCE FUND"

Registration Chair: Alice M. Widmark, CCLS, 1016 W. Santa Cruz, San Pedro, CA 90731

310-547-0965 or e-mail: amwccls@sbcglobal.net

NO REFUNDS AFTER NOVEMBER 1, 2013



THE SURVIVORS - A MAYAN ADVENTURE



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CHAPTER ACHIEVEMENT REPORTING FORM 2013-2014

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

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

Date of Event

Event

- _____ I submitted an article to *The Legal Secretary* magazine. (50 points)
- _____ I attended an LSI Quarterly or Annual Conference. (50 points)
- _____ I attended an Officer/Chairman Workshop at the Annual Conference.
How many? _____ (25 points)
- _____ I rented a car through Hertz with the LSI discount. (200 points)
- _____ I took the CCLS exam – Test Date: _____. (100 points)
- _____ I passed the CCLS exam – Test Date: _____. (200 points)
- _____ I recertified as a CCLS during the 2013-2014 fiscal year. (50 points)
- _____ I attended another association's monthly meeting, installation, or other function. (50 points)
- _____ I attended an educational workshop or seminar sponsored by SLSA or another local
association. (25 points)
- _____ I attended an educational workshop or seminar sponsored by a Forum, CEB, or
The Rutter Group. (25 points)
- _____ I am a member of at least one Legal Specialization Section. (50 points)
- _____ I am a member of all six Legal Specialization Sections as of March 31, 2014. (100 points)
- _____ I attended a Legal Specialization Section Seminar at Quarterly or Annual
Conference. How many? _____. (50 points per seminar)
- _____ I submitted an article for use in a Legal Specialization Section newsletter. (50 points)
- _____ I purchased the *Legal Professional's Handbook* (LPH). (200 points)
- _____ I purchased the *Law Office Procedures Manual* (LOPM). (200 points)
- _____ I purchased updates to the LPH. (100 points)
- _____ I purchased updates to the LOPM. (100 points)

Name: _____ Email: _____

Sacramento LSA
Attn: Dawn R. Forgeur, CCLS, Governor
Stoel Rives LLP
500 Capitol Mall, Ste. 1600
Sacramento, CA 95814

Law Office Products and Management: 3-to-1 Ratios, 4-to-1 Ratios & More - Be Like a Duck!

Submitted by Lynne Koroush



Many legal secretaries are now being required to work for more than one attorney - typically three or four - and quite often may be the assigned secretary for an entire department, especially in areas such as corporate, probate, real estate, and transactional. The days of one-on-one roles are becoming much more elusive and tend to be for high net-worth attorneys or top-level shareholders. This trend of placing three or four attorneys with one secretary has become the new norm for law firms all across the country, requiring us to adapt and learn how to manage multiple bosses, multiple case loads, even more deadlines, multiple personalities, conflicting priorities . . . basically multiple everything! Of course, we do all of this with a smile, and behave like ducks. You know what I mean, right? Above the surface look calm, cool, and collected, but under the surface, PADDLE LIKE HECK!!

So how do we do this? Here are a few tips that may help you.

Communication is Key

All of your attorneys and colleagues know that you work for multiple people. Be clear that you can't do everything for everyone all of the time and that you need to prioritize your work in the best way you see fit. If you work for

one attorney that is more senior than the rest, their needs will probably come first. Associates usually understand this, but when they're being pressured to get work product out, it may not always be obvious that they get it. If you make this clear from the outset, most people will understand (especially if they report to that senior attorney).

You will also need to communicate on a regular basis with each boss. The communication should be two-way. They should be telling you what they require of you, reviewing their calendars and docketing reports for upcoming deadlines and any big projects that might take up a lot of your time. You should also tell them the same things - what you have coming up, any work that is taking up a lot of your time, and what they can do to help you!

Actually Planning is Key

Planning is just as important as communication. You know that if you support more than one boss, you have to be super organized. You must be able to plan meticulously and you can't really leave much to chance. Using your task lists, deadline reminders, and all of your calendaring and docketing help is as crucial as your knowledge of legal procedure. You also have to familiarize yourself with what takes precedent and priority in the grand scheme of things. A reply to a motion that is due tomorrow, with a table of contents and table of authorities to generate, is going to take precedent over preparing a shell for interrogatory responses that aren't due for three weeks. You may also have to organize your bosses so that they can plan in advance what they need you to do for them. This can be tricky but worthwhile if you have multiple bosses and one of them is totally unorganized and asks you to do things without warning and on a short deadline.

Offer Solutions

If your multiple bosses are all trying to get your attention at the same time, then you must offer a solution to the problem.

You are in the best position to tell them what your workload consists of and how much time you can dedicate to each one. Offer a solution that works for you and allows you to meet the needs of each attorney. This may mean having to consult with your office manager or workload coordinator to get some backup assistance, particularly if you have a consistently heavy workload. This can be hard, especially if you lack experience, have a hard time saying No, or if you're the type of person who wears an "S" on her chest. Remember - you can't do everything for everyone all the time! Also, ask your bosses if they can be flexible with their deadlines. If you have one that repeatedly is unwilling to budge, then at least you know which bosses will work with you and be flexible and which ones you will have to work around.

