

THE LEGAL EAGLE

The Official Publication for Members of the
Sacramento Legal Secretaries Association



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Cover photo: Liberty Bell (Sacramento, CA)

"Dedicated to you, a free citizen in a free land" states the plaque on California's liberty bell replica. Cast in 1950 it is the 6th of 57 full-size liberty bell replicas commissioned by the U.S. Treasury Department. The liberty bell replica is French-made as is the Statue of Liberty. The liberty bell replica can be seen behind the State Capitol building where Capitol Avenue and 12th Street would meet.

Cover photo courtesy of Gisele Mitsuk.

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The Legal Eagle wants YOUR help!

Are you an SLSA member, and do you...

- Enjoy taking photographs? And might like to snap a photo (legal and/or Sacramento-related) to be used for a future cover image for ***The Legal Eagle***? Or ...
- Like sharing knowledge with others and have a knack for writing? Or ...
- Have an inclination to find helpful/ interesting professional articles that the legal professionals in our association might enjoy reading?

If you do, please write to your editor for article guidelines!

Gisele Mitsuk, Editor

(gmitsuk@gmail.com)

The Legal Eagle



PRESIDENT'S MESSAGE

Returning Back to Normal. Are You Ready?

July 2021

For many of us, the past year brought with it lots of change. We had to cope with changes in our work environment, our social interactions and our financial landscape. There were limitations and restrictions forced upon us which required adjustments not only in the way we did things, but also in the way we viewed things. As a result, we slowly began to adapt to a “new normal”.

Now, things are beginning to shift again, back to the way they used to be. That begs the question, Are you ready?

In the [Cleveland Clinic's online journal*](#), psychologist Susan Albers, PsyD listed a few helpful tips to make returning back to work a little less stressful.

Start preparing mentally for the return to the office – Walk through scenarios that you might encounter at work to help you feel more at ease. Imagery is powerful in helping people to cope with anxiety-filled situations. When you do this, it'll help you gear up emotionally.

Spruce up your workspace – If your office has been vacant for a year, it may need some refreshing or cleaning. When you do your dry run, take some cleaning products with you and spend some time getting your space ready. Add some new pictures and make it look nice and pleasant. A pleasing, clean and organized environment is good for your mental health.

Give your wardrobe a makeover – The right wardrobe can help you transition back into your role. Consider buying a new outfit or refreshing your wardrobe a little by adding pieces that make you feel comfortable.

Establish a better sleep schedule – Work on establishing a routine bedtime and get that in place before returning to work. Seven to nine hours of sleep has been shown to help people be more productive. Getting enough sleep can also reduce emotional eating and buffer you emotionally and physically against the wear and tear of stress.”

Remind yourself that going back to the office will eventually feel like a normal part of life – just like the experience of working remotely. And it too is one that comes with challenges as well as advantages. A little preparation can go a long way to help ensure that you are ready to return to working in the office post-pandemic.

Marci

Marci Frazier
2021-2022 SLSA President

*<https://health.clevelandclinic.org/returning-to-work-soon-here-are-some-ways-to-make-the-process-easier/>





CALENDAR

DATE	EVENT
July 4, 2021 (Sun)	Fourth of July
July 5, 2021 (Mon)	Fourth of July (as observed by California federal and state courts)
July 6, 2021, OR July 21, 2021 12:00 p.m.	WEBINAR: Top Ten Excel Tricks for Legal Professionals CCLS CREDIT: 1 hour
July 15, 2021 5:30 meet/greet 6:00 meeting start	SLSA General Membership Meeting “Pre-Litigation On and Off Ramps” Guest Speaker: Alden J. Parker, Esq. Virtual meeting via Zoom (CCLS or MCLE credit: 0.5 hour)
July 15, 2021 12:00 p.m.	WEBINAR Option #1: Service by Publication MCLE CREDIT: 1 hour WEBINAR Option #2: Wealth Planning and Management FREE webinar (please register in advance)
June 16, 2021 12:00 p.m.	WEBINAR: Removing Cases to Federal Court MCLE CREDIT may be available, inquire with LPI CCLS CREDIT: 1 hour
July 17, 2021 (Sat) 12:00 p.m.	Reception Honoring Lynne Prescott, CCLS Location: Sauced Restaurant (DOCO in Sacramento) R.S.V.P. by e-mail to BrendaBracy@hotmail.com by Friday, July 9, 2021
July 23, 2021 12:00 p.m.	WEBINAR: Filing an Unlawful Detainer MCLE CREDIT may be available, inquire with LPI CCLS CREDIT: 1 hour
August 5, 2021 12:00 p.m.	WEBINAR: Returning to the Workplace Means Returning to Different Personalities (Let's Get Ready!) FREE to all legal professionals (please register in advance) MCLE CREDIT: 1 hour

* If you are interested in a webinar, visit the LPI web site (link below) for cost and deadline to register.

