



THE ADVANCE SHEET SCCoLPA's News & Events January 2018

Greetings SCCoLPA Members:

Happy New Year and welcome to 2018! I hope you all enjoyed the holiday season with family and friends. As the new year begins, I want to take this opportunity to thank all of you for your continued support in Santa Clara County Legal Professionals Association. Your Executive Committee and Chairmen are already busy at work planning and coming up with fresh new activities and events that we hope you all will be interested in attending this year, so together, let's all welcome 2018 and look forward to a year full of education, fun, networking, and friendship!

Onward and upward to a host of new events in 2018. Here's a brief look at what to expect in the next few months:

- **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. Get your tickets now!!
- **February 13, 2018:** February Monthly Membership Meeting - "Changes in the Law - 2018" with Susan Kalra

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

As your President for the last year and a half, my ongoing theme has been to "try something new." It's been a pleasure to see some SCCoLPA members stepping outside their comfort zone and volunteering for an officer or chair position, and then watching them grow and flourish in those positions. I truly believe that volunteering keeps you active and adds meaning to your life. It allows you to meet new people, socialize, and gain new skills. Let's face it, it feels good to help others!

So, along those lines, SCCoLPA needs YOU! 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. On **Saturday, February 3, 2018**, you are all invited to a **FREE** brunch at Flames starting at 10:00 a.m. and meet SCCoLPA's current board members and committee chairs. You'll get a chance to learn about the various positions, what each officer/chair does for the association, and ask questions as well. Volunteering always asks you to add a little bit more to your already busy schedule, but after meeting our officers and chairs, you will find out that it is totally worth it! We hope you plan to join us on **February 3** and try something new!

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

speakers for our monthly meetings and educational workshops.

I look forward to seeing you all in the New Year and celebrate what I'm sure will be another great year!

With very best wishes,

Elise Dresser, CCLS
President



UPCOMING MONTHLY MEETINGS

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, grant deeds, birth and death certificates, notary certificates, fictitious business name documents, real estate forms, and much more? Learn what the

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

**"Recordable Documents
Preparation for Recording and
Understanding the Process"**

Guest Speakers:
Gina Alconceles, 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.

Register and pay via PayPal on our "Events" page at sccalpa.sccclerk.com or email at saacson@sanclerk.com. **NOTE: Please put "SCCLPA Reservation" in the title of your email. Make checks payable to "SCCLPA." Cash or checks accepted at the door. **No refunds if reservation is cancelled within 24 hours of the event.** To cancel within 24 hours, please contact the association.**

Tuesday, January 9, 2018

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

Flames Eatery & Bar
60 B. Fourth Street, San Jose, CA 95113
(408) 971-1900
+ validated parking at the adjoining 4th Street Garage.

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

This activity has been approved for continuing legal education credit by the State Bar of California for the purpose of 1.5 CLE hours, of which 0.45 hours will apply to legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or achievement of law. SCCLPA 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 continuing legal education.

UPCOMING EVENTS

November 14, 2017	Monthly Membership Meeting, 4:00pm in the Court of Appeal and Supreme Court
December 12, 2017	SCCLPA's Annual Holiday Party
January 20, 2018	Winter Quarterly Educational Workshop: Ethics for Everyone (4 hour program)

Recorder's Office handles, the services that are provided, and the process involved in getting your documents properly filed.

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.

Monthly Membership Meeting February 13, 2018

Changes in the Law for 2018

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

Register and pay via PayPal at www.sccolpa.org, or RSVP via email at reservations.sccolpa@gmail.com. Cash or checks accepted at the door.

No refunds will be issued if your reservation is canceled within 24 hours of the event. A \$3 convenience fee will be added for PayPal/credit card payments.

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

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

Guest Speaker:
Susan Kalra, Paralegal
Mahamed IP Law LLP

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

Tuesday, February 13, 2018

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

Flanigan's Eatery & Bar
88 S. Fourth Street, San Jose, CA 95113
(408) 871-1800
Valet parking at the adjoining 4th Street Garage.

