



THE ADVANCE SHEET SCCoLPA's News & Events August 2018

Hello Members,

Happy August! We have a great lineup for our August 14, 2018 general membership meeting (at Flames Eatery & Bar in San Jose) that you won't want to miss! The topic is "The Future of the Legal Secretary? Or the Legal Secretary of the Future?" and it will be a panel presentation as follows:

Moderator:

Grace Carr Lee, Executive Director, Hoge Fenton

Panelists:

Jim Karkas, Sr., Firm Administrator, Kilpatrick Townsend & Stockton

Elisabetta Fabiani, Branch Manager, Robert Half Legal

M'Liss Bounds, Litigation Secretary/Paralegal, Hoge Fenton

It's not too late to make your reservation, so sign up today!

I want to also personally invite you to join us at our **first general membership meeting on September 11, 2018, at our alternate meeting location in Palo Alto!** Yes, our Open House held on July 19, 2018, at Celia's Restaurant was just the start of our presence in the Palo Alto area. A special shout out to our vendors, members and guests who took time to stop by. A great big thanks to those board members who made it a success! Our guest speaker, Elton Satusky, Esq. a partner at Wilson Sonsini Goodrich & Rosati will present a program on "Venture Capital and Legal Essentials for Start-ups". We hope those of you who find it challenging to make it to our San Jose location can join us when we are in Palo Alto. Our plan is to offer meetings, workshops and events in both Bay Area locations to accommodate everyone!

In the meantime, there are many meetings, programs, workshops, seminars and classes all offered up by SCCoLPA and LSI. I hope this month's newsletter inspires you to join in on all that is offered! Here are the next few calendar-worthy events at a glance:

SCCoLPA Meetings, Events and Workshops:

August 14, 2018: August membership meeting. Topic: "The Future of the Legal Secretary? Or the Legal Secretary of the Future?" (panel presentation)

August 23, 2018: 90-minute workshop: Microsoft Office Tips & Tricks (Word,

Excel, Outlook, PowerPoint)

September 11, 2018: September membership meeting, at Wilson Sonsini Goodrich & Rosati, Palo Alto. Topic: Venture Capital and Legal Essentials for Start-ups

LSI Webinars and Classes:

Upcoming LSS "Lunchtime" Webinars:

September 6, 2018: 12:00-1:00PM "Unlawful Detainers)

Upcoming Classes:

August 18, 2018 - "CCLS Workshop - Legal Computations - Calendaring"

We continue to strive to gain members and volunteers to Step Up and fill our vacant positions. It takes a village and our village needs to expand. Won't you help keep SCCoLPA and LSI thriving? If you are "deciding" ... I will end my message with the following quote the next time you are stuck between "deciding" and "doing": **Five frogs are sitting on a log. Four decide to jump off. How many are left?** Answer: There are still five - because there is a difference between deciding and doing! I encourage you to stop deciding and start doing! We would love to have you become involved or become more involved with this amazing group of individuals who give so much more than their time and energy. Until next month, I wish everyone a very happy and healthy rest of the summer!

Shannon Quigley
President 2018-2019

UPCOMING MONTHLY MEETINGS



Santa Clara County Legal Professionals Association
August 2018 Dinner Meeting

**"The Future of the
Legal Secretary? Or
the Legal Secretary of
the Future?"**

Please join us for an interactive panel discussion on the past, present, and future of the "legal secretary." Your participation will be encouraged – please come with your thoughts, concerns, and brilliant ideas!

The legal secretarial profession has come a long way in the past 50 years, and it's no surprise that it continues to evolve at a rapid pace. What is driving the change? How do the support needs of small firms differ from those of big law? Does the profession suffer from a PR problem? Will the legal secretary become obsolete or irrelevant? Who is best suited to fill these critical positions in the coming years, and how do we find great candidates? What can we and our organizations do now to ensure success in the future?



Tuesday, August 14, 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)



Moderator: Grace Carr Lee, Executive Director, Hoge Fenton
Panelists: Jim Karkas, Sr. Firm Administrator, Kilpatrick Townsend & Stockton
Elisabetta Fabiani, Branch Manager, Robert Half Legal
M'Liss Bounds, Litigation Secretary/Paralegal, Hoge Fenton

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. SCoLPA 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.

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.

