



THE ADVANCE SHEET SCCoLPA's News & Events June 2018

Dear Members,

Cheers to Summer! I cannot believe it is already June, but want to remind you that as you make your fun summer plans, please remember to keep SCCoLPA meetings and events on your calendar. SCCoLPA's next monthly membership meeting is Tuesday, June 12, starting at 6:00 p.m. at Flames Eatery in downtown San Jose. Our guest speaker is Ashlee D. Gonzales, Esq. and Associate Real Estate Attorney from the Law Offices of Peter N. Brewer. Ashlee will be speaking on "Cannabis and California Real Estate - Navigating the Unstable World of Real Estate and Cannabis in Santa Clara County.

At this meeting, we will be voting to approve the proposed budget for the 2018-2019 fiscal year. If you have not yet reviewed the proposed budget, I invite you to and if you have any questions or concerns, please email me or bring them up at the meeting prior to the vote.

I hope you are enjoying our monthly online newsletter, The Advance Sheet, and invite you to look at it for more information about the rest of our upcoming events this summer and for the rest of the year. All members should be receiving the newsletter, so if you have not been receiving your online issues, please contact Newsletter Editor Elise Dresser, CCLS.


To those of you who have renewed your membership, we thank you again for your support. We cannot do it without you. If you are interested in "Stepping Up" in any way, please let me know, we would love the help and invite you to come get to know us. If you have not had a chance to renew, it's not too late, simply go to www.sccolpa.org and fill in the online application or print it and mail it to us with your renewal dues.

Our July 10th membership meeting brings us guest speaker, Michael Van Zandt, Esq., partner with Hanson Bridgett who will share his knowledge on "CEQA - California Environmental Quality Act" which starts at 6:00 p.m. for our social hour and 6:30 p.m. for the meeting at Flames Eater & Bar downtown San Jose.

Our July 28, 2018 fun event is our Annual San Jose Giants Game against the Inland Empire 66ers at the San Jose Giants Stadium starting at 6:00 p.m. Check out our website for the full details.

Shannon Quigley

UPCOMING MONTHLY MEETINGS



Santa Clara County Legal Professionals Association
June 2018 Dinner Meeting



Cannabis and California Real Estate - Navigating the Unstable World of Real Estate and Cannabis in Santa Clara County

Guest Speaker:
Ashlee D. Gonzales, Esq.
Associate Real Estate Attorney
Law Offices of Peter N. Brewer

- Latest News/Development
- Legalization and Background (Proposition 64, Landlord/Tenant Laws, etc.)
- Risks v. Rewards (State v. Federal Regulation)
- Local Regulations in Santa Clara County

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

Tuesday, June 12, 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 0.00 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


June 9, 2018	Marilyn Ott 8 th Annual BBQ & Members Appreciation! <small>100% for all SCCoLPA members!</small>
July 10, 2018	Monthly General Meeting - CEQA (California Environmental Quality Act)
July 28, 2018	Special Event - San Jose Giants v. Inland Empire 66ers

Monthly Membership Meeting Tuesday, June 12, 2018

SCCoLPA is pleased to present "Cannabis and California Real Estate - Navigating the Unstable World of Real Estate and Cannabis in Santa Clara County" on Tuesday, June 12, 2018. Our guest speaker will be Ashlee D. Gonzales, Esq., Associate Real Estate Attorney at the Law Offices of Peter N. Brewer.

This 45-minute program will focus on the latest news and developments, legalization and background (Proposition 64, landlord/tenant rules, etc.), risks vs. rewards, state and federal regulations, and local regulations in Santa Clara County.

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




Santa Clara County Legal Professionals Association
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. **NOTE:** Please put "SCCoLPA Reservations" in the title of your email. Make checks payable to "SCCoLPA." Cash or checks accepted at the door. **No refunds if reservation is canceled within 24 hours of the event.** *\$3 convenience fee added for PayPal/credit card payments

Tuesday, 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 4th Street Garage.

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

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

UPCOMING EVENTS

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

Monthly Membership Meeting Tuesday, July 10, 2018

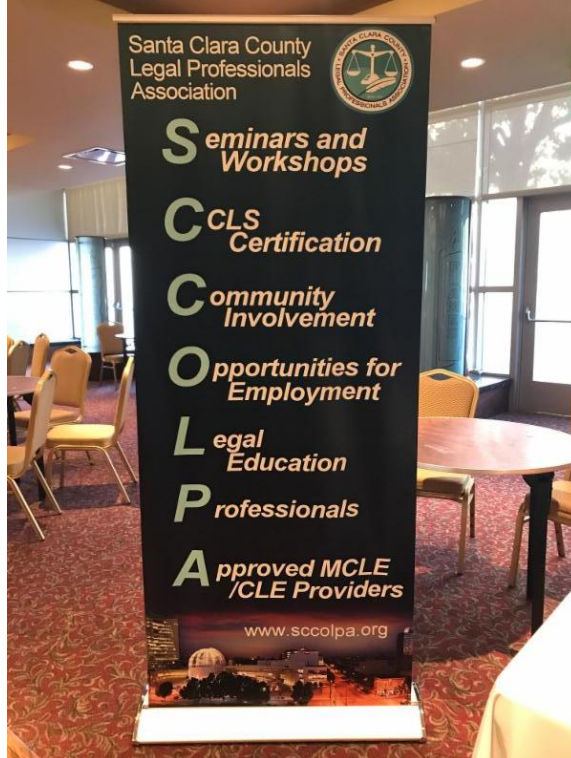
SCCoLPA is pleased to present "CEQA - the California Environmental Quality Act" on Tuesday, July 10, 2018. Our guest speaker will be Michael Van Zandt, Esq., partner at Hanson Bridgett, LLP.