COST
\$30.00 (dinner, dessert & CLE credit)
\$50.00 (CLE credit only)
Free (no dinner or CLE credit)

UPCOMING EVENTS
January 9, 2018 January Monthly Membership Meeting - How to Properly File at the Recorder's Office
January 26, 2018 Winter Quarterly Educational Workshop: Ethics for Everyone (1 hour program)
February 16, 2018 SCCAP's 8th Annual Crab Feed - Quilten Community Center, Cupertino. Tickets on sale now!

December 2017 Highlights



**December Monthly
Membership Meeting
December 12, 2017**

Happy Holidays!

Santa Clara County Legal

Professionals Association held its December general membership

meeting on December 12, 2017 at Flames Eatery & Bar in downtown San Jose, and after dispensing with the business portion of the meeting in short order, celebrated the season with its annual holiday party!

SCCoLPA was truly honored to present its annual holiday donations to two local non-profit organizations, Unity Care Group and City Team House of Grace. M'Liss Bounds introduced

Rachel Sjobek from City Team, and Vivian Shreve, CCLS, introduced Danny Gilmore from Unity Care. Both Rachel and Danny shared heartwarming videos of what each organization does and how they help those in need in our local community.

Our holiday party was jam-packed with fun activities, including a Christmas word search game, Christmas Bingo, White Reindeer gift exchange, and cookie exchange! Thanks to Sheryl Boardman and Elena Schneider for emcee'ing all the activities - we sure had a great time! Rounding out the evening we had a special visit from none other than the Big Guy himself - thank you to Santa (Tim Shreve) for distributing cheer and special gifts to all our members!



White Reindeer gift exchange



SCCoLPA members ready to celebrate the season!



M'Liss Bounds and Rachel Sjobek



Vivian Shreve and Danny Gilmore



Cookies!



Ugly sweater contest - great entries!



Santa Claus and Mrs. Claus - thanks Vivian and Tim Shreve!



Santa and April Ignaitis, CCLS



Mrs. Claus and her elves (Shannon Quigley, Vivian Shreve, CCLS, and Elena Schneider, CCLS)



Santa and his helpers!

UPCOMING EDUCATIONAL WORKSHOP

Ethics for Everyone
Saturday, 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. A light breakfast and lunch will be provided.

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

UPCOMING EVENTS

Free Brunch with SCCoLPA's Executive Committee and Chairpersons

Saturday, February 3, 2018
10:00 a.m.

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!

On **Saturday, February 3, 2018**, your Executive Committee and Chairpersons invite you to a **FREE** brunch at Flames Eatery & Bar, 88 S. Fourth Street, San Jose, starting at 10:00 a.m. We would like you to have a chance to come and learn what it's like to

volunteer for a position on the board or as a committee chairman. You'll get a chance to find out what each officer and chair does as volunteers for the association and ask questions to see if it's something you might like to try out. 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!

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 brunch. Why not try something new?!?!



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
LIVE DJ
DANCING

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

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

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

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

For more information, contact Rod Cardinale, Jr.: sccolpa-crabfeed@gmail.com
 Order tickets online at Eventbrite: <http://sccolpa-crabfeed.eventbrite.com>
 Or on the SCColPA website: <http://www.sccolpa.org/Events>

A portion of the proceeds to benefit our local community projects

Member in the Spotlight - January 2018

~ by Shannon Quigley, Vice President of Membership

Virginia Hernandez

I am proud to announce that our first Spotlight Member for 2018 is Virginia Hernandez! She has two (2) daughters, four (4) grandchildren and all of their names start with a "Z"! Virginia's daughters are 12 years apart. Virginia is the oldest of six (6) and has twin sisters who are 12 years younger than her. When she was younger, the older kids from the neighborhood would put on singing shows for the smaller kids and charge them a penny to watch. They had costumes and a stage and would practice for days. They went all out to do their performances.

