



## THE ADVANCE SHEET SCCoLPA's News & Events November 2017

Greetings SCCoLPA Members:

It's truly amazing how quickly time flies by, and this year has been no exception. Looking back over the past year, I'm amazed at all the activities and programs SCCoLPA has been able to offer to our members. Thanks to the enthusiasm and support of our members, family, and friends, we have a lot to be proud of and we will work even harder to provide you with more quality programs and activities next year!

November is here, and it's time to start thinking about Thanksgiving. Most stories of Thanksgiving history start with the harvest celebration of the pilgrims and the Native Americans that took place in the autumn of 1621. There was a three-day feast in celebration of a good harvest, which may or may not have included turkey! Fast forward to 1863 when President Abraham Lincoln became the first president to proclaim Thanksgiving Day. The holiday has been a fixture of late November ever since.

No matter what your traditions are for Thanksgiving, I hope it is a time for you to relax and get together with loved ones and give thanks for the time that you have together. With the holidays right around the corner, giving thanks and giving to those in need is on our minds. And during this holiday season, we all want to offer support to family and friends who have been affected by the fires in the North Bay and Santa Cruz County. LSI has graciously shared a publication that provides an overview of some of the issues that individuals, families, and small businesses are facing as a result of the wildfires. Click [here](#) to download a copy of the 2017 Northern California Wildfires Handbook.

If any of you know of anyone who has needs that are not being met, please contact us so that we may offer our support.

Here's a brief look at our upcoming events:

- **November 14, 2017:** November Monthly Membership Meeting - "E-filing in the Court of Appeal and California Supreme Court"
- **December 12, 2017:** Annual Holiday Party
- **January 9, 2018:** January Monthly Membership Meeting - "Recording Documents at the Clerk/Recorder's Office in Santa Clara County"
- **January 20, 2018:** Winter Quarterly Educational Workshop - "Ethics for Everyone"
- **February 10, 2018:** 8th Annual Crab Feed & Silent Auction

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

As always, I want to send out a huge THANK YOU to our wonderful volunteer members. As you know, most non-profits rely on volunteers, especially a volunteer executive committee and chairpersons, including our own. Volunteers are the

gatekeepers of important resources for the organization and provide the all-important networking necessary to be recognized within the local legal community. I encourage you to contact me if you have an interest in serving on the board or as a chairperson next year. Volunteering a little bit of time can make a significant difference in your life and in the lives of others in our closely-knit community. There is no greater reward than the opportunity to work with other passionate volunteers in this outstanding organization!

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 plan this event! 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.

In closing this month, as we head toward the end of 2017, it's a time to celebrate the things we have accomplished and also to be thankful for all the support you have given to this great association. I look forward to the adventures and opportunities that await us in the new year!

With very best wishes,

Elise Dresser, CCLS  
President



## UPCOMING MONTHLY MEETINGS

### Monthly Membership Meeting November 14, 2017

#### E-filing in the California Court of Appeals and California Supreme Court

Did you know that most cases are filed electronically these days? In the Court of Appeal and Supreme Court of California, virtually all documents must be filed electronically. There are special rules pertaining to electronic court filings, including using the correct

**Santa Clara County Legal Professionals Association**  
**November 2017 Dinner Meeting**

**E-FILE**  
California Court of Appeal & California Supreme Court  
Guest Speaker: **Danny Potter**, Clerk/Administrator - CA Court of Appeals, South District, San Jose

Did you know that most cases are filed electronically these days? In the Court of Appeal and Supreme Court of California, virtually all documents must be filed electronically. There are special rules pertaining to electronic court filings, including using the correct software. How do you register for electronic "case filing"? Before you get started with your filings, learn some important tips to help you file your pleadings correctly.

Join us as our special guest speaker, Danny Potter, Clerk/Administrator of the South District Court of Appeals in San Jose, will answer your questions and put you at ease when it's time to file those all-important documents.

**Register and enjoy refreshments** on our "Networking Event" prior to the dinner. \$25.00 per person. A cash bar will be available. **NOV** Please pay a \$25.00 membership fee to the association. Make checks payable to "SCCLPA". Cash or check accepted at the door.

