



THE ADVANCE SHEET SCCoLPA's News & Events APRIL 2018

Dear SCCoLPA Members:

As spring swings into full gear, this time of year also signals the end of SCCoLPA's fiscal year for 2017-2018 and the beginning of a new, exciting chapter for this Association! Elections were held at SCCoLPA March membership meeting on March 13, 2018, and the following slate of officers were elected for the 2018-2019 fiscal year:

President	Shannon Quigley
Vice President/Membership	Jessica Urioste
Vice President/Marketing	Sheryl Boardman
Executive Secretary	M'Liss Bounds
Treasurer	Rod Cardinale, Jr.
Governor	Elena Schneider, CCLS

Congratulations to the new Executive Committee of SCCoLPA! I hope you will all join us for the installation ceremony being held as part of our April membership meeting on **Saturday, April 14, 2018**. The meeting is FREE to all members, and will be at Flames Eatery & Bar in downtown San Jose. Brunch begins at 10:00 a.m. along with the short business portion of our meeting, presentation of SCCoLPA's scholarship award and presentation of the annual Rod Cardinale, Jr. President's Award, and concludes with the officer installation ceremony. We hope you can all make it and congratulate our new Executive Committee and Committee Chairpersons!

Here's a look at what's happening in the next few months:

- May 3, 2018: SCCoLPA's spring quarterly workshop: "Probate & Estate Planning: Pitfalls and How to Avoid Them," presented by Janet Brewer, Esq. and Dylan Recht, Esq., to be held at Wilson Sonsini Goodrich & Rosati in Palo Alto.
- May 8, 2018: May monthly membership meeting, featuring Alison Buchanan, Esq., who will be presenting "Ethics Updates for the Legal Professional."
- May 17-20, 2018: LSI's 84th Annual Conference, to be held at the Garland Hotel in North Hollywood, CA.
- May 23, 2018: Bunco Night is back! Join us at Centext Legal Services in

downtown San Jose for another night of fun! Dinner will be provided.

- June 8, 2018: SCCoLPA's 8th Annual BBQ and Membership Appreciation Day. FREE to all members and the dessert contest is back!
- July 28, 2018: Join us for a night of baseball as we watch the San Jose Giants plan the Inland Empire 66ers at Municipal Stadium. Your entry ticket also includes a delicious BBQ dinner, two adult beverages, and your very own personal food/beverage attendant.

Details for all these events can be found in this issue of *The Advance Sheet*.

As this is my final President's Message, it is the perfect time to leave you with some heartfelt thoughts: Time and time again I am reminded that SCCoLPA is the best volunteer association in the state. The success of our association is made possible by you, our dedicated members, who participate at our monthly meetings, attend our fundraising events, volunteer to serve on the Executive Committee and take on a committee chairmanship. The existence of our association is due directly to all your efforts as a TEAM. Without you putting in that extra effort and dedication, we wouldn't be here today. This association has a long history of leadership, and the members of the Executive Committee and Committee Chairs who I have been so proud to serve with have continued SCCoLPA's tradition of excellence during the past two years. Thank you all for your support and for all your hard work.

This experience has truly been my honor and pleasure, and I am so very proud to have served as your President for the last two years. We have accomplished many things in the past few years, thanks to the feedback we have received from our members, and one of the highlights has been to bring back *The Advance Sheet* newsletter to all of you! It has been a fun, great run, and I come away with gratitude and a full heart. Thanks to you all.

With very best wishes,
Elise Dresser, CCLS
President



UPCOMING MONTHLY MEETINGS

SCCoLPA's 78th Annual Meeting and Installation of Officers

**Saturday,
April 14, 2018**

Santa Clara County LPA has a very special event coming up and we want you to be a part of it! Please join us on Saturday, April 14, 2018 at 10:00 a.m. for SCCoLPA's 78th Annual Meeting and Installation of Officers.

Join us at Flames Eatery for a delicious brunch - this event will take the place of our regular Tuesday night monthly meeting.

Join us as the Officers of SCCoLPA's Executive Committee are installed for 2018-2019 by Installing Officer and LSI Vice President Heather Edwards, accompanied by Installing Marshal Janet L. Brewer, Esq.

Additionally, SCCoLPA will be presenting SCCoLPA's annual scholarship award to a very deserving student from the Santa Clara County Community.

You also won't want to miss the presentation of the annual Rod Cardinale, Jr. President's Award - one of our deserving members will be recognized for his/her outstanding service to SCCoLPA.

We hope you will join us for a fun-filled morning. As a token of thanks for your support, the brunch will be FREE for all SCCoLPA members. The price for non-SCCoLPA members will be \$30.

Register and pay via PayPal at www.sccolpa.org or RSVP via email at reservations.sccolpa@gmail.com. Cash or checks accepted at the door. **No refunds will be issued if your reservation is canceled within 24 hours of the event.** A \$3 convenience fee will be added for PayPal/credit card payments.

Santa Clara County
Legal Professionals Association
www.sccolpa.org
PROUDLY PRESENTS

78th Annual Meeting and Installation of Officers

Featuring
Introduction of SCCoLPA Officers & Chairmen 2018-2019
Presentation of SCCoLPA's Annual Scholarship Award Winner
Presentation of the Annual Rod Cardinale, Jr. President's Award


Join us as LSI Vice President Heather Edwards
Installs the 2018-2019 Santa Clara County LPA Executive Board with
Installing Marshal Janet L. Brewer, Esq.

Flames Eatery & Bar
88 S. Fourth Street, San Jose (408) 971-1960
Validated parking at the 4th Street Garage next to restaurant

Saturday, April 14, 2018
Brunch Served: 10:00 a.m.

Price: **FREE** for all SCCoLPA Members **\$30.00** for non-SCCoLPA members
(Price includes program and Flames' Famous Eatery Buffet: selection of fresh juices, sliced fruit, eggs benedict, French toast, country style scrambled eggs, grilled bacon/sausage, breakfast potatoes, assorted pastries, coffee and tea.)

To RSVP email reservations.sccolpa@gmail.com OR register and pay via PayPal/Credit Card on our "Upcoming Events" page at www.sccolpa.org. **NOTE: Please put "SCCoLPA Reservations" in the title of your email.** Make check payable to **SCCoLPA**. Cash or checks accepted at the door. No refunds if reservation is canceled within 24 hours of the event. A \$3 convenience fee will be added for PayPal/credit card electronic payments.




