



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

Dear SCCoLPA Members:

Happy April! Spring is in the air, and as we look forward to a new fiscal year for SCCoLPA, I'm delighted to see how much we have accomplished this past year. Thanks to YOUR input as members of this great association, we were able to provide many new program offerings and events to help support your career development and advancement.

The priority of the Executive Board is to make sure all members are aware of all the valuable resources and tools that are available to help you with your daily professional legal needs, and the greatest value we receive from the membership is through the social, networking, and educational events attended by our members. There are so many opportunities available to you that are provided by SCCoLPA, and getting involved and sharing experiences with your colleagues and co-workers is a priceless benefit of membership. We encourage all of you to join us at our monthly meetings, our educational workshops, our networking events, and fundraising events, to get involved, and to make a difference!

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

- \* **Sunday, April 9, 2017:** SCCoLPA's 77th Annual Meeting and Installation of Officers. We moved our April meeting from Tuesday night to Sunday morning so that more of you will be able to attend our annual meeting. Join us for a delicious brunch at Flames and welcome the Officers and Chairmen for the 2017-2018 fiscal year!
- \* **Reminder:** Continue your membership with SCCoLPA by renewing soon. The last day of the fiscal year is April 30, 2017. Membership renewals are due by **May 1, 2017**.
- \* **Thursday, April 20, 2017:** SCCoLPA's next quarterly workshop, "100 Days Before Trial," presented by Susan Kalra at Wilson, Sonsini, Goodrich & Rosati in Palo Alto. Many members have requested this program, so you won't want to miss it!
- \* **May 18-21, 2017:** LSI's 83rd Annual Conference, to be held at the Doubletree Hotel in Modesto, CA. Registration forms can be found in this newsletter.
- \* **June 17, 2017:** SCCoLPA's annual summer BBQ, to be held once again at LSI Treasurer and SCCoLPA Executive Advisor Rod Cardinale's house. In appreciation of your support, the BBQ is FREE for all members. Join us for a fun afternoon which includes a delicious BBQ, silent auction, and dessert contest!

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

Last but absolutely not least, as you all know, SCCoLPA has the honor of hosting LSI's 2nd Quarterly Conference in November 2018. The conference will be held at

the Silver Legacy Resort in Reno, NV the weekend of November 9-11, 2018 and we're so excited to start planning! That being said, we are going to form a Conference Committee to get the ball rolling, and we need YOUR help! The first planning meeting will be held on **April 13, 2017** at 6:00 p.m. at Sheryl Boardman's office in San Jose. If you are interested in being a part of the committee or just attending the meeting, please contact me at [endresser@gmail.com](mailto:endresser@gmail.com).

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

Thank you again for the privilege of letting me lead this amazing association again this year. I look forward to seeing all of you and meeting our new members at our upcoming events. I also encourage you to provide feedback to your Executive Committee anytime so that we can continue to make SCCoLPA the best association in the state!

With very best wishes,

Elise Dresser, CCLS  
President

## Upcoming Monthly Meetings

### 77th Annual Meeting and Installation of Officers Sunday, April 9, 2017

Santa Clara County Legal Professionals Association has a very special event coming up and we want you to be part of it! Please join us on **Sunday, April 9, 2017** at 11:00 a.m. for SCCoLPA's 77th Annual Meeting and Installation of Officers. Join us at Flames Eatery for a delicious Sunday brunch - this event will take the place of our regular April monthly meeting.

Join us as the Officers of SCCoLPA's Executive Committee are installed for 2017-2018 by Installing Officer and LSI Executive Secretary Lynne Prescott, CCLS, and accompanied by SCCoLPA Past President Patty Russell.

Additionally, President Elise Dresser, CCLS will present SCCoLPA's annual scholarship award to a very deserving student from the Santa Clara County community.

You also won't want to miss the presentation of the Annual Rod Cardinale, Jr. President's Award - one of our own deserving members will be recognized for his/her outstanding service to the SCCoLPA and the community!