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

May 2018 Highlights

Monthly Membership Meeting
May 8, 2018

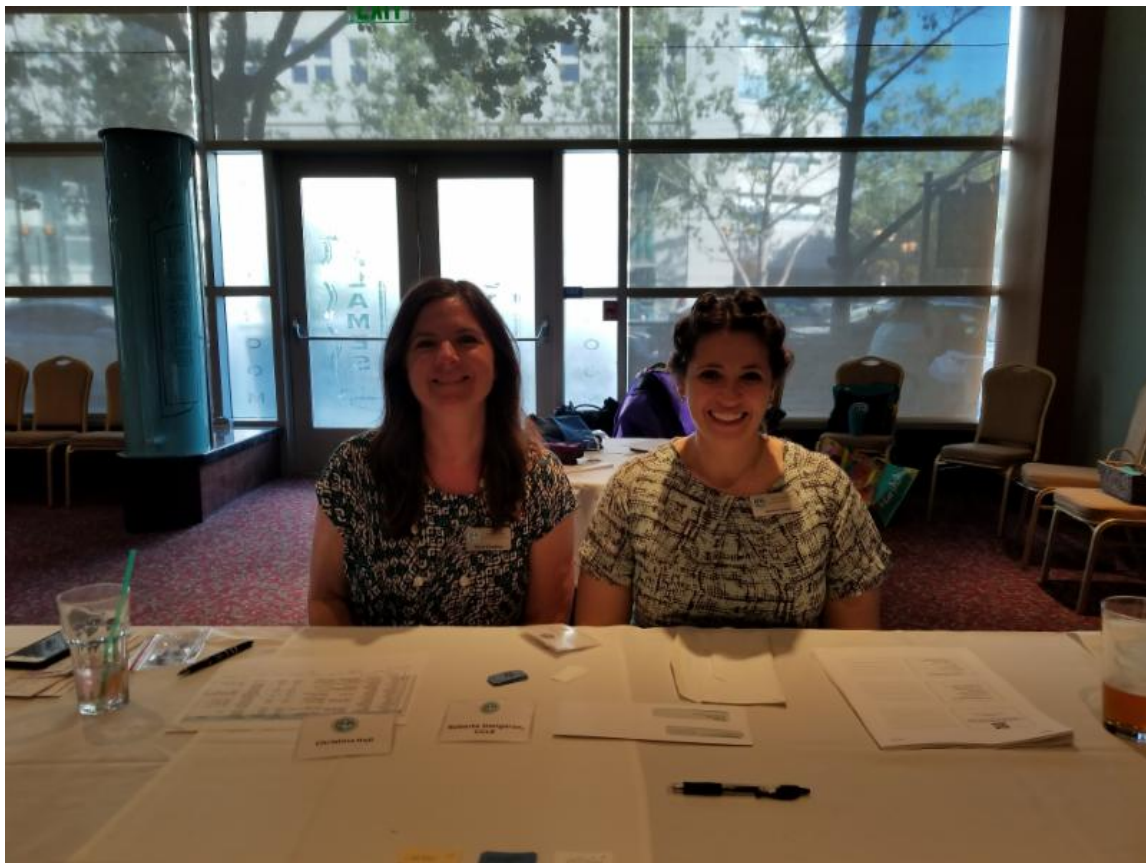


Professionals Association held its monthly membership meeting on Tuesday, May 8, 2018 at Flames Eatery & Bar in downtown San Jose.

SCCoLPA was honored to welcome return guest speaker Alison P. Buchanan, Esq. of Hoge, Fenton, Jones & Appel, who presented "Ethics Updates for Legal Professionals." Ms. Buchanan's program focused on the latest ethics rules that are most relevant and pertinent to all legal professionals, and she also advised the attendees of the latest cases and opinions that are particularly important in our field of law.

President Shannon Quigley introduced outgoing Governor Linda Neuman as May's Member in the Spotlight, and following Linda's introduction, she

promptly put on her cap and gown and introduced SCCoLPA's scholarship recipient, Nicholas Mark, to the attendees, and presented Nicholas with his scholarship check. We all wish Nicholas well in his future endeavors.



Working the reservations table are our two great Vice Presidents! Sheryl Boardman (Marketing) and Jessica Urioste (Membership)



President Shannon Quigley and Guest Speaker Alison Buchanan, Esq.



