



THE ADVANCE SHEET SCCoLPA's News & Events December 2017

Greetings SCCoLPA Members:

Happy Holidays! During this holiday season, we're all busy working, rushing to the stores to get everything on your shopping list, and hopefully finding some time to spend time with loved ones and celebrating the season. It's also time to take a moment or two to take a look around and appreciate what we have and send positive thoughts to those less fortunate. It is truly a time for sharing and kindness.

Our general membership meeting will be held on Tuesday, December 12th at Flames. Following a very brief business meeting, we will commence with our annual holiday celebration, which will include our traditional "White Reindeer" gift exchange, Christmas bingo, and our favorite ugly sweater contest. We will also be honoring two worthy local non-profit community agencies and presenting our annual holiday donations. We hope you can join us for the festivities!

Here's a brief look at our upcoming events:

- **December 12, 2017:** Annual Holiday Party
- **January 9, 2018:** January Monthly Membership Meeting - "Recording Documents at the Clerk/Recorder's Office in Santa Clara County"
- **January 20, 2018:** Winter Quarterly Educational Workshop - "Ethics for Everyone"
- **February 10, 2018:** 8th Annual Crab Feed & Silent Auction

Details and information about all our upcoming events can be found in this issue of *The Advance Sheet*.

It takes many wonderful volunteers to help keep our association running and I would like to thank you all. Whether you have been involved by attending our monthly meetings, educational workshops, fundraising events, or conferences, I thank each and every one of you. I would also like to thank the members of the Executive Committee and the Committee Chairpersons who have tirelessly worked throughout the year behind the scenes.

It has been another fantastic year for SCCoLPA. If you haven't had a chance to respond to our Survey Monkey membership survey, which was emailed to all members last month, please take a few minutes to do so. Your responses will help us make plans for next year, including finding speakers for our monthly meetings and educational workshops. I look forward to seeing you all in the New Year and celebrate what I'm sure will be another great year!

As your President and on behalf of our entire Executive Committee, I would like to wish everyone a very Merry Christmas and Happy New Year. May the true meaning of the holiday season fill your heart and home with peace, joy, and many blessings.

With very best wishes,

Elise Dresser, CCLS
President



UPCOMING MONTHLY MEETINGS

Monthly Membership Meeting December 12, 2017

SCCoLPA's Annual Holiday Party

Ho Ho Ho! Join us on December 12, 2017 for our annual holiday celebration! It's sure to be a fun-filled, festive evening at Flames as we ring in the holidays. Join us as we play our traditional "White Reindeer" gift exchange - just bring a wrapped gift not to exceed \$20 in value, pick a number out of a hat, and let the stealing begin!

We will also announce two worthy recipients of our annual holiday charitable donations. Representatives will be in attendance to receive the donations and will share their experiences with the two organizations.

Do you want to show off that lovely Christmas sweater that's at the back of your



closet? Wear it to the party and if you are judged to have the "ugliest" sweater, you'll win a special prize! AND, if everyone has been "good" this holiday season, you just might get a chance to tell you-know-who what's on your Christmas wish list!

Hope to see you there - with bells on!

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.

Monthly Membership Meeting January 9, 2018

Recordable Documents - Preparation for Recording and Understanding the Process

Do you have documents that need to be recorded? Did you know that the Clerk Recorder's Office is responsible for recording or filing certain documents such as maps, birth/death certificates, fictitious business name documents, notary certificates, real estate forms, and much more? Learn what the Recorder's Office handles, the services that are provided, and the process involved in getting your documents properly filed.

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

"Recordable Documents Preparation for Recording and Understanding the Process"

Guest Speakers:
Gina Alcomendrias, Clerk/Recorder & Belinda Gamutan, Sr. Management Analyst
Santa Clara County Recorder's Office

Do you have documents that need to be recorded? Did you know that the Clerk Recorder's Office is responsible for recording or filing certain documents such as maps, birth/death certificates, fictitious business name documents, notary certificates, real estate forms, and much more? Learn what the Recorder's Office handles, the services that are provided, and the process involved in getting your documents properly filed.

Tuesday, January 9, 2018

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

Flames Eatery & Bar
60 S. Fourth Street, San Jose, CA 95113
(408) 971-1982
+ outdoor parking at the adjacent 4th Street Garage.

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

UPCOMING EVENTS
November 14, 2017 Monthly Membership Meeting: E-Rising in the Court of Appeal and Supreme Court
November 15, 2017 SCCoLPA's Annual Holiday Party
January 20, 2018 Winter Quarterly Educational Workshop: Ethics for Everyone (4 hour program)

Join us on Tuesday, January 9, 2018, as guest speakers Gina Alcomendrias, Santa Clara County Clerk/Recorder, and Belinda Gamutan, Senior Management Analyst, of the Santa Clara County Recorder's Office, explain what goes on at the Recorder's Office, and what you need to know in order to get your documents properly recorded, and what other services are available.

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.

November 2017 Highlights



Judges' Night November 1, 2017

SCCoLPA was pleased to once again

volunteer its services to the Santa Clara County Bar Association on November 1, 2017, when the bar association hosted its annual Judges' Night at the San Jose Marriott in downtown San Jose. Professional Liaison Chair/Parliamentarian Elena Schneider, CCLS and VP of Membership Shannon Quigley served on the Hospitality Team and helped greet and welcome Santa Clara County's best judges and guests for the evening. SCCoLPA has been proud to assist with this special program each year for many years, and encourages other members to volunteer their services for this great event in the future!



SCCoLPA Volunteers Elena Schneider, CCLS and Shannon Quigley



**November Monthly
Membership Meeting
November 14, 2017**

Santa Clara County Legal Professionals Association held its November general membership meeting on November 14, 2017 at Flames Eatery & Bar in downtown San Jose, and was pleased to welcome guest speaker Danny Potter, Administrator of the California Court of Appeal, Sixth Appellate District, to the meeting. Mr. Potter's e-filing presentation was both timely and informative, as many of us are now filing in the Court of Appeal and Supreme Court.

SCCoLPA also honored Luz Marie Ramirez as its Member in the Spotlight for November. Luz Marie has been a longtime member of SCCoLPA and we thank her for her continuing support and enthusiasm for this association!



Programs Chair Irma MacKay and Guest Speaker Danny Potter



Donald Watanabe, Sheryl Boardman, Rod Cardinale, Jr., Sue Hammer, Larry McGrew



April Ignaitis, CCLS and Elena Schneider, CCLS.