We hope you will join us for a fun-filled morning! 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.

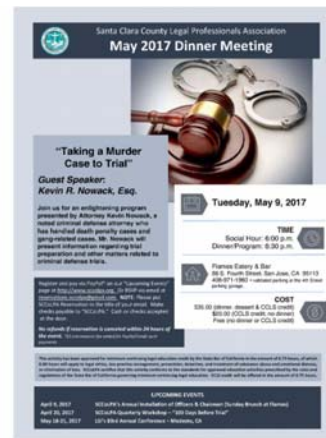
### Monthly Membership Meeting



## May 9, 2017

SCCoLPA invites you to its **May 9, 2017** monthly membership meeting and is pleased to present "Taking a Murder Case to Trial," presented by Attorney Kevin R. Nowack. Join us as Mr. Nowack, a noted criminal defense attorney in the Bay Area, will be our guest speaker. Mr. Nowack has handled death penalty cases and gang-related cases, among others, and will present information regarding trial preparation and other matters related to criminal defense trials.

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.



## March 2017 Highlights



### March Monthly Membership Meeting March 14, 2017

SCCoLPA's monthly membership meeting was held on March 14, 2017 at Flames Eatery in San Jose. Our guest speaker for March was Employment Law Attorney Nora Rouso, of Rouso & Jackel. Ms. Rouso's presentation

included issues concerning wage claims, contractual disputes, wrongful termination, and disability claims.

Vice President of Membership Shannon Quigley presented SCCoLPA Member Pam Stallings, CCLS with a Certificate of Recognition for being selected SCCoLPA's Member in the Spotlight for March. Pam was also bestowed with the title "Crab Feed Ticket Queen," for her herculean efforts every year in selling over 50 tickets all by herself. Thank you and congratulations Pam!

The election of officers for the 2017-2018 fiscal year was conducted, as well as the election of delegates and alternate delegates for LSI's 83rd Annual Conference. The following members were elected to the 2017-2018 Executive Committee of SCCoLPA:

President: Elise Dresser, CCLS  
Vice President of Membership: Shannon Quigley  
Vice President of Marketing: Sheryl Boardman  
Executive Secretary: M'Liss Bounds  
Treasurer: April Ignaitis, CCLS  
Governor: Linda Neuman

Delegates: Elise Dresser, CCLS, Linda Neuman, M'Liss Bounds  
Alternate Delegates: Shannon Quigley, Sheryl Boardman, Elizabeth Cameron, CCLS

Governor Linda Neuman also had some exciting news to report following her return from LSI's Quarterly Conference, held February 24-26, 2017 in Chico, CA:

- SCCoLPA finished in **second place** in LSI's Annual Membership Drive! Thank

you to all our new members who joined us this year, and thank you to our members who worked so hard to bring these new members to our association!

- Thanks to VP of Marketing Sheryl Boardman, who submitted her first article to LSI's magazine, *The Legal Secretary*. Sheryl's article was entitled "How to Get the Most Out of Your Legal Vendor."
- SCCoLPA will have a drawing for a free scrip ticket to LSI's Annual Conference, to be held May 18-21, 2017 in Modesto, CA. Contact Linda if you are interested in having your name thrown in the hat; the winning member will be announced at our April membership meeting.
- Congratulations to the following SCCoLPA members, who were appointed to positions with LSI:
  - Elise Dresser, CCLS - CCLS Certifying Board Chair
  - Vivian Shreve, CCLS - CCLS Certifying Board Member
  - Kiwi Le, CCLS - Assistant Editor, Publications Revisions Committee



*Pam Stallings, CCLS, March 2017 Member in the Spotlight*



*Rupal Shukla, Cozima Constantine*





*Estella Chavarria, Joanne Nelson, Pam Stallings, CCLS*



*Programs Chair Irma MacKay, President Elise Dresser, CCLS, Guest Speaker Nora Rouso, Jonathan Jackel*