Executive Secretary M'Liss Bounds and Gwen Freeman



Congratulations to Linda Neuman, May's Member in the Spotlight!



Congratulations to SCCoLPA's Scholarship Winner, Nicholas Mark

Bunco Night - May 23, 2018

Another fun night of bunco is in the books! Back by popular demand, SCCoLPA held

a Bunco Night on May 23, 2018 at Centext Legal Services in San Jose. Even our hosts, Suzanne Martin and Ray Mueller, got into the action and rolled the dice with us! Thank you to Suzanne, Ray, and Centext for providing drinks and dessert for us too. Everyone had a great time, prizes were distributed to the winners, and we will see you again soon!



*Greeting out Bunco players: Governor Elena Schneider, CCLS
and VP of Marketing Sheryl Boardman*



Bunco in full swing!



Who's got the koosh?



Congratulations to our winners! Rod Cardinale, Jr., Brittany Kritsch, Sheryl Boardman

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

Attention All SCCoLPA Members!

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

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



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

2018-2019 NEW MEMBERSHIP / RENEWAL APPLICATION

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

MEMBER IN THE SPOTLIGHT

June 2018

Member in the Spotlight Carol Karwatt

by Jessica Urioste, VP of Membership

Can you believe that Carol owns the house that she was raised in? The home is in San Bruno and has been owned by her family for over 75 years. Her home will be 100 years old in 2022. She and her husband are very thankful that they can own the home while not being subjected to the current rental market and skyrocketing home prices.



Carol's career path may have been chosen by her mother. Her mom always said, "be a secretary and you will always have a job." Carol studied at Skyline College with the intentions of becoming a court reporter. She was typing 200 words per minute and needed to reach 240 words per minute to pass the State exam. The day she was scheduled to take the exam, she decided to move to the Virgin Islands (so much for the court reporting career) and became the assistant buyer for a large high-end tourist chain of stores, owned by a United States Corporation.

After returning to the United States, Carol applied for a job at I Magnin to be an assistant buyer, working in retail. She didn't have a fashion degree but I Magnin hired her as a secretary to the internal audit department and the general counsel. Carol worked there for two years. A colleague suggested that she come work for a San Francisco law firm, but she didn't want to leave so in her interview Carol stated that she would only work for them if they paid her a huge salary. They hired her! She stayed at the San Francisco firm for 19 years where she facilitated in the practice of estate planning and tax work. When she left the City, she decided to work for San Mateo County Superior Court as a judicial secretary to the judges and commissioners. Carol spent 9 years in San Mateo and now she works at a firm that practices insurance defense work. Obviously, Carol is motivated by new challenges and using new skills!

Ms. Karwatt is honored to be a SCCoLPA member and feels that this association is a fine example of how all associations should conduct themselves. There are many opportunities to learn and grow. One of the best benefits of the association are the lifetime friends that she has made: Shara, Cindy, Joanne, Jeannine, Sue, Linda, and Mary King. She would never have met these wonderful friends if it wasn't for SCCoLPA.

Please congratulate Carol on being chosen as our June Spotlight Member!

LSI 84th ANNUAL CONFERENCE

May 17-20, 2018

North Hollywood, CA

Governor's Report

by Elena K. Schneider, CCLS, SCCoLPA Governor

Below is a summary of Governor Elena Schneider, CCLS' Governor's Report. Elena's full and comprehensive report can be found on SCCoLPA's website.

LSI's 84th Annual Conference was held May 17 - 20, 2018, at The Garland hotel, North Hollywood, California, hosted by San Fernando Valley LSA. The theme for the weekend was "Teamwork - Everything is Awesome When You're Part of a Team."

Attending and representing SCCoLPA were: Caroline E. Van de Pol, PLS, CLA/CAS, CCLS (LSI Past President 1990-1992), Rod Cardinale, Jr. LSI's outgoing Treasurer and incoming Executive Secretary, Elise Dresser, CCLS, SCCoLPA Executive Advisor, April Ignaitis, CCLS, CCLS Certifying Board Chairman, Vivian Shreve, CCLS, CCLS Certifying Board Member and SCCoLPA CEC Coordinator, Shannon Quigley, SCCoLPA President, Jessica Urioste, SCCoLPA Vice President of Membership, Sheryl Boardman, SCCoLPA Vice President of Marketing, M'Liss Bounds, SCCoLPA Executive Secretary, Linda Neuman, SCCoLPA outgoing Governor, Elena Schneider, CCLS, SCCoLPA incoming Governor, Susan Husher, SCCoLPA Historian, Christina Hall, CCLS, SCCoLPA Advertising Chairman, and SCCoLPA Member Kiwi Le, CCLS. We were 14 strong. Go Team SCCoLPA!!

Delegates and members hit the ground running on Friday, May 18th. The day was filled with Officer/Chairmen workshops, visiting the vendor room, checking out the History Book/Scrapbook and Bulletin Contest entries and attending luncheons. Believe it or not, these were only the morning activities!!!!