Virginia stated that she "just kind of fell into it" when asked how she got her start as a legal professional. She took typing and business classes in high school. She received a \$2500.00 Grant and decided to attend Heald College. She chose the Legal Secretary course and received her legal secretary certificate. She worked part time for a defense workers' compensation firm while she attended school and then stayed



on full time when she graduated. Virginia then worked at the Boccardo Law firm handling plaintiffs' workers' compensation and stayed there for 17 years. She then made her move to Wilson Sonsini Goodrich & Rosati and has been there 18 years.

She said she is motivated by being busy, accomplishing something and enjoys the work. A day in her shoes goes like this: Her job is a day to day thing, what was important yesterday might not be so important today! She usually starts her day with checking emails. She gets requests like finding documents and providing copies ASAP or to reserve a conference room for a meeting that day and get security clearance for those attending the meeting. She receives continuous emails to do this or that (which could be as simple as printing documents to finding emails, making binders or travel arrangements). The interruptions are constant on busy days and the unimportant day to day stuff being put off until the next day. She pulls documents from the courts' dockets and saves them to their system. Sometimes she is notified that day that she has a court filing or filings, as has been the case of late, and she spends the day focused on completing that task. She submits invoices for payment, routes letters and filings to the teams she belongs to and edits and creates pleadings and letters for the attorneys. She enters time when it is due and basically can spend the day running around feeling like she has accomplished nothing but by day's end, most of what she's been asked to do is done.

Since joining SCCoLPA, Virginia has gained the courage to step out of her comfort zone to start interacting with others and finds that our meeting topics are interesting and she is learning new things, meeting new people and enjoying being "out" during the week.

Congratulations Virginia for being selected as SCCoLPA's Member in the Spotlight!

GOVERNOR'S CORNER

~ by Linda Neuman, SCCoLPA Governor ~

Tis the season to be jolly!

When I began writing this article, myself and the rest of the world were knee-deep in holiday preparations. Frantically trying to figure out what gift to get the children on their list who want everything and also trying to get something for Grandma, who doesn't want anything, and has everything.

What happened to just enjoying the holiday season and not worrying about all the craziness that goes with it? What happened to that special time of year when family and friends just get together and enjoy a meal and take in the wonderful decorations? Maybe, because in my personal life things have slowed down a bit I have had a chance to actually stop and smell the roses. And those roses DO smell nice!!

I know everyone lives VERY busy and hectic lives and it is hard to add another activity to your "to do list." But why not start out small, join the Officers and Chairmen of SCCoLPA at the upcoming breakfast where you will have an opportunity to meet the individuals who keep this wonderful Association running smoothly. This will be a time where you can ask any questions you might have as well as get the 411 on what it takes to be a part of what we call SCCoLPA.

Stand back, don't feel the pressure of a hectic life, get into the spirit of things, and place that ornament on the SCCoLPA tree and watch the beauty, fun and friendship take over.

Wishing you the Happiest Holiday Season ever!!!!

Until next time.....

Linda Neuman, the proud Governor of SCCoLPA

Order in the Court

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

What is the Exclusionary Rule?

This rule says that evidence obtained by illegal search or interrogation is inadmissible at trial. An illegal search is one that is made without a warrant and/or when no grounds exist for seizure of a suspect without a warrant. An illegal interrogation violates the Miranda Rule - set by *Miranda v. Arizona*, a 1966 Supreme Court decision - which protects anyone in police custody by assuring they know that they have to right to remain silent, that anything they say can and will be used against them at trial, that they have the right to have an attorney present during interrogation, and that if they cannot afford an attorney, a public defender will be appointed for them.

CCLS Monthly Quiz

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

Each month we will present a mini "mock" quiz to give you a sense of what the exam covers. The exam is administered twice a year, in March and September and is given in various locations throughout the state. If you are interested in applying to sit for the next exam, 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).

### DOCKETING TERMINOLOGY

1. Every day on the calendar, which includes weekends and holidays.
2. A statute prescribing the period of time within which an action must be brought.
3. An application made to the court requesting a specific order or action.
4. The days in which the court is actually open for business.
5. A meeting of counsel and parties before a judge to determine if a settlement can be reached before trial.
6. Date by which a pleading or document must be filed and served.
7. A record of time in which shows recorded time, place, and date pertinent to cases at issue, or the act of making such a record of time.
8. A formal statement of intention, or informing of the pendency of an action.
9. To void.
10. An order requiring the parties to appear to give evidence as to whether a requested order should be granted.

