



## THE ADVANCE SHEET SCCoLPA's News & Events February 2018

Greetings SCCoLPA Members:

Welcome to February! Now that January is in the rear view mirror (and it sure passed by at lightning speed!), it's time to start looking forward to all the activities SCCoLPA has in store for you in 2018!

When we think of holidays and events in February, what's the first one that comes to mind? Presidents' Day? Valentine's Day? The Super Bowl? The Winter Olympics start on February 9, and Mardi Gras on February 13. If you asked us, most of us would say the biggest event in February is SCCoLPA's Annual Crab Feed! Yes, it's just around the corner, on February 10, 2018. If you haven't gotten your tickets yet, hurry up because as of today, we are THIS CLOSE to selling out again!

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

- **February 10, 2018:** 8th Annual Crab Feed & Silent Auction. Get your tickets now!!
- **February 13, 2018:** February Monthly Membership Meeting - "Changes in the Law - 2018" with Susan Kalra. This is your chance to learn about all the new rules that went into effect at the start of 2018!
- **February 23-25, 2018:** LSI's Third Quarterly Conference, Knott's Berry Farm, Anaheim, CA
- **March 13, 2018:** March Monthly Membership Meeting - "Conservatorships" with the Social Services Manager of the Santa Clara County Office of the Public Guardian
- **April 10, 2018:** SCCoLPA's 78th Annual Meeting and Installation of Officers

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

As a reminder, if you haven't had a chance to respond to our Survey Monkey membership survey, which was emailed to all members last month, please take a few minutes to do so. Your responses will help us make plans for this year, including finding speakers for our monthly meetings and educational workshops.

As always, thank you for your support, and please feel free to reach out to me or any of the SCCoLPA Executive Committee members, with questions, suggestions, and feedback. We would love to hear from you!

With very best wishes,



## UPCOMING MONTHLY MEETINGS


### Monthly Membership Meeting February 13, 2018

### Changes in the Law for 2018


As legal professionals, we must all stay informed of the ever-changing laws, codes, and statutes. Join us at our February 13, 2018 general membership meeting as guest speaker Susan Kalra will cover the all-important changes that are taking place in the new year, and what you need to know.

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.



Santa Clara County Legal Professionals Association  
**February 2018 Dinner Meeting**



**2018 Update in the Law for  
Legal Secretaries, Legal  
Assistants, and Paralegals**

Guest Speaker:  
Susan Kalra, Paralegal  
Mahamed IP Law LLP

As legal professionals, we must stay informed of the ever-changing laws, codes, and statutes. Join us at our general membership meeting as guest speaker Susan Kalra will cover the important changes that are taking place in the new year and what you need to know.

**Tuesday, February 13, 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) 971-1980  
\* validated parking at the adjoining 4th Street Garage


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

This activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.75 hours, of which 0.60 hours will apply to legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or elimination of bias. SCColPA certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

**UPCOMING EVENTS**

January 9, 2018	January Monthly Membership Meeting – How to Properly File at the Recorder's Office
January 20, 2018	Winter Quarterly Educational Workshop: Ethics for Everyone (4 hour program)
February 10, 2018	SCCOLPA's 8 <sup>th</sup> Annual Crab Feed – Quinlan Community Center, Cupertino. Tickets on sale now!

# Protecting Your Rights




## Santa Clara County Legal Professionals Association

# March 2018 Dinner Meeting

### Protecting Your Rights (Conservatorships)

**Guest Speaker:**  
Lisa Pate  
**Social Services Program Manager**  
**Santa Clara County**  
**Office of the Public Guardian**


The Office of the Public Guardian insures the physical and financial safety of those unable to do so on their own. Join us as Lisa Pate, Social Services Program Manager for the Santa Clara County Office of the Public Guardian, will present an overview of probate conservatorships, mental health conservatorships, and limited conservatorships.




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



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#### UPCOMING EVENTS

February 3, 2018	FREE Brunch at Flames! Meet Your SCCOLPA Officers and Chairmen
February 10, 2018	SCCOLPA's 8 <sup>th</sup> Annual Crab Feed – Quinlan Community Center, Cupertino. Tickets on sale now!
March 13, 2018	March Membership Meeting: "Conservatorships"

Register and pay via PayPal on our "Events" page at <http://www.sccolpa.org>, Or RSVP via email at [reservations.sccolpa@gmail.com](mailto: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

(Conservatorships)

The Office of the Public Guardian of Santa Clara County insures the physical and financial safety of those unable to do so on their own. Join us as Lisa Pate, Social Services Program Manager for the Santa Clara County Office of the Public Guardian, will present an overview of probate conservatorships, mental health conservatorships, and limited conservatorships.

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.

# January 2018 Highlights

# January Monthly Membership Meeting January 9, 2018

Santa Clara County Legal Professionals Association held its first membership meeting of the new year on January 9, 2018 at Flames Eatery & Bar in downtown San Jose.



Vice President of Membership Shannon Quigley reported on the results of the annual membership survey. As you know, following the results of last year's survey, your officers and chairmen listened and put together programs and events that you, the members, wanted! SCCoLPA is always striving to present quality continuing education programs to its members, and this new year will be no exception! Everyone who responded to the survey had their name entered into a Starbucks card drawing, and the winner was Brian Ward. Congratulations Brian!