Santa Clara County Legal Professionals Association
May 2018 Dinner Meeting

Ethics Updates for Legal Professionals

Guest Speaker:
Alison P. Buchanan, Esq.
 Hoge, Fenton, Jones & Appel

This 45-minute program will focus on the ethics rules that are most pertinent for legal professionals. We will discuss new developments, including recent cases and ethics opinions, as well as old concepts that remain particularly important. Examples include issues with fee agreements, identifying the client, joint representation, inadvertent disclosures of attorney-client privileged materials, motions to withdraw, and how the use of technology impacts confidentiality and competence.



Register and pay via PayPal* on our "Events" page at <http://www.sccolpa.org>. Or RSVP via email at reservations.sccolpa@gmail.com. **NOTE:** Please put "SCCoLPA Reservations" in the title of your email. Make checks payable to "SCCoLPA." Cash or checks accepted at the door. **No refunds if reservation is canceled within 24 hours of the event.** *\$3 convenience fee added for PayPal/credit card payments.

Tuesday, May 8, 2018

TIME
 Social Hour: 6:00 p.m.
 Dinner/Program: 6:30 p.m.

Flames Eatery & Bar
 88 S. Fourth Street, San Jose, CA 95113
 (408) 971-1960
 * validated parking at the adjoining 4th Street Garage.

COST
 \$30.00 (dinner, dessert & CLE credit)
 \$20.00 (CLE credit, no dinner)
 Free (no dinner or CLE credit)

This activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.75 hours, of which 0.00 hours will apply to legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or elimination of bias. SCCoLPA certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

UPCOMING EVENTS

<p>April 14, 2018</p> <p>April 25, 2018</p> <p>May 3, 2018</p>	<p>78th Annual Meeting & Installation of Officers (SATURDAY) FREE for all SCCoLPA members!</p> <p>Save the Date: Bunco Night</p> <p>Spring Quarterly Workshop: Probate/Estate Planning</p>
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Monthly Membership Meeting Tuesday, May 8, 2018

SCCoLPA is pleased to present its annual Ethics update for legal professionals on Tuesday, May 8, 2018. Our guest speaker will be Alison P. Buchanan, Esq., a partner at Hoge Fenton in San Jose. Ms. Buchanan is a certified specialist in legal malpractice law as certified by the State Bar of California Board of Legal Specialization.

This 45-minute program will focus on the ethics rules that are most pertinent for legal professionals. We will discuss new developments, including recent cases and ethics opinions, as well as old concepts that remain particularly important. Examples include issues with fee agreements, identifying the client, joint representation, inadvertent disclosures of attorney-client privileged materials, motions to withdraw, and how the use of technology impacts confidentiality and competence.

Register and pay via PayPal at www.sccolpa.org, or RSVP via email at reservations.sccolpa@gmail.com. Cash or checks accepted at the door. **No refunds will be issued if your reservation is canceled within 24 hours of the event.** A \$3 convenience fee will be added for PayPal/credit card payments.

March 2018 Highlights

**March Monthly
 Membership Meeting
 March 13, 2018**



Santa Clara County Legal Professionals Association held its monthly membership meeting on March 13, 2018 at Flames Eatery & Bar in downtown San Jose.

SCCoLPA was pleased to welcome three Deputy Public Guardians from the Santa Clara County Public Guardian's Office, Tracy Coleman, Chris Jones, and James Kwon, who presented a very interesting and informative overview of how the various types of conservatorships are applied and handled in the County.

Vice President of Membership Shannon Quigley introduced Elena Schneider, CCLS, as SCCoLPA's Member in the Spotlight for March 2018. In addition to being a member of SCCoLPA since 1997, Elena has held

many different volunteer positions with the association over the years. Elena was just elected to serve as SCCoLPA's Governor for the next fiscal year. In addition, Elena was recently selected as a FINALIST for a Silicon Valley Admin Award in not just one, but two categories (the Colleen Barrett Award for Administrative Excellence and The Leadership Award)!!! Elena, you are definitely well-deserving of both awards, and you're already a winner in our book!! Congratulations Elena!



Santa Clara County Deputy Public Guardians Chris Jones, Tracy Coleman, and James Kwon.



Vice President of Membership Shannon Quigley and SCCoLPA Member in the Spotlight for March, Elena Schneider, CCLS



Sheryl Boardman, Vivian Shreve, CCLS, Susan Husher



Shara Bajurin, CCLS, Rod Cardinale, Jr., Elise Dresser, CCLS, Shannon Quigley, Jessica Urioste, Diane Andreoli



Amy Monbourquette, Pam Stallings, CCLS, Brian Ward, Elena Schneider, CCLS, Luz-Marie Ramirez



SCCoLPA's newest member and One Legal representative Diane Andreoli

Governor's Corner

~ by Linda Neuman, SCCoLPA Governor~

Delegates and Alternate Delegates - What is That all About?

With the LSI May Annual Conference in North Hollywood coming up soon, I would like to address something that is near and dear to my heart - who and why it is important to send Delegates and Alternate Delegates to the Annual Conference in May. Sorry for repeating myself, but I am extremely excited to be seated as a Delegate at the upcoming Annual Conference for the first time since joining SCCoLPA in 1987!

SCCoLPA's Standing Rules are pretty clear about who shall serve as Delegates at Annual Conference: "The proposed delegates should be the outgoing Governor, the incoming Governor, and the incoming President."

But what about Alternate Delegates? As active members of SCCoLPA your name can be added to the slate of positions the association votes on every March. We always encourage members who are interested in LSI to attend Annual Conference in May, which offers members more activities than the Quarterly Conferences (i.e. Officer/Chairmen workshops, CCLS Luncheon and Installation of LSI Officers). Alternate Delegates enjoy the benefits of having SCCoLPA pay for 1/2 of a double room, scrip ticket, transportation fees and \$25 per diem. In exchange for these benefits, not only is your attendance at the social events necessary (which are very enjoyable), you will need to attend the Saturday General Assembly where the business of LSI is conducted. Remember, LSI is the corporation in which all of the local associations are voting members. Your role as an Alternate Delegate is that for any reason one of the Delegates cannot be seated (i.e. due to illness, emergency, etc.) you can take that Delegate's place at a moment's notice. Alternate Delegates will receive all the information necessary to be able to vote on specific issues if you need to step into the shoes of a Delegate.

I am of the opinion that it is an honor to be seated as a Delegate or elected as an Alternate Delegate as you have gained the respect and confidence from the members of your local association to represent it at the state level.

I hope that maybe next year you might consider putting your name in the hat and join your fellow members at an Annual Conference of LSI as an Alternate Delegate.

