



## THE ADVANCE SHEET SCCoLPA's News & Events August 2017

Greetings SCCoLPA Members:

I hope you are all enjoying yourselves this summer and taking some time out for some fun in the sun! Your officers and chairmen have been busy planning more activities for the Association for the rest of the year. It seems like there is never a dull moment, and the dedication of our active members are the reason why we have such a great association.

I hope that you can make it to one of SCCoLPA's upcoming events - we have some great monthly membership meetings coming up, as well as our annual summer baseball game and BBQ at Municipal Stadium on August 5, 2017. We then wrap up the summer with a fantastic e-discovery educational workshop on August 24, 2017. Check out all the details in this issue of The Advance Sheet!

In this issue, we have a lot of information to share, along with some important dates for your calendar:

\* **August 5, 2017:** Come out to the ballgame for some great BBQ and fun! Once again this summer, SCCoLPA will be at Municipal Stadium as the San Jose Giants take on the Inland Empire 66ers. Game time is at 6:00 p.m. - stick around and after the game enjoy the fireworks show!

\* **August 8, 2017:** Join us at our August membership meeting as Attorney Serena Miller will discuss how to polish your professional image in the workplace, the ins and outs of proper business etiquette, and how your communication style affects your relationship with co-workers in the office.

\* **August 24, 2017:** As summer comes to a close, SCCoLPA is extremely pleased to present one of its best workshops ever! We are fortunate to have four experts in the field of e-discovery present "E-Discovery: Navigating & Managing E-Discovery in the Law Office." This is a workshop that many members have requested, and our panel will help you take the stress out of building better e-discovery practices in your law firm. Registration will open shortly. Invite your entire office to this workshop - it's geared for everyone, including legal assistants, legal secretaries, paralegals, and attorneys.

Additional information on all these events can be found in this newsletter.

Calling all volunteers! As you all know, SCCoLPA has the honor of hosting LSI's 2nd Quarterly Conference in November 2018. The conference will be held at the Silver Legacy Resort in Reno, NV the weekend of November 9-11, 2018 and we're so excited to start planning! That being said, we have formed a Conference Committee to get the ball rolling, and we need YOUR help! If you are interested in volunteering on the Conference Committee, step on up! Please contact me at [enderesser@gmail.com](mailto:enderesser@gmail.com) for more information.

Membership in SCCoLPA continues to grow every year, and 2017-2018 will be no exception. SCCoLPA is currently the third largest association in the state, and we hope to keep attracting new members from the local legal community, be they students, legal secretaries, legal assistants, paralegals, attorneys, and legal support professionals. We need your help, so encourage your co-workers, peers, friends, bosses, and vendors to join our association!

Have a safe and enjoyable summer, and I hope to see you at one of our upcoming meetings, workshops, or fundraising events.

With very best wishes,

Elise Dresser, CCLS  
President

## UPCOMING MONTHLY MEETINGS

### Monthly Membership Meeting August 8, 2017

Your professional image is one of your most valuable personal resources. And as a legal professional, you want to succeed in today's world by developing and refining your professional presence. Join us on August 8, 2017 as Serena Miller, Esq. will help you learn how to recognize the accepted rules of business etiquette and how your communication style affects your image and credibility, the ins and outs of dressing appropriately, and how to deal effectively with difficult people and difficult situations.

Santa Clara County Legal Professionals Association  
August 2017 Dinner Meeting

Professional Presence Defined

Responsive, Polished, Knowledgeable, Confident, Articulate, Client-Service, Respectful

**Professional Presence in Law Firms: How to Make Your Image Shine!**  
Guest Speaker: Serena Miller, Esq.  
"When Serene Shines & Shines"

Your professional image is one of your most valuable personal resources. And as a legal professional, you want to succeed in today's world by developing and refining your professional presence. This program will help you learn how to recognize the accepted rules of business etiquette and how your communication style affects your image and credibility, the ins and outs of dressing appropriately, and how to deal effectively with difficult people and difficult situations. Join us as our guest speaker, Serena Miller, Esq., will guide you through these issues and help you gain self and confidence in how you present yourself in a professional setting.

**Tuesday, August 8, 2017**

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

Flamingo Eatery & Bar  
400 S. Fourth Street, San Jose, CA 95113  
408.671.1882 - valet parking at the bar. Street parking permit.

COST  
\$30.00 dinner, dessert & CCLP credit  
\$35.00 CCLP credit, no dinner  
Free for dinner or CCLP credit

UPCOMING EVENTS  
June 15, 2017 2nd Annual Medical Malpractice Litigation Conference  
July 15, 2017 Business Meeting - "Setting a Table - From Business to Success"  
August 1, 2017 San Jose Branch - "10 Steps to a Successful Practice"

Register and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org), or RSVP via email at [reservations.sccolpa@gmail.com](mailto: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.

### Monthly Membership Meeting September 12, 2017

Electronic court filing for civil matters will soon be mandatory in Santa Clara County. What do you need to know to be prepared? Who can you rely on to

Santa Clara County Legal Professionals Association  
September 2017 Dinner Meeting

**"E-Filing in Santa Clara County Superior Court"**  
Guest Speaker: Lilibeth Daniel  
Customer Business Supervisor  
One Legal

Electronic court filing for civil matters will soon be mandatory in Santa Clara County. What do you need to know to be prepared? Who can you rely on to get your documents filed? Join us as Lilibeth Daniel from One Legal will provide you with the latest updates from the court, and get you prepared with everything you need to know in order to prepare your law firm for e-filing.

**Tuesday, September 12, 2017**

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

Flamingo Eatery & Bar  
400 S. Fourth Street, San Jose, CA 95113  
408.671.1882 - valet parking at the bar. Street parking permit.