*April Ignaitis, CCLS, Josie Amant, Antonia Pulone, Christina Hall, CCLS*



*April Ignaitis, CCLS, Rupal Shukla, winner of March's Opportunity Drawing!*



*SCCoLPA's Delegates & Alternate Delegates to LSI's 83rd Annual Conference  
M'Liss Bounds, Linda Neuman, Shannon Quigley, Elise Dresser, CCLS, Sheryl Boardman, and  
Elizabeth Cameron, CCLS*

### **Inter-Association 8th Annual Legal Trivia Throwdown March 25, 2017**

SCCoLPA Members Sheryl Boardman, Rod Cardinale, Jr., Elise Dresser, CCLS, Linda Neuman, and Elena Schneider, CCLS participated in the 8th Annual Legal Trivia Throwdown, held on Saturday, March 25, 2017 at Nixon Peabody in San Francisco. Seven local associations participated in the event, which was hosted by last year's champs, San Francisco LPA. Many thanks to Larry McGrew, President of SFLPA, who masterfully emceed the throwdown. It was a close game of legal trivia Jeopardy, but in the end, congratulations go to Mt. Diablo LPA, who had the only correct answer in Final Jeopardy! We had a great time, and hope that more of you will join us next year for the 9th annual throwdown!



SCCoLPA's Legal Trivia Team: Rod Cardinale, Jr., Elena Schneider, CCLS, Elise Dresser, CCLS, Linda Neuman, and Sheryl Boardman



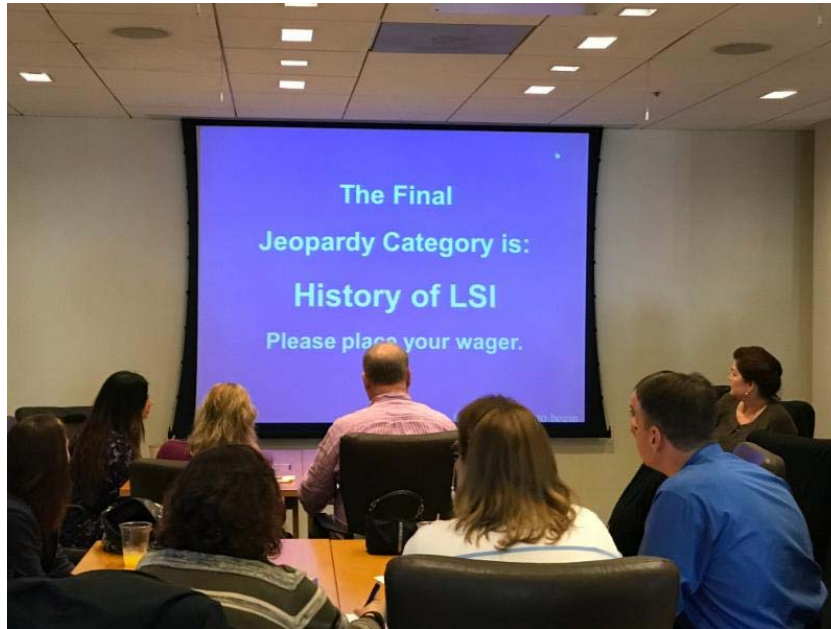




*Team SCoLPA with LSI President Jennifer Page, CCLS*



*SCoLPA Governor Linda Neuman and Bartender Extraordinaire Diana Mecca*



*Congratulations to this year's champs, Mt. Diablo LPA! See you next year!*

## Save The Date Events

### SCCoLPA Quarterly Workshop April 20, 2017

SCCoLPA is pleased to present "100 Days Before Trial" at its April 20, 2017 Quarterly Workshop. This is a program that many members have requested, and we are happy to bring back Susan Kalra to present this valuable and informative workshop. The 90-minute workshop will be held at Wilson Sonsini Goodrich & Rosati in Palo Alto, starting at 6:30 p.m. Dinner will be served at 6:00 p.m. Registration is open now!



## SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

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

PRESENTS A QUARTERLY WORKSHOP:

### “100 DAYS BEFORE TRIAL”



Preparation and organization are key to helping win trials. As your case approaches trial, there are many details that need to be addressed and deadlines to meet. Every case should be thoroughly analyzed and prepped at least 100 days before trial. This 90-minute workshop will provide you with a guide to ensure that all important and necessary elements of trial preparation are addressed (calendar, depositions, witnesses, subpoenas, evidentiary issues, damages, pretrial motions, expert witness designations, jury instructions, etc.)

This workshop has been approved for 90 minutes of CLE/CCLS credit.

**Thursday, April 20, 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  
(check in at reception desk)

**Workshop Fees:** \$40 – Members (includes dinner/no refunds)  
\$60 – 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 12/4/16 P.C. Box 97559 San Jose, CA 95109-3521, [www.sccolpa.org](http://www.sccolpa.org)

**Santa Clara County Legal Professionals Association**  
**Invites You To Its 7th Annual Marilyn Ott BBQ**







**SCCoLPA's Annual Summer Baseball Game  
 August 5, 2017**

**San Jose Giants v. Inland Empire 66ers**

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

 **Santa Clara County Legal Professionals Association**  
 invites you to

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

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

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

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

**Please RSVP by July 27, 2017**





## **WELCOME TO OUR NEW MEMBERS!**

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

**Teresa Stevenson**

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

### **Member in the Spotlight April 2017 Kiwi Le, CCLS**

*~by Shannon Quigley, Vice President of Membership~*

In Kiwi's junior year in high school, a very good friend of hers mentioned she was planning to attend law school. Kiwi's response was a resounding "I'm not touching that!" At that time, she considered it to be a brain-damaging career choice. You see, Kiwi is an art lover but she did not want to be a "starving artist," so she chose to obtain a degree in Business Administration.

When Kiwi graduated from San Jose State, her first full-time job was with Fragomen, Del Rey, Bernsen & Loewy, LLP as a Team Support Specialist. She would arrive at 7:00 a.m. and leave at 7:00 p.m. She likened it to the "greatest sweat shop" she had ever worked for. What she took away from her experience was that she found it intense, interesting and liked that she had a part in having a meaningful impact in people's lives.

Kiwi decided to stay in the legal field and accepted a new position as legal assistant/office manager for a small personal injury firm. From there, she worked concurrently with a solo estate planning attorney as a paralegal. By then, she was absolutely certain that she would stay working as a legal secretary/assistant/paralegal as she found the work suited her.

Fast forward to today and Kiwi is the proud parent of a son named Luka! She took a short break from working and after a few months, she was more than ready to go back to work. Apparently, being a stay-at-home mom pushed her to the edge of her sanity so she blasted out her resume and was lucky enough to find that Nolan, Barton, Bradford & Olmos was hiring. She accepted the position and is immensely grateful to have the opportunity to work in criminal defense.

Kiwi said that working in the criminal defense field has taught her so much more about humanity and how to deal with conflicts in a much more profound way that she never knew existed. By working at Nolan, Barton, Bradford & Olmos, she has discovered that she has become a kinder person to herself and her family. She has learned to accept mistakes, flaws, and the good with the bad. Her boss couldn't have said it better, "the good, the bad, it's all part of the same coin."

Working as a legal professional has taught Kiwi far more about life than she had ever anticipated. After joining SCCoLPA via Jill Gardella, CCLS and Christina Hall, CCLS, she has become more much appreciative of what this profession has to offer and all of those who practice it. She feels very blessed that Vivian Shreve, CCLS, Christina Hall,



CCLS and Elizabeth Cameron, CCLS helped her prepare for the CCLS exam. She said it would not be the same without them.