Monthly Membership Meeting Tuesday, August 14, 2018

SCCoLPA is pleased to present "The Future of the Legal Secretary? Or the Legal Secretary of the Future" on Tuesday, August 14, 2018. This program will feature a panel of four extremely talented and experienced legal professionals, who will present an interactive discussion on the past, present, and future of the "legal secretary." Please come with your thoughts, concerns, and brilliant ideas!

The legal secretarial profession has come a long way in the past 50 years, and it is no surprise that it continues to evolve at a rapid pace. What is driving the change? How do the support needs of small firms differ from those of big law? Does the profession suffer from a PR problem? Will the legal secretary become obsolete or irrelevant? Who is best suited to fill these critical positions in the coming years, and how do we find great candidates? What can we and our organizations do now to ensure success in the future?

Our distinguished panel features:

Moderator: Grace Carr Lee, Executive Director, Hoge Fenton

Panelists: Jim Karkas, Sr., Firm Administrator, Kilpatrick Townsend & Stockton

April Peth, Division Director, Robert Half Legal

M'Liss Bounds, Legal Secretary/Paralegal, Hoge Fenton

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
September 2018 Dinner Meeting

**Venture Capital
 And Legal Essentials
 for
 Start-ups**

Guest Speaker:
 Elton Satusky, Esq.
 Wilson Sonsini Goodrich & Rosati

In the ever-evolving world of the Silicon Valley, learn about private placements, public offerings, acquisition financing, public note issuances, syndicated and single-bank credit lines, loan guarantees, structured finance, off-balance sheet financings and capital leases, factoring and other debt and quasi-debt capital vehicles.



Tuesday, Sept. 11, 2018

TIME

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



Wilson Sonsini Goodrich & Rosati
 650 Page Mill Road
 Palo Alto, CA 94304 / 650-493-9300

COST

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



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

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UPCOMING EVENTS

August 14, 2018 SCCoLPA Monthly Membership Meeting – "Future of the Legal Support Professional"
 August 17-19, 2018 LSI 1st Quarterly Conference – Stockton Hilton, Stockton, CA
 August 23, 2018 SCCoLPA Quarterly Workshop – "Microsoft Office Tips & Tricks"

**Monthly Membership Meeting
 Tuesday, September 11, 2018
 (Palo Alto)**

SCCoLPA is pleased to present "Venture Capital and Legal Essentials for Start-ups" on Tuesday, September 11, 2018. Our guest speaker will be Elton Satusky, Esq., partner at Wilson Sonsini Goodrich & Rosati.

The September monthly meeting will be held at Wilson Sonsini Goodrich & Rosati, 650 Page Mill Road, in Palo Alto.

This 45-minute program will provide an overview of the ever-evolving world of Silicon Valley. Learn about private placements, public offerings, acquisition financing, public note issuances, syndicated and single-bank credit lines, loan guarantees, structured finance, off-balance sheet financings, and capital leases, factoring and other debt and quasi-debt capital vehicles.

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.

July 2018 Highlights

Monthly Membership Meeting July 12, 2018

Santa Clara County Legal Professionals Association held its monthly membership meeting on Tuesday, July 12, 2018 at Flames Eatery & Bar in downtown San Jose.

SCCoLPA was honored to welcome guest speaker Michael Van Zandt, Esq., from Hanson Bridgett, LLP, who presented an overview of CEQA and NEPA laws, investigations, clean air and water laws, and Proposition 65.

Additionally, Vice President of Marketing Sheryl Boardman introduced our very own Vice President of Membership Jessica Urioste as July's Member in the Spotlight.



Congratulations Jessica!



Guest speaker Michael Van Zandt, Esq., CEC Chair Vivian Shreve, CCLS



*VP of Marketing Sheryl Boardman and July's Member in the Spotlight,
VP of Membership Jessica Urioste*



Roberta Dangaran, CCLS; Jessica Urioste; Joanne Nelson; Pam Stallings, CCLS; Brian Ward



Elena Schneider, CCLS, Sheryl Boardman, Elise Dresser, CCLS, M'Liss Bounds

SCCoLPA Open House in Palo Alto! July 19, 2018

Santa Clara County LPA held its very first Open House on Thursday, July 19, 2018. In an attempt to reach out to legal support professionals in the Palo Alto area, we sent the word out to law firms in Palo Alto, and invited everyone to join us at our Open House. Guests enjoyed appetizers and sangria at Celia's Restaurant, and the SCCoLPA Executive Committee served as hosts. Vice President of Membership Jessica Urioste personally welcomed our guests and encouraged them to join SCCoLPA!