* If you wanted to attend a webinar but missed it, visit LPI's web site:

<https://www.legalprofessionalsinc.org/recording-webinars-for-sale/>

* For more events scheduled into August 2021, visit LPI's web site:

<https://www.legalprofessionalsinc.org/events/>

* If you are a member of SLSA, you are a member of LPI.

Sacramento Legal Secretaries Association



Sacramento Legal Secretaries Association invites you to attend



Reception Honoring LPI President Lynne Prescott, CCLS

Saturday, July 17, 2021
12:00 p.m.

Menu (buffet style):
Pork, Chicken, Mac N Cheese, Green Salad
Dessert, Iced Tea, or Soft Drinks

Sauced Restaurant
1028 7th Street, Sacramento, CA 95814
\$37.00 per person

R.S.V.P. by e-mail to: BrendaBracy@hotmail.com by Friday, July 9, 2021

A link and instructions for payment via Pay Pal will be emailed upon receipt of your registration.

*No shows and/or cancellations must be received one week prior
to the event for a refund.*

WELCOME BACK TO MONDAYS

Monday is about to become the most exciting day of the week in the office. Here's why.

Written by Nellie Hayat and published by FastCompany.com

[reprinted with permission by the publisher]

In the midst of figuring out what is the perfect hybrid workplace, many leaders fear that even when employees choose to go back to the office, they will most certainly do it Tuesday, Wednesday, and Thursday (which are already the most popular days in the office pre-COVID according to our recent impact report). That would leave Monday and Friday feeling like a ghost town. Some are expressing the idea that maybe the office should be closed Monday and Friday to reduce the cost of operations, but is that the best solution?

People start to feel anxious every Sunday night as 6 pm rolls through, thinking about Monday morning. Social media floods news feeds with GIFS about Sunday night doom and we automatically start thinking about the end of our weekend and the beginning of our dreaded work week.

In the perfect future of work, we want to create a work culture where people are excited to be there and choose how to manage their time. Managers will no longer need to hold a carrot on a stick, but instead, focus on providing a work environment that facilitates happiness and growth within the workplace. It would reduce stress on Monday mornings, give employees purpose, refuel their work perspective, and provide support to tackle their weekly tasks and goals.

Why do we stress over Mondays?

Many of us spend the week figuring out how to get to Friday. Either by planning drinks with friends,



trips in the near future, or even spa days just to have something to look forward to. But what if we looked forward to Mondays? What if we came into work with a positive outlook Monday morning, focusing on why we love our job and coworkers?

As employees, we're programmed to hate Monday mornings. We spend our whole week developing a routine that divides the workweek from the weekend and we lose our sense of freedom once the work week starts up again. We've all opened up our laptops to check emails Sunday evening as we bury our face in our hands muttering, "How am I going to get this all done?"

With the feeling of always having to be "online," employees are working more than their dedicated 40 hours, feeling burnt out, and thus, feeling more tension on Sunday evenings. As managers are now noticing, the pandemic has blurred the lines between work and personal life and it's apparent that

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Article: "Welcome Back to Mondays"

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these changes be addressed to help employees step into the office with a positive outlook and relaxed mindset for the week.

Although there's no vaccine for "the Sunday Scaries," being proactive and engaging with employees to understand their needs and theirs stress is necessary for this new normal.

The meaning of Monday

If you were to ask people if they like their job, many of the same people who hate Monday will tell you they love their job. But the fact of switching from leisurely weekend strolls to work mode seems to throw

people out of the rhythm and provoke discomfort and reluctance.

