



## THE ADVANCE SHEET SCCoLPA's News & Events August 2016

Greetings SCCoLPA Members!

Happy August 1st! I hope you have all been enjoying your summer, and have had a chance to relax, travel, spend time with family and friends, and soak up the sun. It's hard to believe that autumn is just around the corner! As you will see from our August newsletter, we have a lot of exciting news and events to share with you!

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.

Highlights in this issue:

Are you interested in studying for and taking the CCLS exam? Starting on August 4, 2016, we will be offering an in-person study group class, once a week on Thursday nights, through October 6, 2016. The next CCLS exam will be offered on October 15, 2016. Read more about becoming a CCLS in this issue!

Join us on August 7, 2016 for some peanuts and Cracker Jack! Our second annual inter-association baseball game will be the San Jose Giants v. The Stockton Ports, at Municipal Stadium in San Jose. We had so much fun last year that we're doing it again! Registration information can be found in this newsletter.

Our monthly membership meeting will be held on August 9, 2016 at our **new meeting location**, Gordon Biersch in downtown San Jose. We're excited to move to Gordon Biersch - you will enjoy the private dining room and the great food! We are pleased to have Attorney Adam Fiss from Littler Mendelson present a 45-minute program on Temporary Restraining Orders. Learn what you need to know about handling TRO's as a legal assistant, legal secretary, or paralegal. Continuing education credit will be provided.

On August 25, 2016, we will present a 90-minute workshop entitled "Pre-Trial/Trial Skills & Preparation," at Wilson Sonsini Goodrich & Rosati, in Palo Alto. This is a program that many of you have requested, so we are very pleased to be able to offer this to you. And the Continuing Education Committee is busy at work putting together an Adobe workshop and a series of beginning legal secretary/legal assistant training classes, to be offered later this year.

Last but not least, Team SCCoLPA is looking forward to representing the Association at LSI's August Quarterly Conference, to be held August 19-21, 2016 in Rancho Cordova. We're looking forward to a weekend of fun and education! A full report will be provided following the conference by our amazing Governor, Linda Neuman. Thank you to all who threw their names in the hat for a free ticket to conference, and congratulations to our two winners, Maria Abruzzini, and Lori Lovelace-Jones, CCLS!

I hope you enjoy the rest of your summer, and hope to see your smiling faces at one or more of our upcoming events!

Elise Dresser, CCLS  
President

[Visit Our Website](#)

## Upcoming Monthly Meetings

### August 9, 2016 Monthly Dinner Meeting

What are workplace violence and civil harassment temporary restraining orders and how do you obtain one? What forms are needed and what do you need to file with the court? Learn about all this and more at our August 9, 2016 meeting as Adam Fiss, Esq. of the Littler Mendelson firm in San Jose presents **"Temporary Restraining Orders."**

**IMPORTANT NOTICE: WE ARE MOVING!** Please note that we will be moving to Gordon Biersch Brewery for our August 9th dinner meeting! We will be in the private Pilsner dining room, across from the main entrance and outdoor patio. The restaurant is located at 33 E. San Fernando Street (between 1st and 2nd Streets), San Jose, CA 95113, (408) 294-6785. Validated parking is available at the Pavilion Garage located underground through the 2nd Street entrance.

Santa Clara County Legal Professionals Association  
**August 2016 Dinner Meeting**

**"Temporary Restraining Orders"**

With Guest Speaker:  
**Adam Fiss, Esq.**  
Littler Mendelson

What are workplace violence and civil harassment temporary restraining orders and how do you obtain one? What forms are needed and what do you need to file with the court? Learn about all this and more at our August meeting!

Register and pay via PayPal/credit card on our "Upcoming Events" page at <http://www.sccolpa.org> Or RSVP via email at [info@sccolpa.org](mailto:info@sccolpa.org)

**NOTE:** Please put SCCoLPA Reservation in the title of your email. Make checks payable to "SCCoLPA." Cash or checks accepted at the door.

Buffer dinner includes a choice of bruschetta chicken, Mediterranean pizza, house salad, and GF's famous garlic fries.

See website for reservation information within 24 hours of the event.