COST  
\$30.00 dinner, dessert & CCLP credit

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get your documents filed? Join us as Lili Daniel from One Legal will provide you with the latest updates from the court, and get you ready with everything you need to know in order to prepare your law firm for e-filing.

Register and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org), or RSVP via email at [reservations.sccolpa@gmail.com](mailto: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.



## Monthly Membership Meeting October 10, 2017

### Annual Day in Court and Bosses' Night

SCCoLPA is honored and proud to welcome The Honorable Adrienne M. Grover, Associate Justice of the State of California Sixth District Court of Appeals to its October 10, 2017 general membership meeting. Justice Grover will discuss the differences between being on the Superior and Appellate court benches, and what types of cases are heard by the Appellate Division.



Please also join us as we present SCCoLPA's Boss of the Year Award to a well-deserving boss! Information about nominating your boss will be sent to all members shortly. If your boss is selected as Boss of the Year, you will receive a \$50 gift card!

Register and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org), or RSVP via email at [reservations.sccolpa@gmail.com](mailto: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.

## July 2017 Highlights



### July Monthly Membership Meeting July 11, 2017

Santa Clara County Legal Professionals Association held its July membership meeting on July 11, 2017 at Flames Eatery & Bar in downtown San Jose, and was pleased to have



Elisabetta Fabiani, Esq. present "Getting a Job - From Resume to Interview." Ms. Fabiani gave our members some very valuable and important tips on how to polish up resumes and cover letters, and how to best present yourself at that all-important interview.

SCCoLPA also honored Theresa Wolcuff as its Member in the Spotlight for June. Congratulations Theresa!

We are honored and proud to have you as a member of our association.



Guest Speaker Elisabetta Fabiani, Esq.





Guest Speaker Elisabetta Fabiani, Esq. and Programs Chair Irma MacKay



SCCoLPA's Member in the Spotlight for July, Theresa Wolcott



Jessica Phan, Anja Svitlica, Sheryl Boardman, Rod Cardinale, Jr., Brandon Wai, and Maria Ward

### **SCCoLPA's 1st ANNUAL BUNCO NIGHT** **July 20, 2017**

SCCoLPA's first annual Bunco Night, held on Thursday, July 20, 2017, was a huge success! The competition was fierce, the food was delicious, and the koosh ball was flying around the room! Thanks to all who attended - we hope you all had a great time. Special thanks to VP of Marketing Sheryl Boardman, who put the entire event together and baked those delicious bunco cookies, and to Elena Schneider, CCLS, who served as our bartender and created the delicious sangria and cucumber-lime mocktails! Congratulations go out to Tina Cardinale, who was the big cash winner of the night! Finally, a huge shoutout and thanks to McManis Faulkner for hosting the event - we had a great time and hope to see you at our next Bunco Night!



Thanks to the McManis Faulkner law firm for hosting our Bunco Night!





Thanks to all who attended - we sold out!



Delicious "mocktails" created by our very own Elena Schneider, CCLS



Yummy bunco cookies baked by Bunco Night hostess Sheryl Boardman



Brittany Kritsch, Elena Schneider, CCLS, Lauri Avila, Brandon Wai



Rod Cardinale, Jr., Tina Cardinale, and Mark Dresser. Tina was the big winner of the night - not bad for a first-time bunco player!





Having fun at their first bunco night - Shannon Quigley, Amy Ramos, and April Ignaitis, CCLS.

## UPCOMING EVENTS

**SCCoLPA's Annual Summer Baseball Game**  
**August 5, 2017**

**San Jose Giants v. Inland Empire 66ers**

**Join us for a great day of fun in the sun!**

A flyer for an event. The top section has a green background. On the left is a circular logo for the Santa Clara County Legal Professionals Association, featuring a scale of justice. To the right of the logo, the text reads: "Santa Clara County Legal Professionals Association invites you to". Below this, in bold black text, is "The San Jose Giants v. Inland Empire 66ers". Underneath that, in smaller black text, is "Municipal Stadium, 588 East Alma Ave. San Jose, CA 95112". The bottom section of the flyer has an orange background. On the left is the San Jose Giants logo, which includes a baseball and the word "GIANTS" in large, bold letters. On the right is the Inland Empire 66ers logo, featuring a cartoon character holding a bat and the word "66ERS" in a stylized font. At the very bottom, in small black text, is "Saturday, August 5, 2017".





## UPCOMING EDUCATIONAL WORKSHOP

### E-DISCOVERY

#### Navigating & Managing E-Discovery in the Law Office August 24, 2017

Have you ever thought: *"We should have done something about e-discovery and data management a long time ago. Now we just don't know where to begin!"*

**Join our panel of experts who will help you take the stress out of building better e-discovery practices.**

- The process of e-discovery from pre-lawsuit to trial
- What types of e-discovery software are available and what is best for your firm?
- How to cost and budget for e-discovery
- How to avoid liability, sanctions, and malpractice
- What is a litigation hold letter?
- How to draft responses to e-discovery requests
- Special consideration for texts, social media posts, and foreign language data
- How to effectively use data obtained at depositions, mediations, and trials

**Santa Clara County Legal Professionals Association  
Presents**

## E-DISCOVERY

### Navigating & Managing E-Discovery in the Law Office






**John Del Piero**  
Vice President  
Discovia

**Derek Duarte**  
President  
BlackStone Discovery

**Neda Shakoori, Esq.**  
Senior Associate  
McManis Faulkner

**Larry Wilson**  
E-Discovery Manager  
Wilson Sonsini

Have you ever thought "We should have done something about e-discovery and data management a long time ago. Now we just don't know where to begin!"

