



THE ADVANCE SHEET

SCCoLPA's News & Events

June 2017

Dear SCCoLPA Members:

Greetings! Well, here we are ready for summer to start and to enjoy all the good things it brings us. The first part of the year has really flown by, and we all know how quickly summer goes by. I hope you all have a fun and safe season. If you don't have summer adventures on your calendar as of yet, be sure you check out our calendar of events - we have some great events planned for you over the summer months, and we will wrap it up with a huge workshop that you won't want to miss at the end of August!

In this issue of The Advance Sheet, we have a lot of information to share, along with some important dates for your calendar:

- * **June 17, 2017:** SCCoLPA's annual summer BBQ, to be held once again at LSI Treasurer and SCCoLPA Executive Advisor Rod Cardinale's house. In appreciation of your support, the BBQ is FREE for all members. Join us for a fun afternoon which includes a delicious BBQ, silent auction, and dessert contest!
- * **July 20, 2017:** SCCoLPA's first annual Bunco Night! Come one, come all, and join in on a fun, easy-to-play dice game, to be held at McManis Faulkner in San Jose. Appetizers and "mocktails" will be served. Prizes will be awarded to winners *and* losers!
- * **August 5, 2017:** Come out to the ballgame for some great BBQ and fun! Once again this summer, SCCoLPA will be at Municipal Stadium as the San Jose Giants take on the Inland Empire 66ers. Game time is at 6:00 p.m. - stick around and after the game enjoy the fireworks show!
- * **August 24, 2017:** As summer comes to a close, SCCoLPA is extremely pleased to present one of its best workshops ever! We are fortunate to have four experts in the field of e-discovery present "E-Discovery: Navigating & Managing E-Discovery in the Law Office." This is a workshop that many members have requested, and our

panel will help you take the stress out of building better e-discovery practices in your law firm. Registration will open shortly. Invite your entire office to this workshop - it's geared for everyone, including legal assistants, legal secretaries, paralegals, and attorneys.

Additional information on all these events can be found in this newsletter.

Calling all volunteers! As you all know, SCCoLPA has the honor of hosting LSI's 2nd Quarterly Conference in November 2018. The conference will be held at the Silver Legacy Resort in Reno, NV the weekend of November 9-11, 2018 and we're so excited to start planning! That being said, we have formed a Conference Committee to get the ball rolling, and we need YOUR help! If you are interested in volunteering on the Conference Committee, step on up! Please contact me at endresser@gmail.com for more information.

Membership in SCCoLPA continues to grow every year, and 2017-2018 will be no exception. SCCoLPA is currently the third largest association in the state, and we hope to keep attracting new members from the local legal community, be they students, legal secretaries, legal assistants, paralegals, attorneys, and legal support professionals. We need your help, so encourage your co-workers, peers, friends, bosses, and vendors to join our association!

Our mission this year is to continue to encourage members to step outside their box and try something new. I encourage each and every one of you to contact a board member and see how you can become involved in this great association.

As a reminder, "The Advance Sheet" will be distributed monthly in an online format right here via Constant Contact. Please feel free to share the newsletter with your co-workers, colleagues, and employers, and encourage them to join our association! Please also remember to "like" our Facebook page (<https://www.facebook.com/SCCoLPA>) to view all upcoming events, as well as to see what we've been up to lately.

With very best wishes,

Elise Dresser, CCLS
President

Upcoming Monthly Meetings



Monthly Membership Meeting June 13, 2017

SCCoLPA invites you to its June 13, 2017 monthly membership meeting and is pleased to present "Unlawful Detainer

"Unlawful Detainer Laws – What Everyone Needs to Know"

Guest Speaker:
Todd B. Rothbard, Esq.

What is an unlawful detainer action? Join us as Attorney Todd Rothbard explains the process of preparing and serving pre-eviction notices, three-day notices, the differences between commercial and residential actions, and when and how the notices should be served.

Register and pay via PayPal on our "Upcoming Events" page at www.sccolpa.org. Or RSVP via email at reservations.sccolpa@gmail.com. NOTE: Please put SCCOLPA Reservation in the title of your email. Make checks payable to "SCCOLPA." Cash or checks accepted at the door.

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

This activity has been approved for continuing legal education credit by the State Bar of California to the amount of 0.5 hours, of which 0.0 hours will apply to legal ethics. Use practice in management, prevention, detection, and treatment of substance abuse, and resolution of disputes, or alternatives of law. SCCOLPA certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing continuing legal education. CLE credit will be offered to the amount of 0.5 hours.

UPCOMING EVENTS

June 17, 2017 7th Annual Meeting CLE 8:00 – FREE TO ALL SCCOLPA MEMBERS!!
July 11, 2017 Dinner Meeting – "Getting a Job – From Resume to Interview"
August 3, 2017 San Jose State – "St. George's Island Experience"

Laws - What Everyone Needs to Know," presented by Attorney Todd B. Rothbard. Join us as Mr. Rothbard will discuss unlawful detainer procedures, the process of preparing and serving pre-eviction notices, three-day notices, and when and how notices should be served. E-filing unlawful detainer actions in Santa Clara County will become **mandatory** at the end of June, so this is a program you won't want to miss!

Members will also be voting at the June membership meeting on the proposed SCCOLPA budget for the 2017-2018 fiscal year.

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 July 11, 2017

Are you currently looking for a job in the legal field? Do you need a helping hand polishing up your resume? If you need tips on how to freshen up your resume, create a perfect cover letter, and how to present yourself at an interview, join us at our July 11, 2017 membership meeting. We are pleased to present Elisabetta Fabiani, Esq., Manager at Robert Half Legal in Palo Alto as our guest speaker for July. Bring your resume to the meeting and Ms. Fabiani will assist you to make it perfect before you send it to prospective employers!

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

Santa Clara County Legal Professionals Association
July 2017 Dinner Meeting

"Getting a Job – From Resume to Interview"

Guest Speaker:
Elisabetta Fabiani, Esq.