**Tuesday, August 9, 2016**

**TIME**  
Social/Networking: 6:00 p.m.  
Dinner: 6:30 p.m.

**NEW LOCATION!**  
Gordon Biersch  
33 E. San Fernando St., San Jose  
(408) 294-6785 (valet/parking across from street of Union Center (ONE))

**COST**  
\$35.00 (dinner, dessert & CCLS credit)  
\$20.00 (CCLS credit, no dinner)  
Fries (no dinner or CCLS credit)  
\$5 reservation fee (subject to PayPal/credit card payment)

This activity has been approved for maximum continuing legal education credit by the State Bar of California in the amount of 0.75 hours, of which 0.25 hours will apply to legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or elimination of bias. SCCoLPA certifies that this activity conforms to the standards for approved education activities provided by the rules and regulations of the State Bar of California governing maximum continuing legal education.

**UPCOMING EVENTS**


August 7, 2016 Inter-Association Event: San Jose Giants v. Stockton Ports - BBQ & Fun!  
August 13, 2016 Monthly Membership Meeting - Adam Fiss, Esq. - "Temporary Restraining Orders"  
August 25, 2016 Pre-Trial/Trial Skills & Preparation Quarterly Workshop

### September 13, 2016 Monthly Dinner Meeting

Class actions and representative Private Attorneys General Act ("PAGA") claims are becoming increasingly common in California. Once a concern of only large employers, these types of actions are now being filed against companies of all sizes. Come to our September 13, 2016 meeting and learn about how this type of litigation is different from the typical single-plaintiff claim, the legal assistant/secretary's role and what employers can do to protect themselves against the potentially ruinous liability such an action can bring. Learn about this and more at our September 13, 2016 meeting as we

welcome Marlene Muraco, Esq., Shareholder at Littler Mendelson in San Jose, who will present **"Class Action Lawsuits."**

**Santa Clara County Legal Professionals Association**  
**September 2016 Dinner Meeting**



**"Class Action Lawsuits"**

**Guest Speaker:**  
**Marlene Muraco, Esq.**  
Littler Mendelson

Class actions and representative Private Attorneys General Act ("PAGA") claims are becoming increasingly common in California. Once a concern of only large employers, these types of actions are now being filed against companies of all sizes. Come to our September 13, 2016 meeting and learn about how this type of litigation is different from the typical single plaintiff claim, the legal assistant/secretary's role and what employers can do to protect themselves against the potentially ruinous liability such an action can bring.

Register and pay via PayPal/credit card\* on our "Upcoming Events" page at <http://www.sccolpa.org>. Or RSVP via email at [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com).

**NOTE:** Please put SCCoLPA Reservation in the title of your email. Make checks payable to "SCCoLPA." Cash or checks accepted at the door.

Buffet dinner includes a choice of bruschetta chicken, Mediterranean pizza, house salad, and garlic fries. **No refunds** if reservation is canceled within 24 hours of the event. \*All reservations for credit card payments.

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

**NEW LOCATION!**  
Gordon Bierich  
33 E. San Fernando Street  
San Jose, CA 95113 | 408-294-6785

**COST**  
\$35.00 (dinner, dessert & CCLS credit)  
\$20.00 (CCLS credit, no dinner)  
Free (no dinner or CCLS credit)

This activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 0.75 hours, of which 0.60 hours will apply to credit for the practice management, prevention, avoidance, and resolution of substance abuse and emotional distress, or elimination of bias. \*Credit certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

**UPCOMING EVENTS**

August 7, 2016	Inter-Association Event: San Jose Giants v. Stockton Ports - BBQ & Fun!
August 9, 2016	Monthly Membership Meeting - Adam Fric, Esq. - Temporary Retaining Orders
August 25, 2016	Pre-Trial/Trial Skills & Preparation Quarterly Workshop


## UPCOMING SCCoLPA EVENTS

**San Jose Giants v. The Stockton Ports**  
**Sunday, August 7, 2016**  
**Municipal Stadium, 588 E. Alma Ave., San Jose, CA 95112**

Be part of the action as we watch the San Jose Giants from the private field level VIP Party Deck on Sunday, August 7, 2016! Your ticket package includes one game ticket, a delicious BBQ meal, and two adult 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.

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

**The San Jose Giants v. The Stockton Ports**  
Municipal Stadium, 588 East Alma Ave. San Jose, CA 95112



**Sunday, August 7, 2016**  
**Game Time: 5:00 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 August 1, 2016**

Game time is 5:00 p.m. Ticket prices: \$50/adults; \$30/children. 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 August 3, 2016.

## CCLS Study Group - Starts August 4, 2016

Register Today for SCCoLPA's FREE California Certified Legal Secretary Study Group - Starting August 4, 2016!

If you are a legal secretary, legal assistant, paralegal, or student interested in studying for and taking the California Certified Legal Secretary Exam, or if you are already a CCLS and would like to refresh your skills, Santa Clara County Legal Professionals Association is pleased to present a **FREE** in-person study group

starting on August 4, 2016.