Shannon also introduced Virginia Hernandez as SCCoLPA's Member in the Spotlight for January 2018. Virginia has been a legal assistant for Wilson Sonsini Goodrich & Rosati for the last

18 years, and a member of SCCoLPA since 2016. Congratulations Virginia!

We welcomed our guest speaker, Gina Alcomendras, Santa Clara County's Principal Clerk-Recorder. Ms. Alcomendras manages the day-to-day operations of the Clerk-Recorder's Office, and explained to the members what duties the staff of the office are responsible for on a daily basis, such as recording authorized documents, collecting taxes and fees, filing notary bonds, registering births and deaths, and performing marriage ceremonies.





*Vice President of Membership Shannon Quigley and  
Membership Survey winner Brian Ward*



*Vice President of Membership Shannon Quigley  
and January 2018 Member in the Spotlight Virginia Hernandez*



*Governor Linda Neuman getting "star-spangled" for LSI's upcoming conference at Knott's Berry Farm!*





*President Elise Dresser, CCLS and guest speaker Gina Alcomendra, Santa Clara County Clerk-Recorder*





*Santa Clara County Clerk-Recorder Gina Alcomendras and Acting Manager /  
IT Specialist Anthony Serafica*

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## Winter Quarterly Workshop: "Ethics for Everyone" January 20, 2018

SCCoLPA held its winter quarterly workshop on Saturday, January 20, 2018, and was pleased to welcome back Diane Mecca, who presented "Ethics for Everyone." Diane explained to the attendees how to keep their attorneys (and thus themselves!) out of hot water, how to be ethically responsible at work when it comes to social networking and confidentiality, and how to be successful at time management.



*Guest speaker Diane Mecca and CEC Chair Vivian Shreve, CCLS*





*Diane Mecca and Rod Cardinale, Jr.*



*Maggie Larcher and Kathleen Blair*





*Ana Moran and Elizabeth Cameron, CCLS*



*Thank you to workshop sponsor Planet Depos for all the goodies!*



*Find out more about SCCoLPA and LSI at our amazing Marketing table!*

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## **Santa Clara County Bar Association Annual Installation January 24, 2018**

Members of Santa Clara County Legal Professionals Association were proud and honored to represent the Association at the Santa Clara County Bar Association's 51st Annual Installation of Officers ceremony on Thursday, January 24, 2018, which was held at the law firm of McManis Faulkner in San Jose. Attending on behalf of SCCoLPA were Elise Dresser, President; Shannon Quigley, Vice President of Membership; Sheryl Boardman, Vice President of Marketing, and Elena Schneider, CCLS, Parliamentarian. We were able to connect with old friends and co-workers, and meet the Bar Association's incoming President, Kevin Hammon, Esq. SCCoLPA and the Bar Association continue to have a great relationship working together and supporting each other in the legal community, and we plan to continue this tradition for many years to come!





## UPCOMING EDUCATIONAL WORKSHOP

Spring Quarterly Workshop  
Thursday, May 3, 2018



Save the date! On Thursday, May 3, 2018, SCCoLPA will present its Spring Quarterly Workshop. The topic will focus on probate and estate planning, and the program will be presented by Janet L. Brewer, of the Law Firm of Janet L. Brewer, in Palo Alto. Further information will be available shortly.



## UPCOMING EVENTS

### SCCoLPA'S 8th ANNUAL CRAB FEED Saturday, February 10, 2018

The BEST crab feed in town is just around the corner!

Please join us at SCCoLPA's 7th Annual Crab Feed on February 10, 2018 and enjoy a delicious crab feast, dancing, and silent auction with your friends, family and co-workers. Once again this year we will be serving fresh cooked dungeness crab, toasted garlic bread, pasta with Rod's World-Famous Pasta Sauce, salad, and dessert. To top off the evening there will be dancing to the sounds of Lannie ("DJ Du Funk") Meadows!

We will also be featuring a fantastic silent auction during the event with an opportunity to bid on many great prizes! If you are interested in donating items for the silent auction, please contact Silent Auction Chair April Ignaitis, CCLS, at [aignaitis@comcast.net](mailto:aignaitis@comcast.net).

Once again, the crab feed will be held at the Quinlan Community Center, 10185 N. Stelling Road, Cupertino, CA. The community center is right off Stevens Creek Blvd. and across from the Cupertino Memorial Park and DeAnza College.

For more information, contact Crab Feed Chair Rod Cardinale Jr. at [rodcardinalejr@sbcglobal.net](mailto:rodcardinalejr@sbcglobal.net). Tickets may be purchased through EventBrite, OR register and pay online at <http://www.sccolpa.org/events> OR mail your check to SCCoLPA, P.O. Box 90509, San Jose, CA 95109. Reservation questions can be sent to [sccolpa.crabfeed@gmail.com](mailto:sccolpa.crabfeed@gmail.com).

We sold out early last year, so get your tickets before it's too late!

**SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION**  
**Invites you to its 8<sup>th</sup> Annual**  
**CRAB FEED**

**SILENT AUCTION**

**LIVE DJ**

**DANCING**

**Saturday**  
**February 10, 2018**  
**Social Hour: 6:00 pm**  
**Crab Feast:**  
**6:30 pm-8:30 pm**

**QUINLAN**  
**COMMUNITY CENTER**  
**10185 N. Stelling Rd.**  
**Cupertino, CA 95014**

**\$55 Adults**  
**\$20 Children (4-12)**  
**Price includes:**  
**Beer and Wine (21 and over)**  
**Soda and Water, and...**

**Fresh Cooked Dungeness Crab!**  
**Includes Salad, Garlic Bread, Pasta, and Dessert!**

For more information, contact Rod Cardinale, Jr:  
 Order tickets online at Eventbrite:  
 Or on the SCCOLPA website:

[sccolpa.crabfeed@gmail.com](mailto:sccolpa.crabfeed@gmail.com)  
[http://sccolpa\\_crabfeed.eventbrite.com](http://sccolpa_crabfeed.eventbrite.com)  
<http://www.sccolpa.org/Events>

*A portion of the proceeds to benefit our local community projects*

## Member in the Spotlight - February 2018

~ by Shannon Quigley, Vice President of Membership

### Jeanne K. Smith

I am honored to announce that Jeanne K. Smith is our February Spotlight Member. She was born and raised in Urbana, Illinois until the age of 14, when her family moved for Palo Alto for her father's health.

Her great-grandmothers were friends and lived next door to each other which translated to the fact that her grandmothers and their sisters were best friends. They



have a photo of both families together when her Mom was 2 and her Dad was 5. This photo hangs on their wall surrounded with black and white photos of 6 generations of women. Jeanne's daughter calls it the "Womens' Shrine." She says that all of her family gatherings were reunions of friends as well as family, and she was raised with amazing support from these adults, who were all teachers!

Many of you may know Jeanne's story, but she did not choose her path that lead her to the legal community - it chose her! Having been widowed with two babies, and losing five immediate family members in five years (including both of her parents), she was asked to write about what she learned about preparation and estate settlement which launched her business, 25 years ago. The name of her company is "Exit Stage Right, LLC." Jeanne is a Professional Estate Organizer.

When asked what motivates her, Jeanne's reply is knowing that she can be of assistance to clients who are overwhelmed with their administrative duties, the contents of the estate home, etc. In addition, she helps clients with their own home and/or office.

Jeanne's typical day is anything but typical. Each client's needs are different. One client might have her sorting the "stuff" in a late hoarder's home, doing a pictorial inventory of 600+ pieces of fine jewelry, clearing out an old filing system and finding \$70,000 in cash, or creating a filing system for a family of wealth who cannot locate documents on their numerous homes. The variety keeps her on her toes and her clients have ranged from age 11 years to those in their 90's. They all tell Jeanne stories about their "things" as she helps them.

Jeanne has said that Santa Clara County Legal Professionals are a great group of people and that she appreciates the friendships that have developed. Professionally, she said she would like to keep expanding her knowledge base and stay current. Jeanne believes the more she knows - the better she can assist her clients!

A few tidbits about Jeanne that she would like to share is that she met her second husband whom she met in high school and reconnected with 18 years later. He was the drum major and she was the drummer. They have three children with two grandchildren who live in Oklahoma, Caleb age 7, and Vivi age 2. Jeanne said her family is comprised of teachers - both of her grandmothers, a grandfather, great aunts, and her daughter. She thought that she had missed that genetic trait called "teaching" - until she realized that HER classroom is the client's home - she teaches as they organize!

Please say "thank you" to Jeanne for sharing a little about herself and congratulate her on being chosen as our February Spotlight Member.

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## GOVERNOR'S CORNER

*~ by Linda Neuman, SCCoLPA Governor ~*

As you know, my Governor's Corner articles cover a wide variety of topics and usually, somehow, reach out to the SCCoLPA membership in one way or another. This month is no exception. Back in August during the LSI Conference in Stockton, Sylvia Marsh, CCLS, President of Orange County LSA delivered a heartfelt Inspirational Message which I would like to share with you.

If Tomorrow Never Comes - Author Unknown

If I knew it would be the last time that I'd see you fall asleep  
I would tuck you in more tightly and pray the Lord your soul to keep.



If I knew it would be the last time that I see you walk out the door  
I would give you a hug and kiss and call you back for one more.

If I knew it would be the last time I'd hear your voice lifted up in praise I would record  
each action and word so I could play it back day after day.

If I knew it would be the last time I could spare an extra minute or two  
to stop and say "I love you" instead of assuming you know I do.

If I knew it would be the last time I would be there to share your day  
well I'm sure you'll have so many more so I can just let this one slip away.

For surely there's always tomorrow to make up for an oversight and we  
always get a second chance to make everything all right.

There will always be another day to say "I love you" and certainly there's another  
chance to ask "Is there anything I can do?"

But just in case I might be wrong and today is all I get  
I'd like to say how much I love you and I hope you never forget.

Tomorrow is not promised to anyone young or old alike and today may  
be the last chance you get to hold your loved one tight.