Linda Neuman
The Proud Governor of SCCoLPA for the last 4 years!



**"TEAMWORK—EVERYTHING IS AWESOME WHEN
YOU'RE PART OF A TEAM"**

SAN FERNANDO VALLEY LEGAL SECRETARIES ASSOCIATION
MAY 17-20, 2018 – 84TH LSI ANNUAL CONFERENCE
THE GARLAND HOTEL – NORTH HOLLYWOOD, CALIFORNIA
CONFERENCE REGISTRATION FORM

NAME (ON BADGE): _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
HOME PHONE: _____ WORK PHONE: _____
E-MAIL ADDRESS: _____
LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)

PLEASE CHECK IF APPLICABLE AND INCLUDE TITLE: PLEASE CHECK IF YOU ARE:

☐ STATE OFFICER _____ ☐ GOVERNOR ☐ CCLS ☐ PLS
☐ STATE CHAIRMAN _____

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)

POSTMARKED ON OR **BEFORE APRIL 18, 2018** \$167.00 \$ _____
POSTMARKED **APRIL 19, 2018 OR LATER** \$177.00 \$ _____

INDIVIDUAL TICKETS:

REGISTRATION BY APRIL 18, 2018	_____ @	\$25.00 \$ _____
REGISTRATION APRIL 19, 2018 OR LATER	_____ @	\$35.00 \$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$30.00 \$ _____
GOVERNOR'S LUNCHEON (FRIDAY)	_____ @	\$56.00 \$ _____
PRESIDENT'S LUNCHEON (FRIDAY)	_____ @	\$56.00 \$ _____
NEWCOMERS' LUNCHEON (FRIDAY)	_____ @	\$56.00 \$ _____
CCLS LUNCHEON (SATURDAY)	_____ @	\$56.00 \$ _____
SATURDAY NIGHT BANQUET	_____ @	\$78.00 \$ _____
_____ CHICKEN _____ FISH _____ VEGETARIAN		
SUNDAY BRUNCH	_____ @	\$44.00 \$ _____
TOTAL AMOUNT ENCLOSED		\$ _____

SPECIAL DIETARY NEEDS: _____

PLEASE MAKE CHECKS PAYABLE TO: 2018 ANNUAL CONFERENCE FUND

MAIL TO: Mae Chester, SFVLSA - P.O. Box 10531, Burbank, CA 91505



Thurgood Marshall and other members of the 2017 LSA
Board of Directors, standing on the Board of Directors

FOR GENERAL INFORMATION CONTACT:
REGISTRATION CHAIR – LAURELYN BERGFELD
(818) 395-2490 laurelyn.bergfeld.ccls@gmail.com

NO REFUNDS AFTER MAY 10, 2018



**"TEAMWORK—EVERYTHING IS AWESOME WHEN
YOU'RE PART OF A TEAM"**

SAN FERNANDO VALLEY LEGAL SECRETARY ASSOCIATION
MAY 17-20, 2018 – 84TH LSI ANNUAL CONFERENCE
THE GARLAND HOTEL – NORTH HOLLYWOOD, CALIFORNIA

HOTEL REGISTRATION FORM

NAME: _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
HOME PHONE: _____ WORKPHONE: _____
E-MAIL ADDRESS: _____
LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)
ARRIVAL DATE: _____ DEPARTURE DATE: _____

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES):

- SINGLE/DOUBLE: \$188.00
TRIPLE: \$188.00
ROLLAWAY FEE: \$ 25.00

OVERNIGHT PARKING: SELF PARKING: \$22.00 PER DAY
VALET PARKING: \$27.00 PER DAY

DAILY PARKING: SELF PARKING: \$12.00 PER DAY
VALET PARKING: \$18.00 PER DAY

RESERVATION CUT-OFF: April 25, 2018

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, (800) 238-3759. USE CODE "LSI" TO IDENTIFY YOURSELF AS BEING A PART OF LSI IN ORDER TO GET THE GROUP RATE.

FOR GENERAL INFORMATION CONTACT:
REGISTRATION CHAIR – LAURELYN BERGFELD, CCLS -
(818) 395-2490



UPCOMING EDUCATIONAL WORKSHOP

Spring Quarterly Workshop
"Probate & Estate Planning:
Pitfalls and How to Avoid Them"

Thursday, May 3, 2018

What should you know about how the probate process works and why should you have an estate plan? Your estate plan specifies the ultimate disposition of all of your property, including your home, your investments, your business, your life insurance, your employee benefits (such as a 401(k) plan), and all of your other property in the event of your disability or death.

Please join us on Thursday, May 3, 2018, as our guest speakers Janet L. Brewer, Esq. and Dylan J. Recht, Esq. focus on the following topics:

- * Protect what you have today and what you leave to your loved ones tomorrow
- * How to deal with feuding families
- * Greedy family members? How to plan your estate without breaking up the family
- * Love, honor, and cherish: pre-nuptial agreements
- * Challenges of second marriages in estate planning
- * Pet trusts: what about the cats and dogs?
- * Should you hire an estate planning attorney or do it yourself?

Program fees are \$55 for members and \$75 for non-members. Non-members will also receive a one-year membership in SCCoLPA. Dinner will be provided prior to the workshop. Register today at www.sccolpa.org/events.



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

A Member of Legal Secretaries, Incorporated® – Educating California's Legal Professionals

"Probate & Estate Planning: Pitfalls & How to Avoid Them"



What should you know about how the probate process works and why should you have an estate plan? Your estate plan specifies the ultimate disposition of all of your property, including your home, your investments, your business, your life insurance, your employee benefits (such as a 401(k) plan), and all of your other property in the event of your disability or death.

Please join us as we focus on the following topics:

- Protect what you have today and what you leave to your loved ones tomorrow
- How to deal with feuding families
- Greedy family members? How to plan your estate without breaking up the family
- Love, honor, and cherish: pre-nuptial agreements
- Challenges of second marriages in estate planning
- Pet trusts: what about the cats and dogs?
- Should you hire an estate planning attorney or do it yourself?

Thursday, May 3, 2018

Guest Speakers: *Janet L. Brewer, Esq. and Dylan J. Recht, Esq.*
Law Office of Janet L. Brewer

Registration: 5:30 p.m. **Dinner:** 6:00 p.m.
Program: 6:30 p.m. – 8:00 p.m.