Join our panel of experts who will help you take the stress out of building better e-discovery practices.

- The process of e-discovery from pre-lawsuit to trial
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- Special consideration for texts, social media posts, and foreign language data
- How to effectively use data obtained at depositions, mediations, and trials

### Thursday, August 24, 2017

**Schedule:**

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

**Location:**  
**Wilson Sonsini Goodrich & Rosati**  
850 Page Mill Road  
Palo Alto, CA 94304  
Conference Room – Courtyard 1D  
(check in at reception desk)

**Workshop Fees:** \$55 – Members (includes dinner/no refunds)  
\$75 – Non-Members (includes dinner and free one-year membership in SCCoLPA/no refunds)  
This workshop has been approved for 90 minutes of CLE/CCLS credit

**Register online and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org) OR contact [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com)**

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 zero (0) hour will apply to: case practice management/prevention, detection, and treatment of substance abuse and ethical conduct administration of business (as appropriate to the content of the activity).

Join us on **August 24, 2017** for this informative workshop! Registration begins at 5:30 p.m. at Wilson Sonsini Goodrich & Rosati, 650 Page Mill Road, Palo Alto. Dinner will be served at 6:00 p.m. with the workshop to follow from 6:30 p.m. to 8:00 p.m. MCLE/CCLS credit in the amount of 1.5 hours will be offered.

**Workshop Fees:** \$55 for SCCoLPA/LSI Members (includes dinner/no refunds); \$75 for non-members (includes dinner and free one-year membership in SCCoLPA/no refunds).

Register and pay online at [www.sccolpa.org](http://www.sccolpa.org).

### GOVERNOR'S CORNER

~ by **Linda Neuman, SCCoLPA Governor** ~

Did you ever wonder what "A Day in the Life of a Governor" is like? Well, here's what a "month in the life of a Governor" is like!

If you are interested in a Board position, traveling throughout the State of California, networking with people who are involved in many different aspects of law and want the feeling of making a difference, then being a Governor is for you.

During a month, and in particular a month which includes a Quarterly Conference, as Governor you have many important (and fun) duties to fulfill. Let's go through the activities and duties you have, starting at the beginning of the month. Whenever you receive any correspondence, conference documents or educational notifications from LSI, it is your responsibility to email this news to the membership. Remember that the Governor is the liaison between SCCoLPA and LSI. When sending these emails, I have in the past, tried to put my own "fun and to the point" type of spin on things as sometimes reading Bylaw Amendments can be confusing and time consuming. So, the ability to summarize is definitely an asset in the Governor's World.

Not only are you circulating reports, you as Governor will need to prepare a report for the Board Meeting, which is held on the first Tuesday of the month; you will need to present a report at the General Meeting, the second Tuesday of the month; and after attending Conference, prepare another report that is posted to the website. Don't get discouraged! Reporting can be fun, as I am sure you have seen me at General Membership Meetings sporting some sort of themed Conference accessory or wardrobe while reporting on Conference. This is where I like to have fun. Reporting on Conference and telling the membership about the workings of LSI is the heart of being a Governor. Don't get me wrong, reporting IS important, but so is having a little fun.

A Governor's attendance at Conference, which is paid for by SCCoLPA, begins on a Friday night and continues through to Brunch on a Sunday morning. Prior to Conference you will need to read all the reports, which I find REALLY interesting, as you get an idea of what is happening all over the State of California. Make sure you read any Bylaw Amendments and talk with the Board about opinions on voting on these at Conference. Of course, attendance at the Governor's Lunch on Saturday is ALWAYS a treat. I won't go into detail on the lunch as I wrote an entire article on that subject already. The big reason for attending Conference is the LSI business portion of the meeting. This is where you find out how LSI is run, and this is where Governors can express their opinions on subjects that come up. I find this type of activity uplifting.....informative....and lets me feel like I am a part of the bigger picture.

Another activity that a Governor does on a monthly basis is collect Chapter Achievement points from the membership. This is a kick in the pants! Members either email or tell me what they have done during the month, I record it on spreadsheet, and after the first of the year, around March or so, transfer that data onto the LSI Official Contest Form and submit it. I have to admit, I do get a little competitive with Chapter Achievement. But as you know, SCCoLPA is a hard-working group and I want to let our sister associations know we are a VERY active association.

So, there you have "A Day in the Life of a Governor" in a nutshell. I hope this gives you a better view of what goes on during the month and also strikes up some interest in taking on the position of Governor of SCCoLPA. If you are at all interested in the position of Governor, at the Conference in February at Knotts Berry Farm, you can attend the Governor's lunch as a "Governor in Training." So please let me know if you are interested.

Until next time..... Linda Neuman, the proud Governor of SCCoLPA.

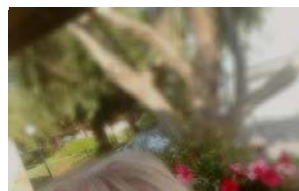
## **Member in the Spotlight**

### **August 2017**

### **Susan Husher**

*~by Shannon Quigley, Vice President of Membership~*

I am proud to announce that our Spotlight Member this month is Susan Husher. Let me tell you a little about her and how she ended up in California at the



age of 12 (5th grade). She was born in Boston, moved to Michigan and then to Texas before settling in California. Susan said her best friends to this day are the ones she met in the 5th grade and that they still see each other regularly. After graduating from Palo Alto High School, Susan attended UC San Diego where she received her BA in Political Science, specializing in Latin American studies and received her minors in economics and visual arts. She focused on photography, which was her true passion at the time, as it was always Susan's dream to have her own dark room.