**At the event:** 1st hour: 6:00-7:00 pm. 2nd hour: 7:00-8:00 pm. 3rd hour: 8:00-9:00 pm. 4th hour: 9:00-10:00 pm. 5th hour: 10:00-11:00 pm. 6th hour: 11:00-12:00 pm. 7th hour: 12:00-1:00 pm. 8th hour: 1:00-2:00 pm. 9th hour: 2:00-3:00 pm. 10th hour: 3:00-4:00 pm. 11th hour: 4:00-5:00 pm. 12th hour: 5:00-6:00 pm. 13th hour: 6:00-7:00 pm. 14th hour: 7:00-8:00 pm. 15th hour: 8:00-9:00 pm. 16th hour: 9:00-10:00 pm. 17th hour: 10:00-11:00 pm. 18th hour: 11:00-12:00 pm. 19th hour: 12:00-1:00 pm. 20th hour: 1:00-2:00 pm. 21st hour: 2:00-3:00 pm. 22nd hour: 3:00-4:00 pm. 23rd hour: 4:00-5:00 pm. 24th hour: 5:00-6:00 pm. 25th hour: 6:00-7:00 pm. 26th hour: 7:00-8:00 pm. 27th hour: 8:00-9:00 pm. 28th hour: 9:00-10:00 pm. 29th hour: 10:00-11:00 pm. 30th hour: 11:00-12:00 pm. 31st hour: 12:00-1:00 pm. 32nd hour: 1:00-2:00 pm. 33rd hour: 2:00-3:00 pm. 34th hour: 3:00-4:00 pm. 35th hour: 4:00-5:00 pm. 36th hour: 5:00-6:00 pm. 37th hour: 6:00-7:00 pm. 38th hour: 7:00-8:00 pm. 39th hour: 8:00-9:00 pm. 40th hour: 9:00-10:00 pm. 41st hour: 10:00-11:00 pm. 42nd hour: 11:00-12:00 pm. 43rd hour: 12:00-1:00 pm. 44th hour: 1:00-2:00 pm. 45th hour: 2:00-3:00 pm. 46th hour: 3:00-4:00 pm. 47th hour: 4:00-5:00 pm. 48th hour: 5:00-6:00 pm. 49th hour: 6:00-7:00 pm. 50th hour: 7:00-8:00 pm. 51st hour: 8:00-9:00 pm. 52nd hour: 9:00-10:00 pm. 53rd hour: 10:00-11:00 pm. 54th hour: 11:00-12:00 pm. 55th hour: 12:00-1:00 pm. 56th hour: 1:00-2:00 pm. 57th hour: 2:00-3:00 pm. 58th hour: 3:00-4:00 pm. 59th hour: 4:00-5:00 pm. 60th hour: 5:00-6:00 pm. 61st hour: 6:00-7:00 pm. 62nd hour: 7:00-8:00 pm. 63rd hour: 8:00-9:00 pm. 64th hour: 9:00-10:00 pm. 65th hour: 10:00-11:00 pm. 66th hour: 11:00-12:00 pm. 67th hour: 12:00-1:00 pm. 68th hour: 1:00-2:00 pm. 69th hour: 2:00-3:00 pm. 70th hour: 3:00-4:00 pm. 71st hour: 4:00-5:00 pm. 72nd hour: 5:00-6:00 pm. 73rd hour: 6:00-7:00 pm. 74th hour: 7:00-8:00 pm. 75th hour: 8:00-9:00 pm. 76th hour: 9:00-10:00 pm. 77th hour: 10:00-11:00 pm. 78th hour: 11:00-12:00 pm. 79th hour: 12:00-1:00 pm. 80th hour: 1:00-2:00 pm. 81st hour: 2:00-3:00 pm. 82nd hour: 3:00-4:00 pm. 83rd hour: 4:00-5:00 pm. 84th hour: 5:00-6:00 pm. 85th hour: 6:00-7:00 pm. 86th hour: 7:00-8:00 pm. 87th hour: 8:00-9:00 pm. 88th hour: 9:00-10:00 pm. 89th hour: 10:00-11:00 pm. 90th hour: 11:00-12:00 pm. 91st hour: 12:00-1:00 pm. 92nd hour: 1:00-2:00 pm. 93rd hour: 2:00-3:00 pm. 94th hour: 3:00-4:00 pm. 95th hour: 4:00-5:00 pm. 96th hour: 5:00-6:00 pm. 97th hour: 6:00-7:00 pm. 98th hour: 7:00-8:00 pm. 99th hour: 8:00-9:00 pm. 100th hour: 9:00-10:00 pm. 101st hour: 10:00-11:00 pm. 102nd hour: 11:00-12:00 pm. 103rd hour: 12:00-1:00 pm. 104th hour: 1:00-2:00 pm. 105th hour: 2:00-3:00 pm. 106th hour: 3:00-4:00 pm. 107th hour: 4:00-5:00 pm. 108th hour: 5:00-6:00 pm. 109th hour: 6:00-7:00 pm. 110th hour: 7:00-8:00 pm. 111th hour: 8:00-9:00 pm. 112th hour: 9:00-10:00 pm. 113th hour: 10:00-11:00 pm. 114th hour: 11:00-12:00 pm. 115th hour: 12:00-1:00 pm. 116th hour: 1:00-2:00 pm. 117th hour: 2:00-3:00 pm. 118th hour: 3:00-4:00 pm. 119th hour: 4:00-5:00 pm. 120th hour: 5:00-6:00 pm. 121st hour: 6:00-7:00 pm. 122nd hour: 7:00-8:00 pm. 123rd hour: 8:00-9:00 pm. 124th hour: 9:00-10:00 pm. 125th hour: 10:00-11:00 pm. 126th hour: 11:00-12:00 pm. 127th hour: 12:00-1:00 pm. 128th hour: 1:00-2:00 pm. 129th hour: 2:00-3:00 pm. 130th hour: 3:00-4:00 pm. 131st hour: 4:00-5:00 pm. 132nd hour: 5:00-6:00 pm. 133rd hour: 6:00-7:00 pm. 134th hour: 7:00-8:00 pm. 135th hour: 8:00-9:00 pm. 136th hour: 9:00-10:00 pm. 137th hour: 10:00-11:00 pm. 138th hour: 11:00-12:00 pm. 139th hour: 12:00-1:00 pm. 140th hour: 1:00-2:00 pm. 141st hour: 2:00-3:00 pm. 142nd hour: 3:00-4:00 pm. 143rd hour: 4:00-5:00 pm. 144th hour: 5:00-6:00 pm. 145th hour: 6:00-7:00 pm. 146th hour: 7:00-8:00 pm. 147th hour: 8:00-9:00 pm. 148th hour: 9:00-10:00 pm. 149th hour: 10:00-11:00 pm. 150th hour: 11:00-12:00 pm. 151st hour: 12:00-1:00 pm. 152nd hour: 1:00-2:00 pm. 153rd hour: 2:00-3:00 pm. 154th hour: 3:00-4:00 pm. 155th hour: 4:00-5:00 pm. 156th hour: 5:00-6:00 pm. 157th hour: 6:00-7:00 pm. 158th hour: 7:00-8:00 pm. 159th hour: 8:00-9:00 pm. 160th hour: 9:00-10:00 pm. 161st hour: 10:00-11:00 pm. 162nd hour: 11:00-12:00 pm. 163rd hour: 12:00-1:00 pm. 164th hour: 1:00-2:00 pm. 165th hour: 2:00-3:00 pm. 166th hour: 3:00-4:00 pm. 167th hour: 4:00-5:00 pm. 168th hour: 5:00-6:00 pm. 169th hour: 6:00-7:00 pm. 170th hour: 7:00-8:00 pm. 171st hour: 8:00-9:00 pm. 172nd hour: 9:00-10:00 pm. 173rd hour: 10:00-11:00 pm. 174th hour: 11:00-12:00 pm. 175th hour: 12:00-1:00 pm. 176th hour: 1:00-2:00 pm. 177th hour: 2:00-3:00 pm. 178th hour: 3:00-4:00 pm. 179th hour: 4:00-5:00 pm. 180th hour: 5:00-6:00 pm. 181st hour: 6:00-7:00 pm. 182nd hour: 7:00-8:00 pm. 183rd hour: 8:00-9:00 pm. 184th hour: 9:00-10:00 pm. 185th hour: 10:00-11:00 pm. 186th hour: 11:00-12:00 pm. 187th hour: 12:00-1:00 pm. 188th hour: 1:00-2:00 pm. 189th hour: 2:00-3:00 pm. 190th hour: 3:00-4:00 pm. 191st hour: 4:00-5:00 pm. 192nd hour: 5:00-6:00 pm. 193rd hour: 6:00-7:00 pm. 194th hour: 7:00-8:00 pm. 195th hour: 8:00-9:00 pm. 196th