So if you're waiting for tomorrow why not do it today?  
For if tomorrow never comes you'll surely regret the day.

That you didn't take that extra time for a smile, a hug or a kiss and  
you were too busy to grant someone what turned out to be their last wish.

So hold your loved ones close today and whisper in their ear  
tell them how much you love them and that you'll always hold them dear.

Take time to say "I'm sorry," "Please forgive me," "Thank You," or "It's Okay" and if  
tomorrow never comes you'll have no regrets about today.

Just something to think about when you are rushing through your busy day. Stop and  
remember your family, your friends, your fellow SCCoLPA members and make that  
little gesture that may make the world of a difference to you and someone else.

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

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## Order in the Court

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

### What is *Ex Post Facto* Law?

In legal circles, "ex post facto" - from the Latin, "after the fact," - refers to any law that punishes a person for an act that, at the time it was committed, was not a crime. Likewise, laws that increase the penalty for a specific crime can't be applied to a criminal act that took place before the stiffer sentences were passed. For example, a fugitive from justice who is caught after a number of years has to be tried and sentenced by the laws that were in effect when he committed his crime. Article I, Section 10 of the U.S. Constitution guarantees that "No state shall . . . pass any bill of attainder, ex post facto law, or law impairing the obligation of contracts, or rant any title

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## 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, 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).

### LATIN TERMINOLOGY

1. Nolo contendere
2. Nunc pro tunc
3. Pendente elite
4. Fiat
5. Laches
6. Ultimo
7. Contra
8. Per stirpes
9. Mandamus
10. De jure

### ANSWER KEY:

1. No contest
  2. Now for then
  3. Pending the suit; during litigation
  4. Sanction
  5. Inexcusable delay
  6. In the last month
  7. Against
  8. By representation
  9. We command
  10. From the law
-

## APPLICATION TO TAKE CCLS® EXAM

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

(Select one)

☐

**Northern California**  
**Southern California**

(Select one)

☐

**Saturday, September 16, 2017**  
**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"/><br>Payable to "LSI"<br>Mail to above address | PayPal <input type="checkbox"/><br>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 Updates

### SANTA CLARA COUNTY SUPERIOR COURT E-FILING UPDATE

E-filing for all Civil cases will be mandatory starting **Tuesday, February 13, 2018**.

E-filing for Family, Complex Civil, Unlawful Detainer, Civil Harassment, Small Claims, and Probate cases is now mandatory.

The Court has published local rules regarding electronic filing. Click [here](#) for a copy of the latest local rules.

### Changes to California Rules:

Changes to the California Code of Civil Procedure and the California Rules of Court



will take effect January, 1, 2018. Among other things, there will be significant changes to CCP section 1010.6 regarding electronic filing and electronic service.

Key changes are:

- \* Authorizes electronic filing and service to occur until midnight
- \* Authorizes electronic filing and service by and on persons other than parties
- \* Authorizes use of electronic signatures on electronically filed documents signed under penalty of perjury (pending Judicial Council action/creation of new rules)

2017 Summary of Court -Related Legislation

[http://www.courts.ca.gov/documents/2017\\_LegSummary.pdf](http://www.courts.ca.gov/documents/2017_LegSummary.pdf)

Text of new and amended California Rules of Court

<http://www.courts.ca.gov/documents/2017-11-17-rules.pdf>

List of new and revised Judicial Council Forms

<http://www.courts.ca.gov/documents/00PublishersList.pdf>

**\*\*Attend SCCoLPA's February monthly meeting as guest speaker Susan Kalra provides an update on all the changes in the law in store for 2018!**

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## Coming Soon!

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

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

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



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## 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.



## 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: *[Examples at bottom of page]* \_\_\_\_\_

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: *(Check One)*

Field of Law \_\_\_\_\_

Residence: \_\_\_\_\_ Business: \_\_\_\_\_

Birthdate: \_\_\_\_\_  
Month/ Day

Year I became a member of SCCoLPA: \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Application Approved: \_\_\_\_\_

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

## MEMBERSHIP 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.
- Retired Member:** Age 62, retired from employment, wishing to retain active status:  
  
A. Less than 10 years in SCCoLPA, payment of \$20.00 LSI per capita taxes.  
B. More than 10 years in SCCoLPA, no payment.
- Disabled Member:** Must present certification of permanent disability and request to retain active status:  
  
A. Less than 10 years in SCCoLPA, payment of \$20.00 LSI per capita taxes.  
B. More than 10 years in SCCoLPA, no payment.
- Life Member:** Granted upon vote of the members to any member who has performed outstanding services to the Association. If a life member desires to retain active membership status, full payment of dues is required.
- Delinquent Dues:** When dues are not paid to the Association within thirty (30) days after the due date, such dues shall become delinquent, and such member shall without notice be suspended and shall lose all rights and privileges as a member of this Association.  
  
Such suspended member may be reinstated during the current fiscal year upon payment of the current annual dues, plus a reinstatement fee of \$5.00.

<sup>1</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!