Are you currently looking for a job in the legal field? Do you need tips on how to polish up your resume, create a perfect cover letter, and how to present yourself at an interview? Join us as Elisabetta Fabiani, Manager at Robert Half Legal-Palo Alto, will help get you started. Bring your resume to the meeting, and Elisabetta will assist you in making it perfect!

Tuesday, July 11, 2017

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

Planes Eatery & Bar
66 S. Fourth Street, San Jose, CA 95113
408-971-1960 • valet parking at the 4th Street parking garage

COST
\$35.00 (dinner, dessert & CCLS credit)
\$30.00 (CCLS credit; no dinner)
Free (no dinner or CCLS credit)

Register and pay via PayPal on our "Upcoming Events" page at www.sccolpa.org. Or RSVP via email at reservations.sccolpa@gmail.com. NOTE: Please put SCCOLPA Reservation in the title of your email. Make checks payable to "SCCOLPA." Cash or checks accepted at the door.

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

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UPCOMING EVENTS

June 17, 2017 7th Annual Meeting CLE 8:00 – FREE TO ALL SCCOLPA MEMBERS!!
July 11, 2017 Dinner Meeting – "Getting a Job – From Resume to Interview"
August 3, 2017 San Jose State – "St. George's Island Experience"

Monthly Membership Meeting August 8, 2017

Your professional image is one of your most valuable personal resources. And as a legal professional, you want to succeed in today's world by developing and refining your professional presence. Join us on August 8, 2017 as Serena Miller, Esq. will help you learn how to recognize the accepted rules of business etiquette and how your communication style affects your image and credibility, the ins and outs of dressing appropriately, and how to deal effectively with difficult people and difficult situations.

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
August 2017 Dinner Meeting

Professional Presence Defined

Professional Presence in Law Firms: How to Make Your Image Shine!

Guest Speaker: **Serena Miller, Esq.**
Western Systems Group/Coach & Fellow

Your professional image is one of your most valuable personal resources. And as a legal professional, you want to succeed in today's world by developing and refining your professional presence. This program will help you learn how to recognize the accepted rules of business etiquette and how your communication style affects your image and credibility, the ins and outs of dressing appropriately, and how to deal effectively with difficult people and difficult situations. Join us as our guest speaker, Serena Miller, Esq., will guide you through these issues and help you gain skill and confidence in how you present yourself in a professional setting.

Register and pay via PayPal on our "Upcoming Events" page at www.sccolpa.org or RSVP via email at reservations.sccolpa@gmail.com. Please put "SCCLPA Reservation" in the title of your email. Make checks payable to "SCCLPA". Cash or checks accepted at the door.

No refunds (reservation is canceled within 24 hours of the event). "C" certificate for credit for CLE/credit card payment.

Tuesday, August 8, 2017

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

Flames Eatery & Bar
68 S. Fourth Street, San Jose, CA 95113
(408) 271-1560 • valet parking at the 4th Street parking garage.

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

This activity has been approved for minimum continuing legal education credit by the State Bar of California to the amount of 1.5 hours, of which 0.5 hours will apply to legal ethics, law practice management, presentation, instruction, and treatment of substance abuse and emotional distress, or education of law. "CCLPA" certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education. CLE credit will be offered to the amount of 1.5 hours.

UPCOMING EVENTS

June 27, 2017 7th Annual Marilyn O'Brien - FREE TO ALL SCCOLPA MEMBERS!
July 12, 2017 Dinner Meeting - "Taking a Job - From Interview to Interview"
August 5, 2017 San Jose Clients - "Hi Clients & Island Empire Blues"

May 2017 Highlights



May Monthly Membership Meeting May 9, 2017

Santa Clara County Legal Professionals Association held its May membership meeting on May 9, 2017 at Gordon Biersch in downtown San Jose, and was pleased to have Kevin Nowack, Esq., present "Taking a Murder Case to Trial." Mr. Nowack's

presentation was lively and informative as he discussed handling death penalty cases and gang-related cases, and also talked about matters relating to preparing for criminal defense trials. SCCoLPA also honored two Members in the Spotlight: April's Spotlight Member Kiwi Le, CCLS, and May's Spotlight Member Sheryl Boardman. Congratulations ladies! We are honored and proud to have you both as members of our association.



Vice President of Membership Shannon Quigley giving her report.



SCCoLPA's Member in the Spotlight for April, Kiwi Le, CCLS and Shannon Quigley



*SCCoLPA's Member in the Spotlight for May,
Sheryl Boardman, and Shannon Quigley*



Guest Speaker Kevin Nowack, Esq.



Christina Hall, CCLS and Kevin Nowack, Esq..

LSI's 83rd Annual Conference May 18-21, 2017 Doubletree Hotel, Modesto, CA

Team SCCoLPA returned home last week from LSI's 83rd Annual Conference, held at the Doubletree Hotel in Modesto. And what a weekend it was! So much went on that our Governor Linda Neuman's report will be split between two issues. In this issue, Linda will cover the highlights of the weekend, and in next month's issue you'll hear all about the business portion of the conference. Without further ado, here is Linda's report!

LSI's 83rd Annual Conference was held May 18-21, 2017 at the Doubletree Hotel, Modesto, California, hosted by Stanislaus County LPA. The theme for the weekend was "Cruisin' to Conference Graffiti Style." Needless to say, we saw a lot of Pink Lady jackets, poodle skirts and polka dot dresses all weekend long!!!