Antus

Dine & Dash with Aptus Court Reporting November 14, 2017

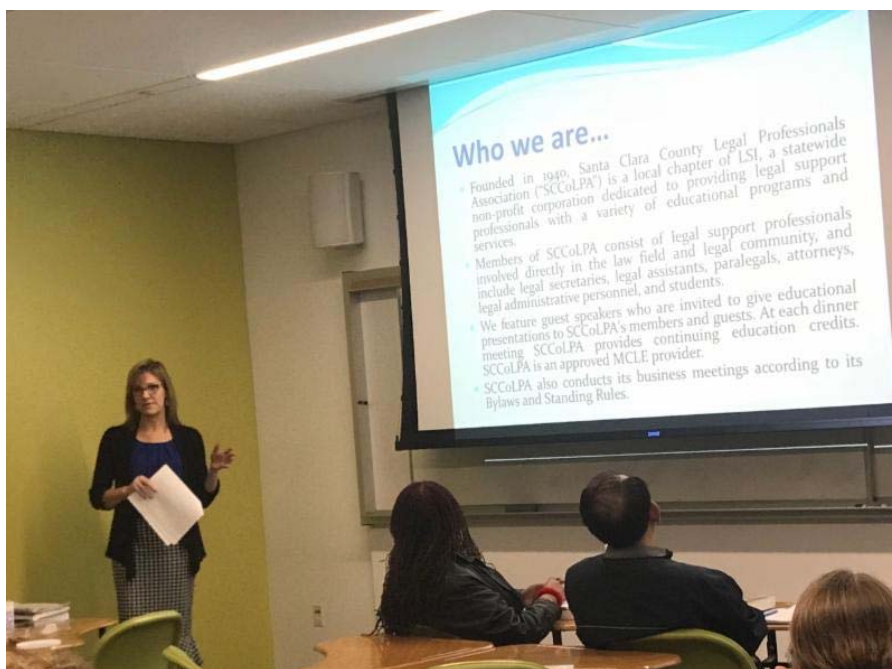
On November 14, 2017, Aptus Court Reporting hosting a fun "Dine & Dash" luncheon at Mezcal Restaurant in downtown San Jose. Many local legal professionals, including a group of SCCoLPA members, attended the lunch and were happy to see old friends Danette Rugg and Brandon Wai again. Thanks to Aptus for a delicious lunch!



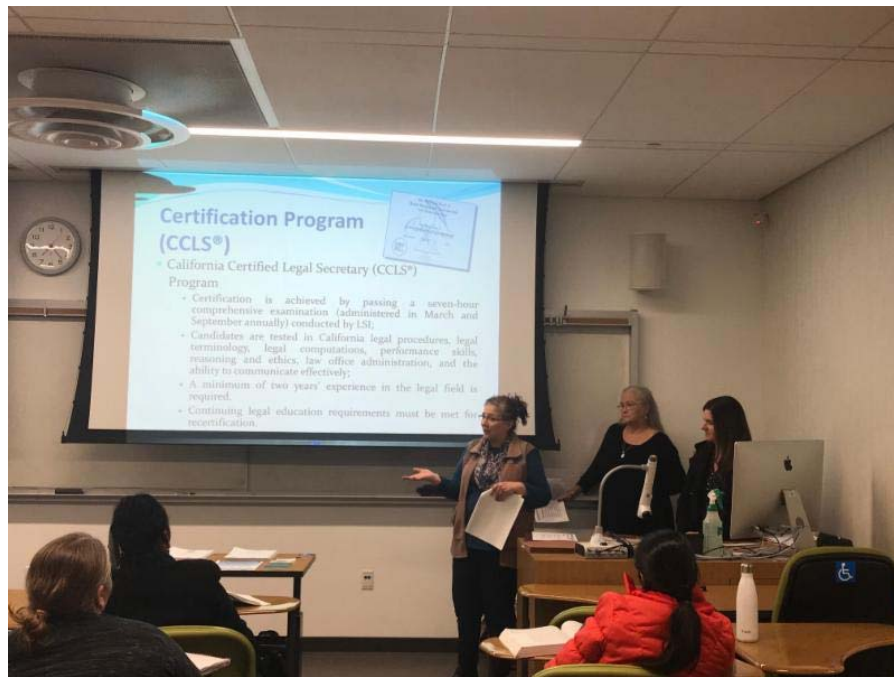


SCCoLPA College Presentation November 29, 2017

On November 29, 2017, SCCoLPA members Elise Dresser, CCLS, Shannon Quigley, Sheryl Boardman, April Ignaitis, CCLS, and Vivian Shreve, CCLS, returned to West Valley College in Cupertino, CA to give a presentation to the students enrolled in the beginning paralegal course on the benefits of membership in LSI and SCCoLPA. The students were interested in learning about how membership could help them with their educational endeavors and pursuits, and were especially interested in scholarship opportunities. And at the end of the evening, we had 17 students sign up for membership! It was refreshing to see so many young students interested in pursuing a career in the legal field and we hope to see them at our upcoming meetings and events!



Shannon Quigley, VP of Membership



Team SCColPA discussing the benefits of membership



HOLIDAY FUNDRAISER!

SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION -- FALL FUNDRAISER

SHOP ONLINE & SUPPORT
OUR FUNDRAISER

CHOOSE FROM:
TOTE BAGS,
KITCHEN GADGETS,
ACCESSORIES,
GIFT WRAP,
& MORE!



- Shop online at: <http://www.mixedbagdesigns.com/landing-page?fundraiserid=604410>
 - We receive 40% of your purchase - it's that easy!
- Fundraiser runs from October 10, 2017 thru December 15th, 2017.**
 [To guarantee delivery by Christmas, orders must be placed by Nov. 24th.]

If you have any questions or need additional information, please contact Elena Schneider eschneider@mcmanslaw.com.

UPCOMING EDUCATIONAL WORKSHOP

Ethics for Everyone January 20, 2018

As a legal professional, what should you know about obligations and responsibilities as they pertain to your job? Please join us as we focus on the following topics:

Keeping the ENTIRE staff out of hot water
 Lawyers on the Rocks (covers substance abuse)
 Social Networking vs. Ethics & Professional Responsibility
 Ethics & Electronic Networking
 Elimination of Bias in Our Profession
 Successful Time Management Strategies

We are pleased to announce that our guest presenter for this workshop will be Diane Mecca, Certified Paralegal Instructor at Abrams College in Modesto. This four-hour seminar is designed to meet the Elimination of Bias and three hours of ethics requirements for mandatory continuing legal education. Interactive breakout sessions will be featured between topics. The seminar will also include a handout.