It Can Be Quite Rewarding

Believe it or not, working for multiple attorneys can be quite rewarding. This is something you have to remind yourself so that you don't go "multiple-boss-mad!" Every day can be very different, you can get involved in lots of different projects, you're never bored, you avoid having to work for that one attorney all the time that may be a challenge, you get to work for multiple personalities and learn to understand different working styles, and you get to know more people in the firm as you work with other departments and areas of law. You are also respected for the ability to work for more than one boss.

Keep Paddling

The most important thing to remember, even when it seems like you're drowning, is to keep paddling! Workflow in a law office is often cyclical and usually doesn't remain super-intense or over-demanding all the time. Communicate, plan, prioritize, offer solutions, and reach out for help. All of these tools can assist you with managing multiple bosses, and keep you looking cool, calm, and collected!

FAIRY TALE TOWN!

This year's Fairytale Town's Safe & Super Halloween: A Hobbit Adventure is quickly approaching. SLSA will transform King Arthur's Castle into the Elf Kingdom of Rivendale. The event will run from 5-9 p.m. on October 25th through 27th. Please visit www.fairytaletown.org for tickets. If you are interested in volunteering for this event, please contact Deseree Gamayo at (916) 231-0321. We still need candy donations. Contact Alex Cain at (916) 443-4400 to arrange a free pick-up or you can bring your donation to the October general meeting.

Fairytale Town's 27th Annual Safe & Supper Halloween

A Hobbit Adventure

October 25 – 27 from 5 – 9 p.m.

Advance tickets are \$7 for members and \$10 for nonmembers. Ticket prices increase beginning Oct. 25th to \$9 for members and \$12 for nonmembers. Children 1 and under are free.

Please visit www.fairytaletown.org for tickets

Volunteers Needed – for each night to help pass out candy and assist the kids in craft projects. Dress up as your favorite character from the Hobbit and come join the fun.

DONATIONS NEEDED!!!

CANDY, CANDY AND MORE CANDY!!!

*****Donations can be picked up from Nationwide Legal for free

Please contact Alex Cain to schedule a pickup*****

Please contact:

Deseree Gamayo – 916-231-0321 dgamayo@stonegraves.com

Alex Cain- 916-443-4400 of acain@nationwidesap.com





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presents

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OCTOBER 12, 2013

Bird Street Café - Enter at International Room - 1435 Myers Street, Oroville CA

8:30 a.m. to 8:55 a.m. Registration (Coffee & Treats)	11:45 a.m. to 1:00 p.m. Lunch -&- Vendors
9:00 a.m.-10:15 a.m. - “PROS & CONS OF SUPREME COURT’S DECISION TO UPHOLD PRISONER RELEASE” - TBA	1:00 p.m.-2:15 p.m. “IDENTITY THEFT IN THE MEDICAL FIELD” - Joseph Van Hout, Deputy DA & Michael Ramsey, DA
10:15 a.m. to 10:30 a.m. Coffee/Snack Break -&- Vendors	2:15 p.m. to 2:30 p.m. Coffee/Snack Break -&- Vendors
10:30 a.m. to 11:45 a.m. - “THE BENEFITS OF LIVING TRUSTS AND WHY THEY TRUMP WILLS” - Raoul LeClerc, Esq.	2:30 p.m.-3:45 p.m. “MARIJUANA LAWS & HOW THEY EFFECT REAL ESTATE OWNERS” - Michael Rooney, Esq.

Southern Butte County Legal Professionals Association, a local Association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of hour (5) hours of which (0) hours will apply to legal ethics of bias credit.

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Ph: () _____	<input type="checkbox"/> CCLS Association: _____ LSA/LPA

COST: \$75.00 - Includes Coffees, Snacks, Lunch, & Handouts to All Classes postmarked by **Oct. 4th** / After Oct. 4th - **\$100**

\$20 each Class; \$20 for Lunch only; \$10 for each Handout - only

* **MAIL CHECKS PAYMENTS TO: SBCLPA, 2368 Lincoln St, Ste A, Oroville CA 95966** *

For further information: Judith = 530-534-8973 ; PWPLGL2@att.net

** Add an additional \$5 for all Walk-Ins **

Treasurer’s Info: Entire Day - \$75 4 Classes only - \$80 1-3 Class - \$20 ea Walk in - \$5 Lunch Only Handouts



SAVE THE DATE!!!

Humboldt County Legal Professionals Association

is celebrating **40+** years serving our legal community and support staff!

Wednesday, Oct. 16, 2013

6 p.m. to 8:30 p.m.