Attending and representing SCCoLPA were: Rod Cardinale, Jr. LSI Treasurer and SCCoLPA Executive Advisor; Kiwi Le, CCLS, PRC Assistant Editor; Elise

Dresser, CCLS, CCLS Certifying Board Chairman, Delegate and SCCoLPA President; April Ignaitis, CCLS, Certifying Board Member and SCCoLPA Treasurer; Vivian Shreve, CCLS, CCLS Certifying Board Member and SCCoLPA CEC Coordinator; SCCoLPA Vice President of Membership and Alternate Delegate Shannon Quigley; SCCoLPA Vice President of Marketing and Alternate Delegate Sheryl Boardman; SCCoLPA Executive Secretary and Delegate M'Liss Bounds; Acting Official Registrar and SCCoLPA Governor Linda Neuman; Alternate Delegate Elizabeth Cameron, CCLS; SCCoLPA Advertising Chairman Christina Hall, CCLS; LSI Past President and SCCoLPA member Brooke Mansfield; and SCCoLPA member Tressa Jacobson, CCLS. We were 13 strong. **Go Team SCCoLPA!!**

Delegates and members hit the ground running on Friday, May 19. The day was filled with Officer/Chairmen workshops, visiting the vendor room, checking out the History Book/Scrapbook and Bulletin Contest entries and attending luncheons. Believe it or not, these were only the morning activities!!!!

The afternoon was filled with LSS workshops. We had our choice of workshops from the Criminal and Family Law Section, Law Office Administration Section, Civil Litigation Section and Probate/Estate Planning Section. We ended the busy day joining at a "Sock Hop" reception, with a slider/chili bar and an American Graffiti trivia contest. Everyone seemed to be "Cruisin' in Style."

On Saturday, May 20, the Pre-Annual Conference Board of Governors meeting commenced at 8:03 a.m. LSI Executive Secretary Lynne Prescott, CCLS called the roll. There were 28 Governors/Governors Pro Tem present, which constituted a quorum.

The minutes from the February 2017 Board of Governors Meeting were approved as distributed.

LSI Executive Secretary Lynne Prescott, CCLS read the Resume of the Executive Committee Meeting which was held on May 18, 2017.

LSI President Jennifer L. Page, CCLS asked for questions or comments on the Resume of the Executive Committee. All of the items previously mentioned under the Governors lunch were discussed in front of the members present at the Pre-Annual Conference Board of Governors Meeting.

There were three proposed bylaw amendments which, if adopted, would change the name of the Legal Secretarial Training/Seminar to the Legal Professional Training/ Seminar. These bylaw amendments required a 2/3 standing vote. All three bylaw amendments were adopted.

Report of Ad Hoc Committee regarding student membership: Kristi Edwards, CCLS, Cyndee Saucedo, CCLS, and Mae Chester, CCLS presented their oral report: 21 responses to the student member survey were received from local associations. 22 local associations currently have a student member category and 24 local associations have an associate member category. Following

review of the responses and a conference call with legal counsel, the ad hoc committee recommended that (1) LSI offer a student membership category with a projected commencement date of May 1, 2018. Student members would not be eligible for an LSI scholarship. (2) the Governors be allowed time to review the recommendation of the ad hoc committee and that it be tabled to the August 2017 Quarterly Conference. Further information will be provided to the Governors to disseminate to their members and will be discussed further by the Governors in August. The recommendation was adopted.

With no further business to come before the Governors, the Pre-Annual Board of Governors Meeting was adjourned at 8:53 a.m. to the Post-Annual Board of Governors Meeting on Sunday, May 21, 2017 at the Double Tree Hotel, Modesto.

Members of SCCoLPA were SUPER excited to attend the CCLS Luncheon Saturday afternoon, where the newest CCLS's were introduced and honored by CCLS Chair Terrie Quinton, CCLS, as well as the CCLS Certifying Board. Honored at the luncheon were (Our Very Own) Christina Hall, CCLS and (Our Very Own) Kiwi Le, CCLS. We are so PROUD of these two ladies!!!!

On Saturday evening, the delegation was welcomed to the banquet by a very special Master of Ceremonies . . . Elvis!

LSI Vice President Heather Edwards presented this year's Golda J. Cooper **Chapter Achievement** contest awards to:

. . . drum roll . . .

Group A (0-15 members): Conejo Valley LPA - 13,050 points

Group B (16-30 members): Placer County LPA - 13,300 points

Group C (31-45 members): Stanislaus County LPA - 37,275 points

Group D (46- 65 members): San Fernando Valley LSA - 33,225 points

Group E (66- 150 members): (Our Very Own) Santa Clara County LPA - 43,500 points! WOO HOO!!

Group F (over 150 members): San Diego LSA - 52,750 points

Elise Dresser, CCLS, Chair of the California Certified Legal Secretary Board, presented this year's new CCLSs with their CCLS certificates.

LSI President Jennifer L. Page, CCLS presented the President's Award to Diane Mecca, in recognition of her outstanding contribution and dedication to LSI this past year.

On Sunday morning, Janice Williams, President of Stanislaus County LPA,

introduced guest speaker the Honorable Ruben A. Villalobos, Stanislaus County Superior Court Judge, who gave a wonderful speech about his humble beginnings, his pursuit of law because of the TV show "LA Law" and how grateful he is to his and other legal support staff.

Installation of 2016-2017 LSI Officers:

LSI Honorary Member Don Lee served as Installing Officer and LSI Past President Lorraine M. Bettencourt, PLS (2006-2008), served as Installing Marshal. The theme for the installation was flowers, which ultimately made a lovely bouquet. The following Officers were installed for 2017-2018:

President: Jennifer L. Page, CCLS, Marin County LPA [Rose]
Vice President: Heather Edwards, San Fernando County LSA [Carnation]
Executive Secretary: Lynne Prescott, CCLS, Sacramento LSA [Violet]
Treasurer: Rod Cardinale, Jr. ["Delicate" Daisy]

The Post-Annual Conference Board of Governors Meeting commenced at 11:03 a.m. LSI Executive Secretary Lynne Prescott, CCLS called role. There were 28 Governors/Governors Pro Tem present, which constituted a quorum.

