



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

Hello Members,

It is official! I am so excited to announce that we have kicked off our campaign to branch out to the Palo Alto area and we are hosting our 1st "Open House"! Please join us Thursday, July 19, 2018, at Celia's Restaurant - Garden Patio from 6:00 p.m. to 8:00 p.m. located at 3740 El Camino Real, Palo Alto. We have reached out to the local law firms inviting them to join us. As you know, we are looking to attract new members who are unable to attend our meetings, workshops, and events. The plan is to rotate our Monthly Membership Meetings between San Jose and Palo Alto. With that comes the need for attendance and a venue for the meetings. This event is **COMPLIMENTARY** for legal assistants, legal secretaries, paralegals, clerks, and all other legal support professionals. Enjoy complimentary drinks and appetizers while getting to know us! RSVP by July 1, 2018 to [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com).

As we continue into our summer months, we must all continue to reach out to our fellow legal professionals, take them under our wing and mentor them. They need guidance so that we all commit to be involved in the future of our legal professional organization. We must do this at the local level and the state level. We are one of many statewide local professional legal organizations which are comprised of people who are in many fields of law, in law firms of all sizes which can all benefit from one another. We invite you to become involved, so I share this list of our upcoming meetings and events for SCCoLPA and LSI to help get your started:

### **SCCoLPA Meetings, Events and Workshops:**

July 10, 2018: July membership meeting Topic: CEQA - California Environmental Quality Act.

July 28, 2018: Fundraiser - San Jose Giants vs. Island Empire 66ers baseball game, Municipal Stadium, San Jose

August 14, 2018: August membership meeting Topic: The Future of the Legal Support Professional (Legal Secretaries, Legal Assistants (panel presentation)).

August 23, 2018, 90-minute workshop on Microsoft Office, with a panel of experts who will provide tips, tricks, and the latest in Word, Excel, and PowerPoint.

**LSI Webinars and Classes:**

**Upcoming LSS "Lunchtime" Webinars:**

July 12, 2018: 12:00 p.m. to 1:00 p.m. - "Practical Cybersecurity"

August 2, 2018: 12:00 p.m. to 1:00 p.m. - "Environmental Law and CEQA"

**Upcoming "Series" Webinars:**

July 12, 2018 - Part Three - "Lawyer Dealing with Non-Client Third Party"

**Upcoming Classes:**

July 8, 2018 - September 9, 2018 - "CCLS On-line Study Group"

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

I am truly honored to serve as President of the Santa Clara County Legal Professionals Association and am poised to hit the ground running, picking up where our outgoing President, Elise Dresser, CCLS, left off, and continuing the efforts of our past Presidents who have dedicated their time, energy and commitment to this Association so I invite you to STEP UP and join me and the rest of our amazing board and committee members!

Hope to see you soon!

Shannon Quigley  
President 2018-2019

## UPCOMING MONTHLY MEETINGS



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

**CEQA**  
**California Environmental**  
**Quality Act**

**Guest Speaker:**  
**Michael Van Zandt, Esq.**  
**Partner**  
**Hanson Bridgett**

This program provides an overview of CEQA and NEPA laws, investigations, including hazardous waste, wetlands laws, clean air and water, safe drinking water, endangered species and Proposition 65.

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.

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

**UPCOMING EVENTS**

July 28, 2018      Special Event - San Jose Giants v. Inland Empire 66ers  
Nov. 9-11, 2018      LSI 2<sup>nd</sup> Quarterly Conference in Reno, NV – Hosted by SCCoLPA



**Tuesday, July 10, 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 4<sup>th</sup> Street Garage.

**COST**

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



## Monthly Membership Meeting

### Tuesday, July 10, 2018

SCCoLPA is pleased to present "CEQA - the California Environmental Quality Act" on Tuesday, July 10, 2018. Our guest speaker will be Michael Van Zandt, Esq., partner at Hanson Bridgett, LLP.

This 45-minute program will provide an overview of CEQA and NEPA laws, investigations, including hazardous waste, wetlands laws, clean air and water, safe drinking water, endangered species and Proposition 65.

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.

