



THE ADVANCE SHEET SCCoLPA's News & Events May 2018

Dear Members,

It is one of my greatest delights to know I have your trust and faith to be carry on as your next President. I am of the belief that our journey for 2018-2019 will be a smooth one due to the amazing team that has come together and "Stepped Up" for another term!

I want to first say "Thank You" to each one of you for your continued support. I take on this leadership role knowing that at the core of this organization, I find people who not only care about the organization's goals; they also care about each other. We need this organization in our professional life to continue to grow, learn, and embrace change. The organization needs us to mentor, educate, and give back to the legal community. Your outgoing President, Elise Dresser, CCLS and outgoing Executive Advisor, Rod Cardinale, Jr. have both been very instrumental in the continued success and upward growth. The dedication and friendship they both offer is unwavering. They embody everything that is "SCCoLPA"! Your outgoing and incoming Board and Chairmen help hold everything together and volunteer until they are exhausted, yet never complain! Everyone who is "active" knows this to be true. This past term was productive and we accomplished everything "you" as members requested. Your input and involvement is what makes us a great example to others and you should be very proud!

We are also blessed with a few new faces. Jessica Urioste (VP Membership), Susan Husher (Historian) and Carol Karwatt (Legal Procedures Chairman) have joined the team and hit the ground running! Please introduce yourselves to them the next time you attend a meeting, event, or educational workshop.

As we know, members who become involved, or stay involved, are the key to keeping this association moving in a forward direction. When I think of the new term, I think of a single word I just recently learned that I shared at our Annual Installation..."Generativity"! Generativity is a concern for establishing and guiding the next generation. Generativity refers to "making your mark" on the world through caring for others as well as creating and accomplishing things that make the world a better place.

I hope that as we roll out our programs for the next year, each of you will be listening for how you can become involved...even the tiniest of tasks make a difference! I encourage you to "Make Your Mark." How you volunteer your time, talent, and energy is up to you. Should you need guidance or want to share your ideas, please let

us know.


Stay tuned to some changes to our General Membership meeting venue as we plan to have them split between San Jose (Flames Eatery & Bar for now) and Palo Alto (Wilson Sonsini Goodrich & Rosati to start). We are attempting to accommodate those who commute back to San Jose in traffic. If anyone has any ideas or input for accommodating everyone who is a member, please contact me or anyone on the board. This change is not set in stone and is not on a specific schedule. We are considering the needs of the board, speakers, and sponsors as we move forward.

As we look ahead, I urge you to see that it is important to defy some of the traditional methods, and entertain a new way of thinking and approaching the needs at hand. Times are changing, even faster than ever, and the next generation will need guidance. The next generation also has new ways to share with those who are seasoned professionals as it means a great deal to us who love this industry and have dedicated ourselves to reaching back and extending a hand to our future leaders.

In closing, I remain grateful for our existing members, vendors, and sponsors and look forward to all of us influencing others to join our team. I also hope to see you at our upcoming meetings, educational workshops, events, and fundraisers!

Shannon Quigley
President 2018-2019

UPCOMING MONTHLY MEETINGS



Santa Clara County Legal Professionals Association
May 2018 Dinner Meeting

Ethics Updates for Legal Professionals

Guest Speaker:
Alison P. Buchanan, Esq.
Hoge, Fenton, Jones & Appel

This 45-minute program will focus on the ethics rules that are most pertinent for legal professionals. We will discuss new developments, including recent cases and ethics opinions, as well as old concepts that remain particularly important. Examples include issues with fee agreements, identifying the client, joint representation, inadvertent disclosures of attorney-client privileged materials, motions to withdraw, and how the use of technology impacts confidentiality and competence.