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## Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:

Amy Ramos - February 13  
Tressa Jacobsen - February 16



ORANGE COUNTY LEGAL SECRETARIES ASSOCIATION

INVITES YOU TO A

**STAR SPANGLED CELEBRATION**

**FEBRUARY 23-25, 2018**

LSI THIRD QUARTERLY CONFERENCE

Knott's Berry Farm Hotel

7675 Crescent Avenue, Buena Park, Calif. 90620

CONFERENCE REGISTRATION FORM

DEADLINE: JANUARY 22, 2018

NO REFUNDS AFTER FEBRUARY 1, 2018

NAME (AS IT WILL APPEAR ON BADGE): \_\_\_\_\_

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

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

CELL/HOME TELEPHONE: \_\_\_\_\_

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

LOCAL ASSOCIATION (DO NOT ABBREVIATE): \_\_\_\_\_

PLEASE CHECK IF APPLICABLE (INCLUDE TITLE):

☐ STATE OFFICER: \_\_\_\_\_ ☐ GOVERNOR ☐ CCLS  
☐ STATE CHAIRMAN: \_\_\_\_\_ ☐ PLS ☐ OTHER \_\_\_\_\_

**SCRIP TICKET** (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH):

POSTMARKED ON OR BEFORE JANUARY 22, 2018 \$125.00 \$ \_\_\_\_\_  
 POSTMARKED ON OR AFTER JANUARY 23, 2018 \$135.00 \$ \_\_\_\_\_

**INDIVIDUAL TICKETS:**

REGISTRATION ON OR BEFORE JANUARY 22, 2018 \_\_\_\_\_ @ \$20.00 \$ \_\_\_\_\_  
 REGISTRATION ON OR AFTER JANUARY 23, 2018 \_\_\_\_\_ @ \$30.00 \$ \_\_\_\_\_  
 WELCOME RECEPTION (FRIDAY) \_\_\_\_\_ @ \$25.00 \$ \_\_\_\_\_  
 GOVERNORS' LUNCHEON (SATURDAY) \_\_\_\_\_ @ \$25.00 \$ \_\_\_\_\_  
 PRESIDENTS' LUNCHEON (SATURDAY) \_\_\_\_\_ @ \$25.00 \$ \_\_\_\_\_  
 OPEN LUNCHEON (SATURDAY) \_\_\_\_\_ @ \$25.00 \$ \_\_\_\_\_

For Luncheons, Choose One:

- ☐ Hoagie Sandwich  
☐ Cajun Grilled Steak Salad

BANQUET (SATURDAY) Choose One:

- ☐ Mrs. Knott's Fried Chicken Dinner  
☐ Sliced NY Strip Loin Dinner

BRUNCH (SUNDAY) \_\_\_\_\_ @ \$35.00 \$ \_\_\_\_\_

**TOTAL AMOUNT PAID:** \_\_\_\_\_ \$ \_\_\_\_\_

SPECIAL DIETARY REQUEST: ☐ VEGETARIAN ☐ OTHER: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: OCLSA 2018 FEBRUARY CONFERENCE**

**SEND TO:** ORANGE COUNTY LEGAL SECRETARIES ASSOCIATION  
 P.O. BOX 28391, SANTA ANA, CA 92799

**FOR INFORMATION CONTACT:**

CONFERENCE CHAIR – BARBARA BARREGAR; (949) 285-5271; [OCLSA2018Conf@gmail.com](mailto:OCLSA2018Conf@gmail.com)

RESERVATION CHAIR – DEBORAH SCHMIDT, CCLS; (949) 432-6608; [OCLSA2018Register@yahoo.com](mailto:OCLSA2018Register@yahoo.com)

Visit our Facebook Page for Conference Information and Updates at [www.Facebook.com/OCLSA](http://www.Facebook.com/OCLSA)

# STAR SPANGLED CELEBRATION

HOSTED BY

ORANGE COUNTY LEGAL SECRETARIES ASSOCIATION

FEBRUARY 23-25, 2018

LSI THIRD QUARTERLY CONFERENCE

HOTEL REGISTRATION INFORMATION



**7675 Crescent Avenue  
Buena Park, Calif. 90620**

Please contact hotel directly at (866) 752-2444 or (714) 995-1111  
book online at: <https://www.knotts.com/stay/knotts-berry-farm-hotel>

ROOM RESERVATIONS: \$135.00 Single/Double  
GROUP CODE: OCLS18

CHECK IN/OUT: Check-in Time: 4:00 p.m. / Check-out Time: 12:00 noon  
No Rollaway Beds Available

AIRPORTS:  
John Wayne Airport (SNA) (Approx. 20 miles)  
Los Angeles International (LAX) (Approx. 30 miles)



**FOR INFORMATION CONTACT:**

CONFERENCE CHAIR – BARBARA BARREGAR; (949) 285-5271; [OCLSA2018Conf@gmail.com](mailto:OCLSA2018Conf@gmail.com)  
RESERVATION CHAIR – DEBORAH SCHMIDT, CCLS; (949) 432-6608; [OCLSA2018Register@yahoo.com](mailto:OCLSA2018Register@yahoo.com)

Visit our Facebook Page for Conference Information and Updates at [www.facebook.com/OCLSA](https://www.facebook.com/OCLSA)