When she started high school, her mother worked as a Legal Secretary in Palo Alto. After college, she went to work for her uncle who was an attorney in San Francisco. Susan was considering going to law school so she wanted to see what the legal field was like. She commuted San Jose to San Francisco for 2 ½ hours a day and when the "big" quake hit in 1989, Susan was working on the top floor of an old building at the corner of Bush and Sansome and was so traumatized that she could no longer work in San Francisco. Even though her office building had survived the 1906 quake, she just did not feel safe, so Susan went to work for Hoge, Fenton in San Jose. After the birth of her second child, she took a hiatus from the legal field and had an in-home day care for 12 years. When her youngest two (twins) started Junior High School, she returned to the legal field on a part time basis and tried out a few different types of law in several small law firms. She tried out family law, estate planning, probate, personal injury, corporate law, false claims act/whistle blower cases, and tax law. Ultimately, Susan found litigation to be exciting, challenging, and stimulating, and she claims she was fortunate enough that Hoge, Fenton welcomed her back after an almost 20-year leave, and offered her a position as a legal assistant in our firm's civil litigation team!

Motivation? For Susan, it is dark chocolate, first and foremost! Next, are her four wonderful children (now all in their early 20s, and a 7-year-old spitfire granddaughter who has lived with Susan since she turned 4) where she continues to be a positive influence and support person in all of their lives. She says she is honored that they still seek her advice and approval, and fortunate that they all come over for dinner once a week for a home cooked meal and conversation. Chocolate and family, what great motivators!

When asked to describe a day in the life of her job, she said it is like a day of river rafting. Each day brings a combination of calm waters, ebbs, flows, roaring rapids, and eddies. Occasionally the raft flips over, and she climbs back in and keeps on paddling.

Susan stated that any form of enrichment, professionally and personally, is a benefit and says that SCCoLPA provides her with both. Speaking of personal goals, you might be interested to know that Susan is trying new things. Over the past few years, she has tried several things she has never done before like, auto-cross racing, fly-fishing, snow mobiling, camping, jet skiing, mountain bike riding, snow shoeing, downhill skiing, archery, skeet shooting, and wake boarding. I say "Kudos to you for being courageous and for stepping out of your comfort zone!"

There you have it! Susan Husher in a nutshell. Congratulations Susan, we are honored to get to know you a little better.

## Order in the Court

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

### To What Does the Term "Easement" Refer?

An easement is a grant allowing use by one party of land owned by another. Twenty different types of easements are listed in Black's Law Dictionary. Originally intended



for cases involving both right-of-way and flowing water between adjoining parcels of land, easement has become a vital aspect of environmental and land conservation efforts, helping to open large tracts of private land for the use and enjoyment of the public. A typical environmental easement - commonly in the form of conservation restrictions - is one where a property owner agrees to restrict the type and amount of development that may take place on a specific piece of his or her property in exchange for a lower tax assessment and the simple pleasure of protecting natural habitat for endangered species. Easements also provide public access to beaches that otherwise would not be accessible - commonly by simply allowing a pathway to be cut through the coast-hugging property so that people can walk to the water from a designated parking area (often on public land).



## CCLS Monthly Quiz

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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, which is scheduled to take place on September 16, 2017, please fill out an exam application, which can be found on SCCoLPA's website, or LSI's website at [www.lsi.org](http://www.lsi.org).

### PROBATE

Select the correct answer:

1. In probate, the creditors' claim period expires:
  - a. 1 month from issuance of letters
  - b. 2 months from date of death
  - c. 3 months from date of death
  - d. 4 months from issuance of letters
2. The personal representative must file the Inventory and Appraisal:

- a. 30 days from date of death
  - b. 60 days from date of appointment
  - c. 90 days from date of death
  - d. 120 days from date of appointment
3. A self-proving will is:
- a. Handwritten by the testator
  - b. Videotaped
  - c. Notarized
  - d. Witnessed under penalty of perjury
4. In estates being settled under "intestate" proceedings, property is distributed according to the laws of "intestate succession" and generally go to the closest relatives of the decedent.
- a. True
  - b. False
5. In probate, an Inventory and Appraisal should list the decedent's assets disposed of prior to the date of death.
- a. True
  - b. False
6. A will in which the material provisions and the signature are in the handwriting of the testator. (2 words)
7. A person appointed by the court to act as a probate estate's representative when the decedent leaves no Will. (1 word)
8. A supplement to a will. (1 word)
9. One who dies without a valid Will. (1 word)
10. A gift of personal property by Will. (1 word)
11. A gift of real property by Will. (1 word)

#### BONUS

12. In a Will, to let pass without mention or notice, or to omit; for example, to omit mention of one's children. (1word)

#### ANSWER KEY:

- 1. In probate, the creditors' claim period expires: **(d)** 4 months from issuance of letters
- 2. The personal representative must file the Inventory and Appraisal: **(d)** 120 days from date of appointment
- 3. A self-proving will is: **(d)** Witnessed under penalty of perjury
- 4. In estates being settled under "intestate" proceedings, property is distributed according to the laws of "intestate succession" and generally go to the closest relatives of the decedent. **(a)** True
- 5. In probate, an Inventory and Appraisal should list the decedent's assets disposed of prior to the date of death. **(b)** False
- 6. A will in which the material provisions and the signature are in the handwriting of the testator. (2 words) HOLOGRAPHIC WILL
- 7. A person appointed by the court to act as a probate estate's representative when the decedent leaves no Will. (1 word) ADMINISTRATOR
- 8. A supplement to a will. (1 word) CODICIL