This is a workshop not to be missed! Invite your attorneys, paralegals, and co-workers so that they can fulfill their MCLE requirements for ethics this year.

Register today at www.sccolpa.org.



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

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

“ETHICS FOR EVERYONE: THE BASICS & BEYOND”



As a legal professional, what should you know about obligations and responsibilities as they pertain to your job? Please join us as we focus on the following topics:

- ❖ Keeping the ENTIRE Staff Out of Hot Water!
- ❖ Lawyers on the Rocks (substance abuse)
- ❖ Social Networking vs. Ethics and Professional Responsibility
- ❖ Ethics and Electronic Networking
- ❖ Elimination of Bias in Our Profession
- ❖ Successful Time Management Strategies
- ❖ Electronic Discovery

We are pleased to announce that our guest presenter for this workshop will be Diane Mecca, Certified Paralegal Instructor at Abrams College in Modesto. This four-hour seminar is designed to meet the Elimination of Bias and three hours of ethics requirements for mandatory continuing legal education. The seminar will also include handouts and feature interactive breakout sessions after each topic.

Saturday, January 20, 2018

Presenter: Diane Mecca, Certified Paralegal Instructor, Abrams College

Registration: 9:30 a.m.

Seminar: 10:00 am – 2:30 pm (lunch included)

Wilson Sonsini Goodrich & Rosati

650 Page Mill Road, Palo Alto, CA 94304

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

Workshop Fees:	\$80.00	Members (includes lunch/no refunds)
	\$120.00	Non-Members (includes lunch and free one-year membership in SCCoLPA/no refunds)

Register and pay via PayPal at www.sccolpa.org OR contact reservations.sccolpa@gmail.com

This workshop has been approved for 4.0 hours of MCLE/CCLS credit.

SCCoLPA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing education credit by the State Bar of California in the amount of 4.0 hours, of which 3.0 hrs. will apply to law practice management/prevention, detection, and treatment of substance abuse and emotional distress and 1.0 hr. in elimination of bias credit (as appropriate to the content of the activity).

Organized 1948 - P.O. Box 90509, San Jose, CA 95109-3627, www.sccolpa.org

SAVE THE DATE! SCCoLPA'S 8th ANNUAL CRAB FEED Saturday, February 10, 2018

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

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

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

Once again, the crab feed will be held at the Quinlan Community Center, 10185 N.

Stelling Road, Cupertino, CA. The community center is right off Stevens Creek Blvd. and across from the Cupertino Memorial Park and DeAnza College.

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

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

SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION
Invites you to its 8th Annual

CRAB FEED

SILENT AUCTION

DANCING

LIVE DJ

Saturday February 10, 2018 Social Hour: 6:00 pm Crab Feast: 6:30 pm-8:30 pm	QUINLAN COMMUNITY CENTER 10185 N. Stelling Rd. Cupertino, CA 95014	\$55 Adults \$20 Children (4-12) Price includes: Beer and Wine (21 and over) Soda and Water, and...
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Fresh Cooked Dungeness Crab!
Includes Salad, Garlic Bread, Pasta, and Dessert!

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

sccolpa.crabfeed@gmail.com
<http://sccolpa.crabfeed.eventbrite.com>
<http://www.sccolpa.org/Events>

A portion of the proceeds to benefit our local community projects

GOVERNOR'S CORNER

~ by Linda Neuman, SCCoLPA Governor ~

GOVERNOR'S REPORT LSI's SECOND QUARTERLY CONFERENCE November 10-12, 2017 - McClellan, California

LSI's 2nd Quarterly Conference was held November 10-12, 2017, at the Lions Gate Hotel and McClellan Conference Center in McClellan, California. The theme for the weekend was "Serve, Survive, and Thrive with LSI Tribute to our Military." Since it

was Veterans Day weekend, LSI members who served in the armed forces were acknowledged all weekend long. Attending and representing SCCoLPA were: (Our very Own) Rod Cardinale, Jr. LSI Treasurer and SCCoLPA Executive Advisor, (Our Very Own) Elise Dresser, CCLS, CCLS Certifying Board Chairman and SCCoLPA President, (Our Very Own) Vivian Shreve, CCLS, CCLS Certifying Board Member and SCCoLPA CEC Coordinator, Shannon Quigley, SCCoLPA Vice President of Membership, Sheryl Boardman, SCCoLPA Vice President of Marketing, M'Liss Bounds, SCCoLPA Executive Secretary, Linda Neuman, SCCoLPA Governor, Elena Schneider, CCLS, SCCoLPA Parliamentarian, Brooke Mansfield LSI Past President 2010-2012, and SCCoLPA Member, and Christina Hall, CCLS, SCCoLPA Advertising Chairman.

As always, the weekend was jam-packed with activities, starting on Friday with educational workshops and the welcome reception. My full Governor's Report will be posted to the website, and below are some of the highlights:

The Board of Governors meeting was called to order on Saturday morning, November 10, 2017, at 9:07 a.m. by LSI President Jennifer L. Page, CCLS, Marin County LPA. The Pledge of Allegiance was led by Teresa Beardsley, President of Mt. Diablo LPA, and the Code of Ethics was read by Linda Gubba-Reiner, CCLS, President of San Diego, LSA. The inspirational message, which instead of bringing the audience to tears, had everyone laughing in their seats, was delivered by Diane Mecca, President of Stanislaus County LPA. Her message, while I wish I could remember some of the sayings, were a combination of Facebook posts that ranged from funny to spiritual to caring and ending up with live life to the fullest....be kind...and remember those close to you.

President Jennifer L. Page, CCLS, reported that starting at the February 2018 LSI conference, the weekend schedule will be: Friday-CEC Educational Program and Welcome Reception, no LSS workshops will be held. Saturday - Board of Governors Meeting will be 9a.m. - 10:30 a.m., 11:00 a.m. - Noon there will be two LSS workshops, Lunches will be from 12:15 p.m. - 1:15 p.m., The second session of the Board of Governors Meeting will be 1:45 p.m. - 2:45 p.m., 3:00 p.m. - 4:00 p.m. there will be two LSS workshops and 4:30 p.m. - 5:30 p.m. there will be two LSS workshops. Sunday - There will be a third session of the Board of Governors Meeting starting at 11:00 a.m., if necessary.