Wilson Sonsini Goodrich & Rosati
650 Page Mill Road, Palo Alto, CA 94304
Conference Room – Courtyard 1A

Program Fees:	\$55.00	Members (includes dinner/no refunds)
	\$75.00	Non-Members (includes dinner and free one-year membership in SCCoLPA/no refunds)

Register and pay via PayPal at www.sccolpa.org OR contact reservations.sccolpa@gmail.com

This workshop has been approved for 1.5 hours of MCLE/CCLS credit.

SCCoLPA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing education credit by the State Bar of California in the amount of 1.5 hours, of which 0.0 hrs. will apply to law practice management/prevention, detection, and treatment of substance abuse and emotional distress and elimination of bias credit (as appropriate to the content of the activity).

Organized 1940 - P.O. Box 90509, San Jose, CA 95109-3627, www.sccolpa.org

UPCOMING EVENTS

SAVE THE DATE!

Santa Clara County Legal Professionals Association
Invites you to



BUNCO night

**Cash Prizes for
Most Buncos!
Most Wins!
Most Losses!**

**We had so much fun last time
that we're bringing Bunco back again!**

Everyone is welcome so invite your friends and family and
join the fun! Space is limited – please RSVP today!

Dinner, beer/wine and dessert will be served.

Entry fee: \$20.00

(members and non-members)

Wednesday, May 23, 2018

6:00 pm – 8:00 pm

Centext Legal Services
333 W. Santa Clara St., #1
San Jose, CA 95113



855.CENTEXT (236.8398)
www.centextlegal.com

Hourly parking available in underground garage
and free street parking on Almaden Blvd.



RSVP by **May 21, 2018** to SCCoLPA Reservations (reservations.sccolpa@gmail.com) and pay online at
www.sccolpa.org/events or bring check/cash to the event. Contact Sheryl Boardman
(Sheryl.boardman@complexlegal.com) for further information. Space is limited so RSVP today!

BUNCO NIGHT Wednesday, May 23, 2018

Back by popular demand is SCCoLPA's Bunco Night! Join us on Wednesday, May 23, 2018 starting at 6:00 p.m. at Centext Legal Services, 333 W. Santa Clara Street, in downtown San Jose. Bring a bunco partner and join us for an evening of fun and wild dice-rolling! Cash prizes will be awarded to the top three winners, and we will also be serving dinner, along with beer and wine. Space is limited, so please sign up today at www.sccolpa.org/events.

**Santa Clara County Legal Professionals Association
Invites You To Its 8th Annual Marilyn Ott BBQ**



Sunday, June 9, 2018 • 4:00 p.m. to 8:00 p.m.

**Bring your family and friends and join us for a great
day of food and fun!**

**In appreciation of your membership in SCCOLPA,
this event is **FREE** to all members! \$10 for non-members**

Enter your favorite dessert in our contest to win a special prize!

Proceeds fund SCCoLPA's scholarship and educational endeavors
See our website (www.sccolpa.org) for details

Please RSVP by June 1, 2018
to SCCoLPA Reservations
reservations.sccolpa@gmail.com

Location:
Rod Cardinale's Backyard
737 Asbury Place, Santa Clara



8th ANNUAL MARILYN OTT MEMORIAL BBQ June 9, 2018

Bring your family and friends and join us for a great day of food and fun! SCCoLPA invites all members, family, and friends to its annual summer barbeque, and in appreciation of your membership in SCCoLPA, the BBQ is FREE to all members! Bring your appetite as Chef Rod Cardinale will again be grilling up some great tri-tip in his backyard, and all side dishes will be provided by the Executive Committee. Additionally, bring your favorite dessert and enter it in our annual dessert contest! We will also be featuring a silent auction - this is your opportunity to win some great prizes! Register today at www.sccolpa.org/events or RSVP to reservations.sccolpa@gmail.com.



Santa Clara County Legal Professionals Association

invites you to

The San Jose Giants vs Inland Empire 66ers

Municipal Stadium, 588 East Alma Ave. San Jose, CA 95112



Saturday, July 28th, 2018

Game Time: 6:00 p.m.

Tickets: \$55 Adults / \$30 Children

Be part of the action as we watch the San Jose Giants from the private field level VIP Party Deck! Your ticket package includes one game ticket, a delicious BBQ meal, and two alcoholic beverages per guest as well as a personal Beverage and Food Attendant. You will have the opportunity to win Lucky Prizes throughout the game with your very own scorecard and bingo card! Learn about the history of the team with one of the handful of programs included.

Make reservations and payment at

www.sccolpa.org

or contact Reservations Chair M'Liss Bounds,
reservations.sccolpa@gmail.com

Please contact Rod Cardinale, Jr. at
rodcardinalejr@sbcglobal.net if you have any
questions about the game/ticket purchase.

Please RSVP by July 21, 2018



SCCoLPA's ANNUAL SUMMER BASEBALL NIGHT Saturday, July 28, 2018

Be part of the action as we watch the San Jose Giants from the private field level VIP Party Deck! Your ticket package includes one game ticket, a delicious BBQ meal, and two alcoholic beverages per guest as well as a personal Beverage and Food Attendant. You will have the opportunity to win Lucky Prizes throughout the game with your very own scorecard and bingo card! Learn about the history of the team with one of the handful of programs included. Register at www.sccolpa.org/events.

Order in the Court

~By Elena K. Schneider, CCLS, SCCoLPA Parliamentarian ~

What Are Rules of Evidence?

Rules of evidence govern the admissibility at the trial or hearing of the physical evidence found at a crime scene. Physical evidence includes such things as palm prints, fingerprints, tool marks, tire tracks, footprints, fragments of glass, paint, and wood, clothing, fibers, tools, weapons, documents, containers, hair, blood, photographs, and bullet holes. In order for it to be used at trial, physical evidence must be seized properly, without tainting or mixing it with something else, and under a proper search warrant. It must be done in such a way that it can be easily identified at trial by the seizing officer. This means documenting each item and its exact location (e.g., in glove compartment, in suspect's left shirt pocket). This also explains the lengthy and often voluminous paperwork done at crime scenes by the police and homicide detectives. A competent defense attorney will take advantage of any violations of the rules of evidence.



CCLS Monthly Quiz

~by Vivian Shreve, CEC Coordinator~

Are you interested in attaining your California Certified Legal Secretary certification? Certification is achieved by passing a comprehensive full-day examination. Candidates are tested in California legal procedures, legal terminology, performance skills, reasoning and ethics, law office administration, ability to communicate effectively, and legal computations. A minimum of two years' experience is required. Continuing legal education requirements must be met for recertification.