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# SPECIAL EVENT

## Join us at SCCoLPA's 1st Annual FREE Open House!

Santa Clara County  
Legal Professionals  
Association



**S**eminars and  
Workshops

**C**CLS  
Certification

**C**ommunity  
Involvement

**O**pportunities for  
Employment

**L**egal  
Education

**P**rofessionals

**A**pproved MCLE  
/CLE Providers

[www.sccolpa.org](http://www.sccolpa.org)



## Looking to Connect and Network With Other Legal Professionals in Your Area?

*Santa Clara County Legal  
Professionals Association*

invites you to our

## OPEN HOUSE

**Thursday, July 19, 2018**

6:00 pm – 8:00 pm

- Join us at this **complimentary** event for legal assistants, legal secretaries, paralegals, clerks, and all other legal support professionals
- Find out more about SCCoLPA, what we offer our members and what we can do for you!
- Enjoy complimentary drinks and appetizers while expanding your network in the community



**Celia's Restaurant - Garden Patio**  
3740 El Camino Real, Palo Alto, CA 94306  
650-843-0643

*Parking available on street and in lot next door*

Please RSVP to [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com) by July 17, 2018



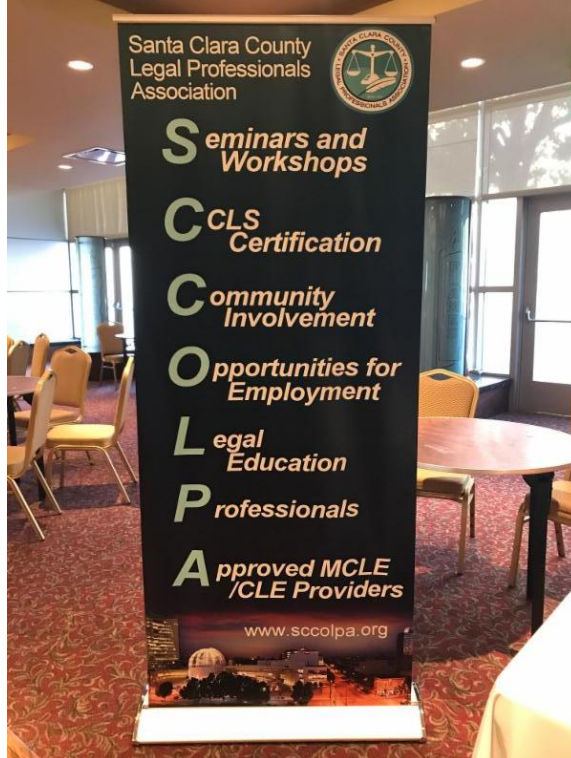
## June 2018 Highlights

### Monthly Membership Meeting June 12, 2018

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

SCCoLPA was honored to welcome guest speaker Ashley D. Gonzales,





Esq., from the Law Office of Peter N. Brewer, who presented "Cannabis and California Real Estate - Navigating the Unstable World of Real Estate and Cannabis in Santa Clara County." Ms. Gonzales' program focused on the latest updates in cannabis law, including legalization, Proposition 64, and landlord/tenant laws. Additionally, Vice President of Membership Jessica Urioste initiated Marzella Philip as a new member of SCColPA. Welcome Marzella!



*President Shannon Quigley and guest speaker Ashley Gonzales*



*Vice President of Membership Jessica Urioste and new member Marzella Philip*



*Pam Stallings, CCLS, Jessica Urioste, Marzella Philip, Elena Schneider, CCLS*





*Andrea Lorenz, M'Liss Bounds and guest*

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## 8th Annual Marilyn Ott Memorial BBQ & Membership Appreciation Day June 9, 2018

Santa Clara County Legal Professionals Association hosted its 8th Annual Marilyn Ott Memorial BBQ and Membership Appreciation Day on Saturday, June 9, 2018. Once again, our favorite summer event was hosted at Rod and Tina Cardinale's house. Thank you Rod and Tina! We were blessed with beautiful weather and great company - Rod grilled his now-famous tri-tip, and many members provided all the delicious side dishes. We thank each and every member, friend, and family member in attendance who supported our association!

Special thanks to Vice President of Membership Jessica Urioste, who, despite this being her first big event to run since being elected as a new officer with SCCoLPA, did a great organizing the event and making sure that everything ran smoothly. Jessica provided the attendees with a history of the association's summer barbeques, and also introduced our June Member in the Spotlight, Carol Karwatt. And a big cheer goes to Brian Ward, who was this year's winner of the dessert contest!

A great time was had by all, and we hope that if you were not able to make it to the BBQ this year, that you try and join us next year. The food is delicious and the company is great!