Vice President Heather Edwards reported that the LSI membership applications will be updated to include the student and associate members and will be posted on the website in May of 2018.

Our very own LSI Treasurer Rod Cardinale, Jr. provided a Summary of Revenue & Expenses to the members, and once again did a great job reading his SHORTENED report.

Current Period Actual

Total Expenses:	\$ 52,283
Total Income:	\$ 71,423
Income <Deficiency> Over Expenses	\$ 19,140

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

On Saturday, I attended the Governor's Luncheon, where we reviewed many items on the Executive Committee Resume. Some of the items discussed included:

1. Possibly hiring NextGen Legal, an outside legal support vendor, to host/present LSI's online beginning legal secretary training and discovery webinars and courses.
2. Reviewed results of online survey regarding receiving The Legal Secretary magazine online versus mailed copy. The survey monkey results revealed, 73% want the magazine to come out electronically while 23% don't.
3. Review of membership numbers. Total Members: 1,219, including 16 MALs.

4. Discussed possible changes to the Law Office Procedures Manual and Legal Professionals Handbook.

5. Discussion regarding possible per capita increase. Discussion to be continued.

The afternoon session of the Board of Governors meeting consisted primarily of the Governors voting on one Executive Committee Recommendation and eight proposed bylaw amendments. The full summary of the voting results can be found in my Governor's Report which has been posted to our website.

On Saturday night, the banquet featured awesome food, music by the Fred Morgan Big Band, dancing (not just on the dance floor but at the head table), and included an extra special presentation by our very own Brooke Mansfield (LSI Past President 2010-2012). She delivered a lovely speech on the origin of the American Gold and Blue Star Mothers who lost their sons or daughters in service of the United States Armed Forces.

On Sunday morning, Brunch Chairman and Conference Co-Chairman Bettina Jacobson introduced guest speaker Erin Lyon (aka Erin J. Tognetti, Esq.), Author and Attorney who gave a wonderful speech about how some of her real life experiences as an attorney helped her in writing her two books.

With no further business to come before the Governors, the Board of Governors Meeting was adjourned at 10:06 a.m.

The 2nd Quarterly Conference of LSI was adjourned to the 3rd Quarterly Conference on February 23-25, 2018, to be held at the Knotts Berry Farm Hotel in Buena Park, California hosted by Orange County LSA.



Military color guard



SCCoLPA's Elves! Shannon Quigley, Vivian Shreve, CCLS, Elena Schneider, CCLS



Opportunity drawing tables



Legal Specialization Section Classes



Governors (our very own) Linda Neuman, and Heather Nowak, Governor of OCLSA



Rod Cardinale, Jr., M'Liss Bounds, Linda Neuman



SCCoLPA Member Brooke Mansfield (LSI Past President 2010-2012)



Norbert was here!



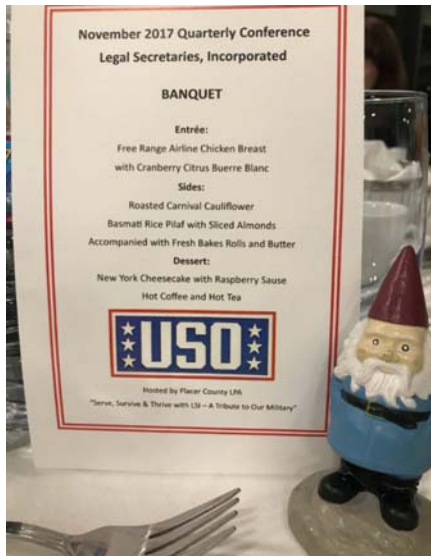
Linda Neuman, M'Liss Bounds, and Norbert



Team photo following the Saturday evening banquet



Rod Cardinale, Jr. and Vivian Shreve, CCLS



Norbert being photo bombed by LSI
President Jennifer Page, CCLS!



Shannon Quigley, Rod Cardinale, Jr., Elena
Schneider, CCLS



Vivian Shreve, CCLS, Sheryl Boardman,
Shannon Quigley, Elena Schneider, CCLS,
Linda Neuman, Elise Dresser, CCLS



LSI Parliamentarian Kristi Edwards, CCLS
and LSI Treasurer Rod Cardinale, Jr.
Respectfully submitted,



LSI Treasurer Rod Cardinale, Jr. and LSI
President Jennifer Page, CCLS

Linda Neuman

PROUD Governor of SCCoLPA

ORANGE COUNTY LEGAL SECRETARIES ASSOCIATION
INVITES YOU TO A
STAR SPANGLED CELEBRATION
FEBRUARY 23-25, 2018
LSI THIRD QUARTERLY CONFERENCE
Knott's Berry Farm Hotel
7675 Crescent Avenue, Buena Park, Calif. 90620
CONFERENCE REGISTRATION FORM
DEADLINE: JANUARY 22, 2018
NO REFUNDS AFTER FEBRUARY 1, 2018

NAME (AS IT WILL APPEAR ON BADGE): _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
CELL/HOME TELEPHONE: _____
EMAIL ADDRESS: _____
LOCAL ASSOCIATION (DO NOT ABBREVIATE): _____
PLEASE CHECK IF APPLICABLE (INCLUDE TITLE):
☐ STATE OFFICER: _____ ☐ GOVERNOR ☐ CCLS
☐ STATE CHAIRMAN: _____ ☐ PLS ☐ OTHER _____

SCRIP TICKET (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH):
POSTMARKED ON OR BEFORE JANUARY 22, 2018 \$125.00 \$ _____
POSTMARKED ON OR AFTER JANUARY 23, 2018 \$135.00 \$ _____

INDIVIDUAL TICKETS:
REGISTRATION ON OR BEFORE JANUARY 22, 2018 _____ @ \$20.00 \$ _____
REGISTRATION ON OR AFTER JANUARY 23, 2018 _____ @ \$30.00 \$ _____
WELCOME RECEPTION (FRIDAY) _____ @ \$25.00 \$ _____
GOVERNORS' LUNCHEON (SATURDAY) _____ @ \$25.00 \$ _____
PRESIDENTS' LUNCHEON (SATURDAY) _____ @ \$25.00 \$ _____
OPEN LUNCHEON (SATURDAY): _____ @ \$25.00 \$ _____
For Luncheons, Choose One:
☐ Hoagie Sandwich
☐ Cajun Grilled Steak Salad
BANQUET (SATURDAY) Choose One: _____ @ \$55.00 \$ _____
☐ Mrs. Knott's Fried Chicken Dinner
☐ Sliced NY Strip Loin Dinner
BRUNCH (SUNDAY) _____ @ \$35.00 \$ _____
TOTAL AMOUNT PAID: _____ \$ _____