Many companies used to think they had to help employees get through the week, giving them events to look forward to every Friday. The fact is we're entering a new hybrid workforce and TGIF is losing its glamour. Monday could set the scene for a utopian workplace, transforming our offices to be the most welcoming and engaging environment to reconnect with teams, share personal goals, and reiterate the company's mission.

It's clear we still long for human interaction, so we'll need to shift our perspective on what it means to come to the office on Monday morning. Setting up

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SAVE THE DATE!

SLSA RENO BUS TRIP

Sponsored by
Sacramento Legal Secretaries Association

Saturday, October 9, 2021
7 AM to 7 PM



Destination:
The Silver Legacy Resort Casino

Open to members & non-members -- must be at least 21 years of age

We'll have two convenient pick up locations!

Stay tuned! Details to follow!

Questions??? Want to Volunteer???
Marci Frazier, president@slsa.org
Corene Rodder, governor@slsa.org

Article: "Welcome Back to Mondays"

-Continued from page 7-

your office for the hybrid space means looking at workflows that work best in the virtual and physical space.

Among the many options, we can restructure how we view the days of the week and how we can utilize certain days for different initiatives. Moving away from our midweek rush mentality, we can separate the days of the week to focus on community building, collaborative efforts, company-wide realignment, and dedicate lighter days for individual tasks, focusing on work and creativity.

We all have to be honest and understand that Monday still doesn't have a huge fan base, so it's the perfect day to catch up and refocus expectations before we jump into a tough week. Leaving heavy meetings days for Tuesdays and having Mondays to emphasize what goals resonate with us as employees and proactively utilize the workplace to engage to be more productive.

Mindfulness in the Workplace

What if coming back to work wasn't hopping into your 9:00 am meeting, getting a cup of coffee, and answering all your emails at the same time? What if instead, we had a Monday work ritual where employees could disconnect from the weekend and activate their minds and bodies to get ready for the workweek?

Even before COVID, Sunday always held a bit of tension in the air. As the hours dwindle back down into the workweek, many of us find ourselves racking our brains on what we need to accomplish. As with many things, the pandemic has shifted our work mindset, forcing us to focus on our mental health and distinguish work hours from personal time.

So it may be time to shine a light on the positive by redirecting our anxiety and asking the question, "What is my purpose and how can I contribute to my

company's mission?" This creates a collective consciousness amongst teams and staff, aligning personal and company goals and bringing positive energy to the office. Although not commonly talked about, mindfulness in the workplace is key to the success of your employees. It will bring overall morale up and will help employees define work-life balance.

Mindfulness in the workplace can be as easy as teaching your employees to "stay in the moment" Sunday night and enjoying their weekend with their loved ones or taking the time to ground themselves before the workweek. It's important for management to create a work culture that is a testament and shows their desire to care for their employees and their mental, emotional, and physical health.

You can make Monday a lot more motivating for your employees and make a visit to the office worthwhile by implementing a Monday routine that your employees look forward to.

Try these tips to give yourself a jumpstart before your Monday morning coffee:

- Morning yoga to settle into better posture
- Sharing moments: the "how was your weekend?" but more intentional. Share something you've learned or done
- Reconnecting with our purpose (role / team / company)
- Dive into goals for the week

Take the time to redesign

As we redesign the workplace we have to think about the physical and mental health of our employees, both in and out of the office, and how to design a space where employees can prepare for the workweek. Whether they're commuting via bike or just getting in from their morning walk, they'll need to settle their bodies and minds before opening up their computers. By implementing mindfulness in the workplace, companies can help employees decompress from the weekend, relieve the stress of Mondays and create a space where creativity and inspiration can thrive.



Sacramento Legal Secretaries Association



VIRTUAL [Zoom]
General Membership Meeting
Thursday, July 15, 2021, at 6:00 p.m.
 Zoom session opens at 5:30 p.m. for meet and greet

Pre-Litigation On and Off Ramps

Guest Speaker:

Alden J. Parker

Managing Partner, Fisher and Phillips LLP

As you travel toward the initial filing of an employment lawsuit in court it is important to have your destination plugged into your GPS and know the various on and off ramps along your route.