hour: 9:00-10:00 pm. 197th hour: 10:00-11:00 pm. 198th hour: 11:00-12:00 pm. 199th hour: 12:00-1:00 pm. 200th hour: 1:00-2:00 pm. 201st hour: 2:00-3:00 pm. 202nd hour: 3:00-4:00 pm. 203rd hour: 4:00-5:00 pm. 204th hour: 5:00-6:00 pm. 205th hour: 6:00-7:00 pm. 206th hour: 7:00-8:00 pm. 207th hour: 8:00-9:00 pm. 208th hour: 9:00-10:00 pm. 209th hour: 10:00-11:00 pm. 210th hour: 11:00-12:00 pm. 211th hour: 12:00-1:00 pm. 212th hour: 1:00-2:00 pm. 213th hour: 2:00-3:00 pm. 214th hour: 3:00-4:00 pm. 215th hour: 4:00-5:00 pm. 216th hour: 5:00-6:00 pm. 217th hour: 6:00-7:00 pm. 218th hour: 7:00-8:00 pm. 219th hour: 8:00-9:00 pm. 220th hour: 9:00-10:00 pm. 221st hour: 10:00-11:00 pm. 222nd hour: 11:00-12:00 pm. 223rd hour: 12:00-1:00 pm. 224th hour: 1:00-2:00 pm. 225th hour: 2:00-3:00 pm. 226th hour: 3:00-4:00 pm. 227th hour: 4:00-5:00 pm. 228th hour: 5:00-6:00 pm. 229th hour: 6:00-7:00 pm. 230th hour: 7:00-8:00 pm. 231st hour: 8:00-9:00 pm. 232nd hour: 9:00-10:00 pm. 233rd hour: 10:00-11:00 pm. 234th hour: 11:00-12:00 pm. 235th hour: 12:00-1:00 pm. 236th hour: 1:00-2:00 pm. 237th hour: 2:00-3:00 pm. 238th hour: 3:00-4:00 pm. 239th hour: 4:00-5:00 pm. 240th hour: 5:00-6:00 pm. 241st hour: 6:00-7:00 pm. 242nd hour: 7:00-8:00 pm. 243rd hour: 8:00-9:00 pm. 244th hour: 9:00-10:00 pm. 245th hour: 10:00-11:00 pm. 246th hour: 11:00-12:00 pm. 247th hour: 12:00-1:00 pm. 248th hour: 1:00-2:00 pm. 249th hour: 2:00-3:00 pm. 250th hour: 3:00-4:00 pm. 251st hour: 4:00-5:00 pm. 252nd hour: 5:00-6:00 pm. 253rd hour: 6:00-7:00 pm. 254th hour: 7:00-8:00 pm. 255th hour: 8:00-9:00 pm. 256th hour: 9:00-10:00 pm. 257th hour: 10:00-11:00 pm. 258th hour: 11:00-12:00 pm. 259th hour: 12:00-1:00 pm. 260th hour: 1:00-2:00 pm. 261st hour: 2:00-3:00 pm. 262nd hour: 3:00-4:00 pm. 263rd hour: 4:00-5:00 pm. 264th hour: 5:00-6:00 pm. 265th hour: 6:00-7:00 pm. 266th hour: 7:00-8:00 pm. 267th hour: 8:00-9:00 pm. 268th hour: 9:00-10:00 pm. 269th hour: 10:00-11:00 pm. 270th hour: 11:00-12:00 pm. 271st hour: 12:00-1:00 pm. 272nd hour: 1:00-2:00 pm. 273rd hour: 2:00-3:00 pm. 274th hour: 3:00-4:00 pm. 275th hour: 4:00-5:00 pm. 276th hour: 5:00-6:00 pm. 277th hour: 6:00-7:00 pm. 278th hour: 7:00-8:00 pm. 279th hour: 8:00-9:00 pm. 280th hour: 9:00-10:00 pm. 281st hour: 10:00-11:00 pm. 282nd hour: 11:00-12:00 pm. 283rd hour: 12:00-1:00 pm. 284th hour: 1:00-2:00 pm. 285th hour: 2:00-3:00 pm. 286th hour: 3:00-4:00 pm. 287th hour: 4:00-5:00 pm. 288th hour: 5:00-6:00 pm. 289th hour: 6:00-7:00 pm. 290th hour: 7:00-8:00 pm. 291st hour: 8:00-9:00 pm. 292nd hour: 9:00-10:00 pm. 293rd hour: 10:00-11:00 pm. 294th hour: 11:00-12:00 pm. 295th hour: 12:00-1:00 pm. 296th hour: 1:00-2:00 pm. 297th hour: 2:00-3:00 pm. 298th hour: 3:00-4:00 pm. 299th hour: 4:00-5:00 pm. 300th hour: 5:00-6:00 pm. 301st hour: 6:00-7:00 pm. 302nd hour: 7:00-8:00 pm. 303rd hour: 8:00-9:00 pm. 304th hour: 9:00-10:00 pm. 305th hour: 10:00-11:00 pm. 306th hour: 11:00-12:00 pm. 307th hour: 12:00-1:00 pm. 308th hour: 1:00-2:00 pm. 309th hour: 2:00-3:00 pm. 310th hour: 3:00-4:00 pm. 311th hour: 4:00-5:00 pm. 312th hour: 5:00-6:00 pm. 313th hour: 6:00-7:00 pm. 314th hour: 7:00-8:00 pm. 315th hour: 8:00-9:00 pm. 316th hour: 9:00-10:00 pm. 317th hour: 10:00-11:00 pm. 318th hour: 11:00-12:00 pm. 319th hour: 12:00-1:00 pm. 320th hour: 1:00-2:00 pm. 321st hour: 2:00-3:00 pm. 322nd hour: 3:00-4:00 pm. 323rd hour: 4:00-5:00 pm. 324th hour: 5:00-6:00 pm. 325th hour: 6:00-7:00 pm. 326th hour: 7:00-8:00 pm. 327th hour: 8:00-9:00 pm. 328th hour: 9:00-10:00 pm. 329th hour: 10:00-11:00 pm. 330th hour: 11:00-12:00 pm. 331st hour: 12:00-1:00 pm. 332nd hour: 1:00-2:00 pm. 333rd hour: 2:00-3:00 pm. 334th hour: 3:00-4:00 pm. 335th hour: 4:00-5:00 pm. 336th hour: 5:00-6:00 pm. 337th hour: 6:00-7:00 pm. 338th hour: 7:00-8:00 pm. 339th hour: 8:00-9:00 pm. 340th hour: 9:00-10:00 pm. 341st hour: 10:00-11:00 pm. 342nd hour: 11:00-12:00 pm. 343rd hour: 12:00-1:00 pm. 344th hour: 1:00-2:00 pm. 345th hour: 2:00-3:00 pm. 346th hour: 3:00-4:00 pm. 347th hour: 4:00-5:00 pm. 348th hour: 5:00-6:00 pm. 349th hour: 6:00-7:00 pm. 350th hour: 7:00-8:00 pm. 351st hour: 8:00-9:00 pm. 352nd hour: 9:00-10:00 pm. 353rd hour: 10:00-11:00 pm. 354th hour: 11:00-12:00 pm. 355th hour: 12:00-1:00 pm. 356th hour: 1:00-2:00 pm. 357th hour: 2:00-3:00 pm. 358th hour: 3:00-4:00 pm. 359th hour: 4:00-5:00 pm. 360th hour: 5:00-6:00 pm. 361st hour: 6:00-7:00 pm. 362nd hour: 7:00-8:00 pm. 363rd hour: 8:00-9:00 pm. 364th hour: 9:00-10:00 pm. 365th hour: 10:00-11:00 pm. 366th hour: 11:00-12:00 pm. 367th hour: 12:00-1:00 pm. 368th hour: 1:00-2:00 pm. 369th hour: 2:00-3:00 pm. 370th hour: 3:00-4:00 pm. 371st hour: 4:00-5:00 pm. 372nd hour: 5:00-6:00 pm. 373rd hour: 6:00-7:00 pm. 374th hour: 7:00-8:00 pm. 375th hour: 8:00-9:00 pm. 376th hour: 9:00-10:00 pm. 377th hour: 10:00-11:00 pm. 378th hour: 11:00-12:00 pm. 379th hour: 12:00-1:00 pm. 380th hour: 1:00-2:00 pm. 381st hour: 2:00-3:00 pm. 382nd hour: 3:00-4:00 pm. 383rd hour: 4:00-5:00 pm. 384th hour: 5:00-6:00 pm. 385th hour: 6:00-7:00 pm. 386th hour: 7:00-8:00 pm. 387th hour: 8:00-9:00 