SPECIAL DIETARY REQUEST: ☐ VEGETARIAN ☐ OTHER: _____

MAKE CHECKS PAYABLE TO: OCLSA 2018 FEBRUARY CONFERENCE
SEND TO: ORANGE COUNTY LEGAL SECRETARIES ASSOCIATION
P.O. BOX 28391, SANTA ANA, CA 92799

FOR INFORMATION CONTACT:
CONFERENCE CHAIR - BARBARA BARREGAR; (949) 285-5271; OCLSA2018Conf@gmail.com
RESERVATION CHAIR - DEBORAH SCHMIDT, CCLS; (949) 432-6608; OCLSA2018Register@yahoo.com

Visit our Facebook Page for Conference Information and Updates at www.Facebook.com/OCLSA

20 | THE LEGAL SECRETARY



STAR SPANGLED CELEBRATION
 HOSTED BY
 ORANGE COUNTY LEGAL SECRETARIES ASSOCIATION
 FEBRUARY 23-25, 2018
 LSI THIRD QUARTERLY CONFERENCE
 HOTEL REGISTRATION INFORMATION

**Knott's
BERRY FARM®**
7675 Crescent Avenue
Buena Park, Calif. 90620


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

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

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

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

FOR INFORMATION CONTACT:
 CONFERENCE CHAIR – BARBARA BARREGAR; (949) 285-5271; OCLSA2018Conf@gmail.com
 RESERVATION CHAIR – DEBORAH SCHMIDT, CCL; (949) 432-6608; OCLSA2018Register@yahoo.com
 Visit our Facebook Page for Conference Information and Updates at www.Facebook.com/OCLSA



NOVEMBER 2017 | 21

Breakfast with SCCoLPA's Executive Committee and Chairpersons

Have you ever thought about running for a SCCoLPA board position? Or how about a chairmanship position? Nominations and elections are held each year in the spring, so now is the time to start thinking about stepping outside your box and trying something new! You have seen in our newsletters and at our meetings all the great work our officers and chairmen have done throughout the year. Yes, it's a volunteer position and requires some extra time to add to your schedule, but if you talk to any officer or chairman, they will tell you that it's totally worth it!

After the holidays, your Executive Committee and Chairpersons plan to host a breakfast at Flames so that all members will have a chance to come and learn what it's like to volunteer for a position on the board or as a committee chairman. As you can see from the reports each officer and chairman gives each month, as well as all the photos taken at our events, we work hard, but at the same time we have so much fun and we're all great friends!

If you are interested in volunteering, please think about joining us for breakfast. Date and details will be provided soon. Why not try something new?!?!



Order in the Court

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

What is a Statute of Limitations?

In almost every kind of legal action, criminal and civil, statutes of limitations have been established in order to ensure speedy resolution of cases. These vary from state to state and by severity of the crime, but are typically set as one, three, five, or seven years. Without these statutes, courts would be gridlocked with lawsuits dating back decades. It is a not uncommon misconception, however, that these statutes extend to more serious crimes, such as murder, rape, and kidnapping, and that if a perpetrator is not arrested, tried, and convicted within a set period of time, they are free from prosecution. This is not true. If new evidence is found linking them to a murder, no matter how far in the past it occurred, they can be prosecuted. However, in some other less severe criminal cases, statutes of limitation do exist and are viewed as "acts of grace" on the part of the government, a surrendering of the right to prosecute.



Becoming a CCLS

~by Vivian Shreve, CCLS ~

I have been in the legal field for my whole life - literally! My step-father was a criminal defense attorney and my mother was his office manager, so I have quite literally grown up in the legal field.

I've worked in the areas of criminal law, bankruptcy, insurance defense, unlawful detainer, family law, civil litigation, patent prosecution, and ultimately IP and securities litigation, which I've been doing for the last 9 years. I've always had a good bit of confidence in my ability and my skill set. But a few years ago, I heard about something called the California Certified Legal Secretary exam. I started doing some research and thought "Shoot, I've been in this field my whole life; I should be able to do this!" Then I talked to a former secretary in my office, who happened to be a CCLS. She encouraged me to go for it and told me about the study groups. So, I started really considering it. I joined Santa Clara County LPA, admittedly so I could get the benefit of the discount on the study materials and exam. Once I got the materials and started to study, I questioned myself and thought "WHAT HAVE I GOTTEN MYSELF INTO?!" But, alas, it was too late to turn back now. You see, in all of my excitement about the exam, I told everyone at work that I was studying and that I'd be taking the exam. I was actually able to get my employer to agree to reimburse me for the materials and exam fees if I was able to pass. NO PRESSURE, right?

So, I studied. I studied flash cards at lunch time; I attended the online study group every week; I read all of the materials; I studied the Gregg Reference Manual; I had people quiz me; and I had the attorneys in my office spouting all kinds of legal terminology at me. For 12 weeks, if I had a free minute, I was doing something related to the exam.

Now here it is, EXAM DAY! To know me is to know that I am one of the world's great sleepers. I love to sleep in on Saturdays - but not this Saturday. I was up early and driving from San Jose to Burlingame so I could be sure to be there by no later than 7:30 for the 8:00 start time. After the first section was done, I called my husband and told him I'd be back up in Burlingame for the next test session because I thought there was no way I was going to pass. I finished the exam and on my drive home, really not having any idea how I did on the exam, I felt so completely worn out, but at the same time I was somehow invigorated. I knew I had done all I could to prepare myself and I had done all I could on the exam. And not only that, but I felt that I had taken a huge step in trying to advance my career.

The next several weeks were excruciating for me. I checked my email every chance I got - morning, noon, night - waiting for the results. So finally, just before Thanksgiving, I'd been at a food sort at the local food bank, sorting apples and oranges all morning. Upon returning home and checking my email, there it was - CCLS CERTIFYING BOARD. The results were in. I started to shake and I could actually feel the blood racing through my veins. I was so excited, so nervous, so anxious. I open the email and the first word I saw was CONGRATULATIONS. I screamed! My husband and kids came running in to see what was wrong. They found me jumping all over the house screaming "I did it! I did it! I passed!" They never had any doubt. I emailed my bosses and told them. They also never had any doubt. I think I was the only person who ever had any doubts. I jumped around so much that I ended up hurting my sciatica and ended up in the emergency room.