*Chef Rod Cardinale, Jr. watching over the tri-tip*





*Two LSI Executive Officers in attendance! Treasurer Diane Mecca and Executive Secretary Rod Cardinale, Jr.*



*The youngest attendee at the BBQ! David's wondering "where's my tri-tip?"*





*Vice President of Membership Jessica Urioste and June's Member in the Spotlight Carol Karwatt. Congratulations Carol!*



*Jessica and the judges carefully sampling all the dessert contest entries!*





*Nice looking group! Thank you all for attending this year!*

## 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](http://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](mailto: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.

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## SCCoLPA's MEMBER IN THE SPOTLIGHT July 2018

**Member in the Spotlight**  
**Jessica Urioste**  
*by Sheryl Boardman, VP of Marketing*

Jessica Urioste was born and raised in

the Bay Area, she grew up watching the 49ers and Giant's games with her grandfather, who was a fanatic. He loved to yell and scream at the TV and "talk" to John Madden, mostly because her grandfather felt connected to him since they attended the same high school and played ball together. When her grandfather passed away, her family didn't watch games with the same gusto they did with grandpa, but she and her dad love to hang out and watch UFC matches together. It might not be football or baseball but one of them, usually Jessica, is always screaming at the TV.



After graduating from college where she majored in Psychology, Jessica knew she wanted to work in the legal profession. Her first job was managing female inmates and assisting them in gaining employment under the California Department of Corrections. She learned a lot about life working there for two years before the facility closed-down. She then accepted a job working for Pete McCloskey, former congressman and attorney. Jessica was fully engaged in her position as a legal professional with Pete and discovered her place in the legal world.

For the past 11 years she has worked as the office manager at the Law Offices of Peter N. Brewer in Palo Alto. Peter has encouraged and facilitated her growth in her profession and she is thrilled to have found her true calling. Not only does she enjoy going to work every day but she also thrives in her small office environment as "the glue that holds the firm together".

Being quite the daredevil, Jessica enjoys some extreme sports and traveling. She's hiked Machu Pichu in Peru, ran with the bulls in Pamplona Spain, bungy jumped off a bridge in Canada, and in April of this year she jumped New Zealand's highest skydive, the Kea Jump, at 19,000 feet. Jessica thrives on new adventures and loves hiking, biking, yoga, kick boxing, and especially dancing in her Zumba class. When she's not on a thrill-seeking adventure, she enjoys cooking, baking, hiking the Stanford Dish, and hanging out in Half Moon Bay and the Harley Goat Farm, with her beloved boyfriend, Basim. Family is the most important part of Jessica's life and she adores her parents, sister, brother, two nephews, niece, and her amazing boyfriend. If you want to know more about her, ask her about her family and you'll see true happiness in her eyes.

Jessica loves a challenge and is excited to take on her new role as the VP of Membership for SCCoLPA. Having never participated on a board of an association before, she feels that this new chapter will bring positivity and enrichment to her life. Although there is a large learning curve, the board has been extremely helpful and Jessica feels like she is in a supportive and kind environment. She is grateful for the opportunity with this association.

Please congratulate Jessica on being chosen as our July Spotlight Member!

## UPCOMING LSI CONFERENCES



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

INVITES YOU ALONG FOR A

# California Road Trip!

**LSI 1<sup>ST</sup> 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 \_\_\_\_\_

\_\_\_\_\_ State Chairman \_\_\_\_\_

\_\_\_\_\_ Governor \_\_\_\_\_

\_\_\_\_\_ 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](mailto:ks24fanatic@aol.com) or  
Colleen Young at 209- 609-4042 or email [youngns@comcast.net](mailto: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 1<sup>ST</sup> 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](mailto:ks24fanatic@aol.com) or  
Colleen Young at 209 609-4042; [youngns@comcast.net](mailto:youngns@comcast.net)



## 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. Further details in connection with both workshops will be provided shortly.

## UPCOMING EVENTS



# SAVE THE DATE!



## Santa Clara County Legal Professionals Association

invites you to

### The San Jose Giants vs Inland Empire 66ers

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



**Saturday, July 28<sup>th</sup>, 2018**

**Game Time: 6:00 p.m.**

**Tickets: \$55 Adults / \$30 Children**

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

**Make reservations and payment at**

[www.sccolpa.org](http://www.sccolpa.org)

or contact Reservations Chair M'Liss Bounds,

[reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com)

Please contact Rod Cardinale, Jr. at

[rodcardinalejr@sbcglobal.net](mailto:rodcardinalejr@sbcglobal.net) if you have any questions about the game/ticket purchase.