Newcomer's Luncheon:

Our very own Linda Neuman co-moderated the Newcomer's Luncheon with incoming LSI Treasurer Diane Mecca. From what I understand, it was an exciting presentation to new members about how LSI works and all of the wonderful benefits it offers. Their presentation used the analogy of a pizza to describe all of the parts that make LSI great. Linda actually had a prop pizza to really bring the message to life... and the final take away to them was to "be the cheese" that binds us all together.

Governors' Luncheon:

I attended the Governor's Luncheon, and after the introduction of Governors and some EC Members, we reviewed the Executive Committee Resume. Then Executive Secretary Lynne Prescott presented a Power Point presentation entitled, LSI, Where We've Been, Where We're At, Where We Need to Be, How Do We Get There. Following that we reviewed LSI's Proposed Budget for 2018-2019, and Lynne and LSI Treasurer, Rod Cardinale, Jr. fielded several questions from a few of the governors.

The afternoon was filled with LSS workshops. We had our choice of workshops from the Criminal and Family Law Section, Law Office Administration Section, Civil Litigation Section, Probate/Estate Planning Section, Federal Law Section, and the Specialty Law Section.

Board of Governors Meeting:

The Pre-Annual Conference Board of Governors Meeting commenced at 8:00 a.m. on

Saturday morning. LSI Executive Secretary Lynne Prescott, CCLS called the roll. There were 26 Governors/Governors Pro Tem present, which constituted a quorum.

There were two proposed standing rule changes recommended and adopted. The EC recommended amending Standing Rule 15.1 because the Law Practice Management and Technology Section is no longer affiliated with the State Bar of California, but with a new organization, the California Lawyers Association. The second recommendation was to change the content of the CCLS Study Kit and lower the price. The EC recommended amending Standing Rule 13.1. The recommendation lowered the price of the kit from \$199 to \$100 and the kit would only include an electronic version of the study guide and no books would be included, rather links to websites for possible free or low-cost downloads of other study materials would be sent.

The 84th General Assembly of Delegates was then called to order on Saturday morning, May 19, 2018, at 9:30 a.m. by LSI President Jennifer L. Page, CCLS, Marin County LPA. The Pledge of Allegiance was led by Kay J. Thornburg, LSI Past President 2002-2004, San Diego LSA. The Code of Ethics was read by Lorraine Bettencourt, PLS, CCLS, LSI Past President 2006-2008. The inspirational message was delivered by Deanna A. Pepe, CCLS, PLS, LSI Past President 1996-1998, Beverly Hills/Century City LSA. Caroline E. Van de Pol, PLS, CLA/CAS, CCL, LSI Past President 1990-1992, Santa Clara County LPA delivered the memorial address. 2018 Annual Conference Co-Chair Mae Chester, CCLS, San Fernando Valley LSA, introduced the Welcome Speaker, nationally known attorney and legal expert Frank K. Tennenbaum, who gave a wonderful and inspirational speech about the concept of American Exceptionalism as it relates to liberty, freedom, and the law.

LSI Past President Christa Davis (2008-2010) did a wonderful job introducing the LSI Executive Committee to the delegation.

President Jennifer introduced the LSI Past Presidents in attendance: Patricia Brady (1960-1962), Caroline Van de Poel, PLS, CLA/CAS, CCLS (1990-1992), Patricia E. Miller, PLS, CCLS (1998-2000), Kay J. Thornberg (2002 - 2004), Mary S. Rocca, CCLS (2004-2006), Lorraine Bettencourt, PLS, CCLS (2006-2008), Christa Davis (2008-2010), Sandra I. Jimenez (2012-2014), and Mary J. Beaudrow, CCLS (2014-2016). Honorary Member Don Lee was also introduced. Jennifer also reminded all of the new members attending to "Be the Cheese."

Elise Dresser, CCLS of Santa Clara County LPA was introduced as the page for the morning session.

Executive Advisor and LSI Past President Mary J. Beaudrow, CCLS, read the list of nominations for the LSI Executive Committee. The following Officers were elected by acclamation:

President:	Heather Edwards, San Fernando County LSA
Vice President:	Lynne Prescott, CCLS, Sacramento LSA
Executive Secretary:	Rod Cardinale, Jr., Santa Clara County LPA
Treasurer:	Diane Mecca, Stanislaus County LPA

REPORTS OF ELECTED OFFICERS:

President Jennifer expressed her thanks to the membership for a good year. She praised the LSS Section leaders and the CEC for all the wonderful education workshops presented this past year. President Jennifer also encouraged local associations to reach out to neighboring associations to jointly host events or educational workshops.

Vice President, Membership & Marketing Committee Coordinator and Programs:
Heather Edwards

Heather thanked the 23 associations that responded to her Programs Directive. She referred to her report which listed 25 topics of speakers at general meetings of local associations, encouraged all members to look at the list of topics, and keep up the good job of keeping the legal network up-to-date and informed.