Kiwi is very honored to be April's Spotlight Member and she wants to thank SCCoLPA for allowing her to be a part of this great association of working legal professionals.

Congratulations Kiwi! SCCoLPA is proud to have you as a member!

## Governor's Corner

~by Linda Neuman, SCCoLPA Governor~

### Do Student Members Make a Difference? YES They Do!!

As you know, SCCoLPA encourages student membership in our Association. SCCoLPA's wise Parliamentarian Elena Schneider, CCLS said in response to a recent LSI Directive: "Our Association believes that the foundation of LSI is educating legal professionals and that students in the legal field are the next generation of LSI and their local association."



LSI is in the process of researching the possibility of students becoming members of LSI. There are a variety of things to take into consideration when allowing students to become members of the statewide organization, but many agree that students are the future. This is not a new concept. The world as we know it, depends on college graduates to take over or sometimes create a new working environment, so should our Legal Professional world. Who better to grab hold of the new technology entering our workplace and court systems than students who have been exposed to technology since they were toddlers. If we embrace student members it can only be a win-win situation.

As we all know, sometimes it is difficult for students to attend monthly meetings as a lot of classes are held in the evening and they can't (they really shouldn't) miss class. But when that student does make it to a meeting, they are such a breath of fresh air. It is so inspiring to hear them talk about wanting to become a legal professional, what field of law is most interesting to them, showing an interest in your job and your job duties. This is the enthusiasm that will keep both the profession and our organizations alive.

I think student members bring back the passion which made us all consider becoming members of LSI and our Local Association and they will truly do the profession proud.

Until next time..... Linda Neuman the proud Governor of SCCoLPA.



**Cruisin' to Conference: Graffiti Style**  
STANISLAUS COUNTY LEGAL PROFESSIONALS  
ASSOCIATION  
MAY 18-21, 2017  
LSI ANNUAL CONFERENCE  
DOUBLE TREE HOTEL - MODESTO, CALIFORNIA  
CONFERENCE REGISTRATION FORM



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

CITY/STATE/ZIP: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 LOCAL ASSOCIATION: \_\_\_\_\_ J.S.A./P.A. (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 APRIL 30, 2017 \$125.00 \$ \_\_\_\_\_  
 POSTMARKED MAY 1, 2017 OR LATER \$135.00 \$ \_\_\_\_\_

#### INDIVIDUAL TICKETS

REGISTRATION BY APRIL 30, 2017	@	\$25.00	\$	_____
REGISTRATION MAY 1, 2017 OR LATER	@	\$35.00	\$	_____
WELCOME RECEPTION (FRIDAY)	@	\$30.00	\$	_____
LUNCHES				
VEGETARIAN				
GOVERNOR'S (FRIDAY)	@	\$25.00	\$	_____
PRESIDENT'S (FRIDAY)	@	\$25.00	\$	_____
MEMBERSHIP (FRIDAY)	@	\$25.00	\$	_____
CCLS (SATURDAY)	@	\$25.00	\$	_____
SATURDAY NIGHT BANQUET	@	\$45.00	\$	_____
CHICKEN	BEEF		FISH	
SUNDAY BRUNCH	@	\$30.00	\$	_____
TOTAL AMOUNT ENCLOSED			\$	_____

SPECIAL DIETARY NEEDS: \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO: MAY 2017 CONFERENCE FUND

MAIL TO: JANICE WILLIAMS, 3212 PROVINCE TOWNE CT., MODESTO, CA 95355



FOR GENERAL INFORMATION CONTACT:  
 REGISTRATION CHAIR - JANICE WILLIAMS - (209) 499-8911  
[JANICEWILLIAMS@PCADOPTIONS.ORG](mailto:JANICEWILLIAMS@PCADOPTIONS.ORG)