**Please RSVP by July 21, 2018**



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

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

# Order in the Court

## What Are "Civil Rights"?

At its very inception - in the Declaration of Independence - the United States of America declared that "all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are life, liberty, and the pursuit of happiness." These personal nonpolitical liberties, later specified and guaranteed by the Constitution against violation, have come to be called "civil rights." Though nonnegotiable, civil rights have not always been respected (e.g., slavery, poll taxes). Violations of civil rights have required precedent-setting legal decisions and government legislation to redress. The Civil Rights Act of 1964, for example, outlawed segregation in public facilities and racial discrimination in employment and education. Violations of a person's civil rights can be considered a federal offense and, depending on the severity of the violation, can be covered by civil or criminal law.

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## 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](http://www.lsi.org).

### CORPORATIONS

1. A corporation begins to exist upon the filing of its \_\_\_\_\_ with the \_\_\_\_\_.
2. T/F A corporation may be formed by one or more corporations.
3. What is the difference between a domestic and foreign corporation?
4. What are the two basic types of corporation?
5. What are the three major categories of non-profit corporations?
6. There are two words that, if used in the corporate name, may violate federal law. Can you name the two words?
7. If the corporate name includes an individual's name, what word or words must also be included in the name.
8. The rules for conducting the internal affairs of the corporation are called \_\_\_\_\_.
9. Who owns the corporation?

10. Who runs the day-to-day operations of the corporation?
11. Who manages the business and affairs of the corporation?
12. When must the corporation's Statement of Information be filed ?
13. Where is the Statement of Information filed?
14. How much notice do you provide for a Special Meeting of Board of Directors?
15. BONUS: There are 6 minimum requirements that must be included in a domestic stock corporation's Articles of Incorporation. Can you name 4 of them?

**Answer Key:**

1. Articles of Incorporation with Secretary of State. (LOPM L-9)
  2. True - or by one or more natural persons, partnerships, associations, or trusts (LOPM L-9)
  3. A domestic corporation is any corporation formed under the laws of the State of California; A foreign corporation is any corporation formed under the laws of a state or jurisdiction other than California (LOPM L-10)
  4. Stock and Non-profit (LOPM L-10)
  5. Non-profit Mutual benefit; Non-profit Public Benefit; and Non-profit Religious (LOPM L-10)
  6. Olympic and Olympiad (LOPM L-12)
  7. Corporation, incorporated, or company - to show that the name is that of a corporation, and not just that of the individual alone. (LOPM L-12)
  8. Bylaws (LOPM L-15)
  9. Shareholders (LOPM L-17)
  10. Officers (LOPM L-17)
  11. Directors (LOPM L-17)
  12. Within 90 days of filing of original Articles of Incorporation; and every two years thereafter (LOPM L-17)
  13. Secretary of State (LOPM L-17)
  14. Four days' notice by mails or 48 hours' notice delivered personally or by phone, voicemail, fax, email or other electronic means (LOPM L-23)
  15.
    - A. Name of corporation
    - B. Purpose of the corporation
    - C. Structure of the shares (class and type, privileges and restrictions, etc.)
    - D. Number of shares authorized
    - E. Appointment, including name and address in California, of an agent for service of process
    - F. Signature of each director of the corporation named in the Articles, OR each incorporator (if no directors have been named). (LOPM L-13)
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## 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 <a href="mailto:CCLSCertifyingBoard@gmail.com">CCLSCertifyingBoard@gmail.com</a> Payment link will be provided upon 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 2018



LEGAL SECRETARIES, INCORPORATED

## CCLS ON-LINE STUDY GROUP

July 8, 2018 – September 9, 2018



If you are interested in studying for the California Certified Legal Secretary ("CCLS") Exam,\*\* join LSI's CCLS On-Line Study Group. During the classes, all topics covered in the CCLS exam will be reviewed (see *CCLS Information Kit* on LSI website for a description of the sections of the exam).

Lectures (MP4) and materials will be posted no later than 7 pm on Sundays. Students may complete the material at their convenience. Access information will be provided upon enrollment in the classes.