### ANSWER KEY:

1. Calendar days

2. Statute of limitations
3. Motion
4. Court days
5. Mandatory settlement conference
6. Due date
7. Calendar
8. Notice
9. Vacate
10. Order to show cause



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)

(Select one)

☐

**Northern California**

☐

**Saturday, September 16, 2017**

☐

**Southern California**

☐

**Saturday, March 17, 2018**

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

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

#### Personal Information

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

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

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

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

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

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

#### Employment Information

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

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

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

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

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

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

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

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

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

## Legal Procedures - The Latest Updates

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

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

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



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

### Changes to California Rules:

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

Key changes are:

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

2017 Summary of Court -Related Legislation

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

Text of new and amended California Rules of Court

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

List of new and revised Judicial Council Forms

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

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

## 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: _____            |
| Monthly/ 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, PLS, CCLS, LSI President 1980-1982)"*

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

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

\*Title: *(Your Title/Certifications in the Legal Field - EXAMPLES: CCLS California Certified Legal Secretary; PLS Professional Legal Secretary; CLSA Certified Legal Assistant; (JD) J 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

☐ ACTIVE MEMBER (\$55.00 - New Member)

☐ ACTIVE MEMBER (\$45.00 - Renewing Member)

☐ ASSOCIATE/STUDENT MEMBER (\$35.00 - New Member) *(Students, please attach proof of enrollment to this application)*

☐ ASSOCIATE/STUDENT MEMBER (\$25.00 - Renewing Member) *(Students, please attach proof of enrollment to this application)*

☐ RETIRED MEMBER: ☐ A (\$20.00) ☐ B (\$0.00)

☐ DISABLED MEMBER: ☐ A (\$20.00) ☐ B (\$0.00)

☐ LIFE MEMBER *(If a life member desires to retain active membership status, full payment of dues is required)*

### MEMBERSHIP CATEGORIES

#### Active Member:

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

#### Associate Member:

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

Dues for an Associate Member of this Association shall be \$25.00 per year, following

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Associate Member:</b> | <p>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.</p> <p>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.</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.<br/>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.<br/>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:

**Maichi Hoang - January 4**  
**Denise Aki-Valles - January 12**  
**Amanda Profitt - January 12**  
**Jessica Picone - January 18**  
**Audrey Orlando - January 20**  
**Cozima Constantine - January 20**  
**Lori Lovelace-Jones, CCLS - January 24**  
**Teresa Gallardo - January 25**  
**Angela Corona Torres - January 27**  
**Susan Husher - January 29**



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

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



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

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

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



NOVEMBER 2017 | 21



**BEGINNING LEGAL SECRETARIAL  
TRAINING CLASS**

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:

|                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**CLASS SESSION OPENS ON MONDAY, JANUARY 8, 2018**

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

The 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.

---

**BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION**  
 (Please type or print clearly)

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

(Please type or print clearly)



Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

\$180 LSI Member \_\_\_\_\_ Association: \_\_\_\_\_ LSA/LPA  
 \$250 Non-LSI Member \_\_\_\_\_

Payment: Check # \_\_\_\_\_ (made payable to LSI)  
 (Note: Checks must clear before books will be mailed and may cause a delay in access to the class.)  
 Name on Card: \_\_\_\_\_  
 Visa/MC Credit Card # \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ 3-digit CVV No.: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email registration form NO LATER THAN January 3, 2018, to LSI Legal Professional Training/ Seminar Chair, [training@lsi.org](mailto:training@lsi.org) or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at [www.lsi.org](http://www.lsi.org) with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email [training@lsi.org](mailto:training@lsi.org). No refunds after January 8, 2018. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.

