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### President

Astrid Watterson, CCLS  
Somach Simmons & Dunn  
500 Capitol Mall, Suite 1000  
Sacramento, CA 95814  
(916) 446-7979  
awatterson@somachlaw.com

### Bulletin Editor

Liz Gideon  
Weintraub Genshlea Chediak  
400 Capitol Mall, 11th Floor  
Sacramento, California 95814  
(916) 558-6086  
lgideon@weintraub.com

## Sacramento Legal Secretaries Association



## Theme of the Month:

# Law Office Administration

### Events

- **Dinner Meeting – September 16.** Topic: “The Role of the Legal Administrator.” This event will be held at the Courtyard Marriott, 4422 Y Street. You can register online through our website or contact Jennifer Shelton at [jshelton@murphyaustin.com](mailto:jshelton@murphyaustin.com). **See page 16.**
- **Lunch Lesson – September 22.** Topic: “Computer Operations.” This event will be held at the law offices of Downey Brand, 621 Capitol Mall, 18th Floor. Please contact Sophia Albov, CCLS at [salbov@cookbrown.com](mailto:salbov@cookbrown.com) if you would like to register. **See page 19.**
- **Clothing Drive – September 23.** We are working with the Sacramento Valley Paralegal Association to collect gently used women’s clothing, shoes, and accessories. This event will be held at House Kitchen & Bar, 555 Capital Mall from 6-8pm. Should you have any questions or wish to donate, please e-mail Crystal Rivera at [criviera@somachlaw.com](mailto:criviera@somachlaw.com). **See page 7.**
- **Evening Seminar – September 28.** Topic: “Accounting and Legal Docketing” This event will be held at the law offices of Downey Brand, 621 Capitol Mall, 15th Floor. Please contact Sophia Albov, CCLS at [salbov@cookbrown.com](mailto:salbov@cookbrown.com) if you would like to register. Light snacks and beverages will be provided. **See page 26.**

## Mission Statement

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

NON-MEMBERS ARE WELCOME!



# President's Report

by Astrid Watterson, CCLS



Sacramento LSA's executive board is complete once again! I'm happy to report that at the August general meeting, the members of this organization present at the dinner meeting, accepted the appointment of Maimie Chyinski of Fagen Friedman & Fulfroost, as our new Treasurer for the remainder of the 2010-2011 fiscal year. We are quite excited and thankful to have a full team again. For those of you who were not able to join us at the August dinner meeting, you missed another great event and an opportunity to meet some of our legal professional of the year nominees. It truly is an

submitted by his legal secretary, Kristi Baughman. What an inspiring dinner meeting!

As you can see from the recap articles in this month's bulletin, we had a successful August. The lunch lesson's topic was on substance abuse and emotional distress in the legal profession. The speaker Ms. Conner, did a fantastic job in reaching out to everyone and informing us about the various things we sometimes encounter in the legal field and what the Lawyer Assistance Program through the California State Bar can do to help. We finished the month with a

other than the IS Manager of Downey Brand, Ms. Betty Barth. We have also partnered with the Sacramento Valley Paralegal Association to pull our resources for a clothing drive benefitting the Women's Empowerment organization, a local charity that educates and empowers women who are homeless with the skills and confidence necessary to get a job, create a healthy lifestyle, and regain a home for themselves and their children. Finally, to finish off September, we will offer an evening seminar on legal accounting and docketing. It's perfect for anyone who wants a refresher on

*"I honestly didn't know that we had a 'secret'."*

*~Astrid Watterson, CCLS*

*Coming together  
is a beginning.  
Keeping together  
is progress.  
Working  
together is  
success."  
~Henry Ford*

honor to be nominated and considered for the position. This year, congratulations should be given to: Lili Vogelsang of Greenberg Traurig; Patricia Pineda and Kristi Baughman both from Downey Brand; Desiree Delonia, CCLS of Abbott & Kindermann; and, Yolanda De La Cruz and Crystal Rivera both from Somach Simmons & Dunn for having the honor of their bosses or fellow colleagues nominating them. The tiara this year for the Legal Professional of the Year went to Crystal Rivera, a legal secretary at Somach Simmons & Dunn, as well as secretary for Sacramento LSA. The bosses being honored were attorneys Michael Vergara, Daniel Kelly, Kanwarjit Dua, Brian Poulsen, and Arthur Woodward. The crown this year for Boss of the Year went to attorney Arthur Woodward of Downey Brand,

citations seminar workshop that attracted a few of our sister associations' members.

This month, as we all gear up to send our children back to school or even college (yikes!), our association remains committed to meeting our members' educational needs. This month's topic is law office administration. Last month we were honored to have Todd Vlaanderen, the President of the Sacramento County Bar Association join us as our guest speaker for our dinner meeting and this month we are honored to have Lynn Cole, the President of the Sacramento Valley Association of Legal Administrators join us as our guest speaker. Ms. Cole will be addressing the role of the legal administrator. The lunch lesson for the month will be on computer operations in the legal field. Our speaker is none

basic accounting principles as well as calendaring/docketing procedures. Although not just for those studying for the California Certified Legal Secretary exam, this evening seminar is an ideal supplement to their studies.

Once September is over, it is my experience that the year tends to fast forward tremendously. October will bring us new educational events, but will also bring with it our yearly Fairytale Town event. Our team will need to collect candy donations as well as various arts and crafts supplies. Unfortunately, we don't know the theme yet, but as soon as we do, we will let you know. I hope to see many of you bring your family to the event and show SLSA support. In December we will once again have our mock trial. The mock trial is always a fun learning event and John Baldwin has written



# President's Report (cont.)

by Astrid Watterson, CCLS

another funny and intriguing mock trial for us to enjoy.

At conference last month, I attended the President's roundtable where we had various discussions regarding our respective associations. As the second largest association in Legal Secretaries, Inc. (LSI), sometimes, I get asked what our secret is. I honestly didn't know that we had a "secret." However, if I had to put it in the category of a "secret," then I would have to say that our association thrives because we have something others may not

always have. We have a great team of members and volunteers who care about their legal profession to participate in an association that helps make them *better*. We are special because of the team we have working together. We have a Liz, a Jennifer (several, actually), a Sherri Lee, a Kristi, a Sophia, a Sheila, a Launa, a Diane, an Andrea, a Ron, a Nancy, an Aaliyah, a Gloriela, a Rebecca, a Rosa, a Jaymie, a Laura, a Lynne, a Desiree, a Yolanda, a Gwen, a Paula, a Sandy, a Patti, a Daria, a Molly, a Maimie, a Lindsey, an Anne,

a Tammy, a Crystal, and a Dawn F.

All of these projects/goals could not be accomplished without the wonderful working crew (chairs) and those who participate by attending the events. I encourage you to participate. This association is what we make it and we are an amazingly strong, fun, and intelligent group of legal professionals. That is the key to our success!

Thank you for trusting in me to lead this association as your President.

*"This association is what we make it and we are an amazingly strong, fun, and intelligent group of legal professionals."*  
~Astrid Watterson, CCLS



Left to Right: Yolanda De La Cruz, Kristi Baughman, Desiree Delonia, CCLS, Maimie Chyinski, Lindsey Perry, Astrid Watterson, CCLS



Left to Right: Yolanda De La Cruz, Patricia Pineda, Lili Vogel-sang, Kristi Baughman, Crystal Rivera, Desiree Delonia, CCLS, Lindsey Perry, Dawn Forgeur, CCLS, Astrid Watterson, CCLS, Maimie Chyinski

# Welcome SLSA's New Treasurer

**Maimie Chyinski**  
c/o Fagen Friedman & Fulfrost  
520 Capital Mall, Suite 400  
Sacramento, CA 95814  
Direct: (916) 604-3077  
Main Phone: (323) 330-6300  
mchyinski@fagenfriedman.com  
www.fagenfriedman.com



W

## Membership Chair Report

by Anne French

*Hello everyone. We are doing great with our new membership so far this year. At the August dinner meeting, we inducted 11 new members. We have a total of 41 new members so far.*

Below are our new members who have recently joined SLSA.

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**CHAD BOWMAN** – Chad is an office manager with the Law Office of Bowman & Associates. He has been a legal professional since January 2010. Chad celebrates his birthday on October 25. He specializes in family law, law office management, and law enforcement. Chad enjoys search and rescue and law enforcement.

I

**IVAN CASTRO** – Ivan is a legal assistant/paralegal with the Namba Law Offices. He has been a legal professional since October of 2009. He celebrates his birthday on August 25. Ivan specializes in personal injury. He enjoys running, hiking, reading, and anything outdoors.

**SHELLY DAVIS** – Shelly is a receptionist with Randolph Cregger & Chalfant. She has been a legal professional since December of 2009. Shelly celebrates her birthday on June 27. She loves music, dancing, and reading fictional stories.

C

**ANNEMARIE LARGO** – AnneMarie has been a legal professional since April of 2010. She specializes in family law.

**MICHAELLE MIZE** – Michaëlle is a legal assistant with Porter Scott. She has been a legal professional since March of 2003. Michaëlle celebrates her birthday on August 30. She specializes in litigation. Michaëlle enjoys kitchen/bath design, outdoor activities, and any cause to benefit children.

O

**CHRISTINA (TINA) M. NICKLE** – Tina is an office manager for Disability Rights California. She has been a legal professional since 1996. Tina celebrates her birthday on July 30. Tina specializes in law office management, litigation, probate/estate planning, real estate, and disability rights. She enjoys scrapbooking, ancestry, writing, and grandparenting.

**ADRIANA QUEVEDO** – Adriana is a file clerk with Prout LeVangie. She has been a legal professional since October of 2007. Adriana celebrates her birthday on July 15. She is friendly, loves to be around others, and learns quickly. She loves spending time with her husband, family, bowling, and the movies.

m

**LAYLA SHARIEF** – Layla is a legal secretary for Disability Rights California. She has been a legal professional since May 2009. She celebrates her birthday on September 5. Layla specializes in disability rights and education.

