



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

Greetings SCCoLPA Members:

The fall season is upon us and if you're like me, you're just a little bit shocked that we're getting close to the end of the year! Before we get there though, SCCoLPA has a few more events to share with you before we say goodbye to 2017, including our fall quarterly educational workshop, another Bunco Night (back by popular demand), and some great monthly membership meetings.

Here's a brief look at our upcoming events:

- October 10, 2017: October Monthly Membership Meeting - Annual Day in Court and Bosses' Night
- October 19, 2017: Bunco Night!
- October 26, 2017: SCCoLPA's Fall Quarterly Workshop - "State and Federal Calendaring Procedures"
- November 14, 2017: November Monthly Membership Meeting - "E-filing in the Court of Appeal and California Supreme Court"
- December 12, 2017: Annual Holiday Party

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 am so grateful for all of the volunteers who work tirelessly throughout the year and continue to support SCCoLPA with their time and resources. I would like to 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!

As we look forward to 2018, we want to be able to serve you even better by keeping you up to date and engaged with what is happening with SCCoLPA and how we can help you enhance your legal careers. We are always here to listen to your input and suggestions!

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.

I hope you all enjoy the soon-to-be cooler fall weather, and I look forward to seeing as many of you as possible at our upcoming events!

With very best wishes,

Elise Dresser, CCLS  
President



## UPCOMING MONTHLY MEETINGS

### Monthly Membership Meeting October 10, 2017

#### Annual Day in Court and Bosses' Night

SCCoLPA is honored and proud to welcome The Honorable Adrienne M. Grover, Associate Justice of the State of California Sixth District Court of Appeals to its October 10, 2017 general membership meeting. Justice Grover will discuss the differences between being on the Superior and Appellate court benches, and what types of cases are heard by the Appellate Division.

Please also join us as we present SCCoLPA's Boss of the Year Award to a well-deserving boss! Information about nominating your boss will be sent to all members shortly. If your boss is selected as Boss of the Year, you will receive a \$50 gift card!

Please note we have lowered our dinner prices! 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 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 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.



## September 2017 Highlights



### September Monthly Membership Meeting September 12, 2017

Santa Clara County Legal Professionals Association held its September general membership meeting on September 12, 2017 at Flames Eatery & Bar in downtown San Jose, and was pleased to have Diane Andreoli from One Legal present an update on e-filing in Santa Clara County Superior Court. With mandatory e-filing already effective in family and probate court, and with mandatory e-filing on the way in civil court, Ms. Andreoli's presentation was timely and informative.



SCCoLPA was also pleased to honor Wendy Alvarez, CCLS, as its Member in the Spotlight for August. Congratulations Wendy! We are honored and proud to have you as a member of our association. Thank you for being a great and longtime member of SCCoLPA!



*Pam Stallings, CCLS, Kiwi Le, CCLS, Christina Hall, CCLS, Lauri Avila, Sheryl Boardman, VP of Marketing, and Rod Cardinale, Jr., LSI Treasurer and Executive Advisor*



*M'Liss Bounds, Executive Secretary, Irma MacKay, Programs Chair, Guest Speaker Diane Andreoli, Gwen Freeman, Linda Neuman, Governor, and Wendy Alvarez, CCLS, SCCoLPA's Member in the Spotlight*



*Shannon Quigley, VP of Membership, and Wendy Alvarez, CCLS, SCCoLPA's Member in the Spotlight for September 2017*



Larry Kirlin, VP of Membership Shannon Quigley, Luz Marie Ramirez having fun at our dinner meeting - glad to see you back!

## UPCOMING EVENTS

### SCCoLPA's Annual Bosses' Night October 10, 2017

We have a winner! Thanks to our members who submitted wonderful nominations



this year - it is clear that many of you have terrific bosses and want to have them recognized. Our Nominating Committee considered all the submissions very carefully and thoughtfully, and came up with 2017's Boss of the Year. SCCoLPA will be honoring this very special Boss, along with the nominating SCCoLPA member at its October 10, 2017 general membership meeting. Please join us as we present both Boss and nominating member with a very special gift, and hear what makes this Boss so special! Congratulations!



## **Bunco Night is Back!**

### **Thursday, October 19, 2017**

A few months ago SCCoLPA held its very first Bunco Night. Well, it turned out to be such a fun event, and we've had so many requests to bring it back, that we're doing it again! Join us on Thursday, October 19, 2017 starting at 6:30 p.m. at Centext Legal Services, 333 W. Santa Clara Street, #1, San Jose, for another evening of fun and socializing! Light snacks will be served, along with beer, wine, and soft drinks. Entry fee is \$20/person - seating is limited, so sign up now! RSVP by October 17, 2017 to SCCoLPA Reservations at [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com).