# LEGAL SPECIALIZATION SECTIONS SEMINARS

February 24, 2018  
Knott's Berry Farm Hotel

7675 Crescent Ave., Buena Park, CA 90620



# LSI

Educating California's  
Legal Support Professionals

The last day to register without a late fee is February 16, 2018.

| <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>Saturday, February 24, 2018, 11:00 a.m. to 12:00 p.m.</b>                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u><b>Criminal and Family Law</b></u><br><br><b>50/50 Custody Orders and Related Issues</b><br>William Spiller, Jr., Esq.<br>Law Offices of William Spiller, Jr.<br><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               | <u><b>Civil Litigation</b></u><br><br><b>Motions from Staff's Perspective</b><br>Dennis Nakata, E-Discovery Project Coordinator<br>Rutan & Tucker, LLP<br><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, February 24, 2018, 3:00 p.m. to 4:00 p.m.</b>                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u><b>Law Office Administration</b></u><br><br><b>Employment Law Updates for 2018</b><br>Jonathan Fraser Light, Esq.<br>LightGabler<br><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                                            | <u><b>Specialty Law</b></u><br><br><b>The Changing Role of Legal Secretaries in Insurance Defense Litigation - How to Adapt and Become an Indispensable Team Member</b><br>Lisa J. McMains, Esq.<br>Bassett, Discoe, McMains & Kargozar<br><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, February 24, 2018, 4:30 p.m. to 5:30 p.m.</b>                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u><b>Probate and Estate Planning</b></u><br><br><b>Elder Law: Conservatorships</b><br>Christina McGonigle, Esq., CELA<br>Mary Telford, Paralegal<br>McGonigle & Hunsaker, LLP<br><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 | <u><b>Federal Law</b></u><br><br><b>Appeals</b><br>Cynthia J. Mascio, ACP<br>Atkinson, Andelson, Loya, Ruud & Roma<br><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                                                                                                                      |

Name: \_\_\_\_\_ ☐ CCLS ☐ Paralegal ☐ PLS  
 E-mail: \_\_\_\_\_ (please print clearly, confirmations sent via email)  
 Local LSI Association (if applicable): \_\_\_\_\_ ☐ LSA ☐ LPA

REGISTRATION AND PAYMENT VIA CREDIT CARD AT [WWW.LSI.ORG](http://WWW.LSI.ORG) PREFERRED

If paying by check, make payable to LSI and send to: Dawn R. Forgeur, CCLS, LSS Coordinator  
 500 Capitol Mall, Suite 1600  
 Sacramento, CA 95814

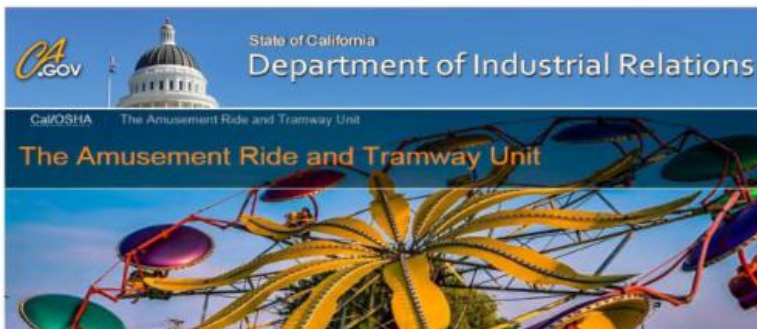
*The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.0 hours each, by the State Bar of California unless otherwise specified.*



**LSI**  
*Educating California's  
Legal Support Professionals*

## **The Continuing Education Council**

PROUDLY PRESENTS



Bobby Park, Acting Regional Manager  
and  
Brandon Hart, M.S., Program Manager



### **AMUSEMENT PARKS**

An overview of laws and regulations (and other interesting things) regarding Amusement Parks

**FRIDAY, FEBRUARY 23, 2018\***

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

\*\*\*\*\*

KNOTT'S BERRY FARM HOTEL

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.



LEGAL SECRETARIES, INCORPORATED  
CALIFORNIA CERTIFIED LEGAL SECRETARY

## WORKSHOP REGISTRATION FORM

### “CCLS Mini-Mock Exam”

Third Quarterly Conference, February 23-25, 2018  
Knott's Berry Farm Hotel, Buena Park, CA  
Saturday, February 24, 2018, 7:30-8:30 a.m.  
Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

If you've ever been curious about the CCLS exam but have not yet taken the plunge, come to this workshop to get just a small taste of what sitting for the exam is like. This will be a 50-minute mini-mock exam covering all seven sections. This is a great way to dip your toes into the waters of the CCLS exam. Come prove that you, too, can do it!

REGISTRATION DEADLINE: February 21, 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, or by email to [quinton@dmw.com](mailto:quinton@dmw.com).

CCLS CREDIT WILL NOT BE GIVEN FOR THIS WORKSHOP

---



# 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 Steel River LLP  
500 Capital Mall, Ste. 1600  
Sacramento, CA 95814

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





# LSI

*Educating California's  
Legal Support Professionals*

## OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY

LSI will be offering an online class on an Overview of California State Court Discovery. This class will be a six-week, work-at-your-own-pace online session commencing March 19 and ending April 30, 2018. During the classes, the following topics will be covered:

Interrogatories  
Demand for Production of Documents  
Requests for Admissions  
Depositions

Demand for Physical Examinations  
Deposition Subpoenas  
Discovery Timelines and Service  
Verifications

### CLASS SESSION OPENS MONDAY, MARCH 19, 2018

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.