Tuesday, May 8, 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)

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 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

April 14, 2018	78th Annual Meeting & Installation of Officers (SATURDAY) FREE for all SCCOLPA members!
April 25, 2018	Save the Date: Bunco Night
May 3, 2018	Spring Quarterly Workshop: Probate/Estate Planning

Monthly Membership Meeting

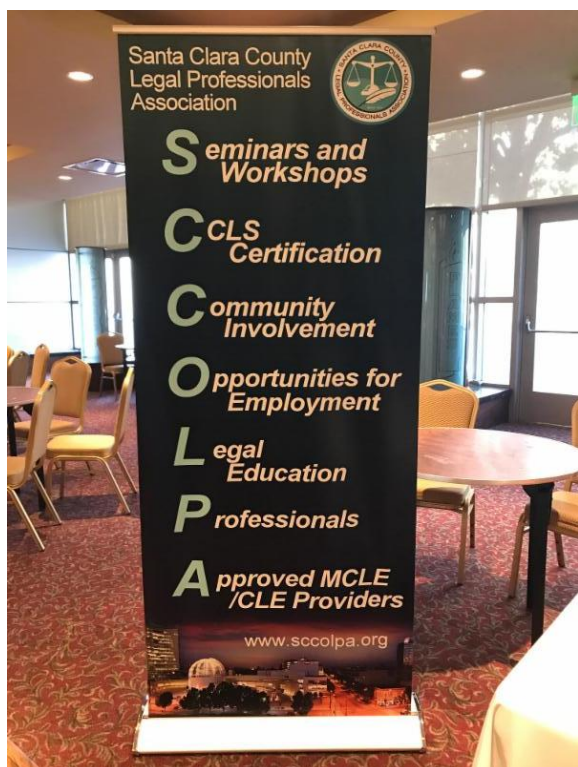
Tuesday, May 8, 2018

SCCoLPA is pleased to present its annual Ethics update for legal professionals on Tuesday, May 8, 2018. Our guest speaker will be Alison P. Buchanan, Esq., a partner at Hoge Fenton in San Jose. Ms. Buchanan is a certified specialist in legal malpractice law as certified by the State Bar of California Board of Legal Specialization.

This 45-minute program will focus on the ethics rules that are most pertinent for legal professionals. We will discuss new developments, including recent cases and ethics opinions, as well as old concepts that remain particularly important. Examples include issues with fee agreements, identifying the client, joint representation, inadvertent disclosures of attorney-client privileged materials, motions to withdraw, and how the use of technology impacts confidentiality and competence.

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.

April 2018 Highlights



78th Annual Meeting and Installation of Officers April 14, 2018

Santa Clara County Legal Professionals Association held its 78th Annual Meeting and Installation of Officers on Saturday, April 14, 2018 at at Flames Eatery & Bar in downtown San Jose.

Following the business portion of the meeting, Historian Elena Schneider, CCLS, presented President Elise Dresser, CCLS with her annual history book of SCCoLPA. The history book is a beautiful display of the activities our members enjoyed this past year. The scrapbooks will be on display at SCCoLPA's monthly dinner meetings for members to view and enjoy. Scholarship Chair Linda Neuman had

the honor of presenting SCCoLPA's annual scholarship check to Adrian Chan, and the Annual President's Award was presented to Rod Cardinale, Jr. Installation of the 2018-2019 Executive Committee followed, and SCCoLPA was honored to have LSI Vice President Heather Edwards serve as Installation Officer with Attorney Janet Brewer serving as Installation Marshal. The following members were installed as SCCoLPA's Executive Committee for this upcoming term:

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 (interim)	Elise Dresser, CCLS
CEC Coordinator	Vivian Shreve, CCLS

Incoming President Shannon Quigley introduced the following Committee Chairmen for the 2018-2019 term:

Advertising	Christina Hall, CCLS (interim)
Annual BBQ/Membership Appreciation	Rod Cardinale, Jr. & Jessica Urioste
CCLS	Elise Dresser, CCLS
Chapter Achievement	Elena Schneider, CCLS
Day in Court / Boss of the Year	Irma MacKay / Jessica Urioste
Crab Feed	Rod Cardinale, Jr.
Employment/Professional Liaison	M'Liss Bounds
Historian	Susan Husher
Inter-Association	Elise Dresser, CCLS
Legal Procedures	Carol Karwatt
MCLE Coordinator	Vivian Shreve, CCLS
Programs	Jessica Urioste
Reservations	Sheryl Boardman
Scholarship	Open
Social Media	Elena Schneider, CCLS
Ways & Means	Open
Website Coordinator	Mark Dresser
Assistant Website Coordinator	Rod Cardinale, Jr.