Special thanks to our friends at Aptus Court Reporting, First Legal, and One Legal, who spent much of their time networking with the attendees, and providing goodies as well. Thank you for all who attended this fun event!



VP of Marketing Sheryl Boardman, VP of Membership Jessica Urioste, Treasurer Rod Cardinale, Jr., and President Shannon Quigley



Vivian Shreve, CCLS; Rod Cardinale, Jr.; Jill Gardella, CCLS; Shirley Lee



VP of Membership Jessica Urioste welcoming everyone to SCCoLPA's Open House!



Thank you to One Legal, First Legal, and Aptus Court Reporting for your support!

Oakland A's v. San Francisco Giants Baseball Game July 22, 2018

SCCoLPA members enjoyed a day of fun in the sun (and even got in line for a Rickey

Henderson bobble-legs doll) on July 22, 2018 at the Oakland Coliseum. Hosted by Alameda County LSA, we enjoyed a tailgate lunch before the game started, and waded through the sold-out crowd to reach our seats and enjoy the game. A great time was had by all!



San Jose Giants v. Inland Empire 66ers Baseball Game July 28, 2018

Play Ball! SCCoLPA hosted its annual summer baseball game at Municipal Stadium in San Jose on July 28, 2018, and watched the San Jose Giants play the Inland Empire 66ers on our very own private deck. It also happened to be "Christmas in July" so everyone who worked at the game dressed up as elves, as did the players! We enjoyed a delicious BBQ dinner and fireworks after the game. Thanks to all who attended!





SCCoLPA's MEMBER IN THE SPOTLIGHT August 2018

Member in the Spotlight Marzella Philip

*by Jessica Urioste, VP of
Membership*

Marzella Philip moved from West Germany to Wisconsin in the late 1970's. She is one of two children.

Her parents divorced when she was still little. She moved to California in 1989. Marzella cannot say that she ever was a kid because she's always had an old soul. In high school, she would get up early so that she could go to the coffee shop and read the paper with her morning coffee and toast before school started.

God guided Marzella on her life path. Everything she has ever done in life has always been for a reason, although she hasn't always been aware of this. She discovered her path through her hard work at an elementary school and then with her work at a skilled nursing facility.

Marzella worked as a reception for a civil litigation firm around 10 years ago. At that time, her mom was diagnosed with multiple sclerosis and she thought she wanted to do something in the medical profession. She had several jobs



scanning medical records, billing, and being a receptionist at a skilled nursing facility. She decided to get a nursing degree and took a few career assessment tests to determine what type of nurse she should be. All the career assessment tests that Marzella took began to steer her to the legal profession. She went back to school to complete her paralegal certification; her AS and then she would go for her BA.

God, her family, and the Constitution motivates Marzella. She helped her mom study for her citizenship test and she didn't realize it then but knows now that a love for this kind of work was brewing in her heart. She thought she would work for a constitutional law attorney, however, she now works for an estate planning/probate and general legal (business formation) firm. Working with the sick over the last five years and becoming attached to people has helped groom her for this position of the sensitive topic of death.

Marzella loves the outdoors and fishing. Because of her outdoor interests, she purchased her first home in Nevada City, California, in the heart of the gold country. She has been married for 22 years and dated her husband for 26 years. She is the proud owner of a Doberman named Oskar. She loves to promote the sweetness of the breed. She and her husband have had Oskar since he was a little puppy, becoming theirs at 2 1/2 weeks old. He is now 110 pounds, 3 years old, and visits the sick and elderly facility. He is a gentle giant. Also, some of Marzella's weekends are spent working at the Loma Prieta Winery.

Marzella was a member of SCCoLPA many years ago and the attorney she worked for appreciated that she thrived from the organization and the seminars that were offered. The first thing she did upon being hired at Legato Law was rejoin SCCoLPA. Some of the topics do not relate to the law her firm practices, however, she is still in school and she's already benefited from the seminars by citing a SCCoLPA speaker in a paper.

Please congratulate Marzella on being chosen our August Spotlight Member!

UPCOMING LSI CONFERENCES

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU ALONG FOR A

California Road Trip!