Since taking and passing the exam, my career has been completely different. I got a huge amount of respect from my coworkers, bosses and colleagues. I have been getting better raises and bonuses. I get to travel with my attorneys for trial, which I love doing. I have much more responsibility in my office and have become a go-to person when people have questions or need help with projects. I've been asked to assist with interviewing candidates and training new hires. Not to mention the fact that before even getting my results, I was asked to run the study group for the next sitting of the exam. I became the CCLS Chair for Santa Clara County LPA and am very proud to say that everyone that studied with me in the study groups has also passed the exam. At the same time, I also became the Continuing Education Committee Chair, which is a position I never thought I'd be ready for. But we've had

some very successful workshops.

To sum it all up, the CCLS exam was by far the hardest thing I've ever had to study for. I often tell people it is the hardest exam a non-attorney professional will ever have to take. It is like studying for the LSATs or the Bar exam. But passing it has made it all worth it. My confidence level has skyrocketed. The respect that I get from my employer and co-workers has been amazing. And the opportunities that it has opened up for me have been incredible. And I've gotten more job offers than I can count. In this day and age, knowing that you are a little more marketable goes a long way. I'm not worried about my job here right now, but I've survived several rounds of layoffs. Having the CCLS helps me to know that if something should happen and I lose my job here, I know that I can go elsewhere and have no problem finding another job. And having the CCLS after your name looks great on your résumé!