This presentation will discuss the following:

- *Labor Code Records Requests*
- *DFEH/EEOC Charges*
- *Labor Workforce and Development Agency Letters (PAGA letters)*
- *Pre-litigation Mediation*

Your GPS, Alden Parker, will help guide you through these various routes to your destination. You will learn how these various pre litigation mechanisms work and issues your attorneys will need support with to effectively assist clients

MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Professionals, Incorporated, an approved provider, and certifies that this activity has been approved for maximum continuing legal education credit in the amount of 0.50 hours by the State Bar of California.

Registration Fee:

\$10 SLSA Members and Non-Members

RSVP by Wednesday, June 14, 2021

Two Way to Register:

- Online at www.slsa.org under "Events" (Preferred) - pay by credit card or check
- Via Email to reservations@slsa.org and pay by check

A link and instructions for access to the virtual meeting will be emailed upon receipt of your registration.

Make checks payable to "SLSA" and mail to:

Christie Kaelber, Registration Chair
 c/o Downey Brand LLP
 621 Capitol Mall, 18th Floor
 Sacramento, CA 95814

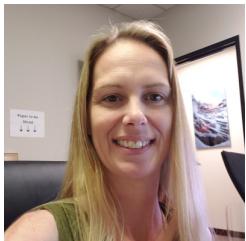
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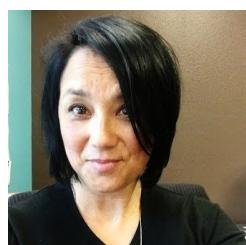
Executive Board 2021-2022



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Thank you SLSA Executive Board!

Without your energy, time and dedication to your volunteer roles, we would not be the same association!



MEMBER NEWS



Luz Loree 7/7

Brenda Bracy 7/10

Heather Rodriguez 7/15

Lori Gilmette 7/18

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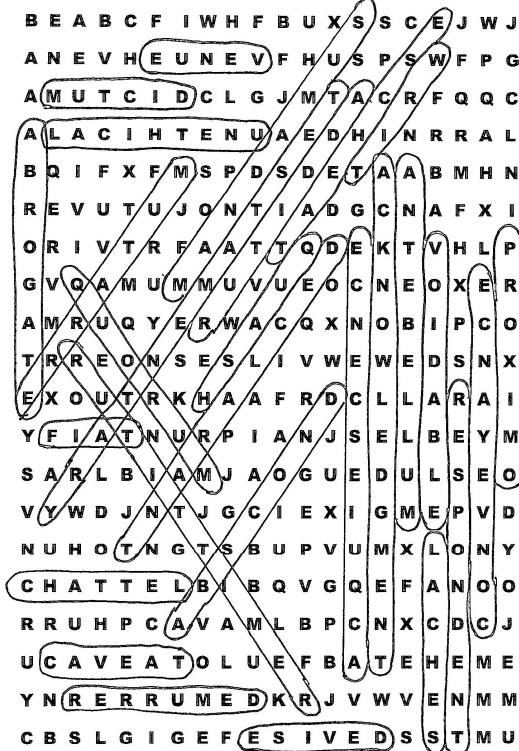


Answers to June 2021 Word Search:

Answers to June 2021 CCLS Quiz:

1. **False** (All are authorized for members of the National Guard, State Guard, and Naval Militia. The Order of California, Medal of Merit, and Commendation Medal are also authorized for civilians and members of other military services who bring honor to the State of California by their actions.)
2. **False** (at least one, not two)
3. **True**
4. **False** (the Order of California)
5. **True**
6. **True**
7. **False** (10 years, not 15)
8. **False** (The Adjutant General, in the name of the Governor, may present the Military Cross, the Medal of Merit, the Service Medal, and other authorized medals and awards.)
9. **True**
10. **True**

LEGAL WORD SEARCH			
Abrogate ✓	Chattel ✓	Escheat ✓	Remittitur ✓
Abscond ✓	Conveyance ✓	Fiat ✓	Respondent ✓
Acknowledgment ✓	Declarant ✓	Laches ✓	Testamentary ✓
Acquiescence ✓	Demurrer ✓	Mandamus ✓	Unethical ✓
Additur ✓	Devise ✓	Proximo ✓	Venue ✓
Antebellum ✓	Dictum ✓	Quash ✓	Voidable ✓
Caveat ✓	Erratum ✓	Quorum ✓	Writ ✓



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<https://www.employeeandmemberdiscounts.com/employee-discounts-and-offers/legal-professionals-incorporated/>



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