**\*\*\* NEW \*\*\***

**Individual modules for each section of the CCLS Study Group are now available!**

If you only need to study for a few sections, you may purchase individual modules for immediate upload at any time during the then-current Study Group class. You may also purchase all sections if you would prefer to study at your own pace.

**Reminder – all material is intended for individual use only, and not for local association study groups**

Students will be provided with homework and handouts. **Students are responsible for providing their own *Law Office Procedures Manual*, *The Gregg Reference Manual* (11th Ed.), *California Style Manual* (4th Ed.), and *Pocket Guide to Legal Ethics*, NO LATER THAN the start of the classes.** Students are also encouraged to have the CCLS Study Guide.

*\*\*All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LSI's website.*

### CCLS STUDY GROUP REGISTRATION

(Please type or print clearly)

Name: \_\_\_\_\_ Association: \_\_\_\_\_ LSA/LPA  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### 10-Week Study Group:

First time participation: \_\_\_\_\_ \$100 Members \_\_\_\_\_ \$150 Non-Member  
Subsequent participation: \_\_\_\_\_ \$ 50 Members \_\_\_\_\_ \$ 75 Non-Members

#### Individual Modules: (\$15 each Members; \$25 each Non-Members)

\_\_\_\_\_ California Legal Procedure \_\_\_\_\_ Legal Terminology \_\_\_\_\_ Legal Computations  
\_\_\_\_\_ Skills \_\_\_\_\_ Reasoning & Ethics  
\_\_\_\_\_ Law Office Administration \_\_\_\_\_ Ability to Communicate Effectively

Payment: Check # \_\_\_\_\_ Credit Card # (Visa/MC only) \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

**DEADLINE TO REGISTER IS JUNE 22, 2018..** Send registration to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 101 W. Broadway, Ste. 1700, San Diego, CA 92101 or email [lsiccls@outlook.com](mailto:lsiccls@outlook.com) (with credit card information). You may also pay via PayPal at [www.lsi.org](http://www.lsi.org). **NO REFUNDS AFTER JULY 2, 2018.**

*STRIVE FOR SUCCESS – BE A CCLS!*

## 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.



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## 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](http://www.sccolpa.org)) and check it out!



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## Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:

Yun-Ru Cho - July 22  
Jin KIm - July 19  
Angelica Pizarro-Calvo - July 31





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## LOCAL ASSOCIATION and LSI EVENTS



**LSI**

*Educating California's  
Legal Support Professionals*

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**Sunday,  
July 22, 2018  
1:05 p.m.**

**A's vs. SF Giants**

## **Alameda County Legal Secretaries Assn. Fundraiser**

**SUNDAY, JULY 22 • 1:05PM**

**Seating Location:**

Shaded Plaza Level  
\$43 each

**HIGHLIGHTS:**

- Tailgate Party & Potluck
- Rickey Henderson bobblehead (to first 24,000 attendees)
- Proceeds go to ACLSA's 2019 Annual Conference Fund
- Discounted Parking Passes available

Payments can be made by credit/debit card using the Venmo payment app  
send to "Lydia Smith 18"

(Cash and checks accepted. Make checks payable to "ACLSA". Mail order form & payment to Donna Day @ Alameda County Legal Secretaries Association, c/o Nixon Peabody LLP, One Embarcadero Center, 18<sup>th</sup> Floor, San Francisco, CA 94111)

NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
NUMBER OF TICKETS: \_\_\_\_\_ x \$43 = \$ \_\_\_\_\_  
PARKING PASSES: \_\_\_\_\_

For any question or more information, contact Donna Day at  
(510) 303-8725 or email [donnaday626@gmail.com](mailto:donnaday626@gmail.com)



# 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](mailto: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



## LSI's Legal Specialization Sections Presents



The CyberWorld can be very SCARY!

Have I been hacked or pwned? Are password managers good or bad? What are the hazards of public WiFi? Can someone steal my identity or hack my system when I am on public WiFi? What are VPNs? What is the basic encryption of mobile devices and media? What are the benefits of two-factor authentication? Social Media Risks?

**July 12, 2018, 12-1 pm**

ONLINE REGISTRATION AND PAYMENT AVAILABLE AT [WWW.LSI.ORG](http://WWW.LSI.ORG)

All Legal Specialization Section Members	LSI / Local Association Member	Non-LSI Member or Attorney
Free with Advanced Reservations \$5 After June 28, 2018 <input type="checkbox"/>	\$10 with Advanced Reservation \$15 After June 28, 2018 <input type="checkbox"/>	\$15 with Advanced Reservation \$20 After June 28, 2018 <input type="checkbox"/>

**REGISTRATION WILL CLOSE ON JULY 5, 2018.**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Local LSI Association: \_\_\_\_\_ (No abbreviations.)