Santa Clara County Legal Professionals Association  
Invites you to



# BUNCO night

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

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

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

Light appetizers, beer/wine and dessert will be served.

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

**Thursday, October 19, 2017**  
6:30 pm – 8:30 pm

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

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



RSVP by October 17, 2017 to SCoLPA Reservations ([reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com)) and pay online at [www.sccolpa.org/events](http://www.sccolpa.org/events) or bring check/cash to the event. Contact Sheryl Boardman ([Sheryl.boardman@compexlegal.com](mailto:Sheryl.boardman@compexlegal.com)) for further information. Space is limited so RSVP today!

## CENTEXT LEGAL SERVICES, SAN JOSE



Centext Legal Services is located on the ground floor of the Comerica property, is between the two parking garages facing N. Almaden Blvd.





Centext Legal Services is located on the ground floor of the Comerica property, in between the two parking garages facing N. Almaden Blvd. While our official USPS address is 333 W. Santa Clara St., Suite #1, San Jose, CA 95113, we are not in the Comerica tower. Set your navigation system to our street address of 37 N. Almaden Boulevard, San Jose, CA 95113 and you will arrive right at our front door. Just pull forward a few feet and into the hourly parking entrance on the right and come on in!



## UPCOMING EDUCATIONAL WORKSHOP

### State v. Federal Calendaring Procedures October 26, 2017

Do you need a refresher course on calendaring, or are you rusty when it comes to keeping up with the latest calendaring rules in state and federal court? Following outdated requirements can have serious consequences, so it's very important that you know the current rules. SCCoLPA is pleased to present "State v. Federal Calendaring Procedures" with our special guest speaker, Susan Kalra. Susan has presented several workshops for us in the past, including pre-trial calendaring and 100 Days Before Trial, so we are happy to have her back!

Join us on **Thursday, October 26, 2017** for this informative workshop! Registration begins at 5:30 p.m. at Wilson Sonsini Goodrich & Rosati, 650 Page Mill Road, Palo Alto. Dinner will be served at 6:00 p.m. with the workshop to follow from 6:30 p.m. to 8:00 p.m. MCLE/CCLS credit in the amount of 1.5 hours will be offered.

Workshop Fees: \$40 for SCCoLPA/LSI Members (includes dinner/no refunds); \$60 for non-members (includes dinner and free one-year membership in SCCoLPA/no refunds).

Register and pay online 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

PRESENTS A QUARTERLY WORKSHOP:

### “STATE vs. FEDERAL CALENDARING PROCEDURES”



Literally all legal assistants and paralegals (and many attorneys too) spend significant time inputting critical dates into a calendar, no matter what type of matter they are working on. There are hard deadlines, ticklers, appointments, proper service dates and service methods that you need to know. Questions always arise when it comes to calendaring critical motion, discovery, and trial deadlines, in state and federal court, and the last thing you want to do is miss an important deadline. This 90-minute workshop will cover calendaring deadlines and procedures, and compare the difference between calendaring in state and federal court.

**Thursday, October 26, 2017**

**Guest Presenter: Susan Kalra, Mahamedi IP Law LLP**

#### Schedule:

5:30 p.m. – Registration  
6:00 p.m. – Dinner  
6:30 p.m. – 8:00 p.m. – Presentation

#### Location:

Wilson Sonsini Goodrich & Rosati  
650 Page Mill Road  
Palo Alto, CA 94304  
Conference Room – Courtyard 1D

**Workshop Fees:** \$40 – Members (includes dinner/no refunds)  
\$80 – Non-Members (includes dinner and free one-year membership in SCCoLPA/no refunds)

Register online and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org) OR contact [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com)

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 1.5 hours, of which zero time will apply to law practice management/prevention, detection, and treatment of substance abuse and emotional distress/elimination of bias credit (as appropriate to the content of the activity).

Organized 1940 - 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 SCCoLPA, 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**  
**DANCING**  
**LIVE DJ**

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

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

[sccolpa.crabfeed@gmail.com](mailto:sccolpa.crabfeed@gmail.com)  
<http://sccolpa.crabfeed.eventbrite.com>  
<http://www.sccolpa.org/Events>

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

## GOVERNOR'S CORNER

~ by Linda Neuman, SCCoLPA Governor ~

Why not step out of your comfort zone and try something new and different??