LSI 1ST QUARTERLY CONFERENCE

AUGUST 17-19, 2018

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 _____ Governor
_____ State Chairman _____ CCLS _____ PLS

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

POSTMARKED ON OR BEFORE JULY 20, 2018 \$ 125.00 \$ _____
POSTMARKED AFTER JULY 20, 2018 \$ 135.00 \$ _____

INDIVIDUAL TICKETS:

_____ Registration PRIOR to July 20, 2018 \$ 20.00 \$ _____
_____ Registration AFTER July 20, 2018 \$ 30.00 \$ _____
_____ WELCOME RECEPTION (Friday) \$ 25.00 \$ _____

LUNCHEONS

_____ Presidents' Luncheon (Saturday) \$ 27.00 \$ _____
_____ Governors' Luncheon (Saturday) \$ 27.00 \$ _____
_____ Open Luncheon (Saturday) - Open to All \$ 27.00 \$ _____

CHOOSE ONE: _____ Lemon Grass Chicken Lettuce Wrap or _____ Portobello Mushroom Lettuce Wrap

_____ BANQUET (Saturday Evening) \$ 60.00 \$ _____
CHOOSE ONE: _____ Rib Eye Steak _____ Chicken _____ Vegetable Napoleon

_____ BRUNCH (Sunday) \$ 30.00 \$ _____
TOTAL AMOUNT ENCLOSED \$ _____

Special Dietary Restrictions _____

PLEASE MAKE CHECKS PAYABLE TO SSJCLPA 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 ks24fanatic@aol.com or
Colleen Young at 209- 609-4042 or email youngns@comcast.net
NO REFUNDS AFTER AUGUST 1, 2018

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU ALONG FOR A

California Road Trip! *

*All Roads Lead to Stockton

LSI 1ST QUARTERLY CONFERENCE

AUGUST 17-19, 2018



Stockton Hilton Hotel
2323 Grand Canal Blvd
Stockton, CA 95207

Room Reservations: \$134.00 Single/Double

Group Code: LPA18

Please contact the hotel at 800 445-9667 and request the group rate, or

Book online at: <http://group.hilton.com/LegalProfessionalsAssociation>

Check in 3:00 pm / Check out 12:00 pm

Free Wi-Fi ✦ Free self-parking, valet parking not available ✦ mini refrigerators
24-hour business center ✦ pool and fitness center

FOR ADDITIONAL INFORMATION CONTACT:

Conference Co-Chairs - Jan Kuykendall at 209 747-4781 evenings; ks24fanatic@aol.com or
Colleen Young at 209 609-4042; youngns@comcast.net

A graphic featuring a large, illuminated 'RENO' sign with a marquee below it that reads 'THE BIGGEST LITTLE CITY IN THE WORLD'. The sign is set against a backdrop of a city skyline and is framed by a border of colorful autumn leaves in shades of red, orange, and yellow. The entire graphic is set within a white, rounded rectangular frame.

SAVE THE DATE!

**LSI's 2nd
QUARTERLY CONFERENCE**

Hosted by
Santa Clara County LPA

November 9-11, 2018
Silver Legacy Resort & Casino
Reno, Nevada

**Join us as we "Fall into Winter" in the
"Biggest Little City in the World" – we'll be
celebrating the Fall Harvest, Winter
Wonderland, and New Year's Eve!**

An illustration of a yellow 'FREE SCRIP TICKET' and a black wallet filled with cash.

Don't Miss Out on Our Opportunity Drawing! Enter to win a
FREE SCRIP TICKET for the November 2018 Conference. Plus a
WALLET FILLED WITH CASINO CASH! - \$10 for 20 Tickets!
Proceeds to benefit the LSI 2nd Quarterly Conference

UPCOMING EDUCATIONAL WORKSHOP

Save the Date! On **August 23, 2018**, SCCoLPA will present a 90-minute workshop on Microsoft Office, with a panel of experts who will provide tips, tricks, and the latest in Word, Excel, and PowerPoint. On **October 25, 2018**, SCCoLPA will present a panel discussion on Employment Rights/Investigation.



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

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

PRESENTS

Microsoft Office Workshop Word, Excel and PowerPoint Tips & Tricks



Santa Clara County Legal Professionals Association invites you to a workshop that aims to provide you with solutions to achieve greater productivity in the workplace. There are always new ways to increase efficiency and knowledge, so look no further than this valuable workshop. We are pleased to have Tom Chandler from Computer Magic Training present tips and tricks for Word, Excel, and PowerPoint, for the beginner, intermediate, and advanced user.