9. One who dies without a valid Will. (1 word) **INTESTATE**

10. A gift of personal property by Will. (1 word) **BEQUEST**

11. A gift of real property by Will. (1 word) **DEVISE**

#### BONUS

12. In a Will, to let pass without mention or notice, or to omit; for example, to omit mention of one's children. (1 word) **PRETERMIT**



**California Certified Legal Secretary**  
A Program of LSI®



### 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**

(Select one)

☐

**Saturday, September 16, 2017**

☐

**Southern California**

☐

**Saturday, March 17, 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<br>(Select Payment Type) |                          | Check <input type="checkbox"/>            | PayPal <input type="checkbox"/>                                                                                                                                                                       |
|-------------------------------------------|--------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           |                          | Payable to "LSI"<br>Mail to above address | Email exam application to<br><a href="mailto:CCLSCertifyingBoard@gmail.com">CCLSCertifyingBoard@gmail.com</a> .<br>Payment link will be provided upon<br>confirmation of eligibility to sit for exam. |
| <b>LSI Members</b>                        | <input type="checkbox"/> | <b>Non-LSI Members</b>                    | <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                                                                                                                                                                                                 |
| <b>TOTAL DUE w/o Late Fee:</b>            | <b>\$125.00</b>          | <b>TOTAL DUE w/o Late Fee:</b>            | <b>\$175.00</b>                                                                                                                                                                                       |

#### 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 2017

## Legal Procedures - The Latest News

**Superior Court of California, County of Santa Clara**  
**Civil Division and Probate Division Court Reporters**

Effective July 24, 2017, this policy regarding PRIVATELY RETAINED COURT REPORTERS is applicable to all Civil and Probate courtrooms, except as noted below.

POLICY OF THE SANTA CLARA SUPERIOR COURT

**TITLE: PRIVATELY RETAINED COURT REPORTERS**

**PURPOSE:** A party has the right to arrange, at the party's own expense, for the services of a court reporter if the services of an official court reporter are not available for a proceeding. (Government Code Section 68086 and California Rules of Court, rule 2.956.) This document establishes the policy for a party arranging for a privately retained court reporter when an official reporter is not available and establishes requirements for qualifying as an official reporter pro tempore.

**APPLICATION OF THIS POLICY:** This policy applies only to hearings and trials in the Civil Division and the Probate Division in unlimited civil matters, limited civil matters to the extent not electronically recorded and probate matters. Court reporters will be provided by the Court in all of the following cases: felony criminal, family, dependency, Lanterman-Petris-Short (LPS) Act, guardianships of the person or estate, civil harassment and civil contempt – including any of these cases that are assigned for trial or hearing to the Civil Division, or to be heard by a Judge assigned to the Civil Division.

**POLICY:**

1. If the services of an official court reporter are not available for a proceeding, a party may privately arrange for court reporter services at the party's own expense, pursuant to Government Code Section 68086 and California Rule of Court, rule 2.956.
2. A party must make arrangements for a reporter in advance of the proceeding if the party wishes the proceedings to be reported. Parties retaining a reporter must file a *Stipulation and Appointment of Official Reporter Pro Tempore* (CIV-5063) with the court at least 5 days prior to the hearing. All parties or counsel who



wish the proceedings to be reported by the reporter to be appointed must sign the stipulation. If the judicial officer has not received the Stipulation in time to approve it before the hearing, the Court has discretion to deny the request.

- A. When a party arranges for a reporter, the reporter must be appointed as an official reporter pro tempore before the hearing begins. Every reporter must complete and sign sections 1, 2, and 3 of the *Stipulation and Appointment of Official Reporter Pro Tempore* (CIV-5063).
  - B. The Judicial Officer must sign the order appointing the reporter as an official reporter pro tempore, using the *Stipulation and Appointment of Official Reporter Pro Tempore* (CIV-5063), before the reporter may report the proceeding.
3. By signing the *Stipulation and Appointment of Official Reporter Pro Tempore* (CIV-5063), the reporter agrees to the following:
- A. The reporter has a valid, current California Certified Shorthand Reporter License and is in good standing with the Court Reporters Board of California.
  - B. The reporter is not a current employee of the court.
  - C. The reporter will provide current contact information with the court.
  - D. All fees for reporting services, including appearance, transcript and real-time fees, are the responsibility of the party or parties who arranged for the reporter services and may not be charged to the court.
  - E. The reporter will comply with statutes and rules applicable to official reporters pro tempore, including the duty to timely prepare transcripts, including those for appeals, in the proper form.
  - F. The reporter will demonstrate the highest standards of ethics and impartiality in the performance of his/her duties.
  - G. The reporter will comply with the court's requirements regarding uploading electronic archiving of notes within 48 hours of the date of the proceedings except in extenuating circumstances and as approved in advance by the Director of Court Services, or make other arrangements if the only notes are in paper form.

- H. The reporter will follow directions from the court and will be subject to the jurisdiction of the court to the same extent as an official reporter.
- I. The reporter will be available for read-back of notes taken during a jury trial within 30 minutes of the court's request.
- J. If providing real-time reporting or other litigation support services (e.g. LiveNote), the reporter is responsible for providing and connecting the necessary equipment. Instructions will be provided by the Director of Court Services.

#### 4. Additional Information for Parties and Reporters

##### A. Only One Official Record

There can be only one official record of court proceedings, and only a reporter appointed by the court may report a court proceeding. (Code of Civil Procedure Section 273; Government Code Sections 70043 and 70044; *Redwing v. Moncravie* (1934) 138 Cal. App. 432, 434.) Only one reporter will be allowed to report a court proceeding at any given time. If the parties cannot agree on a reporter, the judicial officer will make the selection. The transcript may not be modified except on court order.