The content of this class is designed for legal secretaries and those studying for the California Certified Legal Secretary examination.

The cost of the class is \$30 for LSI members/\$50 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate of completion from LSI.

### OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY CLASS REGISTRATION

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

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

City/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

\$30 LSI Member \_\_\_\_\_ Association: \_\_\_\_\_ LSA/LPA  
(No abbreviations please; status is verified)

\$50 Non-LSI Member \_\_\_\_\_

Payment: Check # \_\_\_\_\_ (made payable to LSI)

Name on Card: \_\_\_\_\_

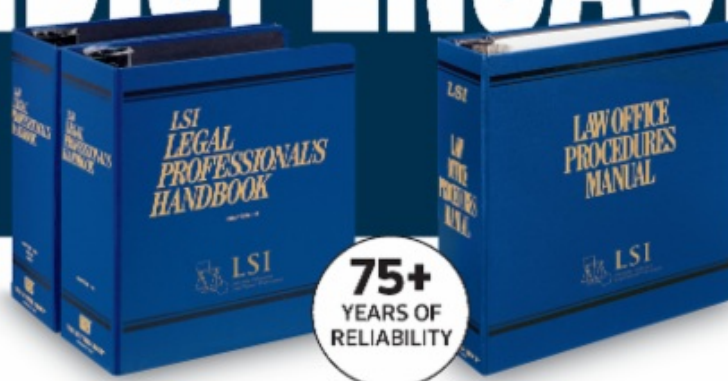
Visa/MC Credit Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ 3-digit CVV No.: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email registration form NO LATER THAN March 14, 2018, to [training@lsi.org](mailto:training@lsi.org) or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at [www.lsi.org](http://www.lsi.org) with PayPal. For further information or inquiries, email [training@lsi.org](mailto:training@lsi.org). No refunds after March 19, 2018. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.

**LSI – Educating California's Legal Professionals**

# INDISPENSABLE



## LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

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

LSI MEMBERS-ONLY PRICE .....\$331.80

Nonmembers Price.....\$474

*Price includes shipping. Add applicable sales tax.*

*This title is updated annually for subscribers by replacement pages.*

## LAW OFFICE PROCEDURES MANUAL

...THE IDEAL TRAINING MANUAL FOR NEW STAFF!

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

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

Nonmembers Price.....\$261

*Price includes shipping. Add applicable sales tax.*

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

**Buy both LSI books together and get a discount!**

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

*Price includes shipping. Add applicable sales tax.*

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## 2018 NINTH CIRCUIT CIVICS CONTEST

**The 14th Amendment**  
- 150 Years after Ratification -

**What Does  
Equal Protection  
Mean to  
Students?**



**For more information visit:**  
<http://www.ca9.uscourts.gov/civicscontest>



An essay and video contest for high school students in the western United States and Pacific Islands. Entries accepted beginning February 1, 2018. Deadline for entries is **April 1, 2018**. Contest rules, entry instructions and more information will be available January 2, 2018, at

<http://www.ca9.uscourts.gov/civicscontest>



CASH PRIZES for Winners of the Essay and Video Competitions

**1<sup>st</sup> place: \$2,000\* 2<sup>nd</sup> place: \$1,000 3<sup>rd</sup> place: \$500**

\*Plus! Travel and accommodations to attend the 2018 Ninth Circuit Judicial Conference in Anaheim, California

## 150 Years after Ratification of the 14th Amendment: What Does Equal Protection Mean to Students?

Ratified on July 9, 1868, the 14th Amendment to the Constitution provides, in part, that no state can "deny to any person within its jurisdiction the equal protection of the laws." Over the past 150 years, Congress and the courts have applied this "Equal Protection Clause" to our right to equal educational opportunities. Noteworthy court decisions include:

- Mendez v. Westminster School District, decided in 1947, in which the placement of Mexican-American students into separate "Mexican schools" was found to violate their rights under the Equal Protection Clause;
- Brown v. Board of Education of Topeka, decided in 1954, in which the placement of white and African-American students in different public schools on the basis of race was also found to violate the Equal Protection Clause;
- Lau v. Nichols, decided in 1974, in which the lack of supplemental language instruction in public school for students with limited English proficiency was found to have violated the Civil Rights Act of 1964;
- Regents of the University of California v. Bakke, decided in 1978, and Grutter v. Bollinger and Gratz v. Bollinger, decided in 2003, in which certain affirmative action policies used by two universities to increase minority enrollment were upheld while others were struck down; and
- Endrew F. v. Douglas County School District, decided in 2017, in which public schools were required, under the Individuals with Disabilities Education Act, to provide disabled students with opportunities to make meaningful, "appropriately ambitious" progress, such as grade-level advancement.