Heather also acknowledged her Marketing Committee: J. Cori Mandy, CCLS, Larry McGrew, Terri Quinton, CCLS, Dawn R. Forger, CCLS, and Erika Garduno. She encouraged the members to visit the Marketing Table to look at the LSI publications and other marketing tools available to local associations. Heather was pleased to announce LSI's partnership with Legal Shield who will be added to the Benefits List of providers for LSI members.

Membership: Heather reported that LSI ended the fiscal year with 1,387 members which includes 29 Members-at-Large. She reminded the membership that LSI dues are due and per capita needs to be submitted to LSI by June 1st. Heather also announced the winners of this year's Membership Gain Contest:

Group A (0-15 members):	Marin Co. LPA and Conejo Valley LSA (27% increase)
Group B (16-30 members):	Imperial County LPA (80% increase)
Group C (31-45 members):	San Gabriel Valley LSA (220% increase)
Group D (46-65 members):	Orange County LSA (21% increase)
Group E (66-150 members):	Fresno County LPA (153% increase)
Group F (over 150 members):	San Diego LSA (90%)

Treasurer Rod provided a Summary of Revenue & Expenses to the members.

Current Period Actual

Total Expenses:	\$ 43,552
Total Income:	\$ 23,668
Income <Deficiency> Over Expenses	<\$ 19,884>

Rod moved that the actions of the Treasurer in paying the routine bills during the Fourth Quarter of the fiscal year 2017-2018 be ratified. The motion was carried.

CCLS LUNCHEON

Members of SCCoLPA were SUPER excited to attend the Kalman S. Zemplyny II CCLS Luncheon, where 10 new CCLSs were introduced and honored by CCLS Chair Terrie Quinton, CCLS, the CCLS Certifying Board, and special guest Ken Wright.

SATURDAY DINNER BANQUET

The delegation was welcomed to the banquet LSI's very own Bond Girl, Gloria Hendry. Gloria is a legal secretary and a member of San Fernando Valley LSA, as well as LSI. She was also the first African-American Bond girl. She regaled us with stories of her time making the James Bond film Live and Let Die, and in between those amazing stories, sang the theme songs for other Bond films. In honor of the Spy Teams theme for Saturday night, 12 of our delegation wore sashes with names of the female villains of some famous bond films. Gloria was impressed by our creativity. The highlight for us was getting to meet her personally and take a group photo with Gloria!

LSI President Jennifer L. Page, CCLS presented the President's Award J. Cory Mandy, Educational Program Coordinator, Stanislaus County LPA, in recognition of her outstanding contribution and dedication to LSI this past year.

She also presented the LSI Rising Star Award to Renee Evans, LSS Webinar

Coordinator, San Diego LSA.

SUNDAY MORNING BRUNCH

The theme for Sunday morning was Sports Teams - Santa Clara County LPA represented the Bay Area by wearing Sharks jerseys, t-shirts, and hats!

LSI Past President Deanna Pepe, CCLS, PLS (1996-1998) served as Installing Officer, and the Installing Marshalls were LSI Past Presidents Caroline Van de Poel (1990-1992), Patricia E. Miller, PLS, CCLS (1998-2000), Kay J. Thornburg (2002-2004), Mary S. Rocco, CCLS (2004-2006), Lorraine Bettencourt, PLS, CCLS (2006-2008), Christa Davis (2008-2010), Sandra T. Jimenez, CCLS (2012-2014), and Mary J. Beaudrow, CCLS (2014-2016).

The theme for the installation was Quilt and the following officers were installed for 2018-2019::

President: Heather Edwards, San Fernando County LSA

Vice President: Lynne Prescott, CCLS, Sacramento LSA

Executive Secretary: Rod Cardinale, Jr., Santa Clara County LPA

Treasurer: Diane Mecca, Stanislaus County LPA

With no further business, the meeting of the General Assembly was adjourned at 10:45 a.m. The 85th Annual Conference will be held May 16-19, 2019 at the DoubleTree by Hilton in Newark, California. Hosting association Alameda County LSA

The Post-Annual Conference Board of Governors Meeting commenced at 11:27 a.m. LSI Executive Secretary Lynne Prescott, CCLS called roll. There were 26 Governors/ Governors Pro Tem present, which constituted a quorum.

NEW BUSINESS:

LSI Outgoing Treasurer Rod Cardinale, Jr. read the proposed budget for 2018-2019. Rod moved to adopt the proposed budget for 2018-2019. There was a lot of discussion regarding several line entries and how those number were determined. Rod was able to field those questions and provide the answers that some of the governors were seeking. For those items that needed further clarification, Rod said that he would send out an email to all of the governors when he returned home from conference. The budget was adopted as presented.

BIDS FOR QUARTERLY CONFERENCE:

The August 2018 conference co-chairs are Jan Kuykendall, CCLS, and Colleen Young of Stockton-San Joaquin County LPA. The February 2019 Conference will be held at the Viejas Casino and Resort in San Diego, CA. The dates will be 02/22-02/24, projected scrip ticket will be \$150.00 and room rates are projected at \$167.63. The August 2019 Conference will be held at the Hilton Glendale in Burbank, CA. The date will be 08/15-08/18, projected scrip ticket will be \$182.00 and the room rates are projected at \$175.00. The February 2020 conference will be hosted by Stanislaus County LPA. Christina Rubinas will chair the conference. The room cost will be \$139 and the script ticket will be \$130.