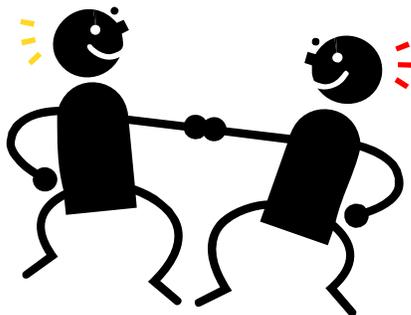
**LAO SOK** – Lao is an executive business analyst with the California State Employees Association. She has been a legal professional since November of 2009. She celebrates her birthday on September 9. Lao is learning business corporate law.

e

**JENNIFER SULLIVAN** – Jennifer is a secretary with Matheny Sears Linkert & Jaime, LLP. She has been a legal professional since May of 2009. Jennifer celebrates her birthday on September 27. She specializes in litigation. Jennifer enjoys being an artist.

**KATELYN ZUPPAN** – Katelyn is a file clerk with Prout LeVangie. She has been a legal professional for over 4 years. Katelyn celebrates her birthday on July 3. She enjoys hiking, camping, vacations, and adventures.

If you're not a member and would like information regarding membership, you may contact me at (916) 520-5268 or e-mail me at [afrench@downeybrand.com](mailto:afrench@downeybrand.com).



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

## Of Note

☞ The rules usually change twice a year, in January and July. Did you know that you can find a listing of the local rules on the California State Court's Website? For a complete listing and links to local rules, please visit [www.courtinfo.ca.gov/rules/localrules.htm](http://www.courtinfo.ca.gov/rules/localrules.htm). However, we can tell you that the following courts have updated their local rules as of July 1, 2010. To ensure a smooth filing, it is good practice to review the local rules prior to filing your documents.

### LOCAL COURTS' UPDATED LOCAL RULES AS OF JULY 1, 2010

Alameda County	Lassen County	San Luis Obispo County
Amador County	Madera County	San Mateo County
Butte County	Marin County	Santa Clara County
Calaveras County	Monterey County	Siskiyou County
El Dorado County	Nevada County	Sonoma County
Fresno County	Placer County	Stanislaus County
Humboldt County	Riverside County	Trinity County
Inyo County	San Bernardino County	Ventura County
Kern County	San Francisco County	Yolo County
Kings County	San Joaquin County	

☞ **Specific requirement of Judge Lawrence K. Karlton**, Senior Judge, United States District Court, Eastern District of California:

“At the time of filing a motion, opposition [response], or reply, counsel are directed to email a copy in word processing format [Word or WordPerfect] to [llk-pleadings@caed.uscourts.gov](mailto:llk-pleadings@caed.uscourts.gov).”

This requirement is in addition to the Eastern District Court's Local Rule 137(b) relating to filings



## How Do I?

by Kristi Baughman

**QUESTION:** How do you refer to a footnote in a citation? 15 Cal.4th 312, 380, fn. 4 [63 Cal.Rptr. 3d 1, 935 P.2d 708].)

**ANSWER:** To refer to a footnote, insert the page number (s), then add "footnote" (or "fn." if the cite is in parentheses) and the footnote number. Here is an example: *(People v Carpenter (1997)*

You can find this information on page 12 of the California Style Manual, 4th edition.

Do you have a question? Feel free to email your questions to me and together we can help one another along the way. It doesn't have to be

about a legal procedure, it could even be about your cat! If you don't have a question, but would like to share a tidbit of information that helped you, let me know.

[lgideon@weintraub.com](mailto:lgideon@weintraub.com)

### CHANGE OF ADDRESS:

Please remember if you have moved offices or home, be sure to send us your Change of Address form so that we can update our records. This will minimize any delay in your receiving our monthly bulletin, any correspondence, and the LSI quarterly magazine. The change of address form can be found in this bulletin or on our website. They should be mailed to our Vice President and Membership chair, Anne French to her work address at Downey Brand, 621 Capitol Mall, 18th Floor, Sacramento, CA 95814.





## Parliamentarian's Corner

by Astrid Watterson, CCLS

Our association is striving to improve in many areas, one of those improvements you may have noticed at a recent meeting, is the use of member voting cards. If you are new to the association or you have not been to a meeting recently, I will explain the use of the voting cards.

Sacramento LSA has six categories of membership, and each have their own duties and allowances: Active, Student, Retired, Lifetime, Honorary, and Associate.

### ACTIVE MEMBERS

Many of you are considered "active" members, meaning you are entitled to vote, can be a part of committees, and run for an elective office position.

### STUDENT MEMBERS

A "student" member is someone who has been in the legal field for less than one full year. They are entitled to all benefits of an active member, but are not allowed to vote or run for an elective office position, but can serve on committees.

### RETIRED MEMBERS

A "retired" member is a former active member who has maintained continuous mem-

bership for 15 years and is no longer employed full time. They are entitled to the same benefits and rights as an active member.

### LIFETIME MEMBERS

A "lifetime" member is a any member who has rendered meritorious service to SLSA or who has been a member in good standing for a period of 20 years. It would take a majority vote by the membership to bestow this honor on someone. They are entitled to the same benefits and rights as an active member.

### HONORARY MEMBERS

An "honorary" member is someone who has provided a special service to SLSA or to the legal community and has been given the title by SLSA members. They are not entitled to vote nor can they hold office.

### ASSOCIATE MEMBERS

An "associate" member is someone who wishes to pursue a career in the legal field, but who is not currently working in the legal field. They may serve on committees, but cannot vote or hold office.

If you are an active member, a retired member, or a

lifetime member, you are allowed to vote. This means that when you attend a general meeting, it is your duty to review the minutes and the treasurer's report for accuracy. If you find anything wrong or have questions, speak up. When it comes time to vote on a motion to approve the reports, or any other action of this association, you wait for the question (i.e., all in favor raise your card), and use your member voting card to vote either yes or no. Motions can pass either by a majority or a 2/3 vote, depending on our By-laws. This new method makes it easier on the chair (the president) to visually take note of those in favor of a motion or against one, as opposed to just listening for a soft spoken no or yes.

Next time you join us at a general membership meeting, and you know you have a right to vote, be sure to get your voting card from the registration chair, review the reports handed out, and let your decision count.

Participation is key. This association is what we, as members, make of it.

*"Without change there is no innovation, creativity, or incentive for improvement. Those who initiate change will have a better opportunity to manage the change that is inevitable."*

*~William Pollard*



## Benefit Highlight

by Patti Alexander

It's Back to School time! The school year is fastly approaching. Get your shopping done early and save on all your back to school needs! Did you know that as members of SLSA, you

are entitled to our parent corporation's benefits as well? With Working Advantage you can save up to 60% on tickets travel and shopping. To print the current order form, go to:

[https://www.workingadvantage.com/docs/orderform/order\\_form.pdf?broadcastID=13333&linkID=502122&ID=1149394](https://www.workingadvantage.com/docs/orderform/order_form.pdf?broadcastID=13333&linkID=502122&ID=1149394)

*Save the  
date...and your  
clothes !!*



# *Clothing Drive*

Join Sacramento Valley Paralegal Association and Sacramento Legal Secretaries Association as we host a clothing drive to benefit Women's Empowerment ([www.womens-empowerment.org](http://www.womens-empowerment.org)) a local charity that educates and empowers women who are homeless with the skills and confidence necessary to get a job, create a healthy lifestyle, and regain a home for themselves and their children. Come donate your gently used women's professional clothing, shoes and accessories while taking advantage of this opportunity to network with other legal professionals. Each person who donates will be entered in a drawing to win a department store gift card!

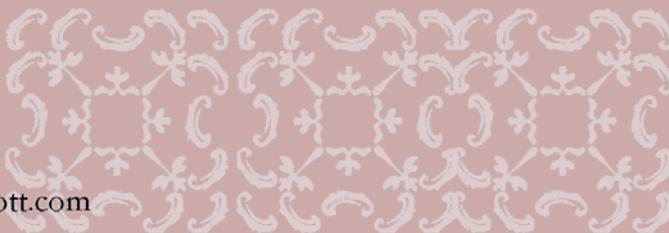
Location: House Kitchen & Bar  
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[www.houseoncapitol.com](http://www.houseoncapitol.com)  
Appetizers sponsored by Sarnoff Court  
Reporters and Kershaw Cutter & Ratinoff, LLP

Date: September 23, 2010

Time: 6:00 pm to 8:00 pm

RSVP: September 20, 2010

Jenna Trojanowski  
(916) 929-1481 x448  
[Jtrojanowski@porterscott.com](mailto:Jtrojanowski@porterscott.com)





### Capturing CAPs (Chapter Achievement Points)

- ◆ Did you know that members who participate in a CCLS study group can earn 25 points for SLSA?
- ◆ Did you know that each time we give you a CCLS mini mock at the dinner meetings, we earn 75 points?
- ◆ Did you know that members who take the CCLS can earn 100 points for SLSA?
- ◆ Did you know that members who pass the CCLS exam during the 2010-2011 fiscal year can earn 200 points for SLSA?
- ◆ Did you know that members who recertify their CCLS status during the 2010-2011 fiscal year can earn 50 points for SLSA?

If you have done any of the above mentioned items, please contact our Governor, Dawn Forgeur, CCLS, at [forgeurd@gtlaw.com](mailto:forgeurd@gtlaw.com) and let her know that you have earned our association more points. Help us capture those CAPs.

*There are three ingredients to the good life: learning, earning, and yearning." ~Christopher Morley*



## Vendor Spotlight

### August Lunch Lesson: University Reporters, Peggy Porters

by Kristi Baughman



Our Vendor of the Month for August was University Reporters. Peggy Porters spoke on behalf of University Reporters.

University Reporters is a full service court and deposition reporting firm. They offer excellent reporting services, as well as superior customer service. You can schedule reporters online and University Reporters can also provide conference rooms, as needed.

They have nine full-time staff reporters and work with

numerous reporters as overflow or on-call basis. They will produce transcripts in any form you need: paper, full-size, condensed, e-transcript, .pdf or ASCII. They can also send the exhibits as a .pdf for ease of reference. University Reporters offers real-time and video streamlining services which allows attorneys the opportunity to view a deposition from a remote location, saving the time and expense of travel. In addition to the court reporters, University Reporters works closely with a videographer so all of your video depo-

sitions needs are handled quickly and efficiently.