Under new business, LSI Treasurer (Our Very Own) Rod Cardinale, Jr. read the proposed budget for 2017-2018. Rod moved to adopt the proposed budget for 2017-2018, and the budget was adopted as presented.

There were only one bid each for hosting the February 2019 Conference and August 2019 Conference, so the bids were accepted. The February 2019 Conference will be held at the Viejas Casino and Resort in San Diego, CA. The date will be 02/22-02/24, projected scrip ticket will be \$150.00 and room rates are projected at \$167.63. The August 2019 Quarterly Conference will be held at the Hilton Glendale in Burbank, CA. The date will be 08/15-08/18, projected scrip ticket will be \$182.00 and the room rates are projected at \$175.00.

With no further business to come before the Governors and Governors Pro Tem, the Post-Annual Conference Board of Governors Meeting was adjourned at 11:52 a.m.

The 2017 First Quarterly Conference Board of Governors Meeting will be held August 18-20, 2017 at the Stockton Hilton, hosted by Stockton-San Joaquin County LPA.

. . . Stay tuned next month for a summary of the General Assembly of Delegates and Reports of LSI Officers and Chairmen . . .

Linda Neuman, Proud Governor of SCCoLPA



Team SCCoLPA and friends!



SCCoLPA Members and Conference Attendees Tressa Jacobsen, CCLS; Christina Hall, CCLS; Kiwi Le, CCLS; Elizabeth Cameron, CCLS. That's a lot of CCLS's at one table!



*Team SCCoLPA
aka The Pink Ladies!*



Elise Dresser, CCLS; LSI Treasurer Rod Cardinale, Jr.; Linda Neuman; April Ignaitis, CCLS; Christina Hall, CCLS



Congratulations to the CCLS Class of 2016-2017! SCCoLPA was proud to honor its very own Christina Hall, CCLS and Kiwi Le, CCLS



Team SCCoLPA celebrating at the CCLS Luncheon: Christina Hall, CCLS; Elizabeth Cameron, CCLS; Kiwi Le, CCLS; April Ignaitis, CCLS; Elise Dresser, CCLS; Linda Neuman, Vivian Shreve, CCLS; M'Liss Bounds; Shannon Quigley, Rod Cardinale, Jr.



SCCoLPA's CCLS Chair Vivian Shreve, CCLS so proud of her students and new CCLS's Christina Hall, CCLS and Kiwi Le, CCLS



First place in Group E for Chapter Achievement goes to SCCoLPA! Our very own Governor Linda Neuman was SO excited to accept the ribbon!



LSI's Executive Committee 2017-2018:

Left to right: LSI Treasurer Rod Cardinale, Jr.; LSI Executive Secretary Lynne Prescott, CCLS; LSI Vice President Heather Edwards; LSI President Jennifer Page, CCLS. Congratulations!

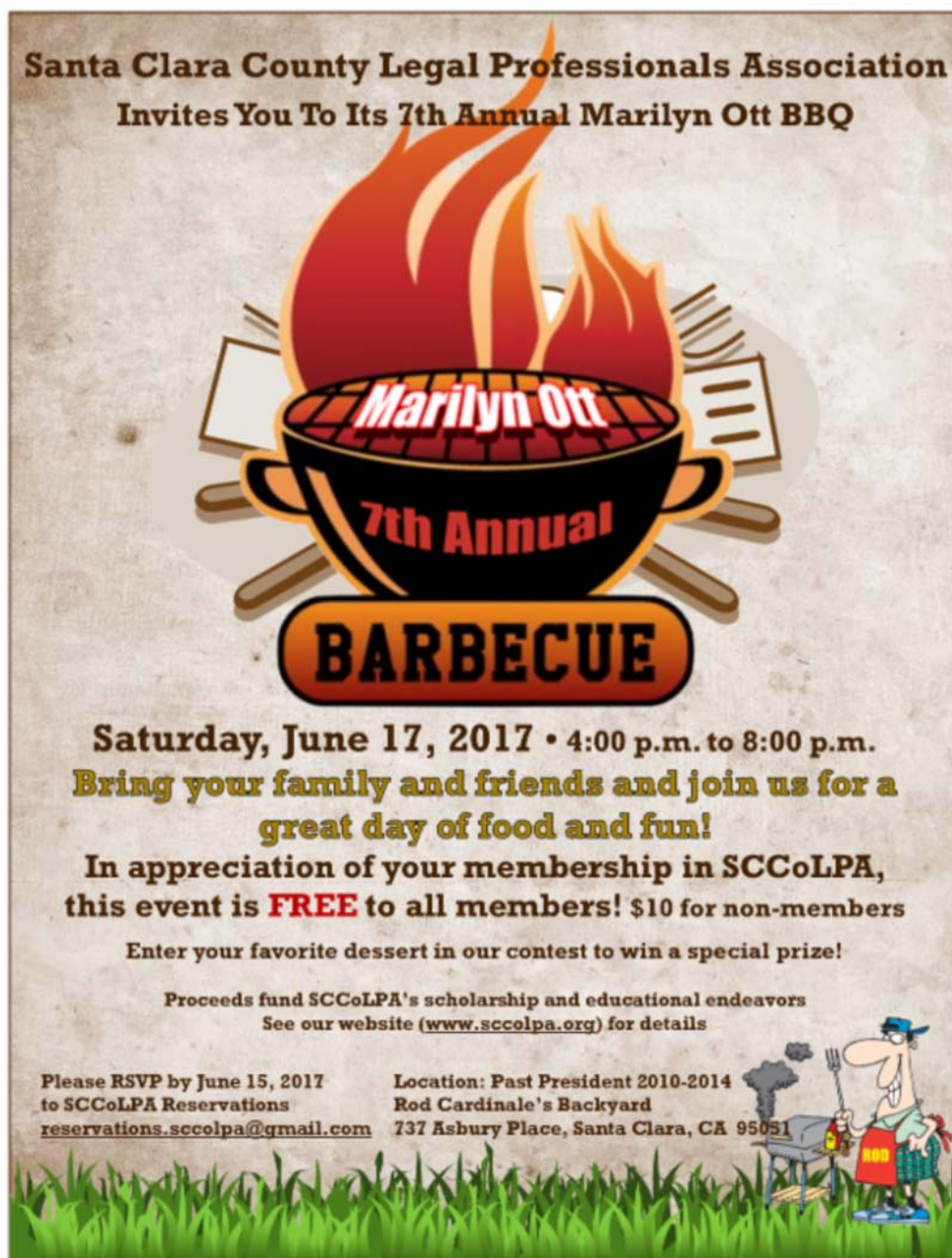
Part Two of Our Very Own Governor Linda Neuman's Annual Conference Report will be featured in the July issue of *The Advance Sheet*. Stay tuned!