With no further business to come before the Governors and Governors Pro Tem, the Post-Annual Conference Board of Governors Meeting was adjourned at 12:30 p.m.

The 2017 First Quarterly Conference Board of Governors Meeting will be held August 17-19, 2019 at the Stockton Hilton, hosted by Stockton-San Joaquin County LPA.

Respectfully submitted,

Elena K. Schneider, CCLS
Governor of SCCoLPA



*Team SCCoLPA relaxing before
the festivities begin*



Team SCCoLPA aka Bond Girls



What is Newbert standing on?



*President Jennifer L. Page, CCLS (LSI
President 2016-2018), Heather Edwards,
incoming LSI President, SCCoLPA President
Shannon Quigley*



*Moderators of the Newcomers Workshop:
Linda Neuman and Diane Mecca*



Heading to Universal Studios!



*LSI's Executive Committee at
the CCLS Luncheon*



*SCCoLPA Historian Susan Husher and
Executive Secretary M'Liss Bounds*



*Elise Dresser, CCLS and Linda Neuman
proudly in receipt of the Bulletin contest award
(3rd place) and two scholarship awards!*



*CCLS Chair Terrie Quinton, CCLS introducing
the new California Certified Legal Secretaries
at the CCLS Luncheon*



*LSI's Executive Committee
President Heather Edwards, Vice President
Lynne Prescott, CCLS, Executive Secretary
Rod Cardinale, Jr., and Treasurer Diane Mecca*



*Executive Committee and Chairmen
2018-2019*



*Proud Delegates of Santa Clara County LPA:
Linda Neuman, Elena Schneider, CCLS, and
Shannon Quigley*



LSI Past Presidents



*M'Liss Bounds, Vivian Shreve, CCLS,
Elise Dresser, CCLS*



Waving from the trolley - away we go!



*Scholarship Chair Linda Neuman accepting
two scholarship awards for SCCoLPA!*



Governors' Luncheon



UPCOMING LSI CONFERENCES

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU ALONG FOR A

California Road Trip!

LSI 1ST QUARTERLY CONFERENCE

AUGUST 17-19, 2018

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

CONFERENCE REGISTRATION FORM



Name (as it will appear on badge): _____

Mailing Address: _____

City/State/Zip: _____

Home/Cell Telephone: _____

Work Telephone: _____

Email address: _____

Local Association (please spell out): _____

PLEASE INDICATE IF YOU ARE:

_____ State Officer _____

_____ Governor

_____ State Chairman _____

_____ CCLS _____ PLS

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

POSTMARKED ON OR BEFORE JULY 20, 2018

\$ 125.00

\$ _____

POSTMARKED AFTER JULY 20, 2018

\$ 135.00

\$ _____

INDIVIDUAL TICKETS:

_____ Registration PRIOR to July 20, 2018

\$ 20.00

\$ _____

_____ Registration AFTER July 20, 2018

\$ 30.00

\$ _____

_____ WELCOME RECEPTION (Friday)

\$ 25.00

\$ _____

LUNCHEONS

_____ Presidents' Luncheon (Saturday)

\$ 27.00

\$ _____

_____ Governors' Luncheon (Saturday)

\$ 27.00

\$ _____

_____ Open Luncheon (Saturday) - Open to All

\$ 27.00

\$ _____

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

_____ BANQUET (Saturday Evening)

\$ 60.00

\$ _____

CHOOSE ONE: _____ Rib Eye Steak _____ Chicken

_____ Vegetable Napoleon

_____ BRUNCH (Sunday)

\$ 30.00

\$ _____

TOTAL AMOUNT ENCLOSED

\$ _____

Special Dietary Restrictions _____

PLEASE MAKE CHECKS PAYABLE TO SSJCLPA AUGUST CONFERENCE

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

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

For questions call Jan Kuykendall evenings at 209 747-4781 or email ks24fanatic@aol.com or

Colleen Young at 209- 609-4042 or email youngns@comcast.net

NO REFUNDS AFTER AUGUST 1, 2018

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU ALONG FOR A

California Road Trip! *

*All Roads Lead to Stockton

LSI 1ST QUARTERLY CONFERENCE

AUGUST 17-19, 2018



Stockton Hilton Hotel
2323 Grand Canal Blvd
Stockton, CA 95207

Room Reservations: \$134.00 Single/Double

Group Code: LPA18

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

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

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

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

FOR ADDITIONAL INFORMATION CONTACT:

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



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 28th, 2018

Game Time: 6:00 p.m.

Tickets: \$55 Adults / \$30 Children

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

Make reservations and payment at

www.sccolpa.org

or contact Reservations Chair M'Liss Bounds,

reservations.sccolpa@gmail.com

Please contact Rod Cardinale, Jr. at

rodcardinalejr@sbcglobal.net if you have any questions about the game/ticket purchase.