CCLS Monthly Quiz

~~~~~

Are you interested in attaining your California Certified Legal Secretary certification? Certification is achieved by passing a comprehensive full-day examination. Candidates are tested in California legal procedures, legal terminology, performance skills, reasoning and ethics, law office administration, ability to communicate effectively, and legal computations. A minimum of two years' experience is required. Continuing legal education requirements must be met for recertification.

Each month we will present a mini "mock" quiz to give you a sense of what the exam covers. The exam is administered twice a year, in March and September and is given in various locations throughout the state. If you are interested in applying to sit for the next exam, which is scheduled to take place on March 17, 2018, please fill out an exam application, which can be found on SCCoLPA's website, or LSI's website at [www.lsi.org](http://www.lsi.org).

### ABILITY TO COMMUNICATE

1. We have ordered a six- \_\_\_\_\_ meal for our wedding banquet.  
(a) coarse  
(b) course
2. What is the best way for us to \_\_\_\_\_?  
(a) precede  
(b) proceed
3. Tomorrow is the last day to \_\_\_\_\_ the company funds.  
(a) disburse  
(b) disperse
4. Unfortunately, their stories do not \_\_\_\_\_.  
(a) gibe  
(b) jibe
5. Ms. Baker is a member of the town \_\_\_\_\_.  
(a) counsel  
(b) council
6. I have been afraid of \_\_\_\_\_ since I was a child.  
(a) lightning  
(b) lightening
7. \_\_\_\_\_ always late for class.  
(a) Your  
(b) You're



8. Being happy is my \_\_\_\_\_ goal in life.  
 (a) principle  
 (b) principal
9. I am \_\_\_\_\_ happy with my new job..  
 (a) quiet  
 (b) quite
10. Last week I worked \_\_\_\_\_ too hard.  
 (a) too  
 (b) to

**ANSWER KEY:**

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



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**  
**Southern California**

(Select one)

☐

**Saturday, September 16, 2017**  
**Saturday, March 17, 2018**

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

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

**Personal Information**

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

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

Last 4 digits of SSN: \_\_\_\_\_ Email: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

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

Name of Local LSI Association: \_\_\_\_\_

**Employment Information**

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

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_  
 (name and address)

Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Summary of Duties: \_\_\_\_\_

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

Date: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

\*Fees subject to change without notice.  
 Rev. February 2017

\*Fees subject to change without notice.  
Rev. February 2017

Applicant Signature

## Legal Procedures - The Latest Updates

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

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

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

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

## Coming Soon!

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

**Coming up:** Attend our "Ethics for Everyone" workshop on Saturday, January 20, 2018, featuring return guest speaker Diane Mecca. Light breakfast and lunch will be served. Four hours of CLE credit will be provided.

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



## Membership in SCCoLPA - Spread The Word!

Attention all members - thank you for renewing your membership with Santa Clara County Legal Professionals Association! By now you should have received the new password for the "Members Only" section of our website ([www.sccolpa.org](http://www.sccolpa.org)). Please take a few minutes to review the association's monthly financial reports, Governor's reports, minutes of monthly membership meetings, and more.

Please encourage your co-workers, colleagues, and friends to join SCCoLPA today!



## SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

### 2017-2018 MEMBERSHIP/RENEWAL APPLICATION

Please make checks payable to: SCCOLPA  
Send to: SCCoLPA Treasurer  
P.O. Box 90509  
San Jose, CA 95109-3627

|                                      |                                                     |
|--------------------------------------|-----------------------------------------------------|
| Member's Name _____                  | *Title: <i>(Examples at bottom of page)</i> _____   |
| Residence Address _____              | Business Name _____                                 |
| Residence City and Zip Code _____    | Business Address _____                              |
| Residence Telephone Number _____     | Business City/State/Zip Code _____                  |
| Residence Fax Number _____           | Business Telephone Number/Business Fax Number _____ |
| E-Mail Address (Home) _____          | E-Mail Address (Work) _____                         |
| PREFERRED E-MAIL: <i>(Check One)</i> | Field of Law _____                                  |
| Residence: _____ Business: _____     |                                                     |
| Birthdate: _____                     | Year I became a member of SCCoLPA: _____            |
| Month/ Day                           | How many years with SCCoLPA? _____                  |

If accepted as a member, I agree to be bound by the bylaws and standing rules of Legal Secretaries, Incorporated, and/or the local association, whichever are applicable to which I hereby apply for membership, including the following Code of Ethics:

*"It shall be the duty of each member of Legal Secretaries, Incorporated and/or Santa Clara County Legal Professionals Association, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence, and diplomacy, in accordance with the highest standards of professional conduct. (Dedicated to the memory of Joan M. Moore, FLS, CCLS, LSI President 1980-1982)"*

|                              |                             |
|------------------------------|-----------------------------|
| Applicant's Signature: _____ | Date: _____                 |
| Sponsor: _____               | Application Approved: _____ |

\*Title: *(Your Title/Certification in the Legal Field - EXAMPLES: CCLP California Certified Legal Secretary; PLP Professional Legal Secretary; CLA Certified Legal Assistant; (DLS) Paralegal; Legal Assistant; Notary Public; Office Manager, etc.)*

Application/Renewal Form 2017-2018

### MEMBERSHIP DUES<sup>1</sup>

PLEASE CHECK THE APPROPRIATE BOX(ES) BELOW

|                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> ACTIVE MEMBER (\$55.00 - New Member)                                                                                          |
| <input type="checkbox"/> ACTIVE MEMBER (\$45.00 - Renewing Member)                                                                                     |
| <input type="checkbox"/> ASSOCIATE/STUDENT MEMBER (\$35.00 - New Member) <i>(Students, please attach proof of enrollment to this application)</i>      |
| <input type="checkbox"/> ASSOCIATE/STUDENT MEMBER (\$25.00 - Renewing Member) <i>(Students, please attach proof of enrollment to this application)</i> |
| RETIRED MEMBER: <input type="checkbox"/> A (\$20.00) <input type="checkbox"/> B (\$0.00)                                                               |
| DISABLED MEMBER: <input type="checkbox"/> A (\$20.00) <input type="checkbox"/> B (\$0.00)                                                              |
| <input type="checkbox"/> LIFE MEMBER <i>(If a life member desires to retain active membership status, full payment of dues is required)</i>            |

### MEMBERSHIP CATEGORIES

**Active Member:** Dues for an Active Member of this Association shall be \$25.00 per year, plus \$20.00 per capita tax to LSI for total of \$45.00, following payment the first year of \$55.00 which includes a one-time only \$10.00 initiation fee.

**Associate Member:** Candidates with less than one year in a law-related environment, or enrolled in an academic program involved in legal studies and not employed in the legal field.

Dues for an Associate Member of this Association shall be \$25.00 per year, following payment the first year of \$35.00 which includes a one-time only \$10.00 initiation fee.

Associate Membership as defined in the By-laws shall include any student enrolled in a certified educational program recognized by this Association.



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

<sup>2</sup> A \$3.00 processing fee will be applied to all online payments (PayPal) to cover fees. Renew online at [www.sccolpa.org](http://www.sccolpa.org).

Application/Renewal Form 2017-2018

## Help Wanted - Current Employment Opportunities

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

Our Employment Chair, Elena Schneider, CCLS, has been busy this month collecting and posting new job openings for positions such as legal assistants, legal secretaries, administrative assistants, and more, for many of the top firms in Santa Clara County. Go to our website ([www.sccolpa.org](http://www.sccolpa.org)) and check it out!



## Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:

**Janet Brewer - December 1**  
**Lauri Avila - December 2**  
**Roberta Dangan, CCLS - December 2**  
**Ana Moran - December 10**  
**Holly Miller - December 25**  
**Wendy Alvarez, CCLS - December 26**  
**Linda Neuman - December 28**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>LSI</b><br><i>Educating California's<br/>Legal Support Professionals</i>                                                                                                                                                                                                                                                                        | <b>BEGINNING LEGAL SECRETARIAL<br/>TRAINING CLASS</b> |
| <p>LSI will be offering its Beginning Legal Secretarial Training Class online. This class will be an eight-week, work-at-your-own-pace online session commencing January 8 and ending March 5, 2018. During the classes, the following topics will be covered:</p>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| Introduction to the Law Office<br>Duties of the Legal Secretary<br>Effective Telephone Skills<br>Effective Oral Communication Skills<br>Calendaring and Timetables<br>Basic Grammar Skills<br>Transcription and Proofreading Techniques<br>Court Structure<br>Citations                                                                                                                                                                                                                                                                                                                                                                                               | Service of Legal Documents<br>Preparing a Proper Caption<br>Preparation of Documents Filed with the Court<br>Basics of Civil Litigation Interrogatories<br>Demand for Production of Documents<br>Requests for Admissions<br>Depositions/Deposition Subpoenas<br>Demand for Physical Examinations<br>Discovery Timelines, Service and Verifications |                                                       |