UPCOMING EVENTS

SCCoLPA's 7th ANNUAL BBQ & MEMBERSHIP APPRECIATION DAY Saturday, June 17, 2017

Members, Family and Friends! On **June 17, 2017**, we hope you will join us for our 7th Annual Marilyn Ott BBQ & Membership Appreciation Day! This event is **FREE** to all SCCoLPA members. Yes, it's FREE! If you join us, you will also be eligible for our giveaway of a Kindle Fire. Bring a new member with you and your chances to win the Kindle go up! Be sure to check out the flyer below and

join us! The food will be provided by the board members, and Chef Rod will be grilling something delicious on the barbie for everyone. Bring something for our now famous dessert contest - the competition gets fiercer and fiercer each year, so bring your best dessert and take a chance to win the title "Best Dessert 2017." The winning dessert also comes with a special prize! The FREE BBQ is the board's way to show our appreciation for your membership and support. It is also a great way to get to know us all without the formality of a meeting or educational event. Did we mention that the BBQ is FREE? Join us on June 17!



Join Us For Our First Bunco Fundraiser!

July 20, 2017



Have you ever played Bunco? Ever wondered what Bunco is? It's an easy, fun, social dice game played with three dice in groups of four consisting of two teams. There are six rounds, progressing in order from one to six, where the number of the round serves as the target for that round's rolls. Within a round, players alternate turns rolling three dice, aiming to obtain the target number. Players gain one point for each die matching the target. If the player gets three-of-a-kind of the target number (a Bunco), they get 21 points. The round stops when a player at a head table obtains 21 points. After each round the winning team moves to the next table and change partners. Following three games (18 total rounds), cash prizes will be awarded to the person with the most Bunco's, the

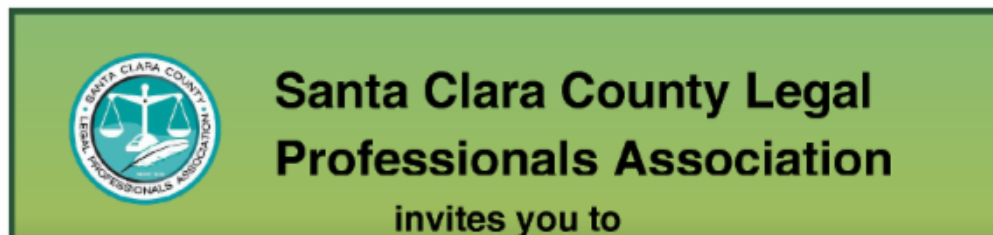
most Wins, and the most Loses.

Please join us on **Thursday, July 20, 2017** for our first Bunco fundraiser. It will be held at McManis Faulkner, 50 West San Fernando St., 10th Floor, San Jose starting at 6:30 p.m. There will be cash prizes, appetizers, mocktails, and door prizes, all for \$20.00!

Please come and join the fun. Everyone is welcome, members and non-members included. You do not need to be a member of our association or affiliated with the legal community. A flyer will be circulated shortly with registration information. If you have any questions please feel free to contact Sheryl Boardman at Sheryl.boardman@compexlegal.com.

SCCoLPA's Annual Summer Baseball Game August 5, 2017 San Jose Giants v. Inland Empire 66ers

Join us for a great day of fun in the sun!





Professional Association
invites you to

The San Jose Giants v. Inland Empire 66ers
Municipal Stadium, 588 East Alma Ave. San Jose, CA 95112




Saturday, August 5, 2017
Game Time: 6:00 p.m.
Tickets: \$50 Adults / \$30 Children

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

Make reservations and payment at
www.sccolpa.org
or contact Reservations Chair M'Liss Bounds,
reservations.sccolpa@gmail.com
Please contact Rod Cardinale, Jr. at
rodcardinalejr@sbcglobal.net if you have any
questions about the game/ticket purchase.

Please RSVP by July 27, 2017

WELCOME TO OUR NEW MEMBERS!

SCCoLPA extends a warm welcome to the following new members this month:

Carol Karwatt
Jessica Picone
Susan Van Norman
Timothy Willette

We hope to see you at our upcoming meetings, workshops, fundraising and networking events!

Member in the Spotlight

June 2017

Ana Cervantes

by Shannon Quigley, Vice President of Membership~

Allow me to introduce you to our June Spotlight Member, Ana Cervantes! Who knew that the youngest of four girls, who was raised by a single mother, would someday end up in the legal field!

Here are a couple of fun facts about Ana: She grew up riding horses in the Mexican rodeo and Spanish was her first language! She knew that being the youngest meant if she stood out from the pack, then people would take notice. She attributes that early lesson for giving her confidence in her life and the tools needed to enter each new social situation.



Ana's mom was a paralegal and began process serving right before she was born. After school, Ana would hop in the car and off she went with her mom to do the serves. She never dreamed it would become her career but after college, she worked with her mom and with that found her passion for the legal field.