University Reporters has a long standing history of reliable, professional customer service while producing a high quality work product. Peggy and the other members of the University Reporters team are available to answer any questions, and to help you schedule your next deposition or hearing. You may reach University Reporters at 916-567-1550.

# Speaker Spotlight

## August Lunch Lesson: "Substance Abuse and Emotional Distress in the Legal Profession" - Carolyn Conner, LMFT

by Sophia Albov, CCLS



The Sacramento Legal Secretaries Association had the pleasure of spending a lunch hour with Carolyn Conner, LMFT (Licensed Marriage and Family Therapist) on Tuesday, August 16, 2010. She came to speak with our group about the serious realities of stress and the particular psychology associated with the legal professional. She also discussed the factors that make legal professionals vulnerable to substance abuse problems. Her practice focuses specifically on attorneys and law students, however, the message she had applies to non-attorney legal professionals as well. Many of the same personality types that make lawyers successful and prone to stress can be found in the non-attorney legal professional.

The first thing we discussed were the sobering statistics about the rate of substance abuse within the legal community. Attorneys have a fifty percent higher rate of substance abuse problems than the general population. They also have the some of the highest rates of depression among professionals and the highest suicide rate. Ms. Conner indicated that this is a chicken and egg debate. Are people with substance abuse and depressive tendencies drawn to the legal profession? Or does the nature of the work and the pressure in-

involved in the work bring out these tendencies in people?

Ms. Conner discussed the need to stay aware of the mental and emotional state of your colleagues. If you notice that a colleague is neglecting their clients, taking numerous unexplained sick days, or displaying inappropriate moods, perhaps it is time to have a serious discussion with them. She indicated that one must be careful not to fall into a position that you are enabling a colleague who potentially, has a very serious problem. Ms. Conner reminded us that when addiction is a possibility ignoring or excusing the problem will not make it go away. She talked about intervention being an uncomfortable and sometimes scary necessity when an individual is not dealing with or accepting the problem they may have.

The discussion then turned to both the "science of happiness" and the aspects of the legal field which do not necessarily promote self care. As we all know law is a high stress and very demanding field. It draws people into it, both attorney and non-attorney, who like a challenge and will rise to the occasion through almost any circumstance. These are admirable traits, but it leaves the legal professional prone to getting their life work balance off kilter. She reminded us that it

is important to take the time for self care and centering; while it seems a burden in the short run, it will help us to keep our sanity and happiness in the long run.

Carolyn Conner is a Case Manager for the State Bar of California's Lawyer Assistance Program (LAP). This is a program which assists attorneys in dealing with stress and specifically substance abuse problems. There are nine licensed therapist Case Managers in the state of California. Prior to her work as therapist she was a journalist.

*"It is important to take the time for self care and centering; while it seems a burden in the short run, it will help us to keep our sanity and happiness in the long run."*

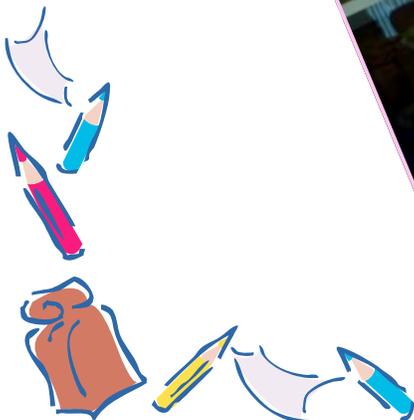
*~Carolyn Conner*



*From Left to Right: Sophia Albov, CCLS, Carolyn Conner, LMFT & Paula Lockard, CCLS*

# Grammar-tastic

The monthly grammar classes taught by Sherri Lee Caplette, CCLS of Fagen Friedman & Fulfrost have begun and are sold out through March 2011. The grammar classes are taught through the use of *The Gregg Reference Manual*. We thank everyone for their participation.



# Vendor Spotlight

## August General Meeting: Mirror Imaging, Johnny Bateman

by Kristi Baughman

Our Vendor of the Month for August was Mirror Imaging. Johnny Bateman spoke on behalf of Mirror Imaging.

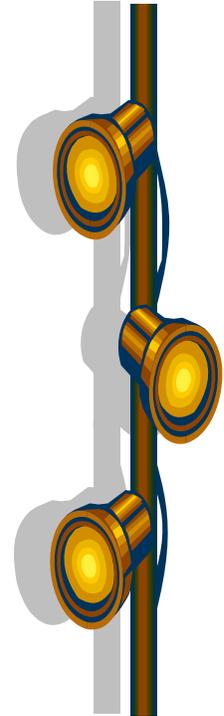
Mirror Imaging specializes in superior litigation management and duplication. They provide convenient and reliable service at a cost-effective rate. They offer a wide variety of solutions for litigation and corporate reprographics, utilizing the latest in technology.

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cated staff provide an individual focus to ensure that your project specifications are met.

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The Mirror Imaging team works around the clock to provide excellent legal support services. You may reach Johnny Bateman and other Mirror Imaging team members at 916-447-2000.



### Law Office Administration

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# Employment Report/Positions Available



by Jaymie Moralez and Crystal Rivera

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

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

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

Please contact Employment Chair Jaymie Moralez, at (916) 446-7979, or e-mail her at [jmoralez@somachlaw.com](mailto:jmoralez@somachlaw.com). A detailed message can be left, and your call will be returned within 24 hours. If you wish your listing to be placed on our web page, please indicate your authorization to do so.

## Positions Available:

- **(8/10/10) Adjunct Faculty Position** to teach a night class in Legal Software Technology at a paralegal school. Required criteria: working knowledge of the following software: Abacus, TimeSlips, Summation, Power Point; experienced attorney or paralegal with a minimum of three to five years experience. A teaching demonstration is required as part of the interview process. Please send cover letter and resume to: [employment@mticcollege.edu](mailto:employment@mticcollege.edu).
- **(8/9/10) Legal Secretary/Administrator** A four attorney, in-house, insurance defense office is seeking a full-time legal secretary/administrator. We are likely switching from a "task" based set-up (where all tasks are split between two secretaries) to a more standard "attorney" based set-up (one secretary works with two attorneys). The job would involve assistance at every step of file handling, from opening files, organizing files, generating discovery requests, setting depositions, IME's, court hearings, and closing files. Each attorney has a caseload of approximately 80 files. Each attorney receives 56 new files per month. Our work is primarily in Sacramento and Placer Counties, but familiarity with Shasta, Butte, Tehama, El Dorado, San Joaquin, Solano, and Yolo counties is a plus. In addition to the above, the position requires answering phones, preparing rooms for depositions, and general office administration duties. The position is full-time with typical hours of 8:00 to 4:30 with 30 minutes for lunch. We are presently in downtown Sacramento but may move to Rancho Cordova within the year. The salary range is approximately \$35,000 to \$44,000 depending on experience. We have benefits and parking. Interested candidates should send their resume to Michael McKone at [michael.mckone@allstate.com](mailto:michael.mckone@allstate.com).
- **(7/29/10) Legal Assistant** Pacific Coast Companies, Inc. in Rancho Cordova is currently accepting resumes for a Legal Assistant to support the Vice President-General Counsel. This position will assist with gathering, analyzing and organizing legal and other pertinent information; reviewing legal documents related to corporate transactions, document management and other duties as needed. We offer a competitive compensation and benefits package. Interested applicants can email a resume to [PCBPRcruiter@paccoast.com](mailto:PCBPRcruiter@paccoast.com). Please type "Legal Assistant" in the email subject line.
- **(6/23/10) Law Firm Marketing Coordinator** Midsize labor and employment law firm is seeking a hard-working, motivated individual to serve as its Marketing Coordinator for its attorneys in Northern and Southern California. The position is part-time and based in the firm's Sacramento office. The ideal candidate would be a self-motivated, dynamic person who can take charge of the firm's marketing operations and identify/facilitate opportunities for new business development. This position involves all facets of marketing, including creative design, seminar coordination, event planning, website interface, and strategic planning. Strong writing skills to assist in writing and editing marketing materials and strong organizational skills, along with a willingness and ability to work enthusiastically and independently are desired. Attention to detail and planning skills are a must. Strong computer skills with proficiency in MS Word, Excel, PowerPoint, and basic online research skills are required. Applicants should have at least three years background experience in marketing for law firms or related professional service organizations. Salary is commensurate with experience and hours are flexible depending upon firm and candidate needs. To apply, please email resume to [info@cookbrown.com](mailto:info@cookbrown.com)
- **(6/23/10) Litigation Secretary** Long term Litigation Secretary sought for an in house counsel position for an insurance company. The ideal individual has 3+ years of experience with civil litigation, insurance background preferred, and can effectively manage the litigation process including calendaring, deposition scheduling, court filings, communication with court personnel, and opposing counsel. This position is expected to last through November 2010. Please email resumes to [Janice.Klinge@DavidsonStaffing.com](mailto:Janice.Klinge@DavidsonStaffing.com).
- **(5/25/10) Litigation Secretary** Seeking an experienced litigation secretary for a solo attorney. Candidate should be organized, detail-oriented, self-motivated, and able to multi-task and work independently. Experience in word processing/transcription, scheduling, calendaring, and proficiency in Abacus and WordPerfect required. Please contact Tim Bonner at (916) 320-5665.