Participating in the study group and passing the exam can be one of the most significant and worthwhile benefits you can provide to your employer, your local legal community, and yourself! This study program will help you achieve a professional goal - becoming a certified legal secretary.



Students can expect to receive a classroom-style format consisting of weekly homework, guidance in studying for the CCLS exam, and a group setting to assist in meeting the personal and professional goal of obtaining the CCLS status. All topics covered in the CCLS exam will be reviewed, including:

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

Join this **FREE** study group to prepare for the next CCLS exam on October 15, 2016. For more information about becoming a CCLS, visit LSI's website at [www.lsi.org](http://www.lsi.org) or SCCoLPA's website at [www.sccolpa.org](http://www.sccolpa.org).

#### **STUDY GROUP DATES:**

August 4, 2016 - October 6, 2016

#### **TIME:**

7:00 p.m. - 9:00 p.m.

#### **LOCATION:**

Wilson Sonsini Goodrich & Rosati  
650 Page Mill Road  
Palo Alto, CA 94304

#### **CCLS EXAM DATE: October 15, 2016**

Last Day for LSI to Receive Exam Applications without late charge: August 16, 2016

Last Day for LSI to Receive Exam Application with late charge: September 15, 2016

For additional information, contact SCCoLPA CCLS Chair, Vivian Shreve, CCLS at [vshreve@wsrg.com](mailto:vshreve@wsrg.com) or (408) 813-8272

#### **SCCoLPA Quarterly Educational Workshop**

#### **"Pre-Trial/Trial Skills & Preparation"**

**Thursday, August 25, 2016**

If you've gone through all your pre-trial requirements (discovery, motions, mediations, etc.) and the case still hasn't settled, then it's time to think about getting ready for trial! Do you ask yourself what are the strategies and secrets to effective trial preparation that will help result in a successful outcome? When should you start preparing for trial? How do you organize your depositions, discovery, investigation, and expert information? Attend this 90-minute workshop which will cover various aspects



of pretrial preparation of a civil case.

This workshop will be held on Thursday, August 25, 2016, at the law firm of Wilson Sonsini Goodrich & Rosati, 650 Page Mill Road, Palo Alto, CA 94304. Our guest presenters will be Antonio Ramos and Shea Savage, also from WSG&R. Registration begins at 5:30 p.m., dinner served at 6:00 p.m., and the workshop will commence at 6:30 p.m. sharp. Workshop fees: \$40 for SCCoLPA members and \$60 for non-members (includes one year free membership in SCCoLPA).

Register online and pay via PayPal at [www.sccolpa.org](http://www.sccolpa.org) or RSVP at [reservations.sccolpa@gmail.com](mailto:reservations.sccolpa@gmail.com). Cash and checks will be accepted at the door. This program has been approved for 90 minutes of CLE/CCLS credit.

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## JULY HIGHLIGHTS

# July Membership Meeting

## July 12, 2016

Our July 12th monthly meeting was jam-packed with activity! Vice President of Membership Shannon Quigley initiated **four** new members: Michelle Casillas, Ana Cervantes, Virginia Hernandez, and Amy Monbourquette. Ladies, we thank you for joining and welcome you to SCCoLPA - we also look forward to seeing you at our future meetings and events!



Shannon also presented a Certificate of Recognition to Lori Lovelace-Jones, CCLS, who was honored as SCCoLPA's "Member of the Month." Lori's spotlight article was featured in the July issue of *The Advance Sheet*. Congratulations Lori!



Our guest speaker for the evening was Susan Kalra, Senior Calendar Coordinator at Wilson Sonsini Goodrich & Rosati. Our members thoroughly enjoyed Ms. Kalra's presentation, which was entitled "Litigation Docketing - For Beginnings and Not-So-Beginners." For those who are just starting out in the legal field, and for those who needed a refresher course in calendaring, Ms. Kalra's presentation was timely and extremely informative.



We also welcomed Larry Kirlin, Regional & eProducts Manager at First Legal Support as our guest legal support vendor for the evening. Larry shared information about the services offered by First Legal, including efilings and digital services and document retrieval. Larry also handed out some great "swag" to our members. Thank you Larry!



The highlight of the evening was the presentation of Life Membership to SCCoLPA's longest-tenured member, Audrey J. Orlando, PLA, CLA. Audrey has been a member of the association



since 1960, and was very involved in the 1960's and 1970's, leading training classes for beginning legal secretaries. She developed a program for civil procedure which was later adopted by LSI and was included in several training manuals. Currently Audrey works as an independent paralegal and a U.S. Tax Court Practitioner and shows no signs of slowing down anytime soon! We thank Audrey for her years of service and for being a trailblazer and inspiration to our members.



A huge THANK YOU goes out to our members who attended our July meeting. We had a great turnout and we hope to see you at Gordon Biersch next month!







## Governor's Corner

~ by Linda Neuman, SCCoLPA Governor

### Chapter Achievement - What is it and Why do



## we Need it??

I know the Chapter Achievement form, which lists 30+ different items that qualify as chapter achievement points, is very overwhelming. Well...let's break it down...first...the name Chapter Achievement. As you know, SCCoLPA is a member aka Chapter of LSI and in order to get members involved in their local Associations and LSI, the Chapter Achievement program was created.



Second ...the Chapter Achievement form. Just think of the form as the "Chores Chart" you had when you were young that was posted on the fridge. There were lots of different things you needed to accomplish on a daily, weekly or even monthly basis. Each one of those tasks needed your attention or physical appearance or muscle to accomplish. This is the same sort of concept that applies to the Chapter Achievement form. Write an article for the Legal Secretary magazine, attend a Conference, become a member of a LSS (Legal Specialization Section) section/sections, purchase one of the legal reference publications and the list goes on!!!! Some of the items only need your attention once, others need your attention or physical appearance monthly. Don't be overwhelmed with the form/list, just take a moment to look it over and let me know if you have any questions or need any clarification.

Last, Chapter (or Association) Achievement...Why?? It is a way for members to get involved with LSI and SCCoLPA. The more Chapter Achievement points our Association gathers, the more we are participating, gathering knowledge, and networking with LSI, SCCoLPA and our neighboring Associations. At the Annual Conference in May there is a contest where all of the Associations fill out a form listing all of the points which have been gathered throughout the year. The contest is always fun, but is just the icing on the cake. All the important activities you participate in during the fiscal year are the important aspects of Chapter Achievement. So give that Chapter Achievement form a look see with different eyes. I hope now you have a better understanding of the "Why" and "What for" of Chapter Achievement and will think of participating in SCCoLPA and LSI on a different level.

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

## Member in the Spotlight - August 2016

*~ by Shannon Quigley, SCCoLPA VP of Membership*

Who knew our August spotlight member would be honoring one of our newest members? That's right, we have elected to honor our Advertising Chair, Christina Hall! Christina joined SCCoLPA in 2015 and quickly became involved by immersing herself into all that SCCoLPA and LSI has to offer and we all think she is doing it quite well.



*Christina Hall & Shannon Quigley*

Christina has been to an LSI conference and attended almost every workshop offered, while networking and having some fun all in a short weekend getaway. She has hit the ground running when she put her "Advertising Chair" hat on and she hasn't looked back. Christina is always smiling and full of energy, has great ideas and is just plain enjoyable to be around.

With that in mind, let me tell you a little more about her. Christina had a desire to become a librarian since her love of research and writing kept her intrigued while she was still in high school. One day, she decided to assist some of her friends with some research regarding landlord/tenant issues and from that day forward, she figured out that she loved the legal field. She went on to receive her AS in Paralegal Studies, but to this day, she has always worked as

a legal assistant. She began her career in 2007, supporting criminal defense attorneys. She enjoys the variety of her day-to-day job duties at her current firm, and loves being able to help people get a second chance. Christina is a firm believer that just because someone makes a mistake, does not mean that they should necessarily spend the rest of their life paying for it.

The best part is yet to come as we wish Christina good luck as she prepares for and takes the California Certified Legal Secretary exam this October. This exam is basically the equivalent to taking the bar exam to become an attorney. There are many reasons one would undertake such a huge commitment and daunting task, but for Christina, it's about keeping her skills fresh, learn about other areas of the law and looking to become an even better asset to the law firm.

SCCoLPA is very proud to congratulate Christina as our August Spotlight Member. Please be sure to congratulate her the next time you attend a meeting or an event!

## EDUCATION IS THE KEY

### IT'S HERE: E-FILING IN SANTA CLARA COUNTY - BE PREPARED!

Are you ready? The time has come to start e-filing in Santa Clara County, so what do you need to know?

Timeline:

- On **August 1, 2016**, mandatory e-filing for family and probate cases begins.
- On September 1, 2016, mandatory e-filing for small claims, unlawful detainers, and civil harassment cases will begin.
- Mandatory e-filing for all other civil cases, including limited and unlimited, will likely begin in late fall 2016.

One Legal will be offering a 30-minute webinar on e-filing in family and probate cases on **August 2, 2016**. Register at [www.onelegal.com](http://www.onelegal.com).

Court Requirements:

- File format: files must be in PDF format. PDFs need to be text searchable and exhibits need to be clearly bookmarked.
- Signatures: California Rule of Court 2.257 states that where documents are signed under penalty of perjury an original shall be maintained by the filing party. Documents uploaded for e-filing can be blank (or contain "/s/" followed by a name) as they will be assumed signed.
- File size: The maximum file size is 25 MB. PDFs can be easily reduced to fit this requirement.
- Filing deadline: 4:45 p.m. (filings placed after this deadline will be treated as filed the next day)
- E-Service: California Rule of Court 2.251 states "a party electronically filing any document with the court thereby agrees to accept electronic service."
- Proposed Orders: A version of the proposed order in an editable word-processing format shall be submitted to the Court using the appropriate department email address.

The court will continue to accept the following documents in hard copy form: ex parte filings; judgments; defaults; writs; and abstracts.

*Excerpts from One Legal's "Preparing for Court Filing Changes in Santa Clara - June 2016."*  
For more information, go to [www.onelegal.com](http://www.onelegal.com).

### ORDER IN THE COURT - TEST YOUR LEGALESE!



**~ by Elena Schneider, CCLS, SCCoLPA Parliamentarian**

What is a class action?

When a group of people is affected by a matter of possible legal consequence, on or more of the group's members may file suit or be sued as the representatives of the "class." In most cases, if the court permits the lawsuit, all members of the original "class" must be given the opportunity to exclude themselves, in case they've had second thoughts or reconsidered a separate legal strategy. If they choose not to exclude themselves from the "class," they are bound by the final judgment in the case, whether it goes for or against them. A class action lawsuit can be brought in all federal courts and some state courts, and has proven an effective weapon in civil rights, public health, and environmental cases. It has also been used, with less success, by stockholders against failing or bankrupt enterprises that either misled them or offered false information to entice them to invest.

## **I'M A CCLS! WHAT HAS IT DONE FOR ME?**

**~ by April Ignaitis, CCLS, SCCoLPA Treasurer**

Since becoming a CCLS in March 2015, it has impacted by personal life and professional career in many ways. I became the first CCLS in my office. At first, I didn't know what a CCLS was until I became more involved in SCCoLPA and attended my first annual conference. At the annual conference, I attended a CCLS luncheon honoring and recognizing those that recently passed the 8 hour, all-day exam. I heard the stories and struggles of each of them, and it was at that moment that a light turned on. I made a goal that the following year at this time, this is where I wanted to be. I took the plunge and signed up to take (and pass) the March exam. I convinced my office manager to purchase the LOPM for our office, and explained/ educated her and others on what a CCLS was. I support three heavy civil litigators and they were all very supportive of my endeavor. I studied hard, and at times, had my doubts and fear of failure and asked myself what I got myself into. I was then reminded that no one said it would be easy, because if it was, then everyone would be doing it.

But through prayer, faith and support from family and friends at SCCoLPA, I made it through. The journey was tough, but it taught me that no goal, no dream is out of reach, no matter how far out there it may seem. It also taught me to have faith in the One that always has my back. The trials and storms of this journey we call life makes us stronger and gives us confidence to dream even bigger. Since becoming a CCLS, I have received recognition at my job, and confidence in my abilities. It has also impacted my personal life by giving me confidence to explore and try new things. I have since become more involved with SCCoLPA by becoming your Treasurer and Ways & Means Chair. I recently became a new member of the CCLS Certifying Board at the state level as well, and who knows, maybe.....

So, if you are on the fence, I urge you to take the plunge and try. Life is short, but the journey is exciting.

## **CCLS QUIZ OF THE MONTH**

**~ by Vivian Shreve, CCLS, SCCoLPA Continuing Education Council Coordinator, CCLS 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 October and is given in various locations throughout the state. If you are interested in applying to sit for the exam, please contact SCCoLPA's CCLS Chair, Vivian Shreve, CCLS, at [vshreve@wsqr.com](mailto:vshreve@wsqr.com).

1. The deposition of a third party person most knowledgeable regarding corporate affairs shall be taken at a location within 75 miles of:
  - A. The deponent's place of business
  - B. The deponent's place of residence
  - C. The courthouse where the action is pending
2. Notice of an ex parte application must be made on all interested parties by \_\_\_\_ the court day preceding