Each month we will present a mini "mock" quiz to give you a sense of what the exam covers. The exam is administered twice a year, in March and September and is given in various locations throughout the state. If you are interested in applying to sit for the next exam, please fill out an exam application, which can be found on SCCoLPA's website, or LSI's website at www.lsi.org.

LEGAL TERMINOLOGY

1. A guardian ad litem is appointed for:
 - A. A specific, limited purpose
 - B. Forever, in a limited capacity
 - C. Limitless purposes
 - D. None of the above

2. By definition, a building that is appurtenant to another is one that may be:
 - A. A separate building with an apartment complex
 - B. An attached building next door
 - C. An unattached garage
 - D. All of the above
3. The body of the offense or essence of the crime is:
 - A. Corpus delicti
 - B. Corpus
 - C. Corpus juris
 - D. Corpus Christi
4. Escheatment means:
 - A. Individual obtaining property through unfair means
 - B. State obtaining property through illegal means
 - C. State obtaining property because no owner can be found
 - D. Individual obtaining property through purchase
5. A notice warning the public that a lawsuit is pending which affects possession or title of real property is:
 - A. Pendent lite
 - B. Per stirpes
 - C. Lis pendens
 - D. Locus sigilli
6. The clause appearing at the end of an affidavit reciting the date, location, and person before whom the statement was sworn is:
 - A. Acknowledgment
 - B. Recitation
 - C. Statement of affiant
 - D. Jurat
7. Parol evidence means:
 - A. Written testimony
 - B. Oral testimony
 - C. Testimony for a conditional release
 - D. Testimony by a parolee
8. A deed in which the grantor guarantees good, clear title to the property, and explicitly or implicitly contains covenants regarding the quality of title, is:
 - A. Warranty Deed
 - B. Grant Deed
 - C. Guarantee Deed
 - D. Quitclaim Deed
9. Which of these does not belong:
 - A. Retroactive
 - B. Ex post facto
 - C. Replevin
 - D. Nunc pro tunc
10. In loco parentis means:
 - A. Proceedings against the parent
 - B. In the place of a parent
 - C. Proceedings against the person
 - D. Proceedings by the parent
11. Which of the following words is italicized:
 - A. Ex parte
 - B. Circa
 - C. In re
 - D. Voir dire
12. Which of the following states is not abbreviated in citations within parentheses:
 - A. Texas
 - B. Hawaii
 - C. Oregon
 - D. Vermont
13. To abide by decided cases is referred to as:

- A. Stare decisis
 - B. Quid pro quo
 - C. Pro tempore
 - D. Per stirpes
14. Viewing documents within the judge's chambers is:
- A. In personam
 - B. In rem
 - C. In camera
 - D. In limine
15. Which of the following is not a correct abbreviation:
- A. Cal. U. Com. Code
 - B. Bus. & Prof. Code
 - C. Sts. & Hy. Code
 - D. Wel. & Ins. Code

ANSWER KEY:

1. A - Law Office Procedures Manual ("LOPM"), O-2 ("ad litem" is "for specific, limited purpose")
2. D - LOPM, O-5 (attached or belonging to)
3. A - LOPM, O-12 (corpus juris is body of law)
4. C - LOPM, O-18 (state getting property because no owner can be found)
5. C - LOPM, O-28
6. D - LOPM, O-26
7. B - LOPM, O-31 (oral not in writing - not parole)
8. A - LOPM, O-45 (Quitclaim - no guaranty or covenant of title, Grant Deed - implies free from encumbrances)
9. C - LOPM, O-38 (Replevin is a proceeding to recover unlawfully held personal property; the others all refer back in time)
10. B - LOPM, O-23
11. C - California Style Manual ("CSM"), 4:36
12. B - CSM, 1:30 [A] (Don't confuse the abbreviation of states with abbreviations in The Gregg Reference Manual)
13. A - LOPM, O-40
14. C - LOPM, O-22 (In personam - proceeding against the person; In rem - proceeding against the thing)
15. D - CSM, 2:8
-

APPLICATION TO TAKE CCLS® EXAM

Mail Application, copy of LSI Membership Card (if applicable), and fees to:
April K. Ignaitis, CCLS, CCLS Certifying Board, P.O. Box 2879, Cupertino, CA 95015

(Select one) ☐ Northern California ☐ Southern California
(Select one) ☐ Saturday, March 17, 2018 ☐ Saturday, September 15, 2018

- **Deadline:** Applications must be received **60 days** prior to the examination date.
- **Late Application:** Late Fees apply when Applications are received less than **60 days** (but not less than 30 days) prior to the examination date, and accepted only if space is available.
- **Deferral:** Requests to defer to the next exam must be received at least **30 days** prior to the exam date.

EXAMINATION FEES (Select Payment Type)		Check <input type="checkbox"/> Payable to "LSI" Mail to above address	PayPal <input type="checkbox"/> Email exam application to CCLSCertifyingBoard@gmail.com Payment link will be provided upon confirmation of eligibility to sit for exam.
LSI Members	<input type="checkbox"/>	Non-LSI Members	<input type="checkbox"/>
On Time Registration Fee	\$ 25.00	On Time Registration Fee	\$ 75.00
Examination Fee*	100.00	Examination Fee*	100.00
Late Fee (if applicable)	30.00	Late Fee (if applicable)	30.00
TOTAL DUE w/o Late Fee:	\$125.00	TOTAL DUE w/o Late Fee:	\$175.00

Personal Information

Name: _____

Mailing Address: _____

Last 4 digits of SSN: _____ Email: _____

Phone (Day): _____ Phone (Evening): _____

LSI Member: ☐ Yes (enclose copy of LSI Membership Card) ☐ No

Name of Local LSI Association: _____

Employment Information

Provide your legal secretarial employment information beginning with your most recent (or current) employment in order to confirm that you have at least two years' experience. Attach a supplemental page if you have not been in your current position for two years.

Position: _____ Dates of Employment: _____

Employer: _____
(name and address)

Supervisor: _____ Supervisor's Phone: _____

Supervisor's Email: _____

Summary of Duties: _____

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

Date: _____ Applicant Signature _____

* Fees subject to change without notice.
Rev. February 2018

Legal Procedures - The Latest Updates

CHANGES TO CALIFORNIA RULES:

Changes to the California Code of Civil Procedure and the California Rules of Court will take effect January, 1, 2018. Among other things, there will be significant changes to CCP section 1010.6 regarding electronic filing and electronic service.