Questions for the Speaker: \_\_\_\_\_

CLE Certificate Requested: ☐ CCLS -- ☐ Paralegal -- ☐ Attorney [Bar No. \_\_\_\_\_]

Payment: ☐ Check (made payable to LSI) ☐ Credit Card or PayPal Available at [www.lsi.org](http://www.lsi.org)

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

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

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



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

## Legal Specialization Sections Lunch & Learn Webinar

# Environmental Law & CEQA

Presented By: Stefanie Warren, Esq.



August 2, 2018, 12-1 pm

ONLINE REGISTRATION AND PAYMENT AVAILABLE AT [WWW.LSI.ORG](http://WWW.LSI.ORG)

All Legal Specialization Section Members	LSI / Local Association Member	Non-LSI Member or Attorney
Free with Advanced Registration <b>Registration is \$5 after July 19, 2018</b>	\$10 with Advanced Registration <b>Registration is \$15 after July 19, 2018</b>	\$15 with Advanced Registration <b>Registration is \$20 after July 19, 2018</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REGISTRATION WILL CLOSE ON JULY 26, 2018.**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Local LSI Association: \_\_\_\_\_ (No abbreviations.)

Questions for the Speaker: \_\_\_\_\_

CLE Certificate Requested: ☐ CCLS -- ☐ Paralegal -- ☐ Attorney [Bar No. \_\_\_\_\_]

Payment: ☐ Check (made payable to LSI) ☐ Credit Card or PayPal Available at [www.lsi.org](http://www.lsi.org)

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

Renee M. Evans, CCLS, Webinar Section Leader, c/o Dentons US LLP,  
4655 Executive Dr., Suite 700, San Diego, CA 92121; Email: [lswebinar@lsi.org](mailto:lswebinar@lsi.org)

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



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ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.



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](mailto:quinton@dsmw.com).

CCLS CREDIT WILL BE GIVEN FOR THIS WORKSHOP

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Legal Support Professionals*

## **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.

# BAY AREA LEGAL FORUM

A NONPROFIT CORPORATION

PRESENTS



## 120 DAYS TO TRIAL

A QUARTERLY WORKSHOP

Saturday, July 21, 2018

NIXON PEABODY, LLP  
One Embarcadero Center, Suite 1800  
San Francisco, California 94111  
(415) 984-8200

MCLE CREDIT. The Bay Area Legal Forum has been approved as a provider of MCLE credit by the State Bar of California. This program is qualified for MCLE credit by the State Bar of California in an approximate amount of 3.75 hours. The Forum certifies that the designated activity conforms to the approved standards for education activities prescribed by the Rules and Regulations of the State Bar of California governing minimum continuing legal education.

**REGISTRATION FORM**  
A Quarterly Workshop  
**"120 DAYS TO TRIAL"**

Saturday, July 21, 2018

**CANCELLATION-REFUND POLICY:** If you enroll and then cannot attend, a refund, less a \$10 service charge, will be granted if **written** cancellation request is received **three (3) days** prior to the date of the program.

MAIL REGISTRATION TO: Lori Hunt, Treasurer  
2025 Redwood Road, Suite 5  
Napa, CA 94558

For registration and workshop information, please telephone (415) 561-9706 and leave a message. Your call will be returned within two (2) business days.

Fee: \$75 (if registration is post marked on or before July 11, 2018)  
\$85 (if registration is postmarked on or after July 12, 2018)

In order to ensure that your registration is received prior to the workshop, please post your registration and check no later than Wednesday, July 18, 2018.

Make checks payable to:  
**"BAY AREA LEGAL FORUM"**  
BALF Tax Identification No. 94-2338260  
(Please submit a printed or type-written form for each registrant)

*The Forum offers a group discount of ten percent (10%) for either: six or more registrations (submitted with a single payment) OR members of Legal Secretaries, Incorporated ("LSI"). Members of LSI must submit a photocopy of their current membership card with the registration form to receive the discount. Only one discount given per registrant. California attorneys, please include your State Bar number.*

Name: \_\_\_\_\_ SBN: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
(required for electronic notification of programs)

**REGISTRATION CONFIRMATION:** please include a pre-addressed, postage-paid postcard or envelope, or your e-mail address with your registration.