pm. 388th hour: 9:00-10:00 pm. 389th hour: 10:00-11:00 pm. 390th hour: 11:00-12:00 pm. 391st hour: 12:00-1:00 pm. 392nd hour: 1:00-2:00 pm. 393rd hour: 2:00-3:00 pm. 394th hour: 3:00-4:00 pm. 395th hour: 4:00-5:00 pm. 396th hour: 5:00-6:00 pm. 397th hour: 6:00-7:00 pm. 398th hour: 7:00-8:00 pm. 399th hour: 8:00-9:00 pm. 400th hour: 9:00-10:00 pm. 401st hour: 10:00-11:00 pm. 402nd hour: 11:00-12:00 pm. 403rd hour: 12:00-1:00 pm. 404th hour: 1:00-2:00 pm. 405th hour: 2:00-3:00 pm. 406th hour: 3:00-4:00 pm. 407th hour: 4:00-5:00 pm. 408th hour: 5:00-6:00 pm. 409th hour: 6:00-7:00 pm. 410th hour: 7:00-8:00 pm. 411th hour: 8:00-9:00 pm. 412th hour: 9:00-10:00 pm. 413th hour: 10:00-11:00 pm. 414th hour: 11:00-12:00 pm. 415th hour: 12:00-1:00 pm. 416th hour: 1:00-2:00 pm. 417th hour: 2:00-3:00 pm. 418th hour: 3:00-4:00 pm. 419th hour: 4:00-5:00 pm. 420th hour: 5:00-6:00 pm. 421st hour: 6:00-7:00 pm. 422nd hour: 7:00-8:00 pm. 423rd hour: 8:00-9:00 pm. 424th hour: 9:00-10:00 pm. 425th hour: 10:00-11:00 pm. 426th hour: 11:00-12:00 pm. 427th hour: 12:00-1:00 pm. 428th hour: 1:00-2:00 pm. 429th hour: 2:00-3:00 pm. 430th hour: 3:00-4:00 pm. 431st hour: 4:00-5:00 pm. 432nd hour: 5:00-6:00 pm. 433rd hour: 6:00-7:00 pm. 434th hour: 7:00-8:00 pm. 435th hour: 8:00-9:00 pm. 436th hour: 9:00-10:00 pm. 437th hour: 10:00-11:00 pm. 438th hour: 11:00-12:00 pm. 439th hour: 12:00-1:00 pm. 440th hour: 1:00-2:00 pm. 441st hour: 2:00-3:00 pm. 442nd hour: 3:00-4:00 pm. 443rd hour: 4:00-5:00 pm. 444th hour: 5:00-6:00 pm. 445th hour: 6:00-7:00 pm. 446th hour: 7:00-8:00 pm. 447th hour: 8:00-9:00 pm. 448th hour: 9:00-10:00 pm. 449th hour: 10:00-11:00 pm. 450th hour: 11:00-12:00 pm. 451st hour: 12:00-1:00 pm. 452nd hour: 1:00-2:00 pm. 453rd hour: 2:00-3:00 pm. 454th hour: 3:00-4:00 pm. 455th hour: 4:00-5:00 pm. 456th hour: 5:00-6:00 pm. 457th hour: 6:00-7:00 pm. 458th hour: 7:00-8:00 pm. 459th hour: 8:00-9:00 pm. 460th hour: 9:00-10:00 pm. 461st hour: 10:00-11:00 pm. 462nd hour: 11:00-12:00 pm. 463rd hour: 12:00-1:00 pm. 464th hour: 1:00-2:00 pm. 465th hour: 2:00-3:00 pm. 466th hour: 3:00-4:00 pm. 467th hour: 4:00-5:00 pm. 468th hour: 5:00-6:00 pm. 469th hour: 6:00-7:00 pm. 470th hour: 7:00-8:00 pm. 471st hour: 8:00-9:00 pm. 472nd hour: 9:00-10:00 pm. 473rd hour: 10:00-11:00 pm. 474th hour: 11:00-12:00 pm. 475th hour: 12:00-1:00 pm. 476th hour: 1:00-2:00 pm. 477th hour: 2:00-3:00 pm. 478th hour: 3:00-4:00 pm. 479th hour: 4:00-5:00 pm. 480th hour: 5:00-6:00 pm. 481st hour: 6:00-7:00 pm. 482nd hour: 7:00-8:00 pm. 483rd hour: 8:00-9:00 pm. 484th hour: 9:00-10:00 pm. 485th hour: 10:00-11:00 pm. 486th hour: 11:00-12:00 pm. 487th hour: 12:00-1:00 pm. 488th hour: 1:00-2:00 pm. 489th hour: 2:00-3:00 pm. 490th hour: 3:00-4:00 pm. 491st hour: 4:00-5:00 pm. 492nd hour: 5:00-6:00 pm. 493rd hour: 6:00-7:00 pm. 494th hour: 7:00-8:00 pm. 495th hour: 8:00-9:00 pm. 496th hour: 9:00-10:00 pm. 497th hour: 10:00-11:00 pm. 498th hour: 11:00-12:00 pm. 499th hour: 12:00-1:00 pm. 500th hour: 1:00-2:00 pm. 501st hour: 2:00-3:00 pm. 502nd hour: 3:00-4:00 pm. 503rd hour: 4:00-5:00 pm. 504th hour: 5:00-6:00 pm. 505th hour: 6:00-7:00 pm. 506th hour: 7:00-8:00 pm. 507th hour: 8:00-9:00 pm. 508th hour: 9:00-10:00 pm. 509th hour: 10:00-11:00 pm. 510th hour: 11:00-12:00 pm. 511th hour: 12:00-1:00 pm. 512th hour: 1:00-2:00 pm. 513th hour: 2:00-3:00 pm. 514th hour: 3:00-4:00 pm. 515th hour: 4:00-5:00 pm. 516th hour: 5:00-6:00 pm. 517th hour: 6:00-7:00 pm. 518th hour: 7:00-8:00 pm. 519th hour: 8:00-9:00 pm. 520th hour: 9:00-10:00 pm. 521st hour: 10:00-11:00 pm. 522nd hour: 11:00-12:00 pm. 523rd hour: 12:00-1:00 pm. 524th hour: 1:00-2:00 pm. 525th hour: 2:00-3:00 pm. 526th hour: 3:00-4:00 pm. 527th hour: 4:00-5:00 pm. 528th hour: 5:00-6:00 pm. 529th hour: 6:00-7:00 pm. 530th hour: 7:00-8:00 pm. 531st hour: 8:00-9:00 pm. 532nd hour: 9:00-10:00 pm. 533rd hour: 10:00-11:00 pm. 534th hour: 11:00-12:00 pm. 535th hour: 12:00-1:00 pm. 536th hour: 1:00-2:00 pm. 537th hour: 2:00-3:00 pm. 538th hour: 3:00-4:00 pm. 539th hour: 4:00-5:00 pm. 540th hour: 5:00-6:00 pm. 541st hour: 6:00-7:00 pm. 542nd hour: 7:00-8:00 pm. 543rd hour: 8:00-9:00 pm. 544th hour: 9:00-10:00 pm. 545th hour: 10:00-11:00 pm. 546th hour: 11:00-12:00 pm. 547th hour: 12:00-1:00 pm. 548th hour: 1:00-2:00 pm. 549th hour: 2:00-3:00 pm. 550th hour: 3:00-4:00 pm. 551st hour: 4:00-5:00 pm. 552nd hour: 5:00-6:00 pm. 553rd hour: 6:00-7:00 pm. 554th hour: 7:00-8:00 pm. 555th hour: 8:00-9:00 pm. 556th hour: 9:00-10:00 pm. 557th hour: 10:00-11:00 pm. 558th hour: 11:00-12:00 pm. 559th hour: 12:00-1:00 pm. 560th hour: 1:00-2:00 pm. 561st hour: 2:00-3:00 pm. 562nd hour: 3:00-4:00 pm. 563rd hour: 4:00-5:00 pm. 564th hour: 5:00-6:00 pm. 565th hour: 6:00-7:00 pm. 566th hour: 7:00-8:00 pm. 567th hour: 8:00-9:00 pm. 568th hour: 9:00-10:00 pm. 569th hour: 10:00-11:00 pm. 570th hour: 11:00-12:00 pm. 571st hour: 12:00-1:00 pm. 572nd hour: 1:00-2:00 pm. 573rd hour: 2:00-3:00 pm. 574th hour: 3:00-4:00 pm. 575th hour: 4:00-5:00 pm. 576th hour: 5:00-6:00 pm. 577th hour: 6:00-7:00 pm. 578th hour: 7:00-8:00 pm. 579th hour: 8:0