NO REFUNDS AFTER MAY 10, 2017



### Cruisin' to Conference Graffiti Style

STANISLAUS COUNTY LEGAL PROFESSIONALS  
 ASSOCIATION  
 MAY 18-21, 2017  
 LSI ANNUAL QUARTERLY CONFERENCE  
 DOUBLE TREE HOTEL - MODESTO, CALIFORNIA  
 HOTEL REGISTRATION FORM



NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 LOCAL ASSOCIATION: \_\_\_\_\_ J.S.A./P.A. (FULL NAME)  
 ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

ACCOMMODATIONS: (PLUS APPLICABLE TAXES AND FEES)

☐ SINGLE/DOUBLE - \$109.00  
☐ TRIPLE - \$109.00

COMPLIMENTARY SELF PARKING  
 VALET PARKING IS \$12.00 PER DAY

PLEASE CALL HOTEL DIRECTLY FOR RESERVATIONS, 209-526-6000. USE CODE "LSI" TO IDENTIFY YOURSELF AS BEING A PART OF LSI IN ORDER TO GET THE GROUP RATE.



REGISTRATION CHAIR - JANICE WILLIAMS - (209) 499-8911  
[JANICEWILLIAMS@PCADOPTIONS.ORG](mailto:JANICEWILLIAMS@PCADOPTIONS.ORG)

CONFERENCE CHAIR - DIANE M. MECCA, CP, CBA - (209) 918-0796  
[DIANEMECCA@HOTMAIL.COM](mailto:DIANEMECCA@HOTMAIL.COM)



[JANICEWILLIAMS@PCADOPTIONS.ORG](mailto:JANICEWILLIAMS@PCADOPTIONS.ORG)  
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[DIANEMECCA@HOTMAIL.COM](mailto:DIANEMECCA@HOTMAIL.COM)

NO REFUNDS AFTER MAY 10, 2017

## Order in the Court

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

### How Does the Appellate System Function?

The American legal system on state and federal level has a built-in appeals process that acts as a safety net for those decisions that warrant a second look. All cases start in the trial court of original jurisdiction, where charges are filed, witnesses are heard, evidence is presented, and a verdict is rendered that favors either the plaintiff or the defendant. If the losing party believes their case was handled improperly or unfairly, they can appeal the case to a higher court - the appellate court in state cases and the US Court of Appeals in federal cases. No evidence or witnesses are presented in an appellate court. From written transcripts of the original trial, previous handling of the case is reviewed by the court of appeals judge. After reading the transcript, the judge affirms the original decision, reverses it, or modifies it. Rarely does a US Court of Appeals case move up to the federal court of final appeal, better known as the US Supreme Court.

## Education is the Key



**Superior Court of California  
County of Santa Clara**

191 North First Street  
San Jose, California 95113  
(408) 882-2700

Chambers of  
HON. PATRICIA M. LUCAS, Presiding Judge



February 28, 2017

Santa Clara County Bar Association  
31 North 2nd Street, Suite 400  
San Jose, CA 95113

Dear Members of the Santa Clara County Bar Association:

As you know, staffing shortages continue to cause significant backlogs in all divisions of the Santa Clara Superior Court.

Because of the constitutional and statutory timelines under which other divisions work, the Court's civil division is presently most severely impacted. There, the vacancy rate is so high and backlogs are so deep that our staff needs uninterrupted time to address the unprocessed work.

To do so, beginning Friday, May 5, 2017, the office and telephone hours at the Superior Court Civil Clerk's Office each Friday will be 8:30 a.m. – 12:00 p.m.

Thank you for your continued support.

Yours truly,

A handwritten signature in blue ink, appearing to read "Patricia M. Lucas".