Every morning you get ready for work, get into your car and make that drive into the office. If it is raining, you know exactly how to turn on your windshield wipers. If it is dark outside because of the time change, you know exactly how to turn on the headlights. If it is warm in the morning, you know exactly how to roll down the windows. If you need to gas up before arriving to work you know exactly which side of



the car the gas tank is located on and know exactly how to open the gas tank door.

So, what happens when either you total your car or you just want a new one? You get a new car ... you try something new and different. It might take you a time or two to turn on the headlights instead of the windshield wipers. Or you might have to pull into the gas station a different way because the gas door is on a different side. Or there might be a new "computer onboard" and you will need to learn how it works.

Now let's apply this scenario to you as a member of SCCoLPA. You feel comfortable attending monthly dinner meetings and listening to great speakers. You enjoy listening to the reports of officers and chairmen and hear about the upcoming events. You attend some of the events and educational workshops because fun and knowledge are good things.

So when it is time for elections in the Association, what can you do? How about trying something new and different? Become a chairman of a committee or even an officer. You might have to attend more than one meeting a month, but that might not be that hard. Instead of sitting in the audience and listening to reports, you can get up and give that report you so enjoyed listening to in the past. Instead of just attending an event or educational workshop, be a part of the great committee that helps organize and put on the event.

Being more involved in SCCoLPA is just like getting used to a new car. Step out of your comfort zone ... try something new and different! It might take some getting used to, but it is worth it. Give it a try!

Until next time,  
Linda Neuman  
PROUD Governor of SCCoLPA

## Member in the Spotlight October 2017 Shannon Quigley

*by Sheryl Boardman, Vice President of Marketing*

I am pleased to announce that our Member in the Spotlight this month is Shannon Quigley, SCCoLPA's Vice President of Membership. As VP of Membership, Shannon is responsible for "interviewing" all of our Members in the Spotlight, and along the way, gets to know each member a little bit better!

Shannon was born in Southern California. Her parents moved around a bit and she found herself in Fayetteville, Arkansas two months before her senior year of high school, which she was not happy about. When she enrolled for her senior year, she was told she had "too many credits" from California and did not need to attend her senior year! However, the high school offered a free vocational program for cosmetology if she attended at least three classes. She enrolled in Bible Study, Mythology and Roller Skating! Upon graduation, she went to work as a hairstylist for her cousin who happened to own a salon.

While in Arkansas, she married a country boy at the age of 19. At 21, she was in a horrible three-wheeler accident where she broke her neck, back and wrist. Several years later, after divorcing and moving back to California, she found that standing behind the chair for 10-12 hours a day was no longer an option and she turned to



office work, which allowed her to sit for part of the day. She found a receptionist position at a law firm and eventually moved up to a legal assistant.

Without SCCoLPA, she would not be where she is today, both personally and professionally. She was laid off from her legal job due to downsizing, and for two years, she looked for work. After many interviews, her lack of a college degree and networking kept her from employment. In November of 2011, she enrolled in West Valley's paralegal program. That same month, she applied for membership in SCCoLPA and signed up for workshops at LSI's Quarterly Conference. She showed up, not knowing anyone, put on a brave face and walked up to registration. She was promptly "turned over" to the care of Linda Neuman, who took Shannon under her wing, made her feel welcome, answered questions and introduced her to Elise Dresser, CCLS, Rod Cardinale, Jr. and Jill Gardella, CCLS. Fast forward to 2017 and she is proud be working full time in a field of law she totally enjoys. She is still going to college, has a growing network of like-minded people and could not be happier. The best part is that along the way, she has made some remarkable friendships that would not have happened had she not "stepped out of my comfort zone" in 2011!

Her motivation comes from knowing she is making a difference in other people's lives. Someone once said "Work for a cause, not for applause. Live life to express, not to impress and do not strive to make your presence noticed, just make our absence felt." She thinks of these words often and is happy her career path and volunteer time with SCCoLPA is making a difference.

Shannon is currently a legal assistant for the Law Office of Janet L. Brewer, who handles estate planning in Palo Alto. The office has two attorneys and an Office Manager/Paralegal (Rod Cardinale, Jr.). Her day varies, but include duties such as making copies, greeting clients, preparing correspondence for clients and the court, filing, ordering supplies & stationery, copying, faxing and maintaining the office.