Ana thrives on making people happy and assuring them that when they hear her name, they know she is trustworthy, passionate, caring, and dedicated. As a records clerk, she considers herself a "Jack of All Trades." She assists in scanning documents, making copies, stocking, and preparing binders for experts and the attorneys. She assists the secretaries and attorneys whenever needed and in any way possible. She provides backup for the front desk and assists in answering phones, greeting clients, and maintaining the firm calendar.

When asked how Santa Clara County Legal Professionals Association benefited her personally and professionally, she said that SCCoLPA has definitely broadened her horizons with her legal education through the various guest speakers and meeting more people within the field. She also gives thanks to SCCoLPA's job listing emails and noted that she just found herself a new job at McManis Faulkner! She said that McManis Faulkner is turning out to be an amazing place to work with great coworkers and the added benefit of the fattening food and treats!

In Ana's spare time, she said she is pretty laid back and enjoys watching the Giants while enjoying a good beer, spending time with her sisters and nieces, reading a good book, and napping.

Please join me in congratulating Ana on being our June Spotlight Member and when you get a chance, please also congratulate Ana on her new job at McManis Faulkner!

Order in the Court

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

What Does "Nolo Contendere" Mean?

Nolo contendere - from the Latin, "I will not contest it" - is a plea entered in a criminal case that means the defendant neither admits nor denies the charges. Nolo contendere (more commonly, "no contest") carries an implication of guilt because a sentence or fine can still be - and usually is - imposed on the defendant. The key distinction is that the defendant can be sentenced or fined only once under a nolo contendere plea and is thus spared civil action for the same offense. For this reason, "no contest," looking less stigmatizing than "guilty" in the press and on a criminal record, is a common plea in antitrust lawsuits (price-fixing, monopolies), the successful prosecution of which would in all likelihood lead to numerous follow-up civil cases. The nolo contendere plea is not allowed in all criminal cases. A defendant can make this plea only with the consent of the court, after due consideration by the parties involved and, ultimately, the best interests of the public.

CCLS Quiz

~By Vivian Shreve, CCLS, SCCoLPA CEC Chair~

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

Each month we will present a mini "mock" quiz to give you a sense of what the exam covers. The exam is administered twice a year, in March and September and is given in various locations throughout the state. If you are interested in applying to sit for the next exam, which is scheduled to take place on September 16, 2017, please fill out an exam application, which can be found on SCCoLPA's website, or LSI's website at www.lsi.org.

CCLS Quiz - Family Law

- A. Petition
- B. Judgment
- C. Modification
- D. Petitioner
- E. Child Support
- F. Family Support
- G. Injunctive Order
- H. Community Property
- I. Injunctive Declaration
- J. Order to Show Cause re Contempt
- K. Temporary Restraining Order
- L. Response
- M. Nullity
- N. Summons

O. Ex Parte

1. _____ Declaration made by a responding party who elects to contest an order to show cause.
2. _____ Order requiring a party to appear at a hearing and testify regarding whether or not a penalty should be imposed for failure to comply with an existing court order.
3. _____ Document filed to commence the dissolution of marriage.
4. _____ A writ of process issued by the clerk of the court.
5. _____ The party who initiates the dissolution of marriage.
6. _____ A proceeding to declare a marriage null from its inception.
7. _____ Money ordered by either party for the support and maintenance of children.
8. _____ Money paid pursuant to court order to or on behalf of a spouse and children.
9. _____ Property acquired by husband and wife during marriage.
10. _____ The official final decision of the court in a proceeding.
11. _____ Judicial remedy awarded for the purpose of requiring a party to refrain from doing a particular act or activity.
12. _____ Document presented to or an order granted by a judge without the opposing party's appearance.
13. _____ The respondent's reply to the petition.
14. _____ An order granted without hearing, demanding the preservation of the status quo until a hearing can be held to determine whether the injunctive relief requested is appropriate.
15. _____ A change in terms and conditions of an order.

Answer Key:

1. I
2. J
3. A
4. N
5. D
6. M
7. E
8. F
9. H
10. B
11. G
12. O
13. L
14. K
15. C

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 "eDiscovery" workshop on August 24, 2017. A four-member panel of experts will discuss topics such as the processing of e-discovery, document review and productions, collection of forensic data, cybersecurity matters and data privacy, and database hosting. 90 minutes of MCLE 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 - it's time to renew your membership with Santa Clara County Legal Professionals Association! Please take a moment and renew online at www.sccolpa.org or fill out the membership/renewal form and mail it to us with your membership dues. You can also pay online via PayPal/credit card. A \$3 processing fee will be charged for online payments.

The renewal period is from May 1, 2017 to May 31, 2017. Don't wait too long! A \$5 late fee will apply for renewals received after May 31, 2017. After you renew your membership, you will receive a new password for the "Members Only" section of the website, and in that section you can review the association's monthly financial reports, minutes of membership meetings, rosters, and conference reports. Please encourage your co-workers, colleagues, and friends to join SCCoLPA!



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 _____ Residence Address _____ Residence City and Zip Code _____ Residence Telephone Number _____ Residence Fax Number _____ E-Mail Address (Home) _____ PREFERRED E-MAIL: (Check One) Residence: _____ Business: _____ Birthdate: _____ Month/ Day	*Title: [Examples at bottom of page] _____ Business Name _____ Business Address _____ Business City/State/Zip Code _____ Business Telephone Number/Business Fax Number _____ E-Mail Address (Work) _____ Field of Law _____ Year I became a member of SCCoLPA: _____ 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/Certification in the Legal Field - EXAMPLES: CCLS California Certified Legal Secretary; PLS Professional Legal Secretary; CLA Certified Legal Assistant; (Or) Paralegal; Legal Assistant; History Public; Office Manager, etc.]

Application/Renewal Form 2017-2018

MEMBERSHIP DUES¹

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)

☐ 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:	<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>
Retired Member:	<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. B. More than 10 years in SCCoLPA, no payment.</p>
Disabled Member:	<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. B. More than 10 years in SCCoLPA, no payment.</p>
Life Member:	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.
Delinquent Dues:	<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>

² A \$3.00 processing fee will be applied to all online payments (PayPal) to cover fees. Renew online at www.sccolpa.org.