software. How do you register for electronic case filing? Before you get started with your filings, learn some important tips to help you file your pleadings correctly.

Join us as our special guest speaker, Danny Potter, Clerk/Administrator of the Sixth District Court of Appeal in San Jose, will answer your questions and put you at ease when it's time to file those all-important documents.

Register and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org), or RSVP via email at [reservations.sccolpa@gmail.com](mailto: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 December 12, 2017

### SCCoLPA's Annual Holiday Party

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

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

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

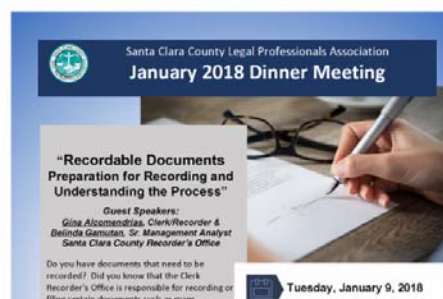
Hope to see you there - with bells on!

Register and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org), or RSVP via email at [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com). Cash or checks accepted at the door.

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

## Monthly Membership Meeting January 9, 2018

### Recordable Documents - Preparation for



## Recording and Understanding the Process

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

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](http://www.sccolpa.org), or RSVP via email at [reservations.sccolpa@gmail.com](mailto: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.

## October 2017 Highlights



### September Monthly Membership Meeting October 10, 2017

Santa Clara County Legal Professionals Association held its September general membership meeting on October 10, 2017 at Flames Eatery & Bar in downtown San Jose, and celebrated its Annual Day in Court and Bosses' Night. SCCoLPA was truly honored to welcome Sixth District Court of Appeals Associate Justice Adrienne Grover as its Day in Court guest speaker. Justice Grover regaled our members and guests with stories from the bench, both from the Superior Court and the Court of Appeal. She left our members with an important and inspirational message about our civic duty in the community.

SCCoLPA was also pleased to honor its Boss of the Year for 2017, Attorney Alison Buchanan, Esq., from the Hoge Fenton law firm. Ms. Buchanan was nominated by her legal assistant, Susan Husher, and Susan read to the members her testimonial and why she believed her boss deserved to be Boss of the Year! Congratulations to both Alison Buchanan and Susan Husher!



SCCoLPA also honored Shannon Quigley as its Member in the Spotlight for October. For those of you who don't know, Shannon is our Vice President of Membership, and is responsible for selecting each Member in the Spotlight every month. This month it was Shannon's turn to be in the spotlight, so congratulations Shannon! Thank you for your service to SCCoLPA and for all your hard work for the association.

And a very special thank you to LSI President Jennifer Page, CCLS, who joined us for the evening!! President Jennifer is SCCoLPA's visiting officer, so we are always happy when she is able to attend our events throughout the year.



Sixth Appellate Associate Justice Adrienne Grover and Programs Chair Irma MacKay



LSI President Jennifer Page, CCLS, Associate Justice Adrienne Grover, and Programs Chair Irma MacKay



VP of Marketing Sheryl Boardman presents Shannon Quigley, VP of Membership with SCCoLPA's Member in the Spotlight honor.



Nominating Member Susan Husher and 2017 Boss of the Year, Alison Buchanan, Esq.





### Bunco Night October 19, 2017

It was another fun night of bunco for SCCoLPA members and its guests! Thanks to Centext Legal Services for hosting our second Bunco Night in downtown San Jose. Everyone had a great time and are looking forward to our next Bunco Night! Some players asked if we would make this a regular event, so keep your eyes peeled for our next date with the dice!