Thursday, August 23, 2018

Presenter: Tom Chandler, Computer Magic Training

Registration: 5:30 p.m.

Dinner: 6:00 p.m.

Workshop: 6:30 p.m. – 8:00 p.m.

Wilson Sonsini Goodrich & Rosati

650 Page Mill Road, Palo Alto, CA 94304

Conference Room – Courtyard 1D (check in at reception desk)

Workshop Fees: \$65.00
\$85.00

Members (includes dinner/no refunds)

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 0.0 hrs. in 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

Order in the Court

What is the "Best Evidence Rule"?

The "best evidence rule" requires parties to proffer the original writing, recording, or photograph when attempting to prove the contents thereof. However, a duplicate is admissible in place of an original unless there is a genuine question about the authenticity of the original or it would be unfair under the circumstances of the case to admit the duplicate instead of the original. Also, an original is not required if it is lost or destroyed, if it cannot be obtained through a subpoena, if it is in the possession of the opposing party, and if the original is not closely related to a controlling issue in the case.

CCLS Monthly Quiz

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.

A. Provide the correct plural form and spelling of the following items:

1. rule of thumb
2. menu
3. attorney
4. crisis
5. woman
6. potato
7. echo
8. company
9. shelf
10. graffito

B. Provide the correct form for the singular possessive:

1. daughter-in-law
2. attorney
3. hero
4. file clerk

C. Provide the correct form for the plural possessive:

1. hero
2. child
3. secretary
4. wife
5. boss

ANSWER KEY:

A.

1. rules of thumb
2. menus
3. attorneys
4. crises
5. women
6. potatoes
7. echoes
8. companies
9. shelves
10. graffiti

B.

1. daughter-in-law's
2. attorney's
3. hero's
4. file clerk's

C.

1. heroes'
 2. children's
 3. secretaries'
 4. wives'
 5. bosses'
-

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, March 17, 2018**
☐ **Southern California** — ☐ **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

DON'T FORGET TO RENEW YOUR YOUR MEMBERSHIP IN SCCOLPA!

Attention All SCCoLPA Members!

As you know, membership renewal for the 2018-2019 ended on May 31, 2018, but it's not too late to renew. You can still renew online at www.sccolpa.org or fill out the membership renewal application [here](#) and mail it to SCCoLPA with your check. A \$5 late fee will apply. If you wish to pay online, via PayPal or Credit card, there will be a \$3 processing fee. The renewal period is from May 1st to May 31st. A late fee of \$5

will apply after May 31st.

If you have any questions regarding your membership status, please contact VP of Membership Jessica Urioste at jessica@brewerfirm.com.



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

2018-2019 NEW MEMBERSHIP / RENEWAL APPLICATION

PERSONAL	BUSINESS
NAME: _____	Job Title:** _____
Home Address: _____	Employer: _____
City/State/Zip: _____	Address: _____
Home Phone: _____ Cell: _____	City/State/Zip: _____
Email: _____	Work Phone: _____ Fax: _____
[Note: Your contact information will not be distributed outside SCCoLPA or LSI without your consent.]	
Contact Preference: <input type="checkbox"/> Business <input type="checkbox"/> Home	Field of Law: _____
Birthdate: _____ (Month/Day)	Year I became a member of SCCoLPA: _____ (Renewing Members)

MEMBERSHIP DUES

(See Page 2 for Membership Categories and Payment Options)

- ☐ ACTIVE MEMBER (\$55.00 – New Member)
- ☐ ACTIVE MEMBER (\$45.00 – Renewing Member) (If your membership has lapsed, please choose **New Member**)
- ☐ ASSOCIATE/STUDENT MEMBER (\$35.00 - New Member) (Students, please attach proof of enrollment)
- ☐ ASSOCIATE/STUDENT MEMBER (\$25.00 - Renewing Member) (Students, please attach proof of enrollment)
- ☐ 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)

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 (if any): _____

Date Application Approved: _____

Please make checks payable to:
Santa Clara County Legal Professionals Association
SCCoLPA Treasurer
P.O. Box 90509

San Jose, CA 95109-3627** Title: Your Title/Certifications in the legal field - EXAMPLES: CCLS (California Certified Legal Secretary); PLS (Professional Legal Secretary); CLA (Certified Legal Assistant); Paralegal; Legal Assistant; Notary Public; Office Manager; etc.