##### B. Payment for Official Reporter Pro Tempore Services


The party arranging for an official reporter pro tempore is responsible for paying the reporter's fees, although the parties may arrange to share the fees at terms the parties negotiate. (California Rules of Court, rule 2.956(c).) All fees must be paid directly to the court reporter.

##### C. Fee Waivers Not Applicable

In cases where the court does not provide court reporters, litigants – including litigants with fee waivers – are not entitled to have the court provide or pay for a court reporter. Fee waivers apply only to fees charged by the court. They do not apply to court reporter fees and costs in cases where the court is not providing the court reporter. Privately retained court reporters are not paid by the court.

## D. Transcripts

- 1) The judicial officer may order any party who arranges for the transcription of proceedings by the official reporter pro tempore to lodge a copy of the transcript with the court. (Code of Civil Procedure Section 128(a).)
  - 2) Transcripts produced by an official reporter pro tempore will be treated, for court purposes, identically to transcripts prepared by official reporters. Reporting notes of an official reporter pro tempore are official records of the court. (Government Code Section 69955(a).) The notes of an official reporter pro tempore, when transcribed and certified, are prima facie evidence of the testimony and proceedings. (Code of Civil Procedure Section 273(a).)
  - 3) Certified transcripts are admissible as evidence to the extent otherwise permitted by law. Transcripts prepared by a privately retained certified shorthand reporter appointed by the court as an official reporter pro tempore are admissible as evidence to the extent otherwise permitted by law. (Code of Civil Procedure Section 273(a).)
5. The *Stipulation and Appointment of Official Reporter Pro Tempore* (CIV-5063) is available as a form attachment to the Local Rules at [www.scsccourt.org](http://www.scsccourt.org).
6. This policy shall be posted on the court's website at [www.scsccourt.org](http://www.scsccourt.org).



## The ultimate eFiling checklist

Filing court-friendly documents in California

☐ **FORMATTED CORRECTLY**

- ☐ 1.5 line spacing
- ☐ 12-13 pt font
- ☐ Arabic page numbers
- ☐ Cambria, Georgia, or Helvetica font
- ☐ 1.5 inch page margins
- ☐ Left align rather than justify text

[TELL ME MORE](#)

☐ **HIGH QUALITY SCANS**

Scan at 300 dots per inch (or pixels per inch)

[SHOW ME HOW](#)

☐ **EXHIBITS BOOKMARKED**

In Adobe Acrobat: Select section > **CTRL + B** > add name and description of exhibit

[SHOW ME HOW](#)

☐ **CORRECTLY REDACTED**

In Adobe Acrobat: Tools > Redact > **Mark for redaction** > Text & images. Select what you want to redact, then **Apply** and **OK** to confirm permanent changes.

[SHOW ME HOW](#)

☐ **METADATA REMOVED**

In Adobe Acrobat: Tools > Redact > **Remove hidden information** (on left side bar) > Remove

[SHOW ME HOW](#)

☐ **TEXT SEARCHABLE**

In Adobe Acrobat: Tools > Redact > Remove hidden information (on left side bar) > Remove [SHOW ME HOW](#)

☐ **TEXT SEARCHABLE**

#1: In Word Save as > PDF  
#2: In Adobe Acrobat Tools > Enhance scans > Recognize text > In this file. Confirm language > Recognize text [SHOW ME HOW](#)

☐ **FOLLOW SIGNATURE RULES**


Documents not signed under penalty of perjury are considered signed when eFiled. If signed under penalty of perjury, the original must be retained and presented to the court on request. [TELL ME MORE](#)

☐ **WITHIN FILE SIZE LIMITS**

Confirm that your document does not exceed the maximum allowable size for uploads, and optimize if necessary. Check your local rules. [TELL ME MORE](#)

☐ **CHECK DOCUMENT EXCEPTIONS**

Certain documents, such as testamentary instruments, cannot be eFiled. Others, such as proposed orders, should be sent as editable documents. Check your local rules. [TELL ME MORE](#)

  
Get more resources at [www.onelegal.com/support](http://www.onelegal.com/support)

## 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:** Attend our "eDiscovery" workshop on August 24, 2017. A four-member panel of experts will discuss topics such as the processing of e-discovery, document review and productions, collection of forensic data, cybersecurity matters and data privacy, and database hosting. 90 minutes of MCLE 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](http://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: _____     |                                                     |
| Birthdate: _____                     | Year I became a member of SCCoLPA: _____            |
| Month/ Day                           | How many years with SCCoLPA? _____                  |

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, FLS, CCLS, LSI President 1980-1982)"*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Sponsor: \_\_\_\_\_ Application Approved: \_\_\_\_\_

\*Title: *(Your Title/Certification in the Legal Field - EXAMPLES: CCLC California Certified Legal Secretary; PLS Professional Legal Secretary; CLA Certified Legal Assistant; (D.C.) Paralegal; Legal Assistant; Notary Public; Office Manager, etc.)*

Application/Renewal Form 2017-2018

### MEMBERSHIP DUES<sup>1</sup>

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.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <p>payment and then you will receive a statement of your dues.</p> <p>Associate Membership as defined in the By-laws shall include any student enrolled in a certified educational program recognized by this Association.</p>                                                                                                                                                                                         |
| <b>Retired Member:</b>  | <p>Age 62, retired from employment, wishing to retain active status:</p> <p>A. Less than 10 years in SCCoLPA, payment of \$20.00 LSI per capita taxes.<br/>B. More than 10 years in SCCoLPA, no payment.</p>                                                                                                                                                                                                           |
| <b>Disabled Member:</b> | <p>Must present certification of permanent disability and request to retain active status:</p> <p>A. Less than 10 years in SCCoLPA, payment of \$20.00 LSI per capita taxes.<br/>B. More than 10 years in SCCoLPA, no payment.</p>                                                                                                                                                                                     |
| <b>Life Member:</b>     | <p>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.</p>                                                                                                                                                                                                        |
| <b>Delinquent Dues:</b> | <p>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.</p> <p>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.</p> |

<sup>2</sup> A \$3.00 processing fee will be applied to all online payments (PayPal) to cover fees. Renew online at [www.sccolpa.org](http://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](http://www.sccolpa.org)) and check it out!