Congratulations to the 2018-2019 Executive Committee! (L-R) Elena Schneider, CCLS, Rod Cardinale, Jr., M'Liss Bounds, Sheryl



Patricia Miller, PLS, CCLS (LSI Past

Boardman, Jessica Urioste, Shannon Quigley.

President 1998-2000), Cynthia Woodman,
Mary S. Rocca, CCLS (LSI Past President
2004-2006)



Step up and dance!



Congratulations President Shannon Quigley!



Kiwi Le, CCLS and Lucia Borgman



M'yriah Bounds and M'Liss Bounds



Welcome new SCCoLPA members Jin Kim and Christina Cordona with President Shannon Quigley



SCCoLPA Scholarship winner Adrian Chan and Scholarship Chair Linda Neuman



Outgoing SCCoLPA President Elise Dresser, CCLS and Rod Cardinale, Jr., recipient of the 2018 Rod Cardinale, Jr. President's Award



Patricia Miller, PLS, CCLS (LSI Past President 1998-2000), SCCoLPA Executive Secretary M'Liss Bounds



Vice President of Marketing, Sheryl Boardman



Scholarship Chair Linda Neuman, Pam Stallings, CCLS, Scholarship winner Adrian Chan



Programs and Day-in-Court Chair Irma MacKay



LSI Treasurer and Installing Officer Heather Edwards, Donna Day, CCLS



Outgoing Historian Elena Schneider, CCLS passes the torch to Incoming Historian Susan Husher



Kevin Batt and Mark Dresser

Special thanks to SCCoLPA Member Lauri Avila for taking all the wonderful photos at our Installation!

Installation of Officers - San Mateo County LPA April 15, 2018



LSI Treasurer and SCCoLPA Treasurer Rod Cardinale, Jr. serving as Installation Officer for San Mateo County LPA's Annual Installation of Officers.



Having a great time at the Watchdog Tavern! Cynthia Woodman, Linda Neuman, Rod Cardinale, Jr., Sheryl Boardman, Shara Bajurin, CCLS, Elise Dresser, CCLS, Terralyn Graff, Shannon Quigley.



Sheryl Boardman, Terralyn Graff, Rod Cardinale, Jr., Shannon Quigley

Installation of Officers - San Francisco County LPA April 21, 2018



Elena Schneider, CCLS, Outgoing SFLPA President Larry McGrew, Linda Neuman



Incoming SFLPA President Carol Romo, Outgoing SFLPA President Larry McGrew



Elise Dresser, CCLS, LSI Parliamentarian Kristi Edwards, CCLS, Elena Schneider, CCLS

**IT'S TIME TO RENEW YOUR
MEMBERSHIP IN SCCOLPA!**

Santa Clara County Legal Professionals Association has "officially" kicked off its annual membership renewal period! This is a reminder to take a moment and either renew online at www.sccolpa.org or fill out the membership renewal application [here](#) and mail it to SCCoLPA with your check.

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.

We are excited to announce that all SCCoLPA student members are now also LSI members! If you are a student who signed up for membership at our West Valley College presentation last November, you do not have to pay dues until May 2019.

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.]	Email: _____
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.

SCCoLPA's MEMBER IN THE SPOTLIGHT May 2018

Member in the Spotlight Linda Neuman

~by Shannon Quigley (Outgoing VP of Membership) ~

I am very honored and proud that my last duty as Vice President of Membership, will be to present Linda Neuman as our "May 2018 Spotlight Member!" Linda is married to Paul Neuman and has one daughter, Kayla. Linda was born in New York and moved to California in 1962. In 1977, a couple of years out of high school, she worked as a receptionist for a general practice law firm in which she even typed up Wills (originals x 2) on an Underwood Typewriter. She was the only freshman to be on the Varsity Field Hockey team at San Jose State. Linda played left half back while using a right-handed stick! That was a very hard skill to learn.