**PLEASE NOTE THE FOLLOWING:**

- ABSOLUTELY NO RECORDING OF ANY TYPE IS ALLOWED DURING THE WORKSHOP
- SEATING IN THE WORKSHOP MEETING ROOM IS FOR REGISTRANTS ONLY
- MCLE/CCLS/CLA CREDIT HOURS ARE CERTIFIED AT THE CONCLUSION OF WORKSHOP. PLEASE BRING YOUR REQUIRED CERTIFICATION FORM (CLA and CCLS).



## 120 DAYS TO TRIAL: THE ESSENTIALS OF TRIAL PREPARATION

Changes in the timing of summary judgment motions require that we need to begin our calendaring and trial preparation a minimum of 120 days prior to a trial date. Our speaker will cover the administrative side of preparing for trial: locating, negotiating and establishing off-site offices and accommodations, trial team logistics, preparation of trial binders and libraries, as well as the calendaring of motions, discovery cutoff dates, notice of trial, offers to compromise, simultaneous exchange of expert witness information, expert witness depositions and fees, mandatory settlement conferences, pre-trial motions, witnesses, service on witnesses, evidence to be presented at trial, jury trials, posting of jury fees, and other related topics.

### SPEAKER

*Christina Fletes, Esq.*  
Nixon Peabody, LLP  
San Francisco, CA

Saturday, July 21, 2018

Registration: 8:30 a.m.

Workshop: 9:00 a.m. to 1:00 p.m.

Price: \$75 (if registration is postmarked on or before July 11, 2018)

\$85 (if registration is postmarked on or after April 12, 2018)

NIXON PEABODY, LLP  
One Embarcadero Center, Suite 1800  
San Francisco, CA 94111  
(415) 984-8200

(Includes morning coffee, tea, pastries, and program materials)  
**(\*\*Lunch will NOT be provided\*\*)**

### CANCELLATION-REFUND POLICY

**ADVANCE CANCELLATION IS REQUIRED.** If you enroll and then cannot attend, a refund, less a \$10 service charge, will be granted if your written cancellation request is received **three (3)** days prior to the date of the program.



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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

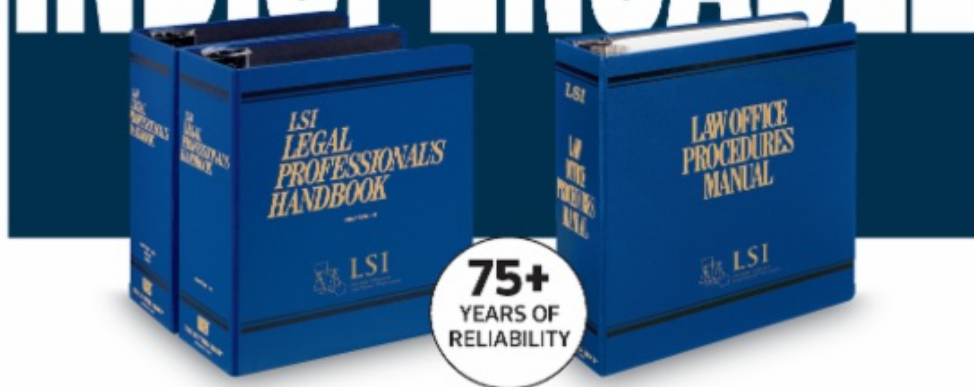
Legal Specialization Sections provide access to continuing education workshops and seminars. Membership includes access to free quarterly workshops; quarterly newsletters containing up-to-date information, including changes in the law and forms; statewide roster of all members in each section for easy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

# 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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GET STARTED

TRUSTPILOT



This month, we're featuring an article from One Legal, a longtime supporter of Santa Clara County Legal Professionals Association. Click on the link below to take you to the article "How to Unplug From Your Firm While on Vacation."

[Click here for article](#)



This article was originally posted at [www.onelegal.com](http://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](http://www.esquiresolutions.com).

Please contact us at [probono@esquiresolutions.com](mailto:probono@esquiresolutions.com) to learn more about our Pro Bono Court Reporting Program.

[scheduling@esquiresolutions.com](mailto:scheduling@esquiresolutions.com) | [www.esquiresolutions.com](http://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

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## 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

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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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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.