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) and check it out!



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 endresser@gmail.com.



Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:

Elizabeth Peyton - June 4
Yolande Glass - June 11
Courtenay Craig - June 15
Jessica Martinez - June 19
Shannon Quigley - June 20
Melissa Cardinale - June 23
Andrea Wince - June 23
Lucy Gonzales - June 26
Caroline Van de Pol - June 27
Kiwi Le - June 28
Theresa Wolkoff - June 30



 <p>LSI Educating California's Legal Support Professionals</p>	<p>BEGINNING LEGAL SECRETARIAL TRAINING CLASS</p>
<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 July 10 and ending September 4, 2017. During the classes, the following topics will be covered:</p>	
<p>Introduction to the Law Office Duties of the Legal Secretary Effective Telephone Skills Effective Oral Communication Skills Effective Written Communication Skills Calendaring and Timetables Basic Grammar Skills</p>	<p>Transcription and Proofreading Techniques Court Structure Citations Service of Legal Documents Preparing a Proper Caption Preparation of Documents Filed with the Court Basics of Civil Litigation</p>
<p>CLASS SESSION OPENS ON MONDAY, JULY 10, 2017</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 \$150 for LSI members/\$200 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.</p>	
<p>BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION (Please type or print clearly)</p>	
<p>Name: _____ Email: _____</p>	
<p>Address: _____</p>	
<p>City/Zip: _____ Telephone: _____</p>	
<p>\$150 LSI Member _____ Association: _____ LSA/LPA \$200 Non-LSI Member _____</p>	
<p>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: _____</p>	
<p>Email registration form NO LATER THAN July 5, 2017, to LSI Legal Professional Training/ Seminar Chair, 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 with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email training@lsi.org. No refunds after July 10, 2017. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.</p>	
<p>LSI – Educating California's Legal Professionals</p>	

 <p>LSI Educating California's Legal Support Professionals</p>	<p>LEGAL SECRETARIES, INCORPORATED</p>	
<p>CCLS ON-LINE STUDY GROUP</p>		
<p>JULY 11, 2017 – SEPTEMBER 12, 2017</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</p>		

JULY 11, 2017 – SEPTEMBER 12, 2017

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, including:

- California Legal Procedure (civil, family, probate, real estate, corporate)
- Legal Terminology (citations, terminology)
- Legal Computations (calendaring, math)
- Skills (proofreading, following directions)
- Ability to Communicate Effectively (grammar, punctuation, word usage)
- Law Office Administration (computers, filing)
- Reasoning & Ethics (ability to act reasonably and ethically)

Lectures and materials will be posted no later than 8 pm on Sundays. Students may complete the material at their convenience. Access information will be provided upon enrollment in the classes.

FIRST LECTURE WILL BE POSTED SUNDAY, JULY 9, 2017

The cost of the 10-week Study Group is \$100 for LSI members and \$125 for non-LSI members taking classes for first time; and \$50 for LSI members and \$75 for non-LSI members repeating. Each individual must register separately.

NEXT CCLS EXAM SATURDAY, SEPTEMBER 16, 2017

PLEASE NOTE THE SECOND EXAM OF THE YEAR IS NOW THE THIRD SATURDAY IN SEPTEMBER

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
 Address: _____
 Daytime Phone: _____ Evening Phone (during class time): _____
 Email (during class time): _____
 Payment: Check # _____ Credit Card # (Visa/MC only) _____
 Exp. Date: _____ Sec. Code: _____

DEADLINE TO REGISTER IS JUNE 30, 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 (with credit card information). You may also pay via PayPal at www.lsi.org. **NO REFUNDS AFTER JULY 5, 2017.**

STRIVE FOR SUCCESS – BE A CCLS!

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU TO A

MISSION: Possible*

* "Get Smart" with Education

LSI 1ST QUARTERLY CONFERENCE

AUGUST 18-20, 2017

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



CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____
 Mailing Address: _____
 City/State/Zip: _____
 Home/Cell Telephone: _____
 Work Telephone: _____
 Email address: _____

Home/Cell Telephone: _____

Work Telephone: _____

Email address: _____

Local Association (please spell out): _____

PLEASE INDICATE IF YOU ARE:

☐ State Officer _____

☐ State Chairman _____

☐ Governor ☐ OCLS ☐ PLS

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

POSTMARKED ON OR BEFORE JULY 18, 2017 \$ 123.00 \$ _____

POSTMARKED AFTER JULY 18, 2017 \$ 133.00 \$ _____

INDIVIDUAL TICKETS:

Registration PRIOR to July 18, 2017 \$ 20.00 \$ _____

Registration AFTER July 18, 2017 \$ 30.00 \$ _____

WELCOME RECEPTION (Friday) \$ 25.00 \$ _____

LUNCHEONS

Presidents' Luncheon (Saturday) \$ 24.00 \$ _____

Governors' Luncheon (Saturday) \$ 24.00 \$ _____

Open Luncheon (Saturday) - Open to All \$ 24.00 \$ _____

☐ Greek Chicken Wrap ☐ San Joaquin Asparagus Wrap

BANQUET (Saturday Evening) \$ 58.00 \$ _____

☐ New York Steak ☐ Salmon ☐ Vegetable Napoleon

BRUNCH (Sunday) \$ 30.00 \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Special Dietary Restrictions _____