Linda is a Past President of Southern Alameda County LSA (no longer an active chapter) and joined SCCoLPA in 1987 and returning in 2010. An interesting tidbit is that if you look back at an early publication of the "Legal Secretary" look for August 1986 and look for the picture on page 1, which was taken by Frank J. Sedlar (Linda's Dad). It is a picture of the elegant and newly constructed Newark Hilton, site of the 1986 First Quarterly Board of Governors Meeting (where Linda was the Chairman) and will be the site of the 2019 LSI Annual Conference. Funny how things come full circle.

She attended West Valley College from 1975 to 1979 where she obtained her AS degree in Secretarial Studies/Administrative Option and Certificates in the Clerical Option and Supervision and Management Level 1. Linda received her Paralegal Certificate from Santa Clara University in 1992. Linda has been in the legal field for the last 37 years. She was with her last employer for the last 33 years.

She says that one of her proudest moments was being honored with the Rod Cardinale, Jr. President's Award in 2014. She feels that she found unexpected friendships in this association and says that in and of itself is priceless.

Linda has recently retired, is now taking care of her animal companion named Hans IV (a weimaraner). She said he is good-natured but howls like a baby when she is gone but that has not stopped her from having a full schedule of travel plans starting in a few weeks that include a trip with her husband to Europe.

LSI 84th ANNUAL CONFERENCE

May 17-20, 2018

North Hollywood, CA



**"TEAMWORK—EVERYTHING IS AWESOME WHEN
YOU'RE PART OF A TEAM"**

SAN FERNANDO VALLEY LEGAL SECRETARIES ASSOCIATION
MAY 17-20, 2018 – 84TH LSI ANNUAL CONFERENCE
THE GARLAND HOTEL – NORTH HOLLYWOOD, CALIFORNIA
CONFERENCE REGISTRATION FORM

NAME (ON BADGE): _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
HOME PHONE: _____ WORK PHONE: _____
E-MAIL ADDRESS: _____
LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)

PLEASE CHECK IF APPLICABLE AND INCLUDE TITLE: PLEASE CHECK IF YOU ARE:

☐ STATE OFFICER _____ ☐ GOVERNOR ☐ CCLS ☐ PLS
☐ STATE CHAIRMAN _____

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)

POSTMARKED ON OR **BEFORE APRIL 18, 2018** \$167.00 \$ _____
POSTMARKED **APRIL 19, 2018 OR LATER** \$177.00 \$ _____

INDIVIDUAL TICKETS:

REGISTRATION BY APRIL 18, 2018	_____ @	\$25.00 \$ _____
REGISTRATION APRIL 19, 2018 OR LATER	_____ @	\$35.00 \$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$30.00 \$ _____
GOVERNOR'S LUNCHEON (FRIDAY)	_____ @	\$56.00 \$ _____
PRESIDENT'S LUNCHEON (FRIDAY)	_____ @	\$56.00 \$ _____
NEWCOMERS' LUNCHEON (FRIDAY)	_____ @	\$56.00 \$ _____
CCLS LUNCHEON (SATURDAY)	_____ @	\$56.00 \$ _____
SATURDAY NIGHT BANQUET	_____ @	\$78.00 \$ _____
_____ CHICKEN _____ FISH _____ VEGETARIAN		
SUNDAY BRUNCH	_____ @	\$44.00 \$ _____
TOTAL AMOUNT ENCLOSED		\$ _____

SPECIAL DIETARY NEEDS: _____

PLEASE MAKE CHECKS PAYABLE TO: **2018 ANNUAL CONFERENCE FUND**

MAIL TO: Mae Chester, SFVLSA - P.O. Box 10531, Burbank, CA 91505



Thurgood Marshall and other members of the AALS, CMA
Representatives from all associations the Eastern & Western
Conferences

FOR GENERAL INFORMATION CONTACT:
REGISTRATION CHAIR – LAURELYN BERGFELD
(818) 395-2490 laurelyn.bergfeld.ccls@gmail.com