In closing, a few things Shannon would like us to know about her is that she once worked for a subsidiary of Match.com called Goodcompany.com, a smaller online dating service where she was a chat moderator (basically a babysitter for the badly behaved!). On a first date, she went tandem skydiving at sunset in Hollister, and she collects PEZ dispensers.

Thank you, Shannon for sharing yourself with us! We congratulate you on being chosen as our Member in the Spotlight for October!

## 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 Social Media Chair, which position has been held this past year by Mark Dresser. Mark has been a member of SCCoLPA since 2011, and besides filling the role of Social Media Chair, Mark is also the website coordinator and is responsible for keeping the SCCoLPA website up to date. Mark previously worked at a law firm in Mountain View for over 20 years as the IT/website manager, so this position with SCCoLPA was right up his alley!

Have you ever wondered who comes up with and designs all the great flyers that are posted to the website and circulated to all our members? Mark works closely every month with Irma MacKay, SCCoLPA's Programs Chair, to create all the monthly dinner flyers. Once the flyers have been finalized, they are posted to the website, and then emailed to our members via Constant Contact. Mark also works with the CEC Coordinator and Marketing Chair because each event, whether it be a dinner meeting,

educational workshop, or fundraiser, requires a new flyer, and Mark is always up to the task of creating something fresh and new! The Social Media Chair is also responsible for maintaining and updating SCCoLPA's Facebook and LinkedIn pages.

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 ~*

### What Does *Obiter Dictum* Mean?

From the lowest state trial court to the US Supreme Court, each and every case argued deals with a specific plaintiff, specific defendant, and specific charge. However, in handing down an ultimate decision on a case, a court - in the person of the judge or the chief justice - offers a summary opinion. In that opinion, the issues raised often go well beyond the specific needs of the moment to settle the case at hand. These extraneous points and known as obiter dicta (obiter dictum, singular) - from the Late, "by the way." While at the time these dicta do not seem particularly important, they must be carefully distinguished as such so that, for later cases of a similar nature, no unfair precedent has been set.

## CCLS Monthly Quiz

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

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

## LEGAL ABBREVIATIONS

1. and others
2. the same
3. in the same place
4. petition
5. that is
6. compare
7. California Appellate Reports
8. and the following
9. edition
10. opinions
11. titles
12. Federal Reporter, Second Series
13. California Reports
14. ante meridiem
15. under the name of



**ANSWER KEY:**

1. et al.
2. *id.*
3. *ibid.*
4. petn.
5. i.e.
6. cf.
7. Cal.App.
8. et seq.
9. ed.
10. opns.
11. tits.
12. F.2d
13. Cal.
14. a.m.
15. *sub nom.*



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



### APPLICATION TO TAKE CCLS® EXAM

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

(Select one) ☐ **Northern California** ☐ **Saturday, September 16, 2017**  
 (Select one) ☐ **Southern California** ☐ **Saturday, March 17, 2018**

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

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

**Personal Information**

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

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

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

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

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

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

**Employment Information**

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

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

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

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

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

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

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

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

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

## Legal Procedures - The Latest Updates

## CALIFORNIA SUPREME COURT - LAUNCHES MANDATORY eFILING

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).



## SEPTEMBER 15, 2017

### CIVIL HARRASMENT/SMALL CLAIMS E-FILING SEMINAR

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

Please RSVP by email to [efilingcomment@scscourt.org](mailto:efilingcomment@scscourt.org).

THE SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA CLARA

**E-Filing for Civil  
Harassment and  
Small Claims cases  
starts September  
25, 2017**

**Demonstration of  
the new system**

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

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

**LOCATION  
FAMILY JUSTICE CENTER  
COURTHOUSE  
8<sup>th</sup> FLOOR CONFERENCE  
ROOM**

201 N. First Street  
San Jose, 95113

September 15, 2017  
General Session  
12:15 to 1:15  
Lab 1:30 to 2:00

**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 "State v. Federal Calendaring Procedures" on October 26, 2017. If you need a refresher course on calendaring, or need to learn the differences between calendaring in state court vs. federal court, this workshop is not to be missed! 90 minutes 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: *(Choose 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

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

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

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

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

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

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

Application/Renewal Form 2017-2018

## Help Wanted - Current Employment Opportunities

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

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



## Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:



Jeremy Cunningham - October 2  
 Andrea Lorenz - October 4  
 Christina Hall - October 5  
 Stacy Panayotopoulos - October 7  
 Billie Cole - October 9  
 Susan Van Norman - October 9  
 Mark Schwartz - October 13  
 Carrie Burkhart - October 14  
 Virginia Hernandez - October 15  
 Madison Corbitt - October 18  
 Janet DeLaive - October 21  
 Katrina Rodriguez - October 23  
 Marie Kotsubo - October 30  
 Lynne Chavez - October 31





|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|  <b>LSI</b><br><i>Educating California's<br/>Legal Support Professionals</i>                                                                                                                                                                                                                                                                                                                                                                                    | <b>OVERVIEW OF CALIFORNIA<br/>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: _____ <b>LSA/LPA</b><br/> <small>(No abbreviations please; status is verified)</small></p> <p>\$50 Non-LSI Member _____</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                              |

**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: ☐ STATE OFFICER ☐ STATE CHAIRMAN  
 PLEASE CHECK IF YOU ARE: ☐ GOVERNOR ☐ CCLS ☐ PLS

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)  
 POSTMARKED ON OR BEFORE OCTOBER 9, 2017 **\$120.00** \$ \_\_\_\_\_  
 POSTMARKED OCTOBER 10, 2017 OR LATER **\$130.00** \$ \_\_\_\_\_




**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 | \$ _____ |
| VEGETARIAN MEAL REQUESTED              | --- | @ | \$35.00 | \$ _____ |
| 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@hamisonfamilylaw.com](mailto:rachel@hamisonfamilylaw.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**

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 \_\_\_\_\_

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://cc.synxis.com/req.aspx?Chain=13325&template=LEX\\_GCLX&shell=LEX\\_FLEX&hotel=59015&arrives=11%20%2F2017&depart=11%2F15%2F2017&Rooms=1&adults=1&groups=1&LSI](https://cc.synxis.com/req.aspx?Chain=13325&template=LEX_GCLX&shell=LEX_FLEX&hotel=59015&arrives=11%20%2F2017&depart=11%2F15%2F2017&Rooms=1&adults=1&groups=1&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 RODOERS, CCLS (530) 613-9512 - [mrodgersccls@gmail.com](mailto:mrodgersccls@gmail.com); OR CONFERENCE CO-CHAIRS - BETTINA JACOBSON, (916) 616-8159 - [bettinajacobson@gmail.com](mailto:bettinajacobson@gmail.com); - RACHEL MALERBI, (916) 217-5569 - [rachel@jiamisonfamilylaw.com](mailto:rachel@jiamisonfamilylaw.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 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>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 Franch<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>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 secretarial science) 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. If 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 ARE NON-Negotiable BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASONS WILL BE REPAID 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



## 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

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

c/o Steel River LLP  
500 Capital Mall, Ste. 1600  
Sacramento, CA 95814

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

**SLSA RENO BUS TRIP**

Sponsored by

**Sacramento Legal Secretaries Association****Saturday, October 7, 2017****8 AM to 7 PM****Destination: The Silver Legacy Resort Casino****\$35 per person****Please register online at [SLSA.org](http://SLSA.org)****(convenience fee of \$1.35 to purchase tickets via PayPal or Credit Card)****Includes:**

- Buona Occasione!!! Raffle Prizes!!!

Raffle Tickets: 1 for \$1, 7 for \$5, and 16 for \$10

- Free enjoyment of the Annual Great Italian Festival
- \$10 credit voucher for the casino and \$5 food voucher
- \$2 Soft Drinks/Bottled Water
- \$3 Beers, Bloody Marys, Mimosas & Screwdrivers
- Wear something obviously **ITA** or **IAN** and get a free raffle ticket
- Open to members & non-members -- must be at least 21 years of age
- Games and Prizes!!
- Free Omaggio Bags
- Restroom On Board
- An appearance by MONTY HALL!  
(What is in your purse/backpack?)

**We have two convenient pick-up locations:**

**Arden Area – 7:15 a.m.**  
Parking lot Black Bear Diner  
1830 Arden Way  
Sacramento, CA

**Citrus Heights Area – 7:30 a.m.**  
Parking lot of the Safeway/CVS  
5333 Elkhorn Blvd  
Sacramento, CA

**Seating is Limited!! – First Come, First Served!! -- Register NOW!!**

Questions???

Elizabeth Madden, CCLS, [elizflower@comcast.net](mailto:elizflower@comcast.net)  
Michelle Chavez, CCLS, [michellechavez@yahoo.com](mailto:michellechavez@yahoo.com)



Questions???