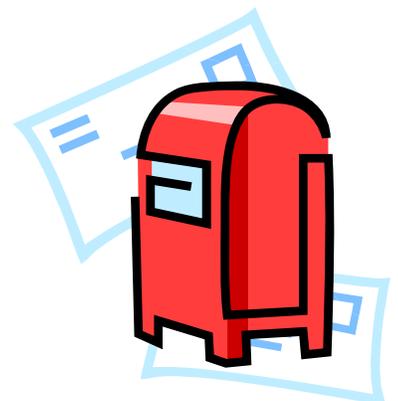
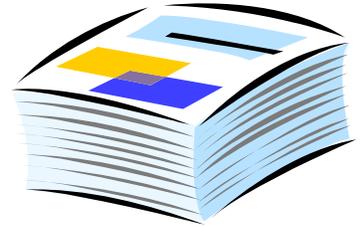
# CCLS Quiz

by Jennifer Estabrook, CCLS

## Law Office Procedures

### True or False:

1. The three sizes of stationary most commonly used are letter, standard and executive.
  - True
  - False
2. A letter is considered “long” if it is over 23 lines of text.
  - True
  - False
3. When including items in a letter, the word “enclosure” should be typed at the left margin, below the signature line.
  - True
  - False
4. When preparing a memo on plain paper, leave a top margin of about 3 inches.
  - True
  - False
5. Always try to fit an e-mail address on one line. If you must divide, break before the @ symbol or before a dot.
  - True
  - False
6. An e-mail consists of two parts: the “top-level domain” and the “zone.”
  - True
  - False
7. The U.S. Postal Service prefers the use of all upper case letters in all lines of the address on an envelope.
  - True
  - False
8. In a signature block, a person who wants to be addressed by an academic or military title should place the title after the name or on the next line, not before it.
  - True
  - False
9. “Mousetrapping” means blocking someone’s exit from a website.
  - True
  - False
10. When notes appear at the end of a page they are referred to as “endnotes.”
  - True
  - False



*Answers on page 29*



# Speaker Spotlight

## August General Meeting: "Ethics for Legal Professionals"-Todd Vlaanderen, Esq.

by Sophia Albov, CCLS



Desiree Delonia, CCLS

The August 19, 2010, dinner meeting featured an exploration of legal ethics with Mr. Todd Vlaanderen, President of the Sacramento County Bar Association. He started the discussion with full disclosure; he asserted that he is not an expert on legal ethics. However, this allowed him a fresh perspective on the

the tenets set forward in the Legal Secretaries, Inc.'s, Code of Ethics, one will most likely avoid finding themselves in an ethical quandary. The verbiage of the LSI Code of Ethics was read back to us during his lecture and it is reproduced below as a reminder of what we have committed ourselves to.

think about whether or not a particular action should or should not be done; chances are you should not do it. Along these lines Mr. Vlaanderen recommended that one use two tests in determining whether or not you should act on something. First, would you be embarrassed to tell your Grandma

***Would you be embarrassed to tell your Grandma you had done it?***

***~Todd Vlaanderen***

subject and interesting insights into how non-attorney legal professionals are affected by the rules of ethics.

There is quite a lot of direction for attorneys on the subject of what is and is not ethical; the non-attorney legal professional does not have as much specific direction. In general, one should realize, as a legal professional, the rules which apply to attorneys must be observed. The difference for a non-attorney legal professional is that a violation of ethical responsibility will create disciplinary problems for their attorney instead of direct consequences to them.

Mr. Vlaanderen indicated that he was not in favor of the manner in which many of the rules of ethical are presented. Generally, the directives of ethical responsibility are a laundry list of what one cannot do. Mr. Vlaanderen believes that instead of focusing on what one cannot do, it would be more effective to focus instead on what one should be. For example, if one were to strictly observe

"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."

In considering the actions one takes as a legal professional it is important that we all stay aware of the basic tenets of ethical responsibility. In other words, if you have to

you had done it? Second, would you be okay with it being reported on the front page of the newspaper? Mr. Vlaanderen also reminded us that just because something is not illegal, it does not make it ethical.

Mr. Vlaanderen works in the Office of the Secretary of State in the Business Programs department, which oversees business entities, the Uniform Commercial Code, and the Notary Public Program, among other things. Mr. Vlaanderen has been practicing law since 1997 and he received his JD from McGeorge School of Law.



From Left to Right: Dawn Forgeur, CCLS, Jennifer Estabrook, CCLS, Teri McClory, CCLS, Diane West, CCLS, Launa Atkinson, CCLS



Jan Ainsworth with Scholarship Money



From Left to Right: Kristi Baughman, Todd Vlaanderen, and Sophia Albov, CCLS



*Legal Professional of the Year: Crystal Rivera  
Nominated by her bosses at Somach Simmons & Dunn  
Left to Right: Andy Hitchings, Tess Dunham, Crystal Rivera, and Paul Simmons*



*Boss of the Year: Art Woodward, attorney at Downey Brand  
Pictured with Legal Professional of the Year nominees, Patricia Pineda  
and Kristi Baughman*





# Sacramento Legal Secretaries Association

## Dinner Meeting - September 16, 2010

Vendor of the Month:

Wendy Lannoye  
with  
Atkinson-Baker

Speaker:

**Lynn Cole**

President of the Sacramento Valley  
Association of Legal Administrators

Topic:

**“The Role of the Legal  
Administrator”**

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

**Courtyard Marriott  
Midtown Sacramento**

4422 Y Street, Sacramento, CA

Tel: (916) 455-6800

**\$25 SLSA Members\*/\$29 Non-Members\***

**RSVP by September 13.** Complete & detach reservation form, enclose check payable to SLSA, and mail to: Jennifer Shelton, Murphy Austin Adams Schoenfeld, 304 “S” St., Sacramento, CA 95811; phone: 916.329.3104; fax: 916.503.4000; email: [jshelton@murphyaustin.com](mailto:jshelton@murphyaustin.com). \*Please add \$3 for reservations made after September 13. **NOTE:** Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.

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

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

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

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

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

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

**ENTRÉE SELECTION:**

**Chicken Marsala**  
chicken served with Portobello mushrooms in a garlic and marsala wine sauce over rice

**Vegetarian:**  
Mushroom and cheese ravioli in a marsala wine cream sauce

All dinners include a Bistro salad and chocolate tuxedo cake for dessert



Do you require an  MCLE or  CCLS certificate?

Are you an SLSA member?  YES  NO

If “No”, are you interested in membership?  YES  NO

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

# September 2010

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

## Dates to Remember

- **September 1 - Grammar Gregg's Way** (Location: Fagen Friedman & Fulfroost, LLP - Time: 5:45 p.m.)
- **September 6 - SLSA Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **September 16 - SLSA Dinner Meeting** (Location: Courtyard Marriott Midtown - Topic: The Role of the Legal Administration - Time: 6:16-8 p.m.)
- **September 20 - Last Day to Submit Articles for the September issue of The Legal Eagle**
- **September 21 - SLSA Lunch Lesson** (Location: Downey Brand - Topic: Computer Operations in the Legal Profession.)
- **September 23 - SVPA & SLSA Clothing Drive** (Location: House, 555 Capitol Mall - Time 6-8 p.m.)
- **September 28 - SLSA Evening Seminar** (Location: Downey Brandt - Topic: Basic Accounting and Calendaring/Docketing.)
- **October 6 - Grammar Gregg's Way** (Location: Fagen Friedman & Fulfroost, LLP - Time: 5:45 p.m.)
- **October 12 - SLSA Board Meeting** (Location: Somach Simmons & Dunn - Time: 5:30 p.m.)
- **October 18 - SLSA Lunch Lesson** (Location: Downey Brand - Topic: TBD.)
- **October 21 - SLSA Dinner Meeting** (Location: Courtyard Marriott Midtown - Topic: TBD.)
- **October 20 - Last Day to Submit Articles for the October issue of The Legal Eagle**
- **October 27 - SLSA Evening Seminar** (Location: Downey Brand - Topic: TBD.)

## Vendor Spotlight

### August Evening Seminar: Morton's The Steakhouse, Jan Shipstead

by Kristi Baughman

Our Vendor of the Month for August was Morton's The Steakhouse. Jan Shipstead spoke on behalf of Morton's.

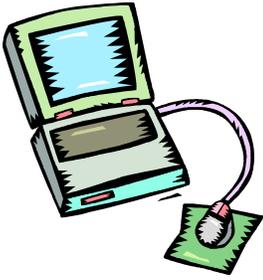
Morton's offers a wonderful dining experience. Their private dining is perfect for business and social occasions. Guests enjoy USDA prime-

aged steak, unforgettable hors d'oeuvres, award-winning wine and state-of-the-art audiovisual technology. When you need to schedule your next dinner meeting, Morton's offers the use of their private dining rooms. Jan and her team will make every effort to ensure your needs are met, each and

every time, often with little advance notice.

All 76 Morton's locations recently received the Wine Spectator Award of Excellence for their wine programs! This is the third year that ALL Morton's locations, including international, have received this award.





# Vocabulary List

by Jennifer Estabrook, CCLS

## COMPUTER TERMINOLOGY

Applet	A small application, or program, designed to perform a simple task. An applet is usually embedded within a larger program or downloaded from the Internet when needed.
Bluetooth	A protocol that permits a wireless exchange of information between computers, cell phones and other electronic devices within a radius of about 30 feet.
Cache	A holding area in memory that stores information temporarily.
Domain	A three-letter element in a Web address or e-mail address that indicates the type of organization that owns the computer being identified in the address (i.e. <i>.com</i> for a commercial organization, <i>.edu</i> for an educational institution). Also referred to as a "zone."
Easter egg	An unexpected image or message that pops up on the display screen when the user innocently enters a secret combination of keystrokes. Programmers code Easter eggs into software and operating systems as a way of surprising and amusing users engaged in more serious tasks.
Flaming	Sending an inflammatory e-mail message deliberately designed to insult and provoke the recipient.
Groupware	Software that lets network users collaborate on a variety of documents.
Intranet	A private network established by an organization for the exclusive use of its employees.
Netiquette	A set of guidelines for formatting and composing email messages.
Plug-and-play	The ability to plug in a peripheral device and have it work without difficulty. Because of the problems some users have experienced with items so labeled, they refer to them instead as <i>plug-and-pray</i> . (The term <i>plug-and-play</i> is now sometimes used to refer to a new employee who can immediately do the job without any preliminary training.)
ROM	Read-only memory. The permanent memory of a computer; a set of instructions that has been built into the computer by the manufacturer and cannot be accessed or changed by the user.
Shouting	The use of all caps in e-mail. This practice is considered a violation of netiquette and is actively discouraged.
URL	Uniform Resource Locator. The specific Internet address for an individual or organization.
Wiki	A procedure that permits a Web site to be continually edited or added to by those who visit the site.
Word of Mouse	Gossip spread by e-mail.