### Day at the Races October 22, 2017

SCCoLPA once again was pleased to attend San Mateo County Legal Professionals Association's annual Mary King Day at the Races on October 22, 2017. Members M'Liss Bounds and her husband Troy, Linda Neuman, Elise Dresser, CCLS, Mark Dresser, and Mark's mom Pat had a great time wagering on their

favorite horses, and mingling with other LSI members. Even though our horses didn't do so well that day, Linda got her picture taken with a group of other members with

one of the winning horses and jockey! A great time was had by all and we look forward to going again next year!



Our view from the VIP deck!



Governor Linda Neuman and SMCLPA Treasurer Cynthia Woodman





Cyndee Saucedo's daughter won the "best hat" contest - she made it herself!



SFLPA's Vice President Carol Romo and Governor Linda Neuman



Mark Dresser, Linda Neuman, Elise Dresser, CCLS, Pat Dresser, M'Liss Bounds, and Troy Bounds

## HOLIDAY FUNDRAISER!

### SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION -- FALL FUNDRAISER

<p>SHOP ONLINE &amp; SUPPORT <b>OUR FUNDRAISER</b></p>	 <p>CHOOSE FROM: TOTE BAGS, KITCHEN GADGETS, ACCESSORIES, GIFT WRAP, &amp; MORE!</p>
	<p><b>HOW TO SUPPORT US:</b></p> <ul style="list-style-type: none"> <li>• Shop online at: <a href="http://WWW.MIXEDBAGDESIGNS.COM">WWW.MIXEDBAGDESIGNS.COM</a></li> <li>• Add our fundraiser ID# &amp; seller name at the top of the website, or at checkout</li> <li>• We receive 40% of your purchase - it's that easy!</li> </ul> <p><a href="#">f/mixedbagdesigns</a> <a href="#">@mixedbags</a> <a href="#">Mixed Bag Designs</a></p>

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

- page 11/11/2017 10:11:11 AM
- We receive 40% of your purchase - it's that easy!
- Fundraiser runs from October 10, 2017 thru December 15<sup>th</sup>, 2017.**  
[To guarantee delivery by Christmas, orders must be placed by Nov. 24<sup>th</sup>.]

If you have any questions or need additional information, please  
contact Elena Schneider [eschneider@mcmanslaw.com](mailto:eschneider@mcmanslaw.com).

## UPCOMING EDUCATIONAL WORKSHOP

### Ethics for Everyone January 20, 2018

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

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

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

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

Register today at [www.sccolpa.org](http://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](http://www.sccolpa.org) OR contact [reservations.sccolpa@gmail.com](mailto: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](http://www.sccolpa.org)

## SAVE THE DATE!

### SCCoLPA'S 8th ANNUAL CRAB FEED

### Saturday, February 10, 2018

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

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

We will also be featuring a fantastic silent auction during the event with an opportunity to bid on many great prizes! If you are interested in donating items for the silent auction, please contact Silent Auction Chair April Ignaitis, CCLS, at [aignaitis@comcast.net](mailto: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](mailto: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 SCoLPA, P.O. Box 90509, San Jose, CA 95109. Reservation questions can be sent to [sccolpa.crabfeed@gmail.com](mailto: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 8<sup>th</sup> Annual

# CRAB FEED

**SILENT AUCTION**

**LIVE DJ**

**DANCING**

<b>Saturday</b> <b>February 10, 2018</b> Social Hour: 6:00 pm Crab Feast: 6:30 pm-8:30 pm	<b>QUINLAN</b> <b>COMMUNITY CENTER</b> 10185 N. Stelling Rd. Cupertino, CA 95014	<b>\$55 Adults</b> <b>\$20 Children (4-12)</b> <b>Price includes:</b> 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.  
 Order tickets online at Eventbrite: <http://sccolpa-crabfeed.eventbrite.com>  
 Or on the SCoLPA website: <http://www.sccolpa.org/Events>

*A portion of the proceeds to benefit our local community projects*

## GOVERNOR'S CORNER

~ by Linda Neuman, SCoLPA Governor ~

This month I am not really writing an article but rather just listing some words that I believe encompass Santa Clara County Legal Professionals Association and membership in the Association. These words describe the makeup, on both the Local level and State level, of our highly regarded Association.

**Volunteer** - A person who freely offers to take part in an enterprise or undertake a task.

**Non-Profit** - Not making or conducted primarily to make a profit.

**Rewarding** - Providing satisfaction; gratifying; pleasing.

**Pride** - A feeling or deep pleasure or satisfaction derived from one's own achievements, the achievements of those with whom one is closely associated, or from qualities or possessions that are widely admired.

**Fun** - Enjoyment, amusement or lighthearted pleasure.

**Teamwork** - The combined action of a group of people, especially when affective and efficient.

**Friendship** - A relationship of mutual affection between people.

**Educational** - The process of facilitating learning or the acquisition of knowledge, skills, values, beliefs and habits.

**Donations** - Something that is given such as a gift, contribution, pledge, offering or care package.

**Networking** - A supportive system of sharing information and services among individuals and groups having a common interest.

**Warm Fuzzy** - Just a feeling!!!

Until next time,  
Linda Neuman  
PROUD Governor of SCCoLPA

## Member in the Spotlight November 2017 Luz-Marie Ramirez

*by Shannon Quigley, Vice President of Membership*

We are pleased to announce that our Member in the Spotlight this month is Luz Marie Ramirez! Luz has been a member of SCCoLPA since 2011, and it is always a pleasure to see Luz's smiling face at our meetings and events. Let's get to know Luz a little more!

Luz Marie is the eldest of four children - her father is from Mexico and her mother from El Salvador. After meeting in church in San Francisco, they raised four children starting with Luz Marie, and when she started high school, her family moved to the suburbs of San Bruno. After graduating high school, Luz Marie attended Heald Business College where she instantly fell in love with her legal studies classes and went on to receive her A.A. and Paralegal Certificate. While attending Heald, she found work at various law firms and found the administrative part enjoyable. After graduating from Heald, Luz Marie was hired as a legal secretary/paralegal for a small firm in San Francisco and eventually stayed on as a legal secretary.



Luz Marie has had a long career as a legal secretary and at times would handle the paralegal duties for the firms who did not have their own paralegals. She stayed with various firms for many years and moved on if the opportunity or salary was right. She

has found the position with law firms by word of mouth via a friend or if an attorney reached out to her. Luz Marie's current position is at Littler Mendelson in San Jose where she has worked for the last six years and finds she truly enjoys it.

Luz Marie said that her parents and grandmother instilled her strong work ethic. She loves putting in a good day's work and giving it her all. At the end of the day, the results are a job well done. She does not take work home so she is free to truly enjoy her evenings and family time.

Luz Marie has been together with her husband for 32 years and married for 27 years. She says that she honestly loves him so much more now than she ever thought she would. They have two children, a daughter who is 22, and a son who is 18. Their daughter is in her final year of studying to be a teacher and plays soccer at Lesley University in Cambridge, Massachusetts. In addition, her son is a freshman at Chico State and is studying to be an engineer.

She loves to volunteer at her church and enjoys working with and teaching children. Her husband joins her in volunteering with the homeless ministry and they truly find joy in serving others. Luz Marie says she is motivated by the love and grace of God. She is thankful for all she has received, and believes in treating people with respect, just as she would like to be treated. She says she would not be where she is at today without God in her life.

Luz Marie loves hiking, running and traveling, especially to a tropical beach. She plans to do just that as she is now in the "Empty Nester's Club"!

Making new friends, networking, learning new things, and enjoying the meetings are some of the benefits Luz Marie finds as a member of Santa Clara County Legal Professionals Association.

Thank you Luz Marie for sharing yourself with us! We congratulate you on being chosen as our Member in the Spotlight for November!

## Board Member/Chairman in the Spotlight

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

This month we will feature the role of Legal Procedures Chair, which position has been held this past year by Lori Lovelace-Jones, CCLS. Lori has made the decision to move out of California to Virginia, to be closer to her family. We wish Lori all the best and thank her for her service to the association.

The Legal Procedures Chair is responsible for keeping the membership advised and apprised of proper procedures in connection with general legal practice, including changes in the law, codes, statutes, local rules of practice, and special procedures required by the courts and other agencies. All information is shared with the members at our meetings, in the monthly newsletters, and on our social media sites. The Legal Procedures Chair is also a member of the Continuing Education Council, and assists in planning and preparing the quarterly educational workshops put on by SCCoLPA throughout the year.

If you are interested in volunteering for this chair position, please contact a board member for more information. Why not try something new?!?!