Eagle House Victorian Inn

139 2d Street, Eureka

Come join us and enjoy:

Live music presented by: "Closer to the Curb" (William F. Mitchell, Esq.; Nicholas R. Kloeppe, Esq.; Arcata P.D. Chief Tom Chapman; and Arcata P.D. Sgt. Bob Martinez);

Introduction to ceremony by Donald Bicknell, Esquire;

Boss-of-the-Year/Secretary-of-the-Year awards;

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Molly's Mom Bakes (Maureen Bolton);

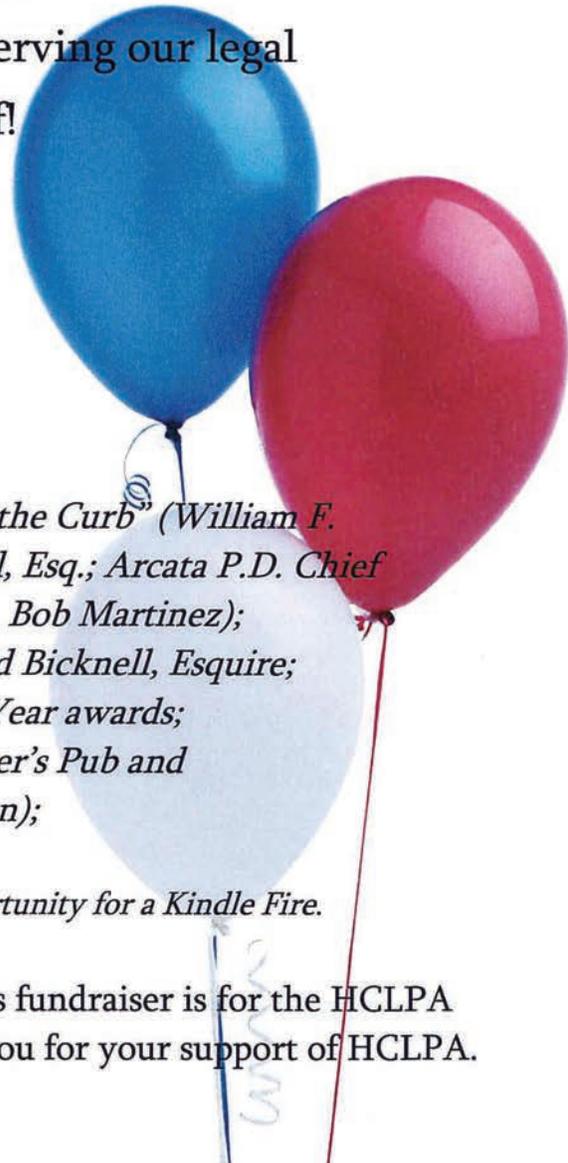
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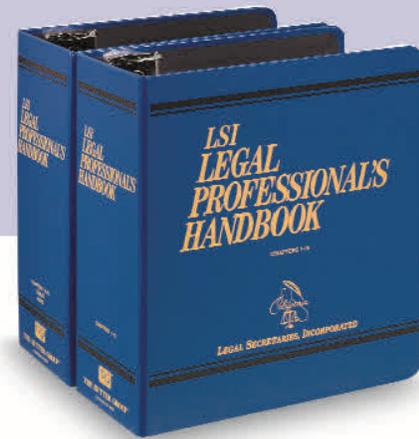


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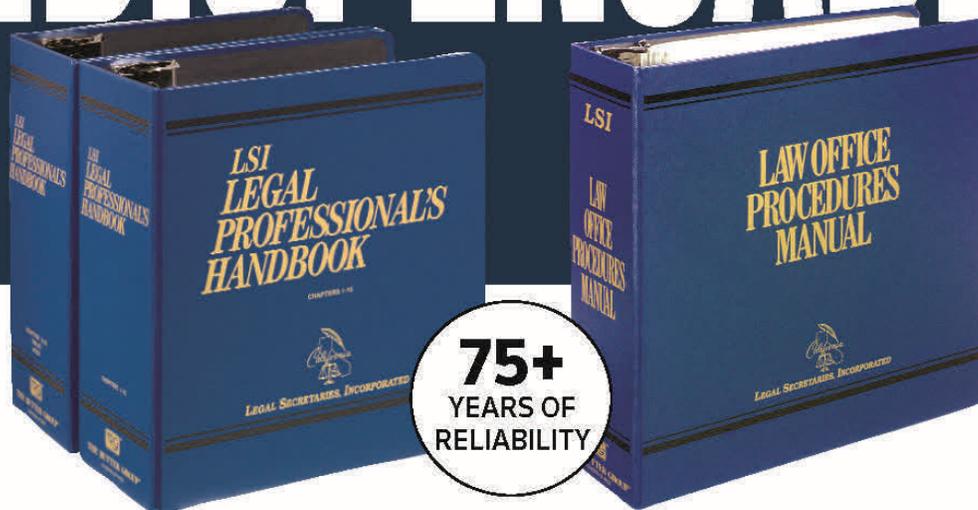
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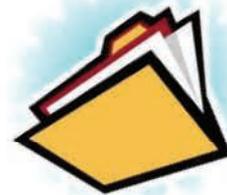
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234	San Diego	LSA	23		144	167
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