1

Legal Procedures - The Latest Updates

Keep your eyes out for SCCoLPA's "Legal Procedures Update" report, which will be published by Legal Procedures Chair Carol Karwatt. Keep up to date on the latest news from the courts all around the state by reading Carol's report!

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.

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.



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, will be 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:

Shauna Brill - August 1
Sharon Bell - August 5
Elizabeth Cameron, CCLS - August 7
Veronica Huerta - August 8
Wanda Gray - August 13
Lauren Hull - August 17
Brian Ward - August 19
M'Liss Bounds - August 22
Amy Monbourquette - August 22
Lynda Vargem - August 25



LOCAL ASSOCIATION and LSI EVENTS



LSI

*Educating California's
Legal Support Professionals*

August 18, 2018

Deadline to register without late fee: August 13
Section Member - Free | All others - \$15



11:00AM - 12:00PM

Probate and Estate Planning

Estate Planning 101

Jeffrey E. Prag
Law Offices of Jeffrey E. Prag

Law Office Administration

Government Claims - Do's and Don'ts:

A Look Into the Gov. Code

Charles Torretta, SCLA, MCSA
George Hills Company, Inc.

3:00PM - 4:00PM

Federal Law

Cannabis: State Laws v. Federal Laws

Stephen Munkelt, Esq.
Munkelt Law Office

Criminal and Family Law

Recent Criminal Law Developments

Adam Grace, Esq.
Deputy Public Defender, San Joaquin County

4:30PM - 5:30PM

Specialty Law

The Basics of Corporate Entities in CA:

What's Available and What's the Differences

Patricia A. Wenthe
Legal Document Assistant

Civil Litigation

Subrogation

Tammy L. Hunt, CCLS
Subrogation Supervisor, George Hills Company, Inc.

REGISTER ONLINE AT WWW.LSI.ORG

The Legal Specialization Sections are a program of Legal Secretaries, Inc., an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.0 hours each, by the State Bar of California unless otherwise specified.

Legal Specialization Sections Seminars
THE HILTON STOCKTON • 2323 GRAND CANAL BLVD.



Mt. Diablo Legal Professionals Association

Est. 1969

A's BASEBALL GAME

Save the Date and Attend!
September 8, 2018, 1:05 p.m.

Deadline to RSVP: 8/18/18

Have you ever been to an OAKLAND ATHLETIC'S baseball game before? This is your chance!!!



Mt. Diablo Legal Professionals Association will be selling Oakland A's baseball tickets to Saturday, September 8, 2018 game vs. Texas Rangers. Game time is at 1:05 p.m. Tickets are only \$20 per person, which includes awesome seats for the game AND \$6 credit at food/drink concessions. WHAT A DEAL! This is a fundraiser for our Association. So, please invite all your family members, friends and co-workers to join MDLPA for a fun day!

***Please RSVP to Natalie Chop, CCLS at nchop@bpbsllp.com or call/text her at 925-984-5418.



We will also be having a POTLUCK TAILGATE PARTY before the game at 10:30 AM.

Thank you for your support of our Association!

Mt. Diablo Legal Professionals Assoc.

P.O. Box 4253
Walnut Creek, CA 94596
(925) 283-5226



LEGAL SECRETARIES, INCORPORATED
CALIFORNIA CERTIFIED LEGAL SECRETARY

WORKSHOP REGISTRATION FORM

“Legal Computations– Calendaring”

First Quarterly Conference
Stockton Hilton, Stockton, CA

Saturday, August 18, 2018, 7:00-8:00 a.m.

PLEASE NOTE SPECIAL TIME FOR THIS CONFERENCE ONLY

Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

Oh no! My document is due on a holiday – do I roll the due date back to the previous business day or forward to the next business day? How many extra days do you get to respond to discovery that was served via overnight mail? Come learn the intricacies of calendaring in preparation for the CCLS exam.

REGISTRATION DEADLINE: August 14, 2018

Name: _____ Email: _____

Address/City/State: _____

Phone (Work): _____ Local Assn.: _____ LPA/LSA

Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 101 W. Broadway, Ste. 1700, San Diego, CA 92101, and email registration to quinton@dsmw.com.