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

 **LEGAL SECRETARIES, INCORPORATED** 

**CCLS ON-LINE STUDY GROUP**  
 JANUARY 7, 2018 – MARCH 11, 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 DECEMBER 22, 2017.** Send registration to Terrie Quinton, CCLS, LSI CCLS Chair, c/o Duckor Spradling Metzger & Wynne, 101 W. Broadway, Ste. 1700, San Diego, CA 92101 or email [lsiccls@outlook.com](mailto:lsiccls@outlook.com) (with credit card information). You may also pay via PayPal at [www.lsi.org](http://www.lsi.org). **NO REFUNDS AFTER JANUARY 2, 2018.**

**STRIVE FOR SUCCESS – BE A CCLS!**

**Legal Specialization Sections  
 Lunch & Learn Webinar**



California Business Bar Association

## CALIFORNIA BUSINESS RECORD SUBPOENAS, INCLUDING NOTICE TO CONSUMERS AND CUSTODIAN DECLARATIONS

Presented By: Jim Ayer of Titan Legal Services

January 18, 2018, 12-1 pm

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

| 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 January 8, 2018<br><br><input type="checkbox"/> | \$10 with Advanced<br>Reservation<br>\$15 After January 8, 2018<br><br><input type="checkbox"/> | \$15 with Advanced<br>Reservation<br>\$20 After January 8, 2018<br><br><input type="checkbox"/> |

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

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

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

CLE Certificate Requested: ☐ CCLS -- ☐ Paralegal -- ☐ Attorney [Bar No. \_\_\_\_\_]  
 Payment: ☐ Check (made payable to LSI) ☐ Credit Card or PayPal Available at [www.lsi.org](http://www.lsi.org)

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

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

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

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

### LEGAL SPECIALIZATION SECTIONS SEMINARS

February 24, 2018

Knott's Berry Farm Hotel

7675 Crescent Ave., Buena Park, CA 90620



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

| <b>LSS MEMBER</b><br>Free with Advanced Reservations<br>\$5 at the Door/After Deadline -- Handout Only: \$5                                                                                                                                                                                                                                                    | <b>NON-LSS MEMBER</b><br>\$15 with Advanced Reservation<br>\$20 at the Door/After Deadline -- Handout Only: \$15                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Saturday, February 24, 2018, 11:00 a.m. to 12:00 p.m.</b>                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u><b>Criminal and Family Law</b></u><br><br><b>50/50 Custody Orders and Related Issues</b><br>William Spiller, Jr., Esq.<br>Law Offices of William Spiller, Jr.<br><br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER               | <u><b>Civil Litigation</b></u><br><br><b>Motions from Staff's Perspective</b><br>Dennis Nakata, E-Discovery Project Coordinator<br>Rutan & Tucker, LLP<br><br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER                                                                                  |
| <b>Saturday, February 24, 2018, 3:00 p.m. to 4:00 p.m.</b>                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u><b>Law Office Administration</b></u><br><br><b>Employment Law Updates for 2018</b><br>Jonathan Fraser Light, Esq.<br>LightGabler<br><br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER                                            | <u><b>Specialty Law</b></u><br><br><b>The Changing Role of Legal Secretaries in Insurance Defense Litigation - How to Adapt and Become an Indispensable Team Member</b><br>Lisa J. McMains, Esq.<br>Bassett, Discoe, McMains & Kargozar<br><br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER |
| <b>Saturday, February 24, 2018, 4:30 p.m. to 5:30 p.m.</b>                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u><b>Probate and Estate Planning</b></u><br><br><b>Elder Law: Conservatorships</b><br>Christina McGonigle, Esq., CELA<br>Mary Telford, Paralegal<br>McGonigle & Hunsaker, LLP<br><br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER | <u><b>Federal Law</b></u><br><br><b>Appeals</b><br>Cynthia J. Mascio, ACP<br>Atkinson, Anderson, Loya, Ruud & Romo<br><br><input type="checkbox"/> I WILL ATTEND OR <input type="checkbox"/> HANDOUT ONLY<br><input type="checkbox"/> SECTION MEMBER - <input type="checkbox"/> NON-SECTION MEMBER                                                                                                                      |