*Federal court decisions ended the practice of having segregated schools for Mexican-American and African-American students.*



Congress applied the Equal Protection Clause to education by enacting laws governing state school programs or activities:

- Title VI of the Civil Rights Act of 1964, which prohibits exclusion of a student based solely on race, color or national origin;
- Title IX of the Civil Rights Act, enacted in 1972, which prohibits exclusion of a student solely on the basis of sex;
- The Rehabilitation Act of 1973, which prohibits exclusion of a student based solely on the basis of a disability; and
- The Individuals with Disabilities Education Act of 1990, which provides protections and educational opportunities for students with disabilities.

### The prompt for the 2018 Ninth Circuit Civics Contest is "What does equal protection mean to students?"

Students should consider how the Equal Protection Clause applies in high schools, colleges and graduate schools, whether in admissions, classrooms or on athletic fields. Individual students can express their thoughts and ideas in an essay of between 500 and 1,000 words. Individuals and teams of up to three students can produce a 3-5 minute video on the theme. A student may submit both an essay and video. A student may submit only one essay and be involved in the production of only one video.

The essay or video should: 1) Demonstrate an understanding of the historical background of the Equal Protection Clause; 2) Explain the constitutional powers and rights relevant to the court cases and laws mentioned above; and 3) Discuss the important role of the Judicial Branch in preserving the rights of Americans to equal education.

The 2018 Ninth Circuit Civics Contest is open to high school students in nine western states and two Pacific island jurisdictions. Students from public, private, parochial and charter schools and home-schooled students of equivalent grade status may enter.



The U.S. District Court for the Northern District of California and the Northern California Chapter of the Federal Bar Association will conduct preliminary judging for the district-level competition. Finalists in both the essay and the video competitions at the district level will receive cash awards and advance to compete in the Circuit-wide contest. To be eligible to compete in the local contest, students must reside in one of the these counties: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, and Sonoma.

More information on the local contest will be available January 2, 2018, at [www.ca9.uscourts.gov/civicscontest](http://www.ca9.uscourts.gov/civicscontest). If you have questions about the local contest, please contact **Kimberly McCoy** at [community@cand.uscourts.gov](mailto:community@cand.uscourts.gov) / (415) 522-2045.



**San Francisco Legal  
Professionals Association**

*Invites you  
and your family & friends*

# **CRAB FEED FUND RAISER**

**\$50.00 PER PERSON**

**\$25 for children 4-12**

All you can eat salad, garlic bread,  
spaghetti & dungeness  
crab



**Tickets for  
Prize  
Drawings  
sold at event  
Silent Auction**

**BEER & WINE  
SOLD SEPARATELY**

**AMPLE PARKING AVAILABLE  
AT NO CHARGE**

**Sunday  
Feb. 18,  
2018**



**To Register  
For Tickets  
go to:**

**WWW.SFLPA.COM  
RSVP by 02/12/18**

Questions:  
cromo@crowell.com or  
lwong@jonesday.com  
or call 415-365-7471

**POMEROY RECREATIONAL & REHABILITATION CENTER**

**Social Hour at 4:00 pm Crab Feast at 5:00 pm**

**207 SKYLINE BLVD., SAN FRANCISCO CA**

PosterMyWall.com





## General Membership Meeting Notice

**Program: Collaborative Practice as an Alternative  
to the Litigated Divorce**

**Speakers: Kimberly Madigan, Esq. and Dianne Thomas, MA LMFT**

We are lucky to have two presenters speak on the topic of collaborative law. Kimberly Madigan, Esq. of Madigan & Lewis, LLP and Dianne Thomas, MA LMFT will discuss the collaborative practice as an alternative to the litigated divorce. Please join us for a fun and engaging evening at The Vans.

This is an \*MCLE-qualified program.

Date: Tuesday, February 20, 2018  
Place: The Vans Restaurant  
815 Belmont Avenue, Belmont, California  
Time: 6:00 to 8:30 p.m.  
Price: \$40 for members (\$45 for non-members)  
Includes dinner, tax, tip

Reservations: Tanya Tate at [tanya.tate@hotmail.com](mailto:tanya.tate@hotmail.com)

DEADLINE: Friday, February 16, 2018, before noon

*~~A reservation made is a reservation paid~~*

***Note: If you have any items you want to donate to the Pot of Gold, please  
bring something you want to give away, a white elephant gift perhaps.***

**\*MCLE:** San Mateo County Legal Professionals Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1 hour. MCLE Certificates of Attendance will be available at the meeting. CCLS or continuing education certificates will need to be provided by the member.

## 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](http://www.esquiresolutions.com).

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## Volunteers Needed!

The Bay Area Legal Forum is comprised of members from the local Bay Area associations, and presents educational workshops throughout the year, including the always-popular "Changes in the Law" full-day workshop each January. If you are interested in volunteering on the Bay Area Legal Forum as a representative from SCCoLPA, please contact President Elise Dresser, CCLS, at [endresser@gmail.com](mailto:endresser@gmail.com).

## Any Questions for Your Executive Committee? Contact Us!

We always want to hear from you! If you have any ideas or suggestions as to how we can make our association the best in the state, please reach out to a member of the Executive Committee. The board meets on the first Tuesday of every month, and

anyone is welcome to attend. Your Executive Officers for 2017-2018 are:

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



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## 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

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