List of new and revised Judicial Council Forms
<http://www.courts.ca.gov/documents/00PublishersList.pdf>

SAN FRANCISCO COUNTY SUPERIOR COURT

Effective May 15, 2018, the San Francisco Superior Court will eliminate the Court-run e-filing portal to e-file documents with the Court. The Court has 19 e-filing vendors that may be used for future e-filing. The comprehensive list of court approved e-filing vendors can be located here: <http://www.sfsuperiorcourt.org/online-services/efiling/general-civil-efiling-service-providers>

UNITED STATES DISTRICT COURT - NORTHERN DISTRICT OF CALIFORNIA

Northern District's Caseload Rebalancing Program Begins March 1, 2018

Starting March 1, 2018, the Court will undertake a pilot program in order to rebalance caseloads between district judges in each of its divisions. As a result, a small percentage of civil cases normally venued in San Jose will be assigned to district judges in San Francisco or Oakland without regard to the venue provisions in Civil Local Rule 3-2 (Commencement and Assignment of Action) and General Order 44-Assignment Plan. The court will evaluate the effectiveness of this program in one year.

Coming Soon!

You asked for quality educational classes, such as Microsoft Office, Adobe Acrobat, Calendaring, 100 Days Before Trial, Basic Legal Secretary Skills, E-filing, Discovery, and more. Look no further - keep your eyes peeled for updates on our website, our Facebook page, and our regular email blasts as we announce more educational workshops to be presented in the next several months.

Coming up: Save May 3, 2018 on your calendar! SCCoLPA will present an estate planning seminar that will highlight pitfalls of the practice and how to avoid them. Further information is provided in this newsletter. CLE credit will be provided.

Future educational workshops will include workplace/employee relations investigations, employee rights, probate, navigating court websites and local rules, e-filing in Santa Clara County, and discovery.



Membership in SCCoLPA - Spread The Word!

Attention all members - thank you for renewing your membership with Santa Clara County Legal Professionals Association! By now you should have received the new password for the "Members Only" section of our website (www.sccolpa.org). Please take a few minutes to review the association's monthly financial reports, Governor's reports, minutes of monthly membership meetings, and more.

Please encourage your co-workers, colleagues, and friends to join SCCoLPA today!



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

2017-2018 MEMBERSHIP/RENEWAL APPLICATION

Please make checks payable to: SCCoLPA
Send to: SCCoLPA Treasurer
P.O. Box 90509
San Jose, CA 95109-3627

Member's Name _____	*Title: <i>[Examples at bottom of page]</i> _____
Residence Address _____	Business Name _____
Residence City and Zip Code _____	Business Address _____
Residence Telephone Number _____	Business City/State/Zip Code _____
Residence Fax Number _____	Business Telephone Number/Business Fax Number _____
E-Mail Address (Home) _____	E-Mail Address (Work) _____
PREFERRED E-MAIL: <i>(Check One)</i>	Field of Law _____
Residence: _____ Business: _____	Year I became a member of SCCoLPA: _____
Birthdate: _____	How many years with SCCoLPA? _____
Month/Day	

If accepted as a member, I agree to be bound by the bylaws and standing rules of Legal Secretaries, Incorporated, and/or the local association, whichever are applicable 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 and/or Santa Clara County Legal Professionals Association, 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 1980-1982)"

Applicant's Signature: _____ Date: _____

Sponsor: _____ Application Approved: _____

**Title: [Your Title/Certification in the Legal Field - EXAMPLES: CCLS California Certified Legal Secretary; PLS Professional Legal Secretary; CLA Certified Legal Assistant; (Or) Paralegal; Legal Assistant; Notary Public; Office Manager; etc.]*

MEMBERSHIP DUES¹

PLEASE CHECK THE APPROPRIATE BOX(ES) BELOW

- ☐ ACTIVE MEMBER (\$55.00 – New Member)
- ☐ ACTIVE MEMBER (\$45.00 – Renewing Member)
- ☐ ASSOCIATE/STUDENT MEMBER (\$35.00 - New Member) *(Students, please attach proof of enrollment to this application)*
- ☐ ASSOCIATE/STUDENT MEMBER (\$25.00 - Renewing Member) *(Students, please attach proof of enrollment to this application)*
- ☐ RETIRED MEMBER: ☐ A (\$20.00) ☐ B (\$0.00)
- ☐ DISABLED MEMBER: ☐ A (\$20.00) ☐ B (\$0.00)
- ☐ LIFE MEMBER *(If a life member desires to retain active membership status, full payment of dues is required)*

MEMBERSHIP CATEGORIES

- Active Member:** Dues for an Active Member of this Association shall be \$25.00 per year, plus \$20.00 per capita tax to LSI for total of \$45.00, following payment the first year of \$55.00 which includes a one-time only \$10.00 initiation fee.
- Associate Member:** Candidates with less than one year in a law-related environment, or enrolled in an academic program involved in legal studies and not employed in the legal field.
- Dues for an Associate Member of this Association shall be \$25.00 per year, following payment the first year of \$35.00 which includes a one-time only \$10.00 initiation fee.
- Associate Membership as defined in the By-laws shall include any student enrolled in a certified educational program recognized by this Association.
- Retired Member:** Age 62, retired from employment, wishing to retain active status:
- A. Less than 10 years in SCCoLPA, payment of \$20.00 LSI per capita taxes.
B. More than 10 years in SCCoLPA, no payment.
- Disabled Member:** Must present certification of permanent disability and request to retain active status:
- A. Less than 10 years in SCCoLPA, payment of \$20.00 LSI per capita taxes.
B. More than 10 years in SCCoLPA, no payment.
- Life Member:** Granted upon vote of the members to any member who has performed outstanding services to the Association. If a life member desires to retain active membership status, full payment of dues is required.
- Delinquent Dues:** When dues are not paid to the Association within thirty (30) days after the due date, such dues shall become delinquent, and such member shall without notice be suspended and shall lose all rights and privileges as a member of this Association.
- Such suspended member may be reinstated during the current fiscal year upon payment of the current annual dues, plus a reinstatement fee of \$5.00.

¹ A \$3.00 processing fee will be applied to all online payments (PayPal) to cover fees. Renew online at www.sccolpa.org.

Application/Renewal Form 2017-2018

Help Wanted - Current Employment Opportunities

Did you know that you can view current job opportunities and openings in the local legal community on our website?

Our Employment Chair, Elena Schneider, CCLS, has been busy this month collecting and posting new job openings for positions such as legal assistants, legal secretaries, administrative assistants, and more, for many of the top firms in Santa Clara County. Go to our website (www.sccolpa.org) and check it out!



Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:

Jennifer Ilas - April 2
Michaela Bray - April 5
Mike Waller - April 10
Melanie Kirk - April 11
Emma Stockwell - April 11
Ana Cervantes - April 15
Pam Stallings, CCLS - April 19
Mark Dresser - April 24
Vivian Shreve, CCLS - April 27
Emma Tofelogo-Fernandez - April 30



LOCAL ASSOCIATION and LSI EVENTS



LSI

*Educating California's
Legal Support Professionals*



Alameda County Legal Secretaries Association
A Member of Legal Secretaries, Incorporated

Cordially invites you to attend our

Workplace Harassment

Speaker: Camille Hamilton Pating, Esq.
Meyers Nave

Followed by our

82nd ANNUAL INSTALLATION OF OFFICERS

Tuesday - April 3, 2018
6:00 p.m.

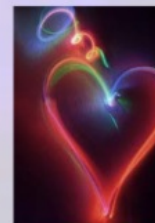
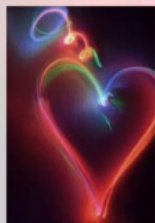
Meyers Nave
555 12th Street, Suite 1500
Oakland

You, your family, and friends are invited to attend
Please join us for a Buffet Dinner

**Price: \$25.00 per person: Please make checks payable to: "ACLSA" and bring with you to dinner or
Credit cards by Venmo - Lydia-Smith-18**

Reservation deadline: Friday, March 30, 2018

Contact Cyndee Saucedo, CCLS for reservations csauceda@meyersnave.com or
(510) 808-2141. Please remember if you make a reservation and do not show, you will be charged
for your meal.



ACLSA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has
been approved for minimum continuing legal education credit by the State Bar of California and Certified Legal
Secretary credit in the amount of at least 75 hours.



PLEASE JOIN US AT CCCLPA'S
INSTALLATION
AND WELCOME THE 2018 BOARD
OF OFFICERS

DATE **APRIL 4, 2018**
TIME **5:30 PM**

MASSIMO'S RISTORANTE – PRICE: \$40
1604 LOCUST STREET, WALNUT CREEK

Massimo's will be offering extended dinner choices plus dessert and an open bar*. We are also holding one of our fabulous raffles!

R.S.V.P: Lucia Borgman, luciaborgman@outlook.com

*Thank you to the firm of Williams & Gumbiner, LLP for their generous sponsorship of the open bar.

FOR MORE INFORMATION CONTACT: LUCIABORGMAN@OUTLOOK.COM



Legal Specialization Sections Lunch & Learn Webinar



DEPOSITION APPEARANCE SUBPOENAS FOR CALIFORNIA, INCLUDING TRIAL SUBPOENAS

Presented By: Jim Ayer of Titan Legal Services

April 5, 2018, 12-1 pm

ONLINE REGISTRATION AND PAYMENT AVAILABLE AT WWW.LSI.ORG

All Legal Specialization Section Members	LSI / Local Association Member	Non-LSI Member or Attorney
Free with Advanced Reservations \$5 After March 26, 2018	\$10 with Advanced Reservation \$15 After March 26, 2018	\$15 with Advanced Reservation \$20 After March 26, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REGISTRATION WILL CLOSE ON MARCH 30, 2018.

Name: _____ E-mail: _____

Phone: _____ Local LSI Association: _____ (No abbreviations.)

Questions for the Speaker: _____

CLE Certificate Requested: ☐ CCLIS -- ☐ Paralegal -- ☐ Attorney [Bar No. _____]
Payment: ☐ Check (made payable to LSI) ☐ Credit Card or PayPal Available at www.lsi.org

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

Renee M. Evans, CCLIS, Webinar Section Leader, c/o Dentons US LLP, 4655 Executive Dr., Suite 700,
San Diego, CA 92121; Email: lswebinar@gmail.com

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

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

**Mt. Diablo Legal
Professionals Assn.
Invites You To A**



Legal Trivia Throwdown!



**Saturday, April 7, 2018
11:30 a.m. to 3 p.m.**

**Nixon Peabody
1 Embarcadero Center, 18th Floor
San Francisco**

**Cost (including lunch):
\$25 (Cash/Check/Credit Card)
(Visit www.mt DiabloLPA.info to pay by
credit card or PayPal.)
R.S.V.P. with payment
by April 2, 2018
to Maria Bishop, CCLS
3191 Rohrer Drive
Lafayette, CA 94549
maria@mt DiabloLPA.info or
925-324-0712**



SAVE THE DATE! April 15th

Marin County Legal Professionals Association

says come **WINE** with us!

2 locations: Trek Winery & Mantra Wines in Novato

Within 600 feet of each other, in the heart of Old Downtown, where shopping opportunities abound!

Cost: \$50 per person
Includes 8 tastings and snacks!



Date: April 15th, 2018 1:00pm

**Meet at Trek Winery in
Novato, 1026 Machin Ave.**

**RSVP to Amber Kennedy at
andooley22@yahoo.com**





San Francisco Legal Professionals Association

Invites you to attend our

82nd Annual Officer Installation Ceremony & Gala Event

Saturday, April 21, 2018

6 – 9 pm

(Parking available at no charge)

Irish Cultural Center, 2700 45th Avenue, San Francisco, CA 94116

\$40 Per Person – Banquet Dinner Buffet

Register for this event online at: sflpa.org/events

Or Email: terralyng@barkley.com

Dinner – Dancing – Silent Auction &
No host bar Available

LEGAL SPECIALIZATION SECTIONS

2017-2018 Membership Form

MAY 1, 2017 - APRIL 30, 2018

Membership includes access to free quarterly workshops at LSI conferences for those sections you are a member of; quarterly newsletters that include changes to the law and forms; discounted LSS webinars; statewide roster of all LSS members in each section for easy access to local procedural information in other counties; and networking opportunities. The Legal Specialization Sections (through LSI) offer continuing legal education credit for California Certified Legal Secretaries and MCLE for paralegals and attorneys.

JOIN OR RENEW AT WWW.LSI.ORG

PAY VIA CREDIT CARD OR PAYPAL

SECTIONS

(circle which sections you are joining)

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

LSI Member Rates:

Individual Section: \$20

All Six Sections: \$75

Non-LSI Member Rates:

Individual Section: \$40

All Six Sections: \$150

If paying by check, make payable to "LSI" and mail to the LSS Coordinator. This information is distributed to all members of the Legal Specialization Sections.

Name: _____

Email Address: _____

LSI Member, Local Association/MAL: _____

Legal Specialty(ies): _____

Counties/Courts: _____

Newsletters are emailed to members, if you would like to opt out, please email the LSS Coordinator.