Please RSVP by July 21, 2018



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

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

Order in the Court

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

What Constitutes Reasonable Doubt?

In criminal cases, the judge instructs the jury to establish the accused's guilt "beyond a reasonable doubt." Reasonable doubt is doubt a reasonable man or woman might entertain, based entirely on the evidence presented at trial. That evidence must do more than simply suggest the accused's guilt to a specific charge; it must overwhelmingly outweigh the evidence of the accused's innocence. The judge contrasts reasonable doubt with "fanciful doubt" or "imagined doubt" that might arise in reaction against having to perform an unpleasant duty, such as sentencing a person to death or life imprisonment. If the jury has any reasonable doubt whatsoever that an accused is guilty, then an acquittal is justified.



CCLS Monthly Quiz

~by Elise Dresser, CCLS, CCLS Chair~

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.

Choose the misspelled word:

1. a. number
 b. criteria
 c. worried
 d. strategy
2. a. basicly
 b. dairy
 c. libel
 d. descent
3. a. abeyance

- b. grantee
 - c. temperture
 - d. frivolous
4. a. vindicate
 b. recieve
 c. fortuitous
 d. novation
5. a. subrogate
 b. tortfeasor
 c. passim
 d. probable
6. a. voidable
 b. elimanate
 c. skillful
 d. forcible
7. a. seperate
 b. boxy
 c. acreage
 d. canceled
8. a. bettor
 b. pricey
 c. foggyish
 d. beleif
9. a. yield
 b. advantageous
 c. possable
 d. sizable
10. a. dieing
 b. retagging
 c. outfitted
 d. aging

Answer Key:

- 1. C
 - 2. A
 - 3. C
 - 4. B
 - 5. D
 - 6. B
 - 7. A
 - 8. D
 - 9. C
 - 10. A
-

APPLICATION TO TAKE CCLS® EXAM

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

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

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

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

Personal Information

Name: _____

Mailing Address: _____

Last 4 digits of SSN: _____ Email: _____

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

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

Name of Local LSI Association: _____

Employment Information

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

Position: _____ Dates of Employment: _____

Employer: _____
 (name and address)

Supervisor: _____ Supervisor's Phone: _____

Supervisor's Email: _____

Summary of Duties: _____

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

Date: _____ Applicant Signature _____

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



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 (with credit card information). You may also pay via PayPal at www.lsi.org. **NO REFUNDS AFTER JULY 2, 2018.**

STRIVE FOR SUCCESS – BE A CCLS!

Legal Procedures - The Latest Updates

Starting soon, SCSLPA's Legal Procedures Chair, Carol Karwatt, will be publishing a special "Legal Procedures Updates" report, which will be sent to all members via Constant Contact. Keep your eyes out for Carol's first report!

Coming Soon!

You asked for quality educational classes, such as Microsoft Office, Adobe Acrobat, Calendaring, 100 Days Before Trial, Basic Legal Secretary

Skills, E-filing, Discovery, and more. Look no further - keep your eyes peeled for updates on our website, our Facebook page, and our regular email blasts as we announce more educational workshops to be presented in the next several months.

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



Help Wanted - Current Employment Opportunities

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

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



Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:

Carol Karwatt - June 6
Shannon Quigley - June 20
Melissa Cardinale - June 23
Andrea Wince - June 23
Lucy Gonzales - June 26
Caroline Van de Pol, PLS, CLS/CAS, CCLS - June 27
Kiwi Le, CCLS - June 28
Theresa Kielty - June 30



LOCAL ASSOCIATION and LSI EVENTS



LSI

*Educating California's
Legal Support Professionals*



General Membership Meeting Notice

Program: Wellness at Work

Speaker: Vanessa Ragains, Be Mobile Wellness*

Please join us at the Van's Restaurant for a Wellness at Work presentation by Vanessa Ragains, founder of Be Mobile Wellness. Vanessa will demonstrate effective ways to maintain wellness at work. Empower yourself with fitness and wellness at your desk.

***This is not an MCLE-qualified program**

Date: Tuesday, June 19, 2018
(6:00 to 8:30 p.m.)
Place: The Vans Restaurant
815 Belmont Avenue, Belmont, California
Price: \$40 for members (\$45 for non-members)
Includes dinner, tax, tip

Reservations: Annette V. Mitchell at

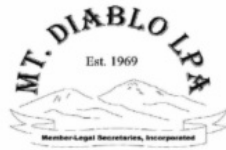
amitchell@madiganlewis.com

DEADLINE: Friday, June 15, 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.