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# Sacramento Legal Secretaries Association

## LUNCH LESSON



**Date:** September 22, 2010  
**Time:** 12-1 p.m.  
**Location:** Downey Brand  
 621 Capitol Mall, 15th Floor  
 Sacramento, CA 95814  
*Lunch will be provided. Public parking is available in the building for a fee.*  
**Cost:** \$15 LSI Members, \$17 Non-LSI Members



**TOPIC:**  
**Computer Operations  
 in the  
 Legal Profession**

**SPEAKER:**  
**Betty Barth  
 IS Manager-Downey Brand**

*1 Hour MCLE Credit Available*



Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 SLSA Member?  YES  NO  
 CCLS Certificate?  YES  NO  
 Are you a member of another LSI Association? \_\_\_\_\_  
 Check here for membership information \_\_\_\_\_

**Make Checks Payable to: SLSA**  
**Reservations due by 9/17/10**  
 To: Sophia Albov, CCLS  
 Cook Brown LLP  
 555 Capitol Mall, Suite 425  
 Sacramento, CA 95814  
 Tel: 916-626-1349  
 email: salbov@cookbrown.com

***If you cannot attend this event but are interested in membership, please call 916-446-4254.  
 Visit our website: <http://www.slsa.org>***

*Rubber ducky...*



*... you're so fun.*



*Rubber ducky...*



*... you're the one!!!*

## Governor's Report

*by Dawn Forgeur, CCLS*



Legal Secretaries, Inc.'s first quarterly conference was held August 13-15, 2010, in Modesto, California, hosted by Merced County LPA and Stanislaus County LPA. The theme was a cruise ship entitled, "Welcome Aboard the LS-Isle." Both hosting associations did a wonderful job with this theme, decorations, rubber ducky contest, and workshops. I attended the Board of Governors Meeting and the Governors luncheon on Saturday. There were oral and written reports from all officers and chairmen of LSI. I have forwarded copies of these reports to SLSA's officers and chairman. I will touch on a few of the items discussed at the Board of Governors' meeting.

LSI would like members to give them feedback as to what workshops we would like to see offered at future conferences.

LSI has a membership goal of 2,011 by the year 2011. As of July 31, 2010, LSI has a membership of 1,375. To reach this goal, LSI has a new membership drive contest taking place from September 1 through January 31, 2011. The membership campaign slogan is "LSI - Experience It!" There will be a prize for the association that gets the most new members during this time period, but that prize has not been announced.

The November 2011 quarterly conference will be hosted by LSI and will be held in Rancho Cordova, California.

There was an LSI Board recommendation to waive LSI Standing rule 2.11, which states that quarterly conferences shall

not be scheduled on holiday weekends, to hold the November 2011 quarterly conference on November 11-13, 2011, which is Veteran's Day weekend. There was no discussion and this recommendation was passed by the governors.

If you have any suggestions for future updates to the Law Office Procedures Manual and the Legal Professionals Handbook, contact Eugene Borba, CCLS, at [luccls@hughes.net](mailto:luccls@hughes.net). Eugene is LSI's Editor in Chief for these publications. The Law Office Procedures Manual Instructor's Guide is to be reviewed and updated during this fiscal year. No firm deadlines were given by the Continuing Education Council.

LSI offers membership in six Legal Specialization Sections ("LSS"): Civil Litigation; Criminal Law; Family Law; Law Office Administration; Probate/Estate Planning; and Transactional Law.

Legal Specialization Sections provide access to continuing education workshops and seminars. Membership includes access to free quarterly workshops; quarterly newsletters containing up-to-date information, including changes in the law and forms; statewide roster of all members in each section for easy access to local procedural information in other counties; networking opportunities; and discounts at conference workshops. Annual dues for LSI members are \$20 per section or \$75 for all six sections. The LSS membership application is included in every issue of The Legal Eagle.

LSI's second quarterly con-

ference will take place November 12-14, 2010, in North Hollywood. The scrip ticket purchased before October 12, 2010, is \$93. The hotel is \$119 per night for one king or two queen beds. Currently, the Legal Specialization topics that are currently scheduled are: Transactional: Entertainment Contracts; Family: Child Custody Litigation and Evaluations; Law Office Administration: Top 10 Developments in Employment Law in 2011; and Civil Litigation: Subpoena Laws of California. The registration forms for conference and the hotel are in this issue of The Legal Eagle.

Finally, I discussed the possibility of changing our association's name from Sacramento Legal Secretaries Association to Sacramento Legal Professionals Association in the July issue. I invited comments and opinions from you, the member, regarding this idea. To date, I have only received two opinions. I find it very hard to believe that only two members have an opinion about this. Please feel free to send me an e-mail, [forgeurd@gtlaw.com](mailto:forgeurd@gtlaw.com), with your comments!



CHAPTER ACHIEVEMENT REPORTING FORM

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

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

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

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

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



## Legal Procedures

by Laura Welch, CCLS, Nancy Vanderhorst, CCLS, and Molly Mahoney

### The Art of “Netiquette”

For many of us, long gone are the days of routinely transcribing correspondence. With increasing frequency, attorneys are using e-mail to correspond with clients, opposing counsel, attorneys, and staff within their own office.

Although e-mail certainly has its benefits, the ease of its use often leads many senders to treat it more casually than the more traditional letter. E-mail responses can be fired off as quickly as the author can press “send,” oftentimes without the benefit of proofreading by support staff or even a second look by the sender. This can be dangerous, as e-mail is irretrievable and permanent.

The sheer volume of e-mail flying back and forth within and from law firms doesn’t mean that we should let common letter writing guidelines and communication (n)etiquette fall by the wayside.

#### What is “Netiquette”?

“Netiquette” is the name given to a code of behavior for people who send and receive e-mail messages, which pretty much includes everyone these days. Here are a few simple guidelines from the Gregg Reference Manual to keep in mind when using e-mail in a professional setting:

Do not type in all caps. This is actually considered to be the equivalent of shouting at the recipient. It’s also advisable to avoid repetitive punctuation (i.e., multiple question marks or exclamation points);

- ◆ Keep messages as short as possible. Gregg recom-

mends limiting the line length to 70 or 80 characters. Be concise and to the point;

- ◆ Watch your tone when composing an e-mail. Unfortunately, tone is difficult to convey by e-mail. Having someone else read your message before you send it can provide helpful feedback so you ensure your tone is coming across the way you intended;

- ◆ The subject line should draw attention to the reader and also help the reader prioritize your email;

- ◆ Avoid abbreviations (“LOL – Laughing Out Loud”) and emoticons (smiley faces, etc.) in a business setting;

- ◆ Edit and proofread your message before sending. This can not only help you catch grammatical and typographical errors, but can provide you with some perspective on the tone. If your attorney tends to send e-mails with errors or an inappropriate tone, offer to proofread a draft before the message is sent, just as you would a formal letter;

- ◆ Before you forward a message you have received, ask yourself whether the person who wrote it would like other people to read it;

- ◆ Beware the “reply all” feature. Especially in larger firms, the volume of inter-office e-mail can be overwhelming for everyone, and it is rare that every

recipient of the original message needs to see a response; and

- ◆ Always stay cognizant of the fact that there is truly no “personal” e-mail when you’re using your firm’s e-mail system. Every message you send actually belongs to the firm, and can most likely be accessed by your firm administrator or IT department, and is also probably archived in a retrievable format. Check your firm’s policy on using your firm’s e-mail account for personal use, and even if your firm allows it, always be aware that it’s never truly personal.

In our current climate of ever faster-paced communication, we are all bombarded with an increasing volume of e-mail and generally expected to respond very quickly.

Many of our attorneys use e-mail from their phones to keep in touch when they’re not in the office. Therefore, it is pertinent to keep your emails short, but to the point.

While the general availability and efficiency of e-mail assists us daily in fulfilling our duties, its widespread use and the seemingly casual nature of it leads most of us (and our attorneys) to treat it differently than formal letters. Every e-mail you send reflects not only on you, but on your attorneys and your firm as well.

Taking those extra few moments before pressing “send” is worthwhile.

*“Every e-mail you send reflects not only on you, but on your attorneys and your firm as well.”*

*~Laura Welch, CCLS, Nancy Vanderhorst, CCLS, and Molly Mahoney*



# Law Office Products/ Management

by Andrea Savig, CCLS

## Understanding your Paycheck

I never really paid much attention to my paycheck, other than the net amount, which meant how much gets deposited into my account. I was puzzled by the withholdings on my paycheck, it never seemed to make sense. I knew there were five amounts that are withheld every pay period; Social Security, Medicare, Federal Income Tax, California Income Tax, and California Disability. Other than that, I just hoped they were taking the right amount out and prayed that at the end of the year I would get money back. Well, last year that wasn't the case. I did some research and began to pay closer attention on how I got from gross to net!

As I stated above, the amounts that are withheld from your paycheck are Social Security, Medicare, Federal Income Tax, California Income Tax, and California Disability. The easiest amounts to figure out are Social Security, Medicare, and California Disability. Social Security is withheld at a rate of 6.2%, Medicare is withheld at a rate of 1.45%, and California Disability is withheld at a rate of 1.1%. These percentages are

the same for everyone who works in California. To calculate your withholdings simply multiply your gross amount, meaning the total amount you earned before taxes, by the percentage of each withholding, to equal the amount withheld. Also remember that even if you are contributing to a pre-tax retirement account, that amount is included in the gross amount. For example, if you grossed \$800 that pay period and wanted to figure out the amount that was withheld for Medicare, you would multiply \$800 by 1.45% to equal \$11.60. That amount would be subtracted from the gross amount for Medicare. It would be the same for Social Security and California Disability except the percentages would be different.

The withholdings that I found to be the most confusing were Federal Income Tax and the California Income Tax. What makes it tough to calculate is that these taxes depend on how you file. It also depends on if you are claiming dependants. Every filer has a different scenario so it makes it hard to predict the amount that is being withheld. The Internal Revenue Service (IRS) recom-

mends that you fill out Form W-4 on their website ([www.irs.gov](http://www.irs.gov)). If you read the directions carefully you should be able to determine the amount that you should be withholding on your paycheck. For the California Income Tax, the State of California Franchise Tax Board recommends you fill out Form DE-4. Their website is [www.ftb.ca.gov](http://www.ftb.ca.gov). This website offers a calculator to help determine the amounts that need to be withheld. Although both of these forms were given to me when I started my job, I can't say that I fully understood them. I think I felt intimidated by the forms and was scared to make a mistake. If after reading the forms you still do not feel secure with your choices, contact your Certified Public Accountant (CPA).