NO REFUNDS AFTER MAY 10, 2018



**"TEAMWORK—EVERYTHING IS AWESOME WHEN
YOU'RE PART OF A TEAM"**

SAN FERNANDO VALLEY LEGAL SECRETARY ASSOCIATION
MAY 17-20, 2018 – 84TH LSI ANNUAL CONFERENCE
THE GARLAND HOTEL – NORTH HOLLYWOOD, CALIFORNIA

HOTEL REGISTRATION FORM

NAME: _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
HOME PHONE: _____ WORKPHONE: _____
E-MAIL ADDRESS: _____
LOCAL ASSOCIATION: _____ LSA/LPA (FULL NAME)
ARRIVAL DATE: _____ DEPARTURE DATE: _____

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES):

- SINGLE/DOUBLE: \$188.00
TRIPLE: \$188.00
ROLLAWAY FEE: \$ 25.00

OVERNIGHT PARKING: SELF PARKING: \$22.00 PER DAY
VALET PARKING: \$27.00 PER DAY

DAILY PARKING: SELF PARKING: \$12.00 PER DAY
VALET PARKING: \$18.00 PER DAY

RESERVATION CUT-OFF: April 25, 2018

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, (800) 238-3759. USE CODE **"LSI"** TO IDENTIFY YOURSELF AS BEING A PART OF LSI IN ORDER TO GET THE GROUP RATE.

**FOR GENERAL INFORMATION CONTACT:
REGISTRATION CHAIR – LAURELYN BERGFELD, CCLS -
(818) 395-2490**



LEGAL SPECIALIZATION SECTIONS SEMINARS

May 18 and 19, 2018
Beverly Garland Hotel

4422 Vineland Ave., North Hollywood, CA



The last day to register without a late fee is May 11, 2018.

LSS MEMBER Free with Advanced Reservations \$5 at the Door/After Deadline -- Handout Only: \$5	NON-LSS MEMBER \$15 with Advanced Reservation \$20 at the Door/After Deadline -- Handout Only: \$15
Friday, May 18, 2018, 1:30 p.m. to 3:30 p.m.	
Probate and Estate Planning Complex Trusts Alex Bruno Bruno Group Inc. <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	Federal Law The Surprising Origin, Continued Relevance, and Uncertain Future of Privacy in Our Data Driven Age Michael Maddigan Hogan Lovells US LLP <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER
Friday, May 18, 2018, 4:00 p.m. to 6:00 p.m.	
Criminal and Family Law Asylum/Special Immigrant Juvenile Status Amy Woo Lee and Jossiel Moreira Kids in Need of Defense -- KIND <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	Law Office Administration Common Sense and Fake News: A First Amendment Discussion Jeremy Geltzer <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER
Saturday, May 19, 2018, 4:00 p.m. to 6:00 p.m.	
Specialty Law Broadcast Networks: Regulatory and Legal Aspects of Social Media Use in Content Promotion and Marketing Mary Luppi Basich, SVP, Business and Legal Affairs, Digital Content, Fox Networks Group Julia Pecano, VP, Business and Legal Affairs, Digital Media, Fox Networks Group <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER	Civil Litigation Liability Issues and Litigation Involving Transportation Network Companies (Uber, Lyft) and Autonomous Vehicles Roxanna M. Robertson and Joanna Auchetti Clerkin, Sinclair & Mahfouz, LLP <input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY <input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER

Name: _____ ☐ CCLS ☐ Paralegal ☐ PLS

E-mail: _____ (please print clearly, confirmations sent via email)

Local LSI Association (if applicable): _____ ☐ LSA ☐ LPA

REGISTRATION AND PAYMENT VIA CREDIT CARD AT WWW.LSI.ORG PREFERRED

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

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 2.0 hours each, by the State Bar of California unless otherwise specified.

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



BUNCO night

Cash Prizes for
Most Buncos!
Most Wins!
Most Losses!

**We had so much fun last time
that we're bringing Bunco back again!**

Everyone is welcome so invite your friends and family and
join the fun! Space is limited – please RSVP today!

Dinner, beer/wine and dessert will be served.