CCLS CREDIT WILL BE GIVEN FOR THIS WORKSHOP



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The Continuing Education Council

PROUDLY PRESENTS



Caitlin M. Casey
San Joaquin County Deputy District Attorney

GRAND JURIES

**The Differences Between the Civil and Criminal Grand Jury Process
and How Important the Criminal Grand Jury Process is to Justice**

FRIDAY, AUGUST 17, 2018*

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

Stockton Hilton

Email reservations to: J. Cori Mandy, CCLS
jemandy5@gmail.com
619-515-3256 or 619-954-3603

*Seminar is free with a paid conference registration

Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1.0 hour.



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Legal Specialization Section Membership

Legal Secretaries, Incorporated, offers membership in six Legal Specialization Sections

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

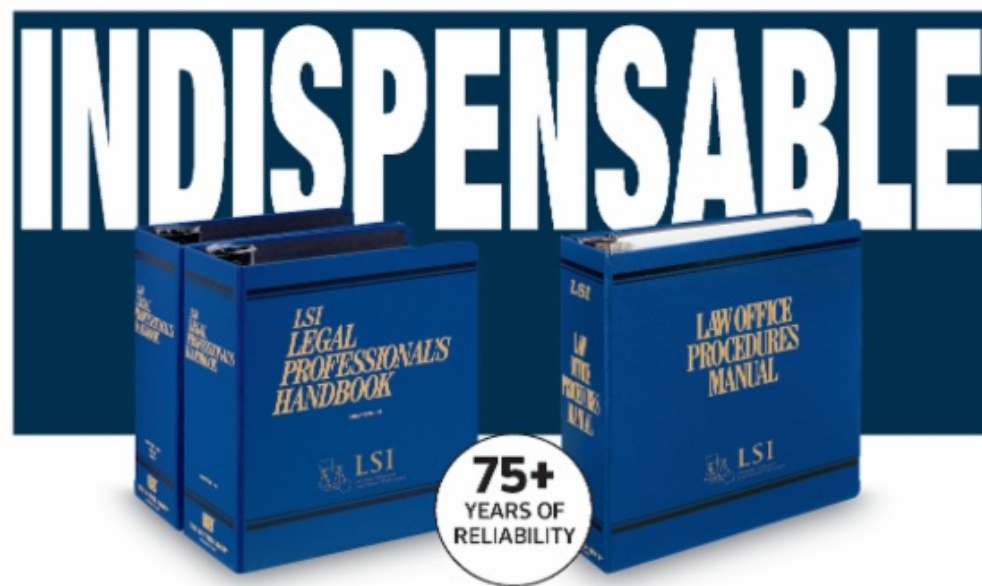
Legal Specialization Sections provide access to continuing education workshops and seminars. Membership includes access to free quarterly workshops; quarterly newsletters containing up-to-date information, including changes in the law and forms; statewide roster of all members in each section for easy access to local procedural

information in other counties; and networking opportunities.

[Click here to apply for membership](#)

Why you should become a section member

- * Reasonable annual dues (Dues to join each section are \$20, or \$75 to join all six sections for LSI® members. Dues for non-LSI members are \$40 per section, or \$150 to join all six sections.
- * Quarterly educational programs which are free to section members.
- * California Certified Legal Secretary recertification credits.
- * Respect from your employer when you pass on the valuable information learned at the workshops and seminars.
- * Professional and personal excellence.
- * A majority of all workshops and seminars provide MCLE credits.



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Nonmembers Price.....\$474

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This title is updated annually for subscribers
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...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

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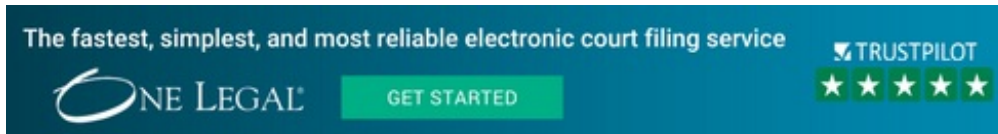


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This month, we're featuring an article from One Legal, a longtime supporter of Santa Clara County Legal Professionals Association. Click on the link below to take you to the article "Ten Benefits of Joining a Professionals Association."

[Click here for 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 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 2018-2019 are:

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
Executive Advisor	Elise Dresser, CCLS
Parliamentarian	Elise Dresser, CCLS (interim)
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.