Patricia M. Lucas  
Presiding Judge

## **CCLS Quiz**

*~By Vivian Shreve, CCLS, SCCoLPA CEC Chair~*

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

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

**CCLS Quiz - Corporations**

1. A corporation begins to exist upon the filing of its \_\_\_\_\_ with the \_\_\_\_\_.
2. True or False: A corporation may be formed by one or more corporations.
3. What is the difference between a domestic and foreign corporation?
4. What are the two basic types of corporation?
5. What are the three major categories of non-profit corporations?
6. There are two words that, if used in the corporate name, may violate federal law. Can you name the two words?
7. If the corporate name includes an individual's name, what word or words must also be included in the name.
8. The rules for conducting the internal affairs of the corporation are called what \_\_\_\_\_.
9. Who owns the corporation?
10. Who runs the day-to-day operations of the corporation?
11. Who manages the business and affairs of the corporation?
12. When must the corporation's Statement of Information be filed ?
13. Where is the Statement of Information filed?
14. How much notice do you provide for a Special Meeting of Board of Directors?
15. BONUS: There are 6 minimum requirements that must be included in a domestic stock corporation's Articles of Incorporation. Can you name 4 of them?

**Answer Key**

1. Articles of Incorporation / Secretary of State. (LOPM L-9)
2. True - or by one or more natural persons, partnerships, associations, or trusts (LOPM L-9)
3. A domestic corporation is any corporation formed under the laws of the State of California; A foreign corporation is any corporation formed under the laws of a state or jurisdiction other than California (LOPM L-10)
4. Stock and Non-profit (LOPM L-10)
5. Non-profit Mutual benefit; Non-profit Public Benefit; and Non-profit Religious (LOPM L-10)
6. Olympic and Olympiad (LOPM L-12)
7. Corporation, incorporated, or company - to show that the name is that of a corporation, and not just that of the individual alone. (LOPM L-12)
8. Bylaws (LOPM L-15)
9. Shareholders (LOPM L-17)
10. Officers (LOPM L-17)
11. Directors (LOPM L-17)
12. Within 90 days of filing of original Articles of Incorporation; and every two years thereafter (LOPM L-17)
13. Secretary of State (LOPM L-17)
14. Four days' notice by mails or 48 hours' notice delivered personally or by phone, voicemail, fax, email or other electronic means (LOPM L-23)
15.
  - A. Name of corporation
  - B. Purpose of the corporation
  - C. Structure of the shares (class and type, privileges and restrictions, etc.)

- D. Number of shares authorized
- E. Appointment, including name and address in California, of an agent for service of process
- F. Signature of each director of the corporation named in the Articles, OR each incorporator (if no directors have been named). (LOPM L-13)

## 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 "100 Days Before Trial" workshop on April 20, 2017. Learn all you need to know to get ready for trial, how to get yourself organized, and stick with the timeline! And in August we will present a workshop on e-Discovery - stay tuned for details.

## Calling All Members - We Need Your Ideas!



Calling all members...we are looking to plan a few fundraising events this year and would like your input. What kinds of events would you be interested in attending - Bowling? Bocce Ball? Bunko? Bingo? It does not have to start with a B... funny everything that came to mind did! How about attending a comedy show downtown? ComedySportz is a live improvisation-type show where everything is made up on the spot. Think of the show "who's line is it anyway?"

SCCoLPA's Marketing Committee is currently at work planning future fundraising events. Stay tuned for more details! Please email me with your thoughts and suggestions - Sheryl Boardman, VP Of Marketing - [Sheryl.boardman@compexlegal.com](mailto:Sheryl.boardman@compexlegal.com)

## Membership in SCCoLPA - Spread The Word!

Thank you for renewing your membership in Santa Clara County Legal Professionals Association! You should have received the new password for the "Members Only" section of the website by now, and in that section you can review the association's monthly financial reports, minutes of membership meetings, rosters, and conference reports. Please encourage your co-workers, colleagues, and friends to join SCCoLPA - the membership application can be downloaded in fillable form on our website,

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



## SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

### 2016-2017 MEMBERSHIP APPLICATION

(Membership dues: \$55.00; Associate Membership dues: \$35.00\*\*) (25.00 Convenience fee charged when paying by credit card or PayPal)