Name: \_\_\_\_\_ ☐ CCLS ☐ Paralegal ☐ PLS

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

Local LSI Association (if applicable): \_\_\_\_\_

LSI 01 01 01




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

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

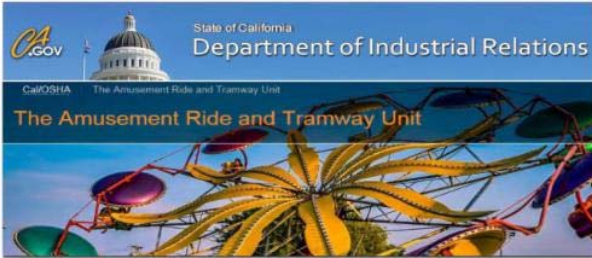
If paying by check, make payable to LSI and send to: Dawn R. Forgeur, CCLS, LSS Coordinator  
 500 Capitol Mall, Suite 1600  
 Sacramento, CA 95814

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




## The Continuing Education Council

PROUDLY PRESENTS



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



## AMUSEMENT PARKS

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

**FRIDAY, FEBRUARY 23, 2018\***  
 5:15 p.m. to 6:15 p.m.

\*\*\*\*\*

KNOTT'S BERRY FARM HOTEL

Email reservations to: J. Cori Mandy, CCLS  
 jemandy5@gmail.com  
 619-515-3256 or 619-954-3603

\*Seminar is free with a paid conference registration

Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1.0 hour.



LEGAL SECRETARIES, INCORPORATED  
 CALIFORNIA CERTIFIED LEGAL SECRETARY

## WORKSHOP REGISTRATION FORM

### “CCLS Mini-Mock Exam”

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



Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

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

REGISTRATION DEADLINE: February 21, 2018

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address/City/State: \_\_\_\_\_  
 Phone (Work): \_\_\_\_\_ Local Assn.: \_\_\_\_\_ LPA/LSA

Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 101 W. Broadway, Ste. 1700, San Diego, CA 92101, or by email to [quinton@dmw.com](mailto:quinton@dmw.com).

CCLS CREDIT WILL NOT BE GIVEN FOR THIS WORKSHOP

## LEGAL SPECIALIZATION SECTIONS 2017-2018 Membership Form

MAY 1, 2017 - APRIL 30, 2018

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

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

### SECTIONS

(circle which sections you are joining)

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

### LSI Member Rates:

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

### Non-LSI Member Rates:

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

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

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

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

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

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

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

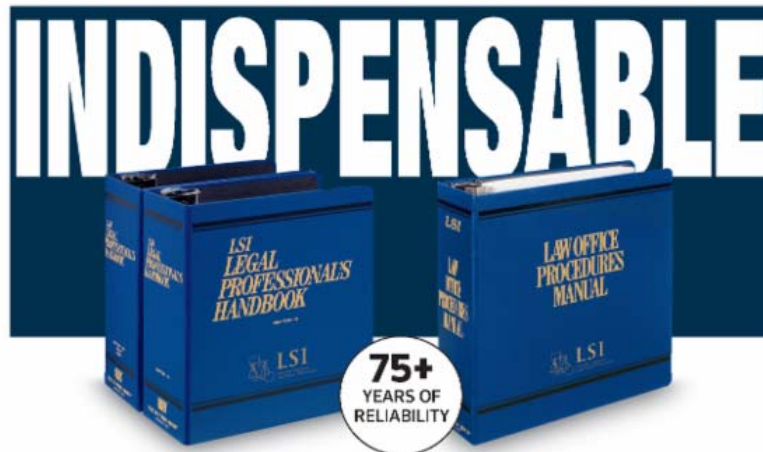
Newsletters are emailed to members. If you would like to opt out, please email the LSS Coordinator.

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

c/o Stael Rivas LLP  
 500 Capital Mall, Ste. 1800  
 Sacramento, CA 95814

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





### 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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PUBLISHED BY

**TRG THE RUTTER GROUP**

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## 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.

#### 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.

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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.

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#### *About Esquire Deposition Solutions*

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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 [elisedresser@gmail.com](mailto:elisedresser@gmail.com).

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

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

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



## Code of Ethics

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

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

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