PLEASE MAKE CHECKS PAYABLE TO SSJCLPA AUGUST CONFERENCE

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

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

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

Colleen Young at 209- 609-4042 or email ssjclpa@gmail.com

NO REFUNDS AFTER AUGUST 1, 2017

STOCKTON-SAN JOAQUIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

INVITES YOU TO A

MISSION: Possible*

** "Get Smart" with Education*

LSI 1ST QUARTERLY CONFERENCE

AUGUST 18-20, 2017

HOTEL REGISTRATION FORM



Hilton
Stockton

2323 Grand Canal Boulevard
Stockton, California 95207
(209) 957-9090

Free Parking
Free WiFi

No Airport Shuttle Services Available

Please contact hotel directly at (800) 445-8667 or book online at:
<http://www.hilton.com/en/hil/groups/personalized/S/SCKSTHF-LEGAL-20170817/index.html>

ROOM RESERVATIONS: \$ 129.00 single/double

GROUP CODE: LEGAL

CHECK IN/OUT:
Check-in Time: 3:00 p.m. / Check-out Time: 12:00 noon

AIRPORTS:
Sacramento International (approx. 50 miles)

TOP SECRET

CONFIDENTIAL

FOR YOUR EYES ONLY

FOR YOUR EYES ONLY

FOR FURTHER INFORMATION CONTACT:

Jan Kuykendall - Conference Co-Chair ssicla@gmail.com or phone: (209) 747-4781
or
Colleen Young - Conference Co-Chair ssicla@gmail.com or phone: (209) 609-4042

**DEADLINE FOR GROUP RATE IS
JULY 30, 2017**

ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

*A Member of Legal Secretaries, Incorporated***The Internet of Things & Tomorrow's Law Firm**

**Speakers: Caleb Davis and Matt Mahon
Ricoh Legal**



The Internet of Things (IoT) devices represent potential points of security failures, and the data they generate or collect are raising new privacy concerns. How should law firm administrators, law firm IT Departments, and the lawyers they support manage such concerns and what do you need to know about this growth area?

Real-world examples will help explain and clarify how the new connected world impacts our daily work lives and the clients that you represent. As more and more devices connect to the Internet – everything from trains to air conditioning units to smoke alarms – the potential for the Internet of Things (IoT) to drive efficiencies, increase productivity and promote economic growth is becoming reality. There are now four times as many connected devices in the world than there are automobiles! How does your firm support this explosion of discoverable data?

We will discuss the broad topics of security, the power of the Emoji, Internet of Things, and how the new Federal Rules of Civil Procedure impact the new connected world. You will learn how the Fitbit might infect your network; why your home insurance carrier may care what your home thermostat thinks; or why an Emoji might save you from a harassment claim.

Date & Time

**Tues., June 6, 2017
6:00 p.m.**

Location

**Buttercup Grill
229 Broadway, Oakland**

Entrée Options:

- 1) **Thai Steak Salad:** Mixed greens tossed with rice noodles and topped with shredded carrots, green onions, mandarin oranges, peanuts, cilantro and a spicy teriyaki steak. Served with **honey oriental dressing**.
- 2) **Smoked Turkey Supreme:** Sliced turkey, avocado, cheddar cheese and tomatoes on a grilled sourdough roll with thousand island dressing. Served with curly fries.
- 3) **Fried Chicken:** Juicy half chicken pieces deep fried to a golden brown. Served with real garlic mashed potatoes and fresh vegetables.
- 4) **Linguine with Fresh Tomato and Basil:** Linguine sautéed with fresh tomatoes, basil, garlic and olive oil. Sprinkled with parmesan cheese.

All entrees are served with bread/butter, soft drink, iced tea or coffee, and dessert

COST

\$25 per person

PLEASE NOTE: 24-hr cancellation required to avoid being charged for meals.
No-shows will be charged for their meal. Please make checks payable to "ACLSA".
Credit cards by Venmo – Lydia-Smith-18

RESERVATIONS REQUIRED

Please submit your reservation and dinner choice to

Cyndee Saucedo as soon as possible,

RSVP Deadline: No later than Friday, June 2nd at csaucedo@meyersnave.com

ACLSA, a local association of Legal Secretaries Incorporated, an approved provider, certifies that this activity has been approved for minimum of .75 hr. of MCLE and CCLS continuing legal education.



JUNE 5, 2017

UD E-FILING SEMINAR

The purpose of the meeting is to provide an overview of how documents will be e-filed with the Court. The meeting will be held in the 8th floor conference room located at 201 N. First Street and will include a demonstration of electronic filing, discussion of the local rules, the process for e-filing, and the implementation schedule. Upon completion, interested parties are invited to participate in a hands on lab to occur on the first floor training room at 201 N. First Street building. This will be incredibly valuable training for the upcoming changes to the filing system.

Please RSVP by email to efilingcomment@scscourt.org by Wednesday, May 31, 2017.

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA

**E-Filing for Unlawful
Detainer cases
starts June 26, 2017**

**Demonstration of
the new system**

**Discussion of rules,
process, and
implementation
schedule**

**Optional hands on
lab to test drive
electronic filing**

LOCATION

**FAMILY JUSTICE CENTER
COURTHOUSE
8TH FLOOR CONFERENCE
ROOM**

201 N. First Street
San Jose, 95113

June 5 and July 24

General Session

12:15 to 1:15

Lab 1:30 to 2:30

SAVE THE DATE

June 24, 2017

CALIFORNIA ALLIANCE OF PARALEGAL ASSOCIATIONS
Presents its

CALIFORNIA ALLIANCE OF PARALEGAL ASSOCIATIONS
Presents its

June Conference

"IN THE HEART OF CALIFORNIA"

VISALIA

EARN 6 STATE BAR APPROVED MCLE UNITS

AREAS OF INTEREST:

- FAMILY LAW
- LITIGATION
- LABOR & EMPLOYMENT LAW
- LAND/RESOURCES LAW

CAPA
CALIFORNIA ALLIANCE
OF PARALEGAL ASSOCIATIONS

WWW.CAPARALEGAL.ORG

Wyndham Hotel - Visalia, CA

9 RECAP SPRING/MARCH 2017 | caparalegal.org

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
Treasurer

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

Governor
Executive Advisor
Parliamentarian
CEC Coordinator

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:



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

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