## 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 [edresser@gmail.com](mailto:edresser@gmail.com).

## Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:

**Shauna Brill - August 1**  
**Sharon E. Bell - August 5**  
**Elizabeth Cameron, CCLS - August 7**  
**Franchette Garcia - August 8**  
**Kevin Aguilar - August 15**  
**Josie Amant - August 18**  
**Brian Ward - August 19**  
**M'Liss Bounds - August 22**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                      |                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>LSI</b><br><i>Educating California's<br/>Legal Support Professionals</i>                                                                                                                                          | <b>BEGINNING LEGAL SECRETARIAL<br/>TRAINING CLASS</b> |
| <p>LSI will be offering its Beginning Legal Secretarial Training Class online. This class will be an eight-week, work-at-your-own-pace online session commencing September 5 and ending November 1, 2017. During the classes, the following topics will be covered:</p>                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                      |                                                       |
| Introduction to the Law Office<br>Duties of the Legal Secretary<br>Effective Telephone Skills<br>Effective Oral Communication Skills<br>Effective Written Communication Skills<br>Calendaring and Timetables<br>Basic Grammar Skills                                                                                                                                                                                                                                                                                                                                                                                                                                    | Transcription and Proofreading Techniques<br>Court Structure<br>Citations<br>Service of Legal Documents<br>Preparing a Proper Caption<br>Preparation of Documents Filed with the Court<br>Basics of Civil Litigation |                                                       |
| <p><b>CLASS SESSION OPENS ON TUESDAY, SEPTEMBER 5, 2017</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                      |                                                       |
| <p>Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                      |                                                       |
| <p>The cost of the training class, which includes the Legal Secretary's Reference Guide, is \$150 for LSI members/\$200 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.</p>                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                      |                                                       |
| <p align="center"><b>BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION</b><br/>(Please type or print clearly)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                      |                                                       |
| Name: _____ Email: _____<br>Address: _____<br>City/Zip: _____ Telephone: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                      |                                                       |
| \$150 LSI Member _____ Association: _____ LSA/LPA<br>\$200 Non-LSI Member _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                      |                                                       |
| Payment: Check # _____ (made payable to LSI)<br>(Note: Checks must clear before books will be mailed and may cause a delay in access to the class.)<br>Name on Card: _____<br>Visa/MC Credit Card # _____<br>Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                      |                                                       |
| <p>Email registration form NO LATER THAN August 31, 2017, to LSI Legal Professional Training/ Seminar Chair, <a href="mailto:training@lsi.org">training@lsi.org</a> or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at <a href="http://www.lsi.org">www.lsi.org</a> with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email <a href="mailto:training@lsi.org">training@lsi.org</a>. No refunds after September 5, 2017. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.</p> |                                                                                                                                                                                                                      |                                                       |
| <p align="center"><i>LSI – Educating California's Legal Professionals</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                      |                                                       |

**STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION**

INVITES YOU TO A

# MISSION: Possible\*


\* "Get Smart" with Education

**LSI 1<sup>ST</sup> QUARTERLY CONFERENCE**

**AUGUST 18-20, 2017**

The Stockton Hilton  
2323 Grand Canal Blvd.  
Stockton, California 95207

**CONFERENCE REGISTRATION FORM**



Name (as it will appear on badge): \_\_\_\_\_

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

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

Home/Cell Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

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

Local Association (please spell out): \_\_\_\_\_

PLEASE INDICATE IF YOU ARE:

☐ State Officer  
☐ State Chairman

☐ Governor  
☐ CCLS ☐ PLS

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

|                                        |           |          |
|----------------------------------------|-----------|----------|
| POST MARKED ON OR BEFORE JULY 18, 2017 | \$ 123.00 | \$ _____ |
| POST MARKED AFTER JULY 18, 2017        | \$ 133.00 | \$ _____ |

INDIVIDUAL TICKETS:

|                                     |          |          |
|-------------------------------------|----------|----------|
| Registration PRIOR to July 18, 2017 | \$ 20.00 | \$ _____ |
| Registration AFTER July 18, 2017    | \$ 30.00 | \$ _____ |
| WELCOME RECEPTION (Friday)          | \$ 25.00 | \$ _____ |

LUNCHEONS

|                                        |          |          |
|----------------------------------------|----------|----------|
| Presidents' Luncheon (Saturday)        | \$ 24.00 | \$ _____ |
| Governors' Luncheon (Saturday)         | \$ 24.00 | \$ _____ |
| Open Luncheon (Saturday) - Open to All | \$ 24.00 | \$ _____ |

☐ Greek Chicken Wrap  
☐ BANQUET (Saturday Evening)  
☐ New York Steak  
☐ BRUNCH (Sunday)

☐ San Joaquin Asparagus Wrap  
☐ Salmon  
☐ Vegetable Napoleon

|  |          |          |
|--|----------|----------|
|  | \$ 58.00 | \$ _____ |
|  | \$ 30.00 | \$ _____ |

TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

Special Dietary Restrictions \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO SSSLCPA AUGUST CONFERENCE**

**RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:**

Jan Kuykendall, 11662 N. Ham Lane, # 41, Lodi, CA 95242;

For questions call Jan Kuykendall evenings at 209 747-4781 or email [ssjclpa@gmail.com](mailto:ssjclpa@gmail.com) or  
Colleen Young at 209-609-4042 or email [ssjclpa@gmail.com](mailto:ssjclpa@gmail.com)

**NO REFUNDS AFTER AUGUST 1, 2017**

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION  
INVITES YOU TO A

**MISSION: Possible\***  
\* "Get Smart" with Education

LSI 1<sup>ST</sup> QUARTERLY CONFERENCE  
AUGUST 18-20, 2017

**HOTEL REGISTRATION FORM**



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

Free Parking  
Free WiFi

No Airport Shuttle Services Available

Please contact hotel directly at (800) 445-8667 or book online at:  
<http://www.hilton.com/en/hi/groups/personalized/S/SCKSTHF-LEGAL-20170817/index.html>

ROOM RESERVATIONS: \$ 129.00 single/double

GROUP CODE: LEGAL



**ROOM RESERVATIONS:** \$ 129.00 single/double

**GROUP CODE: LEGAL**

**CHECK IN/OUT:**  
Check-in Time: 3:00 p.m. / Check-out Time: 12:00 noon

**AIRPORTS:**  
Sacramento International (approx. 50 miles)

**FOR FURTHER INFORMATION CONTACT:**

Jan Kuykendall - Conference Co-Chair [ssicina@gmail.com](mailto:ssicina@gmail.com) or phone: (209) 747-4781  
or  
Colleen Young - Conference Co-Chair [ssicina@gmail.com](mailto:ssicina@gmail.com) or phone: (209) 609-4042

**DEADLINE FOR GROUP RATE IS  
JULY 30, 2017**

**TOP SECRET**  
**CONFIDENTIAL**  
**FOR YOUR EYES ONLY**

## 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](http://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 Stoel Rives LLP  
500 Capital Mall, Ste. 1800  
Sacramento, CA 95814

E-mail: [dawn.forgeur@stoel.com](mailto:dawn.forgeur@stoel.com)  
[www.lsi.org](http://www.lsi.org)



## LEGAL SPECIALIZATION SECTIONS SEMINARS

August 18-19, 2017, The Stockton Hilton  
The deadline to register without a late fee is August 14, 2017.



### LSS MEMBER

Free with Advanced Reservations

\$5 at the Door/At the Deadline - Headed Only: \$5

### NON-LSS MEMBER

\$15 with Advanced Reservation

\$20 at the Door/At the Deadline - Headed Only: \$15



THE ADVANCE SHEET - AUGUST 2017

| <b>LSS MEMBER</b><br>Free with Advanced Reservations<br>\$5 at the Door/After Deadline -- Handout Only: \$5                                                                                                                                                                                                                      | <b>NON-LSS MEMBER</b><br>\$15 with Advanced Reservation<br>\$20 at the Door/After Deadline -- Handout Only: \$15                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Friday, August 18 -- 7:30 p.m. to 9:00 p.m.</b>                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Civil Litigation</u></b><br><b>Beginning Litigation Docketing</b><br>Donna Day & Dawn Forgeur, CCLS<br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER                                            | <b><u>Transactional</u></b><br><b>Commercial Cannabis: Smoking out the truth about what is legal.</b><br>Zayante "Zoey" Merrill<br>San Joaquin County, Office of the County Counsel<br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER |
| <b>Saturday, August 19 -- 10:30 a.m. to 12:00 p.m.</b>                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Criminal and Family Law</u></b><br><b>General Factors Re Child &amp; Spousal Support</b><br>Claire Osborn, Esq.<br>Law Office of Claire Osborn<br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER | <b><u>Federal Law</u></b><br><b>Overview of Maritime Law</b><br>John H. Cigavic III, Esq.<br>Basic Legal Services<br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER                                                                   |
| <b>Saturday, August 19 -- 4:00 p.m. to 5:30 p.m.</b>                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                 |
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**FRIDAY, AUGUST 18, 2017\***

5:15 p.m. to 6:15 p.m.

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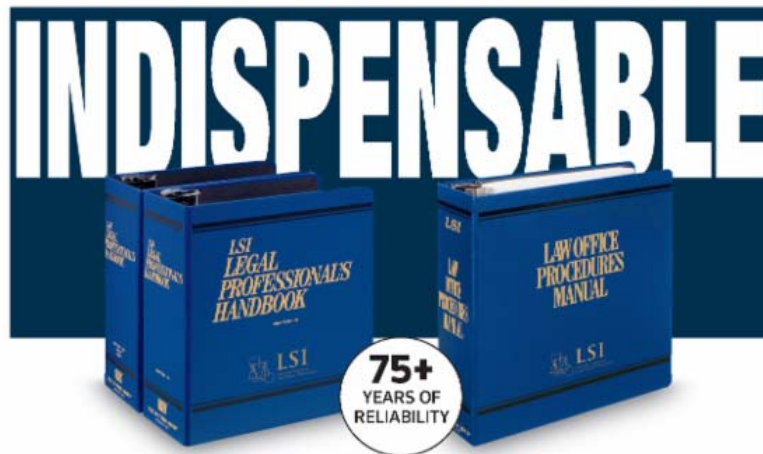
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We always want to hear from you! If you have any ideas or suggestions as to how we can make our association the best in the state, please reach out to a member of the Executive Committee. The board meets on the first Tuesday of every month, and anyone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

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