Elizabeth Madden, CCLS, [elizflower@comcast.net](mailto:elizflower@comcast.net)  
Michelle Chavez, CCLS, [michellechavez@yahoo.com](mailto:michellechavez@yahoo.com)

**Register online at: [SLSA.org](http://SLSA.org)**



**~ Drawings for Raffle Prizes Held on the Return Trip from Reno ~**




Please Join the  
**San Mateo County Legal Professionals'**  
Annual Membership Drive & Member Appreciation Event,  
Together with Wine & Cheese Pairing  
(Assisted by the Greedy Ant)

**Come Learn More About Our Association  
and Have a Great Time!**  
\$20 Members & Non-Members

SMCLPA was chartered in 1966 and incorporated in 1971. Fifty-one years later, we continue to offer monthly educational programs as an approved MCLE provider. Members enjoy the benefit of networking, along with CEB discounts, insurance discounts, Provident Credit Union membership, Costco membership, Hertz Corporation discounts, and much more.

- Members will receive one raffle ticket for every prospective member that they bring to this event.
- Prospective members that turn in an application at this event will receive two raffle tickets.

**Tuesday, October 17, 2017 - 6:00 to 8:00 pm**  
**111 Wellesley Crescent (Clubhouse)**  
**Redwood City, California**

Check our website for more information at [www.smclsa.org](http://www.smclsa.org)

**Pre-Payment Preferred or Pay at the Door**  
**Reservations MUST be received by Friday, October 13, 2017**

Names(s) of those attending: \_\_\_\_\_  
Membership not required to attend.

Your address and telephone number: \_\_\_\_\_

Amount enclosed (checks to **SMCLPA, \$20 Members & Non-Members**) \$ \_\_\_\_\_

Return to: Pauline Balestrino, 1<sup>st</sup> VP  
Bay Wealth Legal Group  
908 Laurel Street  
San Carlos, CA 94070

Reservations and Questions:  
Call Pauline at (850) 779-5810  
or email [pbalestrino@baywealthlegal.com](mailto:pbalestrino@baywealthlegal.com)





Mary L. King, CCLS  
10/01/36 - 04/12/12



Mary L. King, CCLS  
10/01/36 - 04/12/12

## San Mateo County Legal Professionals Association Celebrates

# Mary L. King Day at the Races Sunday, October 22, 2017

Golden Gate Fields Gates open at 11 a.m.

Cost: \$48 per person, \$20 for children 5 to 17  
(4 and under/free)

Includes: Valet preferred parking, Program, Turf Club  
Seating and Prime Rib Buffet Lunch

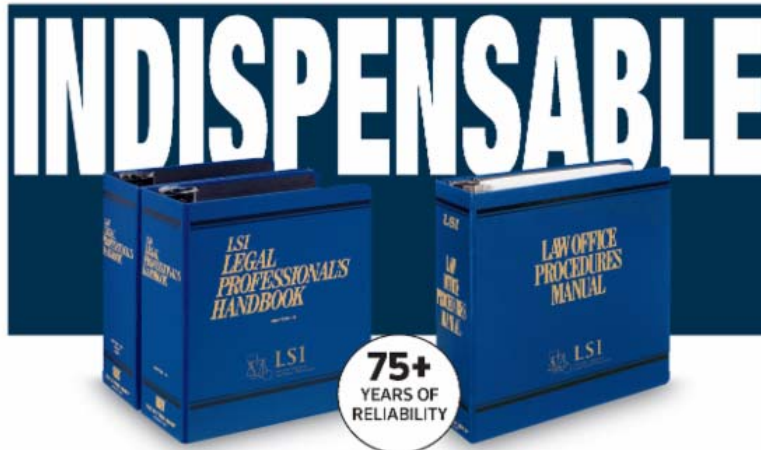
There will be a hat contest!!  
1st, 2nd & 3rd prize winners!



Make this a fundraising opportunity for your Association  
For details contact your local Inter-Association Chairman

Bonnie Stensler, PLS, CCLS  
Inter-Association Chairman San Mateo County LPA  
[bjstensler@comcast.net](mailto:bjstensler@comcast.net) or call: 415-613-9873

\*Turf Club Dress Code: All guests including children are requested to dress in a smart casual style. Sweat pants/suits, T-shirts, baseball hats, and thong style shoes are strongly discouraged; Stylish casual footwear including tennis shoes are welcome. Guests arriving in shorts, tank tops or clothing with offensive logos will be denied access into the Turf Club.



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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.

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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 Q&I page rate on their pro bono depositions.

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

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## Volunteers Needed!

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

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

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

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



## Code of Ethics

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

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

See what's happening on our social sites:



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



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

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