Entry fee: \$20.00
(members and non-members)

Wednesday, May 23, 2018
6:00 pm – 8:00 pm

Centext Legal Services
333 W. Santa Clara St., #1
San Jose, CA 95113




855.CENTEXT (236.8398)
www.centextlegal.com

Hourly parking available in underground garage
and free street parking on Almaden Blvd.

RSVP by **May 21, 2018** to SCCoLPA Reservations (reservations.sccolpa@gmail.com) and pay online at
www.sccolpa.org/events or bring check/cash to the event. Contact Sheryl Boardman
(Sheryl.boardman@compexlegal.com) for further information. Space is limited so RSVP today!

BUNCO NIGHT

Wednesday, May 23, 2018

Back by popular demand is SCCoLPA's Bunco Night! Join us on Wednesday, May 23, 2018 starting at 6:00 p.m. at Centext Legal Services, 333 W. Santa Clara Street, in downtown San Jose. Bring a bunco partner and join us for an evening of fun and wild dice-rolling! Cash prizes will be awarded to the top three winners, and we will also be serving dinner, along with beer and wine. Space is limited, so please sign up today at www.sccolpa.org/events.

**Santa Clara County Legal Professionals Association
Invites You To Its 8th Annual Marilyn Ott BBQ**



Sunday, June 9, 2018 • 4:00 p.m. to 8:00 p.m.

Bring your family and friends and join us for a great day of food and fun!

In appreciation of your membership in SCCOLPA, this event is **FREE to all members! \$10 for non-members**

Enter your favorite dessert in our contest to win a special prize!

Proceeds fund SCCoLPA's scholarship and educational endeavors
See our website (www.sccolpa.org) for details

Please RSVP by June 1, 2018
to SCCoLPA Reservations
reservations.sccolpa@gmail.com

Location:
Rod Cardinale's Backyard
737 Asbury Place, Santa Clara



8th ANNUAL MARILYN OTT MEMORIAL BBQ and MEMBERSHIP APPRECIATION/MEMBERSHIP DRIVE

Saturday, June 9, 2018

Bring your family and friends and join us for a great day of food and fun! SCCoLPA invites all members, family, and friends to its annual summer barbeque, and in appreciation of your membership in SCCoLPA, the BBQ is **FREE** to all members! An extra bonus - for each new member you bring to the barbeque, you will receive a ticket to be entered in a drawing for a special prize!

Bring your appetite as Chef Rod Cardinale will again be grilling up some great tri-tip in his backyard, and all side dishes will be provided by the Executive Committee. Additionally, bring your favorite dessert and enter it in our annual dessert contest! We will also be selling tickets for some great opportunity drawing prizes! Register today at www.sccolpa.org/events or RSVP to reservations.sccolpa@gmail.com.



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 Is An Injunction?

An injunction is an order issued by a court intended to halt or minimize the grievous condition that engendered the lawsuit in progress. In a relatively benign example, an injunction might be issued against a business that has usurped another enterprise's logo or merchandised a product so close to the one of its competitors that the buying public is likely to be confused. In a more serious example, an injunction might be issued against a polluter for poisoning a community's groundwater, even if the case is still being contested - the compelling reason being public health. An injunction is a temporary restraining order, so to speak, that can become a permanent restraining order if the plaintiff wins the suit. Failure to comply with an injunction is considered contempt of court, the penalty for which will be added to the potential liability settlement. Injunctions can be made against individuals, too, such as against a professional athlete under contract to one team who signs with another team before the terms of his original contract have been honored.

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 SCoLPA's website, or LSI's website at www.lsi.org.

ABBREVIATIONS

1. and following
2. article
3. chapter
4. clause
5. division
6. following
7. page
8. pages
9. paragraph
10. part
11. subdivision
12. subdivisions
13. title
14. titles

ANSWER KEY:

1. et seq.
2. art.
3. ch.
4. cl.
5. div.
6. foll.

7. p.
8. pp.
9. par.
10. pt.
11. subd.
12. subds.
13. tit.
14. tits.