## Order in the Court

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

### How Is Eminent Domain Used?

Eminent domain is a power tool of federal, state, and local municipal governments, used to take private property for necessary public use. Some of the uses governments might deem necessary are the widening of roads, enlarging of parks, expansion of flood plains, and clearance of condemned and dangerous real estate. While the Fifth Amendment allows the federal government to wield powers of eminent domain, it also provides that the private property cannot be taken "without just compensation" being given to the owner. Similar language is mandated by the Fourteenth Amendment for state and local governments' use of eminent domain. After the acquiring government agency has appraised the value of the property to be taken, the owners are offered what is deemed "just compensation," which is then negotiated like any other land sale.

## CCLS Monthly Quiz

~~~~

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

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

### ESTATE PLANNING/PROBATE

1. Death without a will
  - (a) testate
  - (b) intestate
2. Death with a will.
  - (a) testate
  - (b) intestate
3. You appoint an Administrator in this proceeding.
  - (a) testate procedure
  - (b) intestate procedure
4. You appoint a Personal Representative in this procedure.
  - (a) testate procedure
  - (b) intestate procedure
5. There are Letters of Testamentary in this procedure.
  - (a) testate procedure
  - (b) intestate procedure
6. There are Letters of Administration in this procedure.
  - (a) testate procedure
  - (b) intestate procedure



7. Distribution of assets is based on a will.
  - (a) testate
  - (b) intestate
8. Distribution of assets is based on relationship to decedent.
  - (a) testate
  - (b) intestate
9. If an estate is valued at \$100,000 or less, it may be passed by filing a Petition to Determine Succession to Real Property, and you do not have to attach an Inventory & Appraisal.
  - (a) True
  - (b) False
10. A holographic will is a handwritten will.
  - (a) True
  - (b) False

**ANSWER KEY:**

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



**California Certified Legal Secretary**  
A Program of LSI®

**APPLICATION TO TAKE CCLS® EXAM**

Mail Application, copy of LSI Membership Card (if applicable), and fees to:

**April K. Ignaitis, CCLS, CCLS Certifying Board, P.O. Box 2879, Cupertino, CA 95015**

(Select one)

☐

**Northern California**  
**Southern California**

(Select one)

☐

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

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

| EXAMINATION FEES<br>(Select Payment Type) |                          | Check <input type="checkbox"/><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: \_\_\_\_\_

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

### CALIFORNIA SUPREME COURT - LAUNCHES MANDATORY eFILING

***\*\*Attend SCCoLPA's November 14, 2017 monthly membership meeting to learn more about all-new mandatory e-filing procedures in the California Court of Appeal and Supreme Court\*\****

September 1, 2017 - The Supreme Court of California today launched mandatory eFiling and published amended rules and other resources to support expansion of its electronic filing system.

The court adopted a phased approach to implementing eFiling, which started July 10 and was initially voluntary. The amended rules released today reduce the related number of paper copies required for civil and criminal filings to one.

"The launch of mandatory eFiling marks a major milestone for the Supreme Court," said Jorge Navarrete, Court Administrator and Clerk of the Court. "This more technologically advanced system of filing petitions benefits everyone involved-attorneys, the public and the court-resulting in increased efficiency and cost savings."

Documents that now must be submitted through the eFiling system include: petitions for review; answers to petitions for review; replies to answers; all other applications, motions, and correspondence in connection to the aforementioned documents in civil and criminal proceedings; and all documents in capital cases. E-filing is not mandatory for self-represented litigants.

The Supreme Court Rules Regarding Electronic Filing govern the implementation of the court's electronic filing system.

Today's amendments to the rules concern these topics:

- Rule 5. Submission of paper copies of electronically filed documents
- \* Rule 9. Service
- \* Rule 10. Format and size of electronically filed documents

The Supreme Court eFiling web page now includes links and frequently asked questions to assist users with technical questions and electronic document preparation.

The Supreme Court of California uses the ImageSoft TrueFiling system, which is also used by five California Courts of Appeal Districts. All six districts will be on the system by November 2017.

<http://newsroom.courts.ca.gov/news/supreme-court-launches-mandatory-efiling>

### **E-filing for Civil Harassment and Small Claims Cases Will Begin Monday, October 2, 2017**

E-filing for Family, Complex Civil, Unlawful Detainer, and Probate cases is now mandatory. The Court has published local rules regarding electronic filing. [http://scscourt.org/general\\_info/rules/general/general\\_rule6.shtml](http://scscourt.org/general_info/rules/general/general_rule6.shtml)

Documents in Complex Civil Litigation cases are available at no cost at this time. The Court may charge fees to access documents in the future.

How to E-File: The e-filing link is: [www.odysseyefileca.com/service-providers.htm](http://www.odysseyefileca.com/service-providers.htm).

To start e-filing you must select your service provider. An electronic filing service provider (EFSP) provides an online service to help you file your documents, and acts as the intermediary between you and the Court's Case Management System. Each EFSP offers a variety of additional services and you should evaluate which provider meets your filing needs. Once you pick the EFSP you would like to use for electronic filing, you will be able to go through their tutorial on how to do electronic filing.

For more information on how to start e-filing go to our self-help video page ([http://scscourt.org/self\\_help/self\\_help\\_videos.shtml](http://scscourt.org/self_help/self_help_videos.shtml)) for videos or the FAQ's page ([http://scscourt.org/forms\\_and\\_filing/faqs/efiling.shtml](http://scscourt.org/forms_and_filing/faqs/efiling.shtml))

The Court has published local rules regarding electronic filing ([http://scscourt.org/general\\_info/rules/general/general\\_rule6.shtml](http://scscourt.org/general_info/rules/general/general_rule6.shtml)).

## Coming Soon!

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

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

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



## Membership in SCCoLPA - Spread The Word!

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

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



## SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

### 2017-2018 MEMBERSHIP/RENEWAL APPLICATION

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

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

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

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

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

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

Application/Renewal Form 2017-2018

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

PLEASE CHECK THE APPROPRIATE BOX(ES) BELOW

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

### MEMBERSHIP CATEGORIES

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Active Member:</b>    | 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.                                                                                                                                                                                                                                                                                 |
| <b>Associate Member:</b> | 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.<br><br>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.<br><br>Associate Membership as defined in the By-laws shall include any student enrolled in a certified educational program recognized by this Association. |



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

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

Application/Renewal Form 2017-2018

## Help Wanted - Current Employment Opportunities

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

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




## Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:

**Laura Chambers-Green - November 5**  
**Kiem Nguyen - November 6**  
**Alicia Casorla - November 8**  
**Elena Schneider, CCLS - November 10**  
**Cherry Battaglia - November 18**  
**Emily Fitzgerald - November 20**  
**Deborah Bedolla - November 25**  
**Adriana Bonilla - November 30**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY</b>                                                          |
| <p>LSI will be offering an online class on an Overview of California State Court Discovery. This class will be a six-week, work-at-your-own-pace online session commencing November 6 and ending December 18, 2017. During the classes, the following topics will be covered:</p>                                                                                                                                                                                                                                                                                                                                              |                                                                                                              |
| Interrogatories<br>Demand for Production of Documents<br>Requests for Admissions<br>Depositions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Demand for Physical Examinations<br>Deposition Subpoenas<br>Discovery Timelines and Service<br>Verifications |
| <p align="center"><b>CLASS SESSION OPENS MONDAY, NOVEMBER 6, 2017</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                              |
| <p>Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.</p> <p>The content of this class is designed for legal secretaries and those studying for the California Certified Legal Secretary examination.</p> <p>The cost of the class is \$30 for LSI members/\$50 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate of completion from LSI.</p>                                                    |                                                                                                              |
| <p align="center"><b>OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY CLASS REGISTRATION</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                              |
| <p>Name: _____ Email: _____</p> <p>Address: _____</p> <p>City/Zip: _____ Telephone: _____</p> <p>\$30 LSI Member _____ Association: _____ LSA/LPA<br/>         (\$50 Non-LSI Member _____) (No abbreviations please; status is verified)</p> <p>Payment: Check # _____ (made payable to LSI)<br/>         Name on Card: _____<br/>         Visa/MC Credit Card # _____<br/>         Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____</p>                                                                                                                                                                                |                                                                                                              |
| <p>Email registration form NO LATER THAN November 3, 2017, to <a href="mailto:training@lsi.org">training@lsi.org</a> or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at <a href="http://www.lsi.org">www.lsi.org</a> with PayPal. For further information or inquiries, email <a href="mailto:training@lsi.org">training@lsi.org</a>. No refunds after November 6, 2017. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.</p> <p align="center"><i>LSI – Educating California's Legal Professionals</i></p> |                                                                                                              |



## 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: \_\_\_\_\_  
 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**

## SERVE, SURVIVE, & THRIVE WITH LSI

### A TRIBUTE TO OUR MILITARY

HOSTED BY  
**PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION**  
 NOVEMBER 10, 11, & 12, 2017  
 LSI QUARTERLY CONFERENCE  
 LIONS GATE HOTEL & MCCLELLAN  
 CONFERENCE CENTER, MCCLELLAN, CALIFORNIA




**CONFERENCE REGISTRATION FORM**

NAME (ON 5 ADGE): \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 LOCAL ASSOCIATION: \_\_\_\_\_ LSA/LPA (FULL NAME)

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

☐ STATE OFFICER \_\_\_\_\_      ☐ GOVERNOR   ☐ CCLS   ☐ PLS

☐ STATE CHAIRMAN \_\_\_\_\_

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

|                                         |                 |          |
|-----------------------------------------|-----------------|----------|
| POSTMARKED ON OR BEFORE OCTOBER 9, 2017 | <b>\$120.00</b> | \$ _____ |
| POSTMARKED OCTOBER 10, 2017 OR LATER    | <b>\$130.00</b> | \$ _____ |

**INDIVIDUAL TICKETS**

|                                        |     |                  |