| <p align="center"><b>CLASS SESSION OPENS ON MONDAY, JANUARY 8, 2018</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| <p>Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| <p>The cost of the training class, which includes the Legal Secretary's Reference Guide, is \$180 for LSI members/\$250 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.</p>                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| <p align="center"><b>BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION</b><br/>(Please type or print clearly)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| Name: _____ Email: _____<br>Address: _____<br>City/Zip: _____ Telephone: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| \$180 LSI Member _____ Association: _____ LSA/LPA<br>\$250 Non-LSI Member _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| Payment: Check # _____ (made payable to LSI)<br>(Note: Checks must clear before books will be mailed and may cause a delay in access to the class.)<br>Name on Card: _____<br>Visa/MC Credit Card # _____<br>Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| <p>Email registration form NO LATER THAN January 3, 2018, to LSI Legal Professional Training/ Seminar Chair, <a href="mailto:training@lsi.org">training@lsi.org</a> or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at <a href="http://www.lsi.org">www.lsi.org</a> with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email <a href="mailto:training@lsi.org">training@lsi.org</a>. No refunds after January 8, 2018. OCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.</p> |                                                                                                                                                                                                                                                                                                                                                    |                                                       |
| <p align="center"><i>LSI – Educating California's Legal Professionals</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                    |                                                       |



### Legal Specialization Sections Lunch & Learn Webinar

## THE VALUE OF LEGAL SECRETARIES IN THE MARKET TODAY

Presented By: Kate Hewitt, Robert Half Legal

December 7, 2017, 12-1 pm

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

| All Legal Specialization<br>Section Members                      | LSI / Local Association<br>Member                                | Non-LSI Member or<br>Attorney                                    |
|------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| Free with Advanced<br>Reservations<br>\$5 After December 1, 2017 | \$10 with Advanced<br>Reservation<br>\$15 After December 1, 2017 | \$15 with Advanced<br>Reservation<br>\$20 After December 1, 2017 |
| <input type="checkbox"/>                                         | <input type="checkbox"/>                                         | <input type="checkbox"/>                                         |

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

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

CCLS Certificate Requested: ☐ Yes ☐ No

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



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

**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: [reinehina@gmail.com](mailto:reinehina@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 1 hour of CCLS credit. There will be no CLE offered for this event.*

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 BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  | <p>LEGAL SECRETARIES, INCORPORATED</p> <p><b>CCLS ON-LINE STUDY GROUP</b></p> <p>JANUARY 7, 2018 – MARCH 11, 2018</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|                                                                                     | <p>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 <i>CCLS Information Kit</i> on LSI website for a description of the sections of the exam).</p> <p>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.</p> <p style="text-align: center;"><b>*** NEW ***</b></p> <p><b>Individual modules for each section of the CCLS Study Group are now available!</b></p> <p>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.</p> <p style="background-color: yellow;">Reminder – all material is intended for individual use only, and not for local association study groups.</p> <p>Students will be provided with homework and handouts. <b>Students are responsible for providing their own <i>Law Office Procedures Manual</i>, <i>The Gregg Reference Manual</i> (11th Ed.), <i>California Style Manual</i> (4th Ed.), and <i>Pocket Guide to Legal Ethics</i>, NO LATER THAN the start of the classes.</b> Students are also encouraged to have the CCLS Study Guide.</p> <p><small>**All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LSI's website.</small></p> |                                                                                       |
| <p><b>CCLS STUDY GROUP REGISTRATION</b></p> <p>(Please type or print clearly)</p>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |



| CCLS STUDY GROUP REGISTRATION<br>(Please type or print clearly)                                                                                                                                                                                                                                                                                                                                                                 |                                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------|
| Name: _____                                                                                                                                                                                                                                                                                                                                                                                                                     | Association: _____ LSA/LPA               |                          |
| Phone: _____                                                                                                                                                                                                                                                                                                                                                                                                                    | Email: _____                             |                          |
| <b>10-Week Study Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                     |                                          |                          |
| First time participation: _____ \$100 Members                                                                                                                                                                                                                                                                                                                                                                                   | _____ \$150 Non-Member                   |                          |
| Subsequent participation: _____ \$ 50 Members                                                                                                                                                                                                                                                                                                                                                                                   | _____ \$ 75 Non-Members                  |                          |
| <b>Individual Modules:</b> (\$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: _____                                                                                                                                                                                                                                                                                                                                                                                         |                                          |                          |
| <b>DEADLINE TO REGISTER IS DECEMBER 22, 2017.</b> 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 <a href="mailto:lsiccls@outlook.com">lsiccls@outlook.com</a> (with credit card information). You may also pay via PayPal at <a href="http://www.lsi.org">www.lsi.org</a> . <b>NO REFUNDS AFTER JANUARY 2, 2018.</b> |                                          |                          |
| <i>STRIVE FOR SUCCESS – BE A CCLS!</i>                                                                                                                                                                                                                                                                                                                                                                                          |                                          |                          |

## LEGAL SPECIALIZATION SECTIONS 2017-2018 Membership Form

MAY 1, 2017 - APRIL 30, 2018

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

**JOIN OR RENEW AT [WWW.LSI.ORG](http://WWW.LSI.ORG)**  
PAY VIA CREDIT CARD OR PAYPAL

### SECTIONS

(Circle which sections you are joining)

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

### LSI Member Rates:

Individual Section: \$20  
All Six Sections: \$75

### Non-LSI Member Rates:

Individual Section: \$40  
All Six Sections: \$150

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

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

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

LSI Member, Local Association/MAL: \_\_\_\_\_

Legal Specialty(ies): \_\_\_\_\_

Counties/Courts: \_\_\_\_\_

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

**Dawn R. Forgeur, CCLS  
LSS Coordinator**

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Sacramento, CA 95814

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





Alameda County  
Legal Secretaries Association  
Presents  
2017 Holiday Tea  
Dunsmuir Hellman Historic Estate



Bring your Family, Friends and Co-Workers  
All are Invited to Attend

Holiday High Tea and Mansion Tour

Saturday, December 9, 2017

11:30 AM

\$50 per person

Please RSVP to Donna Day at [dday@nixonpeabody.com](mailto:dday@nixonpeabody.com)  
Payments can be made by check payable to "ACLSA"  
Credit cards by Venmo - Lydia-Smith-18



*San Francisco Legal Professionals Association*

*Would like to invite you to our 2017*

*Holiday Happy Hour!*

*Date: Thursday, December 7, 2017*

*Time: 600pm to 8:00pm*

**Time: 600pm to 8:00pm**

**Place: Conference Center @201 California St, Ste.250**

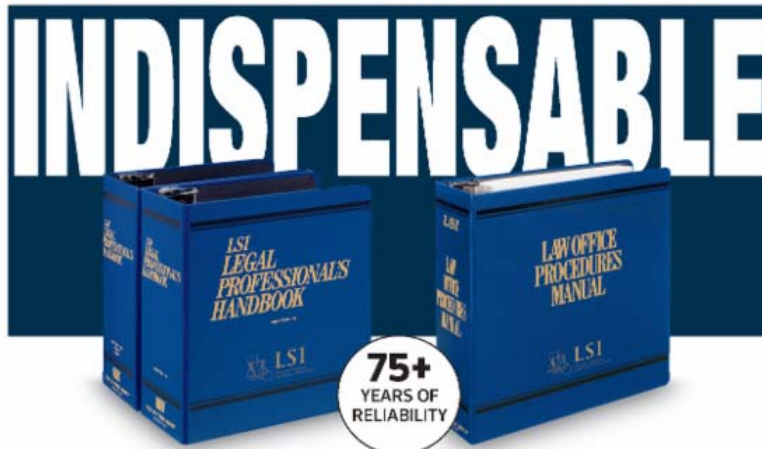
**Cost: Members –Free**

**Non-members - \$10.00**

**RSVP: No later than Monday, December 4, 2018**

**Come celebrate the holidays with us with music, drinks and appetizers. It's going to be a great time!**

**Cheers!**



### 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!

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## Supporting Your Commitment to Pro Bono

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

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

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

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

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

### Make the most of your pro bono budget

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

### About Esquire Deposition Solutions

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

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

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## Volunteers Needed!

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

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

We always want to hear from you! If you have any ideas or suggestions as to how we can make our association the best in the state, please reach out to a member of the Executive Committee. The board meets on the first Tuesday of every month, and anyone is welcome to attend. Your Executive Officers for 2017-2018 are:

President  
Vice President - Membership  
Vice President - Marketing  
Executive Secretary

Elise Dresser, CCLS  
Shannon Quigley  
Sheryl Boardman  
M'Liss Bounds

Treasurer  
Governor  
Executive Advisor  
Parliamentarian  
CEC Coordinator

April Ignaitis, CCLS  
Linda Neuman  
Rod Cardinale, Jr.  
Elena Schneider, CCLS  
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.

Santa Clara County Legal Professionals Association, P.O. Box 90509, San Jose, CA 95109

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