California Certified Legal Secretary
A Program of LSI®



APPLICATION TO TAKE CCLS® EXAM

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

(Select one) ☐ **Northern California** ☐ **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"/> <small>Payable to "LSI" Mail to above address</small>	PayPal <input type="checkbox"/> <small>Email exam application to CCLSCertifyingBoard@gmail.com Payment link will be provided upon confirmation of eligibility to sit for exam.</small>
<u>LSI Members</u> <input type="checkbox"/>		<u>Non-LSI Members</u> <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 2019



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

CHANGES TO CALIFORNIA RULES:

Changes to the California Code of Civil Procedure and the California Rules of Court will take effect January 1, 2018. Among other things, there will be significant changes to CCP section 1010.6 regarding electronic filing and electronic service.

List of new and revised Judicial Council Forms

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

SAN FRANCISCO COUNTY SUPERIOR COURT

Effective May 15, 2018, the San Francisco Superior Court will eliminate the Court-run e-filing portal to e-file documents with the Court. The Court has 19 e-filing vendors that may be used for future e-filing. The comprehensive list of court approved e-filing

SAN MATEO COUNTY SUPERIOR COURT

1. Hearings Dates and Processing Stipulations and Orders/Judgments

This is a reminder to attorneys to please flag/notify the courtroom clerks to vacate future hearings dates that are settled by an Order/Judgment. The Order/Judgment should also state that the date(s) are vacated. The Court has waiting lists for trial dates in particular so please notify the courtroom clerk if you are taking dates off calendar.

2. Tentative Ruling Procedure - 7/1/18

Family Court is implementing a tentative ruling procedure for the RFO calendars effective July 1, 2018. A new Local Rule is forthcoming. Once the Court implements the tentative ruling procedure, attorneys should be certain that all pleadings are complete, including paystubs attached to Income and Expense Declarations, to allow the Judges to make a tentative ruling whenever possible.

The specific procedures for tentative rulings will be provided in the new Local Rule and will be similar to the Local Rule for Civil. In general, tentative rulings will be posted online by 3:00 p.m. one court day prior to the hearing. The tentative ruling may simply direct the parties to appear. Counsel for the parties and/or any self-represented parties shall obtain the tentative ruling by accessing the court's website. Parties seeking to contest a tentative ruling and present oral argument shall notify all other parties and the Court by 4:00 p.m. The Judges understand there will be a learning curve for everyone as this process gets underway this summer.

3. Proposed Orders

Preparation of proposed orders is not necessary unless it is required by statute/rule, e.g. a motion to be relieved as counsel.

4. Confidential Documents in Filings

For filings in the clerk's office, including DVPA filings, attorneys should flag any documents that are to be "confidential," including police and CPS reports. Please also flag any color photographs so the clerk can scan them at a higher resolution.

5. Sealed/Redacted Filings and Protective Orders

Please follow Rule of Court 2.551 with respect to the preparation of protective orders and the procedure for filing records under seal. Conditionally sealed documents should be placed in individual envelopes (one for each document) for submission to the clerk's office.

6. Completion of Income and Expense Declarations

Local Rules provide instructions for proper completion of Income and Expense Declarations. As a reminder, "personal property" means everything other than real property, not just furnishings. Retirement accounts, business interests, etc. should be included. Attorneys may prepare an attachment identifying the various items included in section 11, and if certain assets are retirement, illiquid, etc. Please note that if you are requesting attorneys' fees and costs, having Section 11 state "See Sch. of Assets and Debts" is useless unless a Schedule of Assets and Debts is actually included. The Court cannot award attorneys' fees without this information.

7. Status Conference Statements

This is a reminder to please file and serve Status Conference Statements, particularly for Judge Dabel, who is seeing many of these cases for the first time. As a reminder Local Rule 5.8(C)(4) requires parties to file Status Conference Statements.

8. Preparation of Findings and Order after Hearing (FOAH)

If the parties do not agree on the language for the FOAH, please remember to include the transcript if you have it. The Judge can order it but it saves time if you include it. Attorneys are referred Rule of Court 5.125 for the proper procedure and timeframe for preparation of the FOAH.