|----------------------------------------|-----|------------------|
| REGISTRATION BY OCTOBER 9, 2017        | — @ | \$20.00 \$ _____ |
| REGISTRATION OCTOBER 10, 2017 OR LATER | — @ | \$30.00 \$ _____ |
| WELCOME RECEPTION (FRIDAY)             | — @ | \$25.00 \$ _____ |
| GOVERNOR'S LUNCHEON (SATURDAY)         | — @ | \$25.00 \$ _____ |
| PRESIDENT'S LUNCHEON (SATURDAY)        | — @ | \$25.00 \$ _____ |
| OPEN LUNCHEON (SATURDAY)               | — @ | \$25.00 \$ _____ |
| SATURDAY NIGHT BANQUET                 | — @ | \$50.00 \$ _____ |




\*REGISTRATION MEAL PROVIDED

|                                 |     |         |    |       |
|---------------------------------|-----|---------|----|-------|
| GOVERNOR'S LUNCHEON (SATURDAY)  | — @ | \$25.00 | \$ | _____ |
| PRESIDENT'S LUNCHEON (SATURDAY) | — @ | \$25.00 | \$ | _____ |
| OPEN LUNCHEON (SATURDAY)        | — @ | \$25.00 | \$ | _____ |
| SATURDAY NIGHT BANQUET          | — @ | \$50.00 | \$ | _____ |
| VEGETARIAN MEAL REQUESTED       |     |         |    |       |
| SUNDAY BRUNCH                   | — @ | \$35.00 | \$ | _____ |
| TOTAL AMOUNT ENCLOSED           |     |         | \$ | _____ |

PLEASE MAKE CHECKS PAYABLE TO: **PCLPA CONFERENCE FUND**  
 MAIL TO: MICHELLE RODGERS, CCLS  
 24740 ORO VALLEY ROAD  
 AUBURN, CA 95602


FOR GENERAL INFORMATION CONTACT: REGISTRATION CHAIR - MICHELLE RODGERS, CCLS (530) 613-9512 - [mrodgers.cls@gmail.com](mailto:mrodgers.cls@gmail.com), OR CONFERENCE CO-CHAIRS - BETTINA JACOBSON, (916) 616-8159 - [bettinajacobson@gmail.com](mailto:bettinajacobson@gmail.com), - RACHEL MALERBI, (916) 217-5569 - [rachel@jamisonfamilylaw.com](mailto:rachel@jamisonfamilylaw.com)

**NO REFUNDS AFTER OCTOBER 9, 2017**


20 | THE LEGAL SECRETARY

**SERVE, SURVIVE, & THRIVE WITH LSI**  
**A TRIBUTE TO OUR MILITARY**  
 HOSTED BY  
**PLACER COUNTY LEGAL PROFESSIONALS ASSOCIATION**  
 NOVEMBER 10, 11, & 12, 2017  
 LSI QUARTERLY CONFERENCE  
 LIONS GATE HOTEL & CONFERENCE CENTER  
 MCCLELLAN, CALIFORNIA



**HOTEL REGISTRATION FORM**

LIONS GATE HOTEL  
 3410 WESTOVER STREET  
 MCCLELLAN, CA 95652  
 PH: 916/640-6222



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

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

☐ QUEEN BED - **\$115.00**  
☐ QUEEN BED HANDICAP - **\$115.00**  
☐ KING BED DELUXE - **\$115.00**  
☐ DOUBLE DOUBLE - **\$115.00**




WIFI IS COMPLEMENTARY IN GUEST ROOMS. ROLL-AWAY BEDS ARE AVAILABLE FOR \$15.

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, 916-643-6222 X1. PLEASE IDENTIFY YOURSELF AS BEING A PART OF "LSI" IN ORDER TO GET THE GROUP RATE. YOU MAY ALSO RESERVE A ROOM ONLINE AT [https://gc.sonyis.com/reg.aspx?Chain=13325&template=LEX\\_GCFLY&shell=LEX\\_FLEX&hotel=59015&arrive=11%20%272017&depart=11%20%272017&Rooms=1&adults=1&groups=LSI](https://gc.sonyis.com/reg.aspx?Chain=13325&template=LEX_GCFLY&shell=LEX_FLEX&hotel=59015&arrive=11%20%272017&depart=11%20%272017&Rooms=1&adults=1&groups=LSI)

PARKING IS FREE AND TRANSPORTATION FROM THE AIRPORT CAN BE MADE THROUGH THE HOTEL. THE HOTEL REQUIRES AT LEAST 48 HOURS ADVANCE NOTICE WITH FLIGHT INFORMATION AND CELL #.

FOR GENERAL INFORMATION CONTACT: REGISTRATION CHAIR - MICHELLE RODGERS, CCLS (530) 613-9512 - [mrodgers.cls@gmail.com](mailto:mrodgers.cls@gmail.com), OR CONFERENCE CO-CHAIRS - BETTINA JACOBSON, (916) 616-8159 - [bettinajacobson@gmail.com](mailto:bettinajacobson@gmail.com), - RACHEL MALERBI, (916) 217-5569 - [rachel@jamisonfamilylaw.com](mailto:rachel@jamisonfamilylaw.com)

**HOTEL REGISTRATION DUE BY OCTOBER 27, 2017**

AUGUST 2017 | 21

## LEGAL SPECIALIZATION SECTIONS SEMINARS



November 10-11, 2017, McClellan Conference Center  
 5411 Luce Ave., McClellan Park, CA  
The deadline to register online is a date for November 9, 2017



November 10-11, 2017, McClellan Conference Center  
5411 Luce Ave., McClellan Park, CA  
The deadline to register without a late fee is November 6, 2017.

**LSS MEMBER**

Free with Advanced Reservations  
\$5 at the Door/After Deadline -- Handout Only: \$5

**NON-LSS MEMBER**

\$15 with Advanced Reservation  
\$20 at the Door/After Deadline -- Handout Only: \$15

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

| Friday, November 10 – 7:30 p.m. to 9:00 p.m.                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PROBATE &amp; ESTATE PLANNING</u></b><br><br><b>Probate Referee</b><br>Kevin P. Eckard<br>Probate Referee<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><u>TRANSACTIONAL/SPECIALTY LAW</u></b><br><br><b>Serving The People Who Serve Us: Military Legal FAQs For Civilian Legal Professionals</b><br><br>Thomas A. Woods<br>Steel Rives 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 |
| Saturday, November 11 – 10:30 a.m. to 12:00 p.m.                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>CRIMINAL AND FAMILY LAW</u></b><br><br><b>Workplace Violence</b><br><i>*Not eligible for MCLE*</i><br>Lt. Scott French<br>Elk Grove Police Department<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><u>CIVIL LITIGATION</u></b><br><br><b>Citations: Cite Checking / CSM &amp; Bluebook</b><br><br>Mary-Beth Moylan<br>McGeorge School of Law<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                                            |
| Saturday, November 11 – 4:00 p.m. to 5:30 p.m.                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>FEDERAL LAW</u></b><br><br><b>Removing to Federal Court</b><br>Bryan L. Hawkins<br>Steel Rives 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><u>LAW OFFICE ADMINISTRATION</u></b><br><br><b>Word Tips &amp; Tricks*</b><br><i>*Not eligible for MCLE*</i><br>Laurie Stewart<br>Stewart Training Services<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 write clearly, confirmations are emailed)  
 Local LSI Association (if applicable): \_\_\_\_\_ ☐ LSA ☐ LPA

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 credit of at least 1.0 hours each, by the State Bar of California unless otherwise specified.

\*Pursuant to the CCLS Standards of Recertification, Section 4, Of the required 15 credit hours, no more than 6 credit hours will be allowed for education regarding administrative and/or mechanical (legal support services) functions performed by legal support staff, and of those 6 hours, no more than 2 credit hours shall be allowed for educational courses where the topics are not unique to work done by legal support staff. It therefore is possible that courses which are approved for a specified number of credit hours will not be given full credit by the Certifying Board.

\*Speakers and topics are subject to change without notice due to the speaker's availability.\*

PER LSI STANDING RULES, CHECKS ISSUED TO LSI HAVE NO REDEMPTION VALUE. IF INSUFFICIENT FUNDS OR OTHER REASONS WILL BE REFUNDED IMMEDIATELY BY CASH A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

## 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.

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

c/o Steel Rives LLP  
 500 Capitol Mall, Ste. 1600  
 Sacramento, CA 95814

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

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.

500 Capitol Mall, Ste. 1600  
 Sacramento, CA 95814  
 E-mail: [dawn.ferguson@lsoil.com](mailto:dawn.ferguson@lsoil.com)  
[www.lsi.org](http://www.lsi.org)



## ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

*A Member of Legal Secretaries, Incorporated*

### INTERNET FRAUD AND OTHER COMMON FRAUDS



Speaker: **Cheryl M. Poncini**  
**Deputy District Attorney**

Alameda County District Attorney's Office

Date & Time

**Tues., November 7, 2017**  
**6:00 p.m.**

NEW Location

**Meyers Nave**  
**555 12<sup>th</sup> Street**  
**Suite 1500 , Oakland**

**SOFT TACO BAR served with rice, beans, corn or flour tortillas, Latin salad with cilantro vinaigrette, tortilla chips and condiments (guacamole, sour cream, salsa, shredded cheddar & Jack cheeses, red hot sauce and mild green sauce, chopped onion, chopped cilantro), house dessert or chocolate dipped churros**

#### 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".

#### RESERVATIONS REQUIRED

Please submit your reservation and dinner choice to

**Cyndee Saucedo** as soon as possible,

RSVP Deadline: No later than Friday, November 3<sup>rd</sup> at [csaucedo@meyersnave.com](mailto:csaucedo@meyersnave.com)

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



SAN MATEO COUNTY LEGAL PROFESSIONALS ASSOCIATION

*Member of Legal Secretaries Incorporated*

### General Membership Meeting Notice

## General Membership Meeting Notice

### Program: "It's Personal": A Lesson on Privacy in the Legal Context Speakers: Greg Pemberton, Esq. and Frank Gonnello, Jr., Esq.

Greg Pemberton, Esq. (CIPP/US/G/C) and Frank Gonnello, Jr. Esq. (CIPP/US) are in-house corporate counsel at Sony Interactive Entertainment. Mr. Pemberton is the Director of Privacy Legal & Business Affairs and Mr. Gonnello is Privacy and Data Counsel. Together they will discuss the trials and tribulations of privacy in the legal context. Please join us for a fun and informative evening at The Vans.

This is an \*MCLE-qualified program.

Date: Tuesday, November 14, 2017  
Place: The Vans Restaurant  
815 Belmont Avenue, Belmont, California  
Time: 6:00 to 8:30 p.m.  
Price: \$35 for members (\$40 for non-members)  
Includes dinner, tax, tip

Reservations: Tanya Tate at [tanya.tate@hotmail.com](mailto:tanya.tate@hotmail.com)  
DEADLINE: Friday, November 10, 2017, before noon  
~~A reservation made is a reservation paid~~

**\*MCLE:** San Mateo County Legal Professionals Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1 hour. MCLE Certificates of Attendance will be available at the meeting. CCLS or continuing education certificates will need to be provided by the member.

San Mateo County Legal Professionals Association

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



### A FUNDRAISER EVENT SMCLPA INVITES YOU TO PAINT NITE! LET'S PAINT, LAUGH, SOCIALIZE AND GIVE BACK!

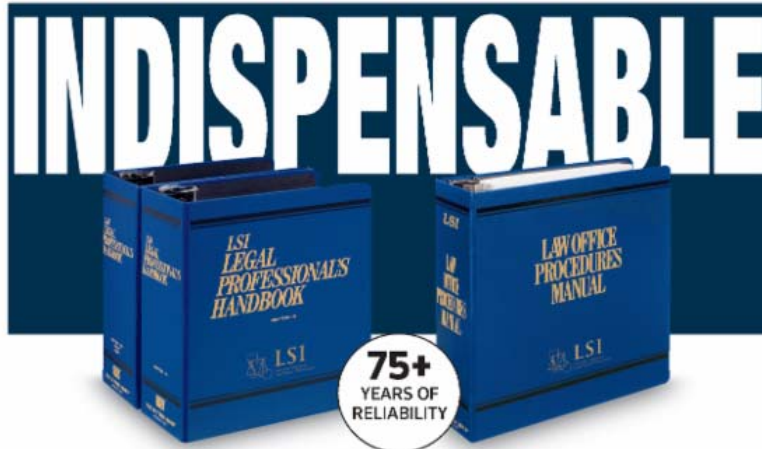
Date: November 15, 2017  
Cost per person: \$45.00  
Time: 7:00 p.m.  
Venue: Canvas and Café, 1072 Shell Blvd. Suite E, Foster City

This is a prepaid event, please mail your check payable to SMCLPA c/o Lisa Landa, Havnes and Boone, LLP, 525 University Ave. #400, Palo Alto, CA 94301

This is a prepaid event, please mail your check payable to SMCLPA c/o Lisa Landa, Haynes and Boone, LLP, 525 University Ave. #400, Palo Alto, CA 94301

Each person will get a canvas to paint. High tea will include snacks/sandwiches and cookies. You can create a painting to take home while you sip wine or coffee/tea and mix and mingle with friends.

Come paint with us!



### LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

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

LSI MEMBERS-ONLY PRICE .....\$331.80  
Nonmembers Price.....\$474

Price includes shipping. Add applicable sales tax.  
This title is updated annually for subscribers by replacement pages.

### LAW OFFICE PROCEDURES MANUAL

...THE IDEAL TRAINING MANUAL FOR NEW STAFF!

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

LSI Members-Only Price.....\$182.70  
Nonmembers Price.....\$261

Price includes shipping. Add applicable sales tax.  
This title is updated bi-annually for subscribers by replacement pages.

Buy both LSI books together and get a discount!  
Combo price for both books.....\$514.50  
Price includes shipping. Add applicable sales tax.

COMPILED BY

**LEGAL SECRETARIES, INCORPORATED**

PUBLISHED BY

**TRG THE RUTTER GROUP™**

40547606



THOMSON REUTERS®

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

[www.RutterGroup.com](http://www.RutterGroup.com)™

**ESQUIRE**  
SOLUTIONS

Make the most  
of your pro  
bono budget







## Supporting Your Commitment to Pro Bono

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

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

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

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

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

### Make the most of your pro bono budget

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

### About Esquire Deposition Solutions

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

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

[scheduling@esquiresolutions.com](mailto:scheduling@esquiresolutions.com) | [www.esquiresolutions.com](http://www.esquiresolutions.com) | 800.211.DEPO



## Volunteers Needed!

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

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

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

President  
Vice President - Membership  
Vice President - Marketing  
Executive Secretary  
Treasurer  
Governor  
Executive Advisor  
Parliamentarian  
CEC Coordinator

Elise Dresser, CCLS  
Shannon Quigley  
Sheryl Boardman  
M'Liss Bounds  
April Ignaitis, CCLS  
Linda Neuman  
Rod Cardinale, Jr.  
Elena Schneider, CCLS  
Vivian Shreve, CCLS



## Code of Ethics

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

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

See what's happening on our social sites:



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

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

[SafeUnsubscribe™ {recipient's email}](#)

[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

Sent by [ndresser@gmail.com](mailto:ndresser@gmail.com) in collaboration with

**Constant Contact**  
Try it free today