Over the years of dealing with the W-4 and DE-4 forms, I have come to the realization that changes can be made at any time and they are not set in stone. My advice to everyone is to understand your paycheck. Take the time to figure it out, the IRS will not call and tell you that you're paying them too much. Last tax year was an eye-opener for me, I realized I wasn't paying close enough attention. I did a little research and took the time to "know my paycheck," which made a big difference in my bottom line. It also gave me a little peace of mind knowing where my money was going and I no longer had to play the guessing game.



"The IRS will not call and tell you that you're paying too much."

~Andrea Savig,  
CCLS





**CONFERENCE REGISTRATION FORM**

Name (as it will appear on badge) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
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PLEASE INDICATE IF YOU ARE:

_____ State Officer _____	<u>Title</u>	_____ Governor
_____ State Chairman _____		_____ CCLS _____ PLS

SCRIP (Includes Registration, Welcome Reception, Banquet, and Brunch)  
 POSTMARKED **ON OR BEFORE OCTOBER 12, 2010** \$ 93.00 \$ \_\_\_\_\_  
 POSTMARKED **OCTOBER 13, 2010 OR LATER** \$ 103.00 \$ \_\_\_\_\_

INDIVIDUAL TICKETS

_____ Registration PRIOR to October 12, 2010	\$ 15.00	\$ _____
_____ Registration AFTER October 13, 2010	\$ 25.00	\$ _____
_____ WELCOME RECEPTION (Friday)	\$ 20.00	\$ _____
LUNCHEONS Vegetarian Meal _____		
_____ Presidents' Luncheon (Saturday)	\$ 24.00	\$ _____
_____ Governors' Luncheon (Saturday)	\$ 24.00	\$ _____
_____ Membership Luncheon (Saturday)	\$ 24.00	\$ _____
_____ BANQUET (Saturday Evening)	\$ 42.00	\$ _____
_____ BRUNCH (Sunday)	\$ 22.00	\$ _____
	TOTAL AMOUNT ENCLOSED	\$ _____

Please Indicate Dinner Choice: \_\_\_\_\_ Prime Rib \_\_\_\_\_ Stuffed Eggplant (Vegetarian)  
 \_\_\_\_\_ Filet of Salmon  
 Special Dietary Restrictions: \_\_\_\_\_

**Please make checks payable to: SFVLSA November 2010 Conference Fund**

**Mail to: SFVLSA, c/o Annette Johnson, 1838 Amargosa Drive, Palmdale, CA 93551**

For Questions/General Information Contact: Annette Johnson, Registration Chair - [Annettejohnson8@aol.com](mailto:Annettejohnson8@aol.com) OR  
 Lisa De La O, Conference Chair - (818) 784-8700 / [lisaad@ssmlaw.com](mailto:lisaad@ssmlaw.com) / [www.sfvlsa.com](http://www.sfvlsa.com)

**NO REFUNDS AFTER OCTOBER 31, 2010**



**HOTEL RESERVATION FORM**

**HOTEL INFORMATION:**

Beverly Garland Holiday Inn  
4222 Vineland Avenue  
North Hollywood, CA 91602  
(818) 980-8000 / (818) 766-0112 Fax /  
[www.beverlygarland.com](http://www.beverlygarland.com)

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\$119.00 King Bed  
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**ROOM RESERVATIONS:**

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<http://events.ichotelsgroup.com/DPRD-7ZY2GM/LAXBG/website/>

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**CHECK IN/OUT:**

Check-In Time: 3:00 p.m. / Check-Out Time: 12:00 p.m.

**SELF PARKING:**

\$7.00 per day / \$14.00 per night for overnight guests

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**QUESTIONS/GENERAL INFORMATION:**

Annette Johnson, Registration Chair  
[Annettejohnson8@aol.com](mailto:Annettejohnson8@aol.com)

Lisa De La O, Conference Chair  
(818) 784-8700 or [lisad@ssmlaw.com](mailto:lisad@ssmlaw.com)

[www.sfvlsa.com](http://www.sfvlsa.com)

**DEADLINE FOR GROUP RATE IS OCTOBER 18, 2010**



# Sacramento Legal Secretaries Association

Continuing Education

Evening Seminar

September 28, 2010

Speakers:

**Lisa McCargar, VP –Perry Smith**

and

**Pam Jansz – CompuLaw Legal Docketing Expert**

Topics:

## “Accounting and Legal Dockets”

This month we are having two seminars rolled into one! We will spend the first hour discussing accounting procedures and the second hour discussing docketing procedures. This class is going to be a wonderful learning experience for those studying for the CCLS exam, but is also ideal for any legal professional who wants to brush up on their accounting or calendaring/docketing skills.

Time: 6 – 8 p.m.

**Downey Brand LLP**

**Downtown Sacramento**

621 Capitol Mall, 15<sup>th</sup> Floor

Tel: (916) 444-1000

\$30 SLSA Members/\$35 Non-Members

**VENDOR SPONSOR:**

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Space is limited. Please RSVP by September 24. Late Registrations must add \$3 for reservations made after September 24.

**MCLE & CCLS Credit:** SLSA is a local association of Legal Secretaries, Inc. and an approved provider. SLSA certifies that this activity has been approved for minimum Continuing Legal Education credit by the State Bar of California and California Certified Legal Secretary credit in the amount of **2 hours**.

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

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

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

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

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

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

Do you require an MCLE or CCLS certificate?

Are you an SLSA member? YES NO

If “No”, are you interested in membership? YES NO

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

Participants are responsible for their own parking costs. Light snacks and beverages will be provided.

Complete & detach reservation form, enclose check payable to SLSA, and mail to:  
 Sophia Albov, CCLS  
 Cook Brown LLP  
 555 Capitol Mall, Suite 425  
 Sacramento, CA 95814  
 email:salbov@cookbrown.com  
 916-626-1349  
 NOTE: Cancellations must be received 48 hours in advance for a refund. **No-Shows will be billed.**  
 If you would like to be removed from this fax list please e-mail forgeurd@gtlaw.com



# Speaker Spotlight

## August Evening Program: Citations! - Astrid Watterson, CCLS and Dawn Forgeur, CCLS

by *Sophia Albov, CCLS*

The Sacramento Legal Secretaries Association (SLSA) was pleased to host two of its own for the August 24 Evening Seminar. Board President, Astrid Watterson, CCLS, and board Governor, Dawn Forgeur, CCLS, shared with us their knowledge of California Style Manual citations.

The night began with a discussion of the difference between the citation style and uses of the Blue Book and California Style Manual. When in federal court one should only use Blue Book citation style; when in California courts one should use the California Style Manual. This is because the Blue Book gives a citation style which is recognized and designed for courts throughout the county, while the California Style Manual is tailored specifically for California courts. If you submit a document to a California court in Blue Book style it will not get kicked; however, you cannot submit a document in federal court with citations in the California Style Manual form. For this reason it is important that a well rounded legal professional be able to recognize and know how to construct and correct both forms of citations.

Another important aspect of legal citations which we discussed was the ability to “translate” a legal citation. In other words, what do the abbreviations and numbers in a legal citation actually mean. Once the abbreviations and

numbers are demystified it is much easier to understand how to construct a proper citation and how to spot an incorrect citation.

This installation of the Evening Seminar was one of our most popular this year. We not only had SLSA members attend, but we also had members of other LSI organizations. Attendees came from Placer County Legal Professionals Association, Stockton-

current President.

Dawn Forgeur, CCLS, has also been in the legal field for approximately 12 years. She started as a file clerk and worked her way up the ladder. She is a litigation secretary and paralegal with the law firm of Greenberg Traug, LLP. Dawn is our current Governor and she has held several other chairman positions for SLSA.

*“A well rounded legal professional should be able to recognize and know how to construct and correct both forms of citations.” ~ Sophia Albov, CCLS*

San Joaquin Legal Professionals Association, Capitol City Legal Professionals Association, and the El Dorado County Legal Professionals Association. We also had several non-members in attendance.

Astrid Watterson, CCLS, has been in the legal field for approximately 12 years. She started as a staff accountant and has worked her way up the ladder. She is currently a paralegal with the environmental law office of Somach Simmons & Dunn. Astrid is also very involved with SLSA, she has held several of the board positions and she is our



Left to Right: Dawn Forgeur, CCLS and Astrid Watterson, CCLS



Left to Right: Dawn Forgeur, CCLS Sophia Albov, CCLS, Astrid Watterson, CCLS, and Kristi Baughman

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# Out to Lunch: Great Lunch Spots & Happening Happy Hour Places

by Sophia Albor, CCLS

## Sweetwater Restaurant and Bar

1901 S St  
Sacramento, California 95811  
(916) 731-8857  
[www.sweetwatereats.com](http://www.sweetwatereats.com)

Sweetwater is a newcomer to midtown, but it is not new on the Sacramento restaurant scene. This staple of East Sacramento moved to its current location just over a year ago after spending five years in the old Shakey's Pizza building on J Street. The new location boasts a bigger bar and a more open floor plan. Modest décor and plenty of windows gives Sweetwater an airy and well-lit feel; the dining room is comfortable and welcoming. This restaurant draws its crowd of regulars, yet offers a laid-back atmosphere perfect for any newcomer who may walk through the door. Sweetwater proudly employs an enthusiastic and engaging staff and oftentimes one of the owners can be found tending bar.