UNITED STATES DISTRICT COURT-NORTHERN DISTRICT OF CALIFORNIA

The Northern District has several important May updates for interested members of the bar and the public.

Revisions to ADR Local Rules and Conforming Changes to Civil Local Rule 16
Effective May 1, 2018, the Court has adopted revisions to the ADR Local Rules and conforming changes to Civil Local Rule 16. The primary purpose of these revisions is to implement changes to ADR Phone Conference practice.

For cases filed on or after May 1, 2018, the initial case management scheduling order in ADR Multi-Option Program cases will no longer set a deadline by which the parties must either file a Stipulation and Proposed Order Selecting an ADR Process or a Notice of Need for ADR Phone Conference. Instead, the initial case management scheduling order will set a deadline by which the parties must file a new form of ADR Certification which includes a section stating whether they intend to file a Stipulation and Proposed Order Selecting an ADR Process or they need to discuss ADR at the case management conference. ADR Phone conferences may be requested, or may be directed on a case specific basis, but they are no longer required in the standard scheduling order. New versions of the various ADR forms are found on the ADR Forms page and a new version of the ADR Handbook applicable to cases filed on or after May 1, 2018 may be found on the ADR Handbook page. There is also a revised version of the Joint Case Management Statement and Proposed Order that can be downloaded from the Civil Forms page.

For cases filed before May 1, 2018, the initial case management scheduling order continues in effect unless a case specific order to the contrary is issued. Parties in those cases should continue to use the previous version of the ADR forms and the previous version of the ADR Handbook.

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, M'Liss Bounds, 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 Ann Bianco-Webb - May 17
Sheryl Boardman - May 13
Elise Dresser, CCLS - May 23
Carol Franza - May 17
Gwen Freeman - May 14
Lori Havener - May 9
Brooke Mansfield - May 7



LOCAL ASSOCIATION and LSI EVENTS



SAN MATEO COUNTY LEGAL PROFESSIONALS ASSOCIATION

Member of Legal Secretaries Incorporated

General Membership Meeting Notice

Program: Employment Law Update

Speakers: David S. Rosenbaum, McDowall Cotter, A Professional Corporation

Please join us for a fun and engaging event on recent updates in employment law for 2018.

Date: Tuesday, May 15, 2018
Place: The Vans Restaurant
815 Belmont Avenue, Belmont, California
Time: 6:00 to 8:30 p.m.
Price: \$40 for members (\$45 for non-members)
Includes dinner, tax, tip

Reservations: Tanya Tate at tanya.tate@hotmail.com

DEADLINE: Friday, May 11, 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.

San Mateo County Legal Professionals Association

www.smclsa.org

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.

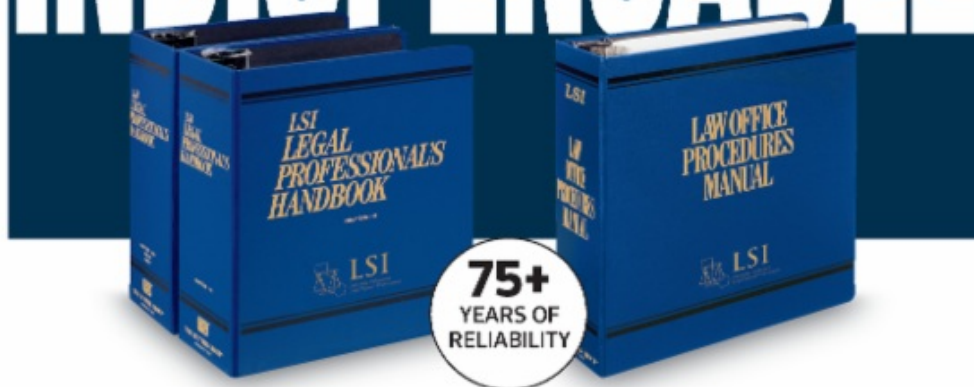
Dawn R. Forgeur, CCLS
LSS Coordinator

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.

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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 "7 Troubleshooting Tips for Mid-eFiling Woes"

[Click here to go to 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.