**Mt. Diablo Legal
Professionals
Association**
Est. 1969

A's BASEBALL GAME
Save the Date and Attend!
September 8, 2018, 1:05 p.m.
Deadline to RSVP: 8/18/18

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



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

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

Legal Specialization Sections
Lunch & Learn Webinar



BLUEBOOK V. CALIFORNIA STYLE MANUAL

Presented By:

Mary-Beth Moylan, Associate Dean for Experiential Learning, University of the Pacific, McGeorge School of Law

June 21, 2018, 12-1 pm

ONLINE REGISTRATION AND PAYMENT AVAILABLE AT WWW.LSI.ORG

All Legal Specialization Section Members	LSI / Local Association Member	Non-LSI Member or Attorney
Free with Advanced Reservations \$5 After June 7, 2018 <input type="checkbox"/>	\$10 with Advanced Reservation \$15 After June 7, 2018 <input type="checkbox"/>	\$15 with Advanced Reservation \$20 After June 7, 2018 <input type="checkbox"/>

REGISTRATION WILL CLOSE ON JUNE 14, 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

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

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

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

CCLS CREDIT WILL BE GIVEN FOR THIS WORKSHOP



LSI
*Educating California's
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.

LEGAL SPECIALIZATION SECTIONS

2017-2018 Membership Form

MAY 1, 2017 - APRIL 30, 2018

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

JOIN OR RENEW AT WWW.LSI.ORG

PAY VIA CREDIT CARD OR PAYPAL

SECTIONS

(circle which sections you are joining)

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

LSI Member Rates:

Individual Section: \$20

All Six Sections: \$75

Non-LSI Member Rates:

Individual Section: \$40

All Six Sections: \$150

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

Name: _____

Email Address: _____

LSI Member, Local Association/MAL: _____

Legal Specialty(ies): _____

Counties/Courts: _____

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

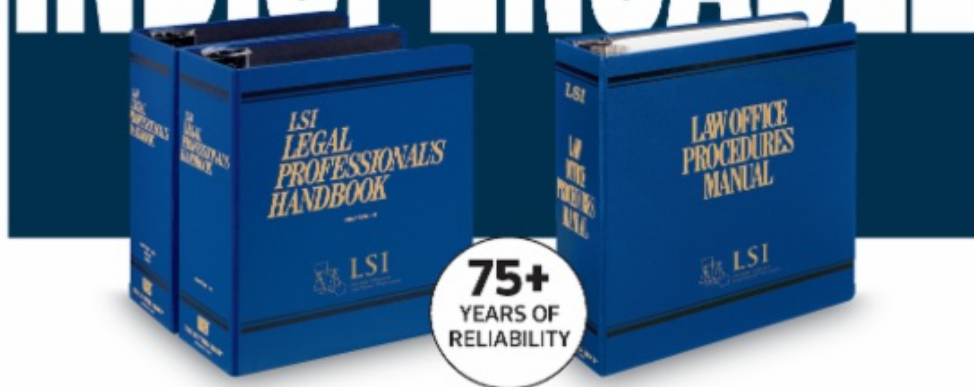
Dawn R. Forgeur, CCLS
LSS Coordinator

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

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



INDISPENSABLE



LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

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

LSI MEMBERS-ONLY PRICE\$331.80

Nonmembers Price.....\$474

Price includes shipping. Add applicable sales tax.

This title is updated annually for subscribers by replacement pages.

LAW OFFICE PROCEDURES MANUAL

...THE IDEAL TRAINING MANUAL FOR NEW STAFF!

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

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

Nonmembers Price.....\$261

Price includes shipping. Add applicable sales tax.

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

Buy both LSI books together and get a discount!

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

Price includes shipping. Add applicable sales tax.

COMPILED BY

LEGAL SECRETARIES, INCORPORATED

PUBLISHED BY

TRG THE RUTTER GROUP

40541696



THOMSON REUTERS®

TO ORDER OR FOR MORE INFO, CALL
(800) 747-3161 (EXT. 2)

www.RutterGroup.com

Thanks For Your Support!

The fastest, simplest, and most reliable electronic court filing service

ONE LEGAL

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 "6 Problem-Solving Strategies for Legal Professionals"

[Click here for article](#)

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

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



Make the most of your pro bono budget



Supporting Your Commitment to Pro Bono

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

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

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

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

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

Make the most of your pro bono budget

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

About Esquire Deposition Solutions

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

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

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



Volunteers Needed!

The Bay Area Legal Forum is comprised of members from the local Bay Area associations, and presents educational workshops throughout the year, including the always-popular "Changes in the Law" full-day workshop each January. If you are interested in volunteering on the Bay Area Legal Forum as a representative from

Any Questions for Your Executive Committee? Contact Us!

We always want to hear from you! If you have any ideas or suggestions as to how we can make our association the best in the state, please reach out to a member of the Executive Committee. The board meets on the first Tuesday of every month, and anyone is welcome to attend. Your Executive Officers for 2018-2019 are:

President	Shannon Quigley
Vice President - Membership	Jessica Urioste
Vice President - Marketing	Sheryl Boardman
Executive Secretary	M'Liss Bounds
Treasurer	Rod Cardinale, Jr.
Governor	Elena Schneider, CCLS
Executive Advisor	Elise Dresser, CCLS
Parliamentarian	Elise Dresser, CCLS (interim)
CEC Coordinator	Vivian Shreve, CCLS

Code of Ethics

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

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

See what's happening on our social sites:



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