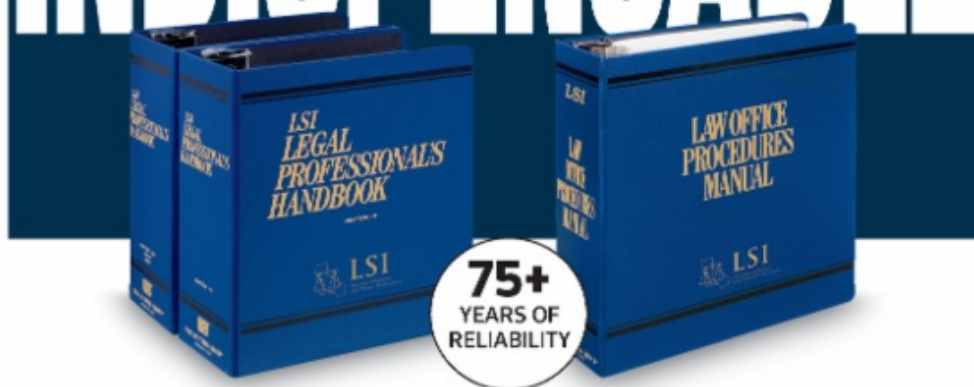
Dawn R. Forgeur, CCLS
LSS Coordinator

c/o Steel River LLP
500 Capital Mall, Ste. 1600
Sacramento, CA 95814

E-mail: dawn.forgeur@steel.com
www.lsi.org



INDISPENSABLE



LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

Busy lawyers rely on their staff to handle many details of their practice. They look to you, as a professional, to know what to do, and when and how to do it. The *Legal Professional's Handbook* provides you with the answers ...just as it has for over 75 years! Each chapter contains detailed practice forms and step-by-step instructions covering every major area of California law practice. The Handbook is an invaluable resource to add to your entire reference library!

LSI MEMBERS-ONLY PRICE\$331.80

Nonmembers Price.....\$474

Price includes shipping. Add applicable sales tax.

This title is updated annually for subscribers by replacement pages.

LAW OFFICE PROCEDURES MANUAL

...THE IDEAL TRAINING MANUAL FOR NEW STAFF!

This Manual contains detailed practice forms for every major area of law practice, along with step-by-step instructions for completing them. This is a "must-have" forms guide for legal secretaries, paralegals and new lawyers; and it's a great resource for training your office staff. In fact, the Manual is frequently used in schools, workshops and legal secretaries classes. You'll also find handy miscellaneous aids, such as procedural checklists and guidelines, tips on transcription and proofreading, law office abbreviations and legal terminology, and a list of useful reference books.

LSI Members-Only Price.....\$182.70

Nonmembers Price.....\$261

Price includes shipping. Add applicable sales tax.

This title is updated bi-annually for subscribers by replacement pages.

Buy both LSI books together and get a discount!

Combo price for both books.....\$514.50

Price includes shipping. Add applicable sales tax.

COMPILED BY

LEGAL SECRETARIES, INCORPORATED

PUBLISHED BY

 **THE RUTTER GROUP**

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GET STARTED

TRUSTPILOT



This month, we're featuring an article from One Legal, a longtime supporter of Santa Clara County Legal Professionals Association. Click on the link below to take you to the article "8 Ways to Spice up Routine Tasks in Your Law Firm"

[Click here to go to article](#)

This article was originally posted at www.onelegal.com and is shared here with full permission from the author.

One Legal is an all-in-one solution for physical and electronic court filing, service of process, court research and retrieval, and more. Visit the One Legal blog for other industry insights, legal tech tips, and document-related how-tos.



Make the most of your pro bono budget



Supporting Your Commitment to Pro Bono

We admire law firms that have an institutional, firm-wide commitment to provide pro bono legal services to low-income and disadvantaged individuals and families.

To help firms honor this commitment, Esquire is proud to announce a new Pro Bono Court Reporting program that enables firms to make their pro bono dollars go further.

Esquire is committed to social justice and to supporting our clients in their pro bono initiatives. We understand the challenge law firms face in stretching their pro bono budgets to provide representation to pro bono clients and cases.

As part of our commitment to ensure that all individuals have equal access to justice, Esquire has created a Pro Bono Court Reporting Program that enables law firms to save 50% off the O&I page rate on their pro bono depositions.

Leveraging new remote deposition technology is an additional way you can make the most of your pro bono budget. Esquire's Remote Deposition Solutions provide a reliable, easy way to attend depositions or depose witnesses in remote locations without the costs of travel.

Make the most of your pro bono budget

Save 50% off the O&I page rate on all your pro bono depositions with Esquire's Pro Bono Court Reporting Program.

About Esquire Deposition Solutions

Esquire, a national provider of deposition solutions, helps law firms, insurance companies, and corporate legal departments get it right every time. Continually rethinking how depositions have always been done, we provide personal, precise, worry-free deposition services supported by innovative technology solutions. To learn more, visit: www.esquiresolutions.com.

Please contact us at probono@esquiresolutions.com to learn more about our Pro Bono Court Reporting Program.

scheduling@esquiresolutions.com | www.esquiresolutions.com | 800.211.DEPO



Volunteers Needed!

The Bay Area Legal Forum is comprised of members from the local Bay Area associations, and presents educational workshops throughout the year, including the

always-popular "Changes in the Law" full-day workshop each January. If you are interested in volunteering on the Bay Area Legal Forum as a representative from SCCoLPA, please contact President Elise Dresser, CCLS, at endresser@gmail.com.

Any Questions for Your Executive Committee? Contact Us!

We always want to hear from you! If you have any ideas or suggestions as to how we can make our association the best in the state, please reach out to a member of the Executive Committee. The board meets on the first Tuesday of every month, and anyone is welcome to attend. Your Executive Officers for 2017-2018 are:

President	Elise Dresser, CCLS
Vice President - Membership	Shannon Quigley
Vice President - Marketing	Sheryl Boardman
Executive Secretary	M'Liss Bounds
Treasurer	April Ignaitis, CCLS
Governor	Linda Neuman
Executive Advisor	Rod Cardinale, Jr.
Parliamentarian	Elena Schneider, CCLS
CEC Coordinator	Vivian Shreve, CCLS



Code of Ethics

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

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

See what's happening on our social sites:



Place article copy here. Be sure to make the articles short and concise as people tend not to read much more than a couple of paragraphs. Place article copy here.