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

Member's Name _____	*Title: (Examples at bottom of page) _____
Residence Address _____	Business Name: _____
Residence City and Zip Code _____	Business Address _____
Residence Telephone Number _____	Business City and Zip Code _____
Residence Fax Number _____	Business Telephone Number _____
E-Mail Address (Home) _____	Business Fax Number _____
PREFERRED E-MAIL: (Check One)	E-Mail Address (Work) _____
Residence: _____ Business: _____	Field of Law _____
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, PLS, CCLS, LSI President 1980-1982)"*

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

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

\*Title: (Your Title/Certification in the Legal Field - EXAMPLES: CCLS California Certified Legal Secretary; PLS Professional Legal Secretary; CLA Certified Legal Assistant; (C/L) Paralegal; Legal Assistant; Notary Public; Office Manager; etc.  
\*\*Associate Members are for candidates with less than one (1) year in a law-related environment, or enrolled in an academic program involved in legal studies and not employed in the legal field.

Application Form 2016-2017

## 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:

Lynn Sova - April 8  
 Shelley Barajas - April 14  
 Ana Cervantes - April 15  
 Pam Stallings, CCLS - April 19  
 Mark Dresser - April 24  
 Vivian Shreve - April 27  
 Emma Tofelogo-Hernandez - April 30



Alameda County Legal Secretaries Association  
*A Member of Legal Secretaries, Incorporated*

Cordially invites you to attend our

### 81<sup>st</sup> ANNUAL INSTALLATION OF OFFICERS

Tuesday - April 4, 2017  
 6:00 p.m.

Buttercup Grill  
 229 Broadway  
 Oakland

You, your family, and friends are invited to attend

Please join us for dinner featuring your choice of:

#### Chinese Chicken Salad

Mixed greens topped with rice sticks, chicken breast, green onions, roasted cashews, mandarin oranges, cilantro and toasted sesame seeds. Served with honey oriental dressing.

#### Chicken Champagne

Chicken breast topped with mushrooms, garlic and champagne cream sauce.  
 Served with rice and fresh vegetables.

#### Fettuccine Alfredo

In a rich cream sauce. With Blackened Chicken

#### Prime Rib

Thick slice of prime rib, slowly roasted to perfection.  
 Served with creamed horseradish, real garlic mashed potatoes and fresh vegetables

**Prime Rib**  
Thick slice of prime rib, slowly roasted to perfection.  
Served with creamed horseradish, real garlic mashed potatoes and fresh vegetables

Price: \$25.00 per person: Please make checks payable to: "ACLSA" and bring with you to dinner or  
Credit cards by Venmo - Lydia-Smith-18

**Reservation deadline: Friday, March 31, 2017**

Contact Cyndee Saucedo, CCLS for reservations [csauceda@meversonave.com](mailto:csauceda@meversonave.com) or  
(510)808-2141. Please remember if you make a reservation and do not show, you will  
be charged for your meal.




*Contra Costa County Legal Professionals Association*

***Please join us for our  
Installation of Officers***

***April 5, 2017***

***Massimo Ristorante  
1604 Locust Street, Walnut Creek***


***Cost: \$40***

***Green Salad, choice of Chicken, Salmon or Pasta  
Wine, Coffee and Desert included***

***5:30 Mixer \* 6:00 Dinner \* 6:30 Installation***

***Help us Celebrate the Contra Costa County Legal  
Professional Association's first Anniversary! Do you  
know who our Member of the Year will be?  
Wear your best Hawaiian attire!***

***RSVP: Lucia Borgman, [luciaborgman@outlook.com](mailto:luciaborgman@outlook.com)***




YOU'RE INVITED TO OUR



### **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 2016-2017 are:

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

Elise Dresser, CCLS  
Shannon Quigley  
Sheryl Boardman  
Elizabeth Cameron, CCLS  
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:



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

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