Sweetwater touts a fully-stocked bar with imaginative cocktails and offers a sensibly priced wine list. Along with several well selected draft beers, this is one of the few bars

## Hours of Operation

Brunch: Saturday - Sunday 9:30AM to 2:00PM  
Lunch: Monday - Friday 11:30AM to 5:00PM  
Dinner: Sunday - Saturday 5:00PM to 9:00PM



in Sacramento which consistently keeps cider on tap (and has alternative ciders in bottles!) The menu at Sweetwater can be described as eclectic and reflects many different cuisines. While well-envisioned and varied, the execution occasionally misses the mark where the food is concerned. On weekends Sweetwater opens early and makes available its tasty Brunch Menu with a Bloody Mary bar on Saturdays and All-You-Can-Drink Mimosas on Sundays.

In addition to amazing and varied array of Happy Hour specials and times you can also participate in the nightly electronic trivia games. At the bar you can pick up a wireless gaming controller and compete against the other patrons of the bar while weighing your score against fellow bar and restaurant patrons around the country. This creates a focused at-

mosphere along the bar while the game is on, which quickly shifts to fun conversation during the breaks. There are even law trivia questions every once in a while!

If your office is close, it is possible to get in and out for lunch in an hour. Parking in the area is available, but not plentiful. Sweetwater is located directly across from the Safeway complex on 19<sup>th</sup> and S, this convenient proximity ensures a bustling lunch hour. If you have time to visit Safeway prior to Sweetwater make sure to look at the back of your receipt. There is a currently a coupon on the back for Sweetwater. Buy two entrees and drinks and get one for free; or \$15 off any bill of \$75 or higher. This coupon is a great incentive to give Sweetwater a roll. This is a great neighborhood spot, so come hang with me!!!



## Happy Hour Specials:

### Happy Hour Times and Specials

#### Monday through Wednesday (2:00 p.m. to Close):

Well drinks and all beers \$3 and \$5 appetizers

#### Thursday through Saturday (2:00 p.m. - 6:00 p.m.):

Well drinks and all beers \$3 and \$5 appetizers

#### Friday Night "Power Hour" (9:00 p.m. - 10:00 p.m.):

All beers are \$3 and all other drinks are buy one, get one free

#### Saturday and Sunday Brunch (9:30 a.m. - 2:00 p.m.):

Unlimited champagne and mimosas with brunch for \$10

#### Saturday only (9:30 a.m. - 2:00 p.m.):

unlimited Bloody Mary's for \$12.00, as well as, a "build your own" Bloody Mary bar

#### Sunday Pint Night (2:00 p.m. to Close):

### \$5 Appetizer Menu

Chips and Dip – Spinach, artichoke hearts, and corn chips

Rings and Things – Calamari, jalapeño, lemon, and chipotle remoulade

Big Easy Shrimp – Their signature dish! – Prawns, hot sauce, bourbon, garlic, butter

The "Choke" – Artichoke, butter, and tarragon aioli

# Upcoming Vendors



We are happy to announce our vendors for the month of September.

General Meeting, September 16: Wendy Lannoye with Atkinson Baker, Inc., a court reporting company with a long standing history of high quality work and excellent customer service.

Lunch Lesson, September 22: Jonathan Pearl with Veritext on their excellent court and deposition reporting services.

Evening Seminar, September 28: Justin Ames, General Manager for the 4<sup>th</sup> Street Grille.

On behalf of SLSA, we would like to thank all of our featured vendors.

## INTERCLUB TRIBUTE:

Thank you to our sister associations for participating in some of our educational activities. This month we had guests from Capitol City LPA, El Dorado County LPA, Placer County LPA, and Stockton-San Joaquin LPA.



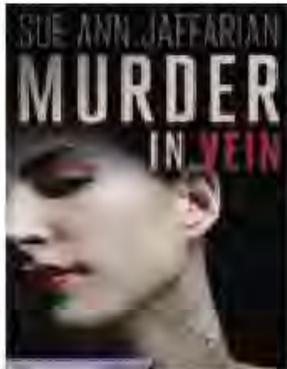
## CCLS Quiz Answers

by Jennifer Estabrook, CCLS

### ANSWERS:

1. False; letter, executive and half letter (Gregg 10<sup>th</sup> ed. ¶ 1303)
2. True (Gregg 10<sup>th</sup> ed. ¶ 1307)
3. False; below the reference initials or file name notation (Gregg 10<sup>th</sup> ed. ¶ 1358)
4. False; 2 inches (Gregg 10<sup>th</sup> ed. ¶ 1374)
5. True (Gregg 10<sup>th</sup> ed. ¶ 1510(b))
6. False; 3 parts – “user “name, “attbi” or “earthlink,” and “top-level domain.” (Gregg 10<sup>th</sup> ed. ¶ 1509)
7. True ([www.usps.com](http://www.usps.com); “Postal Addressing Standards” section)
8. True (Gregg 10<sup>th</sup> ed. ¶ 1350(b))
9. True ([www.gregg.com](http://www.gregg.com); “Glossary of Computer Terms”)
10. False – footnotes (Gregg 10<sup>th</sup> ed. ¶ 1501(b))





ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

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and the Northern California launch of her first book in her new Fang-In-Cheek Mystery Series

"Madison Rose didn't believe in vampires ... until they saved her life."

[Sue Ann's book will be available for purchase at this event, and we're sure she would love to autograph them for you.]

RESERVATIONS REQUIRED

Send this RSVP Form with Check or Cash to Linda Andrew-Marshall, P.O. Box 70222, Richmond, CA, 94807-0222, on or before October 8, 2010.

Questions: lindaam@gmail.com or (510) 326-8180.

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

Email: \_\_\_\_\_

Tel.: \_\_\_\_\_

No. of Reservations: \_\_\_\_\_

Amount Enclosed: \_\_\_\_\_

Door Prize

Date & Time

Thursday, October 14, 2010 6:30 p.m. - 8:30 p.m.

Location

Nixon Peabody, LLP One Embarcadero Center, 18th Fl. San Francisco, CA 94111 Tel: (510) 325-6349

Entrée Options

Middle Eastern Salad and Sandwich Buffet, beverage/dessert included (Vegetarian option will be available)

Cost: \$15.00

About the Author



Like the character Odelia Grey, Sue Ann Jaffarian is a middle-aged, full-time paralegal in Southern California. She is also the author of two best-selling mystery series, the Odelia Grey mystery series and the Ghost of Granny Apples mystery series, as well as a new vampire mystery series launched with the release of Murder in Vein. In addition to writing and her paralegal career, Sue Ann is sought after as a motivational speaker.

Other Books by the Author

Odelia Grey Mystery Series

Too Big To Miss, the first book in the Odelia Grey mystery series, has been optioned by producer Brad Wyman and No Net Films.



Is being a "corpse magnet" genetic? Find out when Odelia comes face-to-face with her missing link mother. Book 5 in the popular Odelia Grey mystery series.

Ghost of Granny Apples

Mystery Series

Ghost à la Mode

Book 1 in the Series

A murderer hanging from the family tree? Granny Apples and her great, great, great granddaughter, Emma Whitecastle, are sure to warm your heart and tickle your funnybone.

Coming February 2011 - Book 2 in the series "Ghost in the Polka Dot Bikini"



# Happy "September" Birthdays!!



- *Layla Sharief* September 5
- *Gloriela Garcia* September 6
- *Dianne K. Chasteen* September 8
- *Lao Sok* September 9
- *Lindsey Perry* September 10
- *Gianna S. Lee* September 11
- *Dawn Willis* September 11
- *Alicia Malerbi* September 15
- *Tammy Chacon* September 17
- *Dawn R. Forgeur, CCLS* September 17
- *Gwen Gomez* September 17
- *Sherri Lee Caplette, CCLS* September 20
- *Janae Long* September 22
- *Mariah Crabtree* September 23





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

Anne French  
Downey Brand  
621 Capitol Mall, 18<sup>th</sup> Floor  
Sacramento, CA 95814

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

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

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

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

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

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

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

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

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

SLSA and LSI MEMBERSHIP APPLICATION (continued)

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

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

**YOUR SPECIALTY:**

<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

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

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621 Capitol Mall, 18<sup>th</sup> Floor  
Sacramento, CA 95814**

# *Legal Secretaries, Incorporated*

## LEGAL SPECIALIZATION SECTIONS

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



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

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

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

*For more information, contact Margaret Tovar, Legal Specialization Sections Coordinator.  
 12412 Camilla Street, Whittier, CA 90601; Email: [mtovar@kbblaw.com](mailto:mtovar@kbblaw.com)*

## LEGAL SPECIALIZATION SECTIONS *Of LEGAL SECRETARIES, INCORPORATED*

### 2009-2010 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: **MARGARET TOVAR, CCLS, Legal Specialization Coordinator,**  
12412 Camilla Street, Whittier, CA 90601

Enclosed is payment of my dues for the fiscal year 8/1/09 through 7/31/10 for the following Section(s). Please check appropriate boxes below for the sections you are joining.

**Method of Payment:** Check, payable to "LSI," enclosed  VISA  MASTERCARD   
**Credit Card Information:** Number \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_  
**Name on Credit Card:** \_\_\_\_\_ **Card Verification Number** \_\_\_\_\_

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

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



**(PLEASE PRINT OR TYPE)**

NAME: MR./MRS./MS \_\_\_\_\_ PLS/CCLS/CLA/PARALEGAL \_\_\_\_\_

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

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

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

E-MAIL ADDRESS(ES): \_\_\_\_\_

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

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

**PREFERRED MAILING ADDRESS:  HOME  OFFICE  EMAIL**

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

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

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

\_\_\_\_\_

### LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM

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

\*Item available to LSI members only

(Prices effective 0508)

**LEGAL SECRETARIES, INCORPORATED ~ ORDER FORM**

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

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

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

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

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

**Method of Payment:** Check, payable to "LSI," enclosed  VISA  MASTERCARD   
 Credit Card Information: Number \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_  
 Name on Credit Card: \_\_\_\_\_ Card Verification Number \_\_\_\_\_

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

\*Item available to LSI members only.

(Prices effective 0508)

# California Certified Legal Secretary

A Program of  
Legal Secretaries, Incorporated



## APPLICATION

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

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

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

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

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

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

\* Fees subject to change without notice.

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

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

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

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

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

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

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

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

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

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

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Employer \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

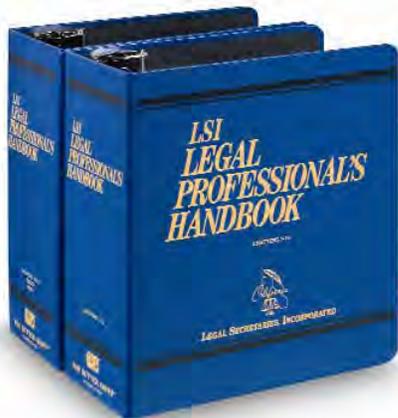
I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified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

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

**LEGAL SECRETARIES, INCORPORATED**

# LEGAL PROFESSIONAL'S HANDBOOK

... THE ULTIMATE RESOURCE GUIDE!



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

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

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

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

**CONTENTS**

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

**ORDER FORM**

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

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

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

My payment is enclosed

Please bill me

<p><i>Legal Secretaries, Incorporated</i>  <b>LEGAL PROFESSIONAL'S HANDBOOK</b>                  2 Volumes • Over 2550 Pages                  LSI Members-Only Price ..... \$233.75                  Nonmembers Price ..... \$275                  (includes shipping)</p>	NAME _____ PHONE (____) _____ E-MAIL ADDRESS _____ STATE BAR NO. _____ FIRM _____ ADDRESS _____ SUITE _____ CITY _____ STATE _____ ZIP _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-right: 1px solid black;">Subtotal</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black;">Add applicable sales tax</td> <td style="border-bottom: 1px solid black;">\$ _____</td> </tr> <tr> <td style="border-right: 1px solid black;"><b>TOTAL</b></td> <td style="border-bottom: 1px solid black;"><b>\$ _____</b></td> </tr> </table>	Subtotal	\$ _____	Add applicable sales tax	\$ _____	<b>TOTAL</b>	<b>\$ _____</b>	<p><input type="checkbox"/> Enclosed is my check for \$ _____ payable to <b>THE RUTTER GROUP</b></p> <p><input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS</p> <p>Credit Card Number _____ Exp. Date _____</p> <p>Signature _____</p>
Subtotal	\$ _____						
Add applicable sales tax	\$ _____						
<b>TOTAL</b>	<b>\$ _____</b>						

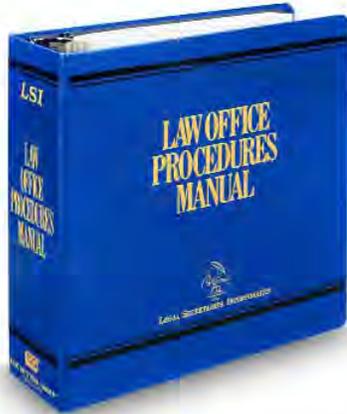


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# LEGAL SECRETARIES, INCORPORATED

# LAW OFFICE PROCEDURES MANUAL

... THE *IDEAL TRAINING MANUAL* FOR NEW STAFF!



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

**The Solution** A system for training new staff and a reference source for all existing office personnel. The *Law Office Procedures Manual*, created by Legal Secretaries, Incorporated, provides everything you need to know about the forms, rules and procedures required in a law office.

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

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

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

### CONTENTS

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

### ORDER FORM

**Please send me LAW OFFICE PROCEDURES MANUAL.** If I decide not to keep the book, I will return it within 45 days at my expense.

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

Do NOT send future Updates. I understand this book has limited value without Updates. (Cost of 522-pg. 2009 Update #2 was \$40.)

My payment is enclosed

Please bill me

<p><b>Legal Secretaries, Incorporated</b>  <b>LAW OFFICE PROCEDURES MANUAL</b>                  Over 1200 Pages                  LSI Members-Only Price ..... \$126.65                  Nonmembers Price ..... \$149                  (Includes shipping)</p>	NAME _____ PHONE (____) _____ E-MAIL ADDRESS _____ STATE BAR NO. _____ FIRM _____ ADDRESS _____ SUITE _____ CITY _____ STATE _____ ZIP _____
Subtotal \$ _____ Add applicable sales tax \$ _____ <b>TOTAL \$ _____</b>	<input type="checkbox"/> Enclosed is my check for \$ _____ payable to <b>THE RUTTER GROUP</b> <input type="checkbox"/> Charge \$ _____ on my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS Credit Card Number _____ Exp. Date _____ Signature _____



40530574

## **LEGAL SECRETARIES INCORPORATED (LSI) BENEFITS**

### **INSURANCE & FINANCIAL SERVICES INCLUDING AUTO & HOMEOWNERS DISCOUNTED INSURANCE: HEALTH/RETIREMENT/DENTAL PLANS/DISCOUNTED LONG TERM CARE INSURANCE**

*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.*

#### **DISCOUNT THROUGH CEB**

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, refer to <http://ceb.com/LSI/>

**STEVEN C. DANNENBERG, AFLAC Agent**  
11091 Rhyolite Drive, Suite 4  
Redding, California 96003  
Direct: (530) 339-5889 – Office (530) 243-9879  
Fax: (530) 243-9880  
*Portfolio:* Accident, Sickness, Cancer, Dental,  
Hospital Indemnity & Heart Attack/Stroke  
- Firms with 3 or more W-2 employees qualify for  
\$125 / Cafeteria Plans & additional policies.

#### **WORKING ADVANTAGE**

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[www.workingadvantage.com](http://www.workingadvantage.com)  
Discount on event tickets  
Movie tickets; Theme parks; Broadway theatre;  
sporting events; Ski tickets; Hotel certificates;  
Family events; Gift cards & more

#### **DWORKIN INSURANCE SERVICES EARL DWORKIN**

467 Hamilton Avenue, Suite #1  
Palo Alto, California 94301  
Phone: (650) 329-1330 **(800) 332-4313** – Fax (650)  
329-9957  
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Insurance; Travel Medical; Medicare  
Supplements; Dental Plans

#### **CAPITAL INVESTMENT ADVISERS**

**EMERSON J. FERSCH, CFP, ChFC**  
5000 E. Spring Avenue, Suite 200  
Long Beach, California 90815  
Phone: (562) 420-9009 **(877) 270-9342**  
Fax (562) 438-2640  
Comprehensive Financial Planning, Asset  
Allocation and Investment Management,  
Long Term Care Insurance and Planning

#### **FINANCIAL NETWORK INVESTMENT**

**DANIEL R. HENDERSON, MBA, CFP**  
3478 Buskirk Avenue, Suite 300  
Pleasant Hill, California 94523  
Phone: (925) 944-9644 Ext. 153  
**(800) 339-4353 Ext. 153**  
Fax (925) 944-5675  
Discounted JOHN HANCOCK Long Term Care  
Insurance/Life Insurance, annuities, retirement,  
Investment/estate planning, mutual funds, 401k

### **CREDIT UNIONS**

**LA FINANCIAL  
FEDERAL CREDIT UNION**  
Post Office Box 6015  
Pasadena, California 91102-6015  
Phone: **(800) 894-1200**

**PROVIDENT CENTRAL CREDIT UNION**  
303 Twin Dolphin Drive  
Post Office Box 8007  
Redwood City, California 94603-0907  
Phone: **(800) 632-4699** – (650) 508-0300

### **ADDITIONAL PROVIDERS**

**HERTZ CORPORATION**  
*Effective Date: June 1, 1996*  
*CDP Card #447698*  
*Phone (800) 654-3131*  
*Or your travel Agent*

#### **QUESTIONS AND CONCERNS CONTACT**

Brooke Atherton, CCLS, LSI® Marketing Committee Coordinator  
7448 Skyway, Paradise, California 95969  
Work - (530) 877-6332 -- Fax (530) 877-7054  
[paralegalbam@sbcglobal.net](mailto:paralegalbam@sbcglobal.net)

**LEGAL SECRETARIES, INCORPORATED  
MEMBERSHIP LIST AS OF 7/31/10**

Total Members (Fiscal Year-end 4/30/10)	Association		New Members	Transfer Members	Continuing Members	Total Members
35	Alameda County	LSA	10	2	27	39
21	Antelope Valley	LSA				0
49	Beverly Hill/Century City	LSA	12		36	48
22	Butte County	LPA	2		16	18
29	Capitol City	LPA	7		21	28
8	Conejo Valley	LPA	0		5	5
22	Desert Palm	LPA	2		10	12
24	El Dorado County	LPA	1		15	16
43	Fresno County	LPA	8		35	43
46	Humboldt County	LPA	6		21	27
30	Imperial County	LPA	4		24	28
35	Livermore-Amador Valley	LPA	3		23	26
55	Long Beach	LSA	4		52	56
34	Los Angeles	LSA	15		24	39
16	Marin County	LPA	1		13	14
35	Merced County	LPA	4		26	30
20	Monterey County	LSA			8	8
66	Mt. Diablo	LPA	10		51	61
16	Napa County	LSA			15	15
80	Orange County	LSA	6		35	41
22	Palo Alto	LSA	5		18	23
26	Placer County	LPA	3		20	23
13	Redding	LPA				0
23	Rio Hondo District	LPA	5		12	17
27	Riverside	LPA	4		16	20
158	Sacramento	LSA	30		117	147
205	San Diego	LSA	58		133	191
60	San Fernando Valley	LSA	6		28	34
46	San Francisco	LPA	5		28	33
30	San Gabriel Valley	LSA	5		16	21
80	San Mateo County	LSA	7		63	70
28	Santa Barbara	LSA	3		19	22
52	Santa Clara County	LSA	7		43	50
20	Santa Cruz County	LPA			7	7
23	Santa Maria	LPA	2		12	14
38	Sonoma County	LSA	10		24	34
8	Southern Butte	LSA			9	9
37	Stanislaus County	LPA	3		33	36
46	Stockton-San Joaquin	LPA			29	29
4	Trinity County	LSA			4	4
25	Ventura County	LPA	1		16	17
28	Members at Large					20
<b>1685</b>	<b>1ST QUARTER TOTALS</b>					<b>1375</b>

Membership list as of 7/31/10

# LEGAL SECRETARIES, INCORPORATED

ORGANIZED 1934



*Presents:*

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

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

The guide includes:

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

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

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## Editor's Note

by *Liz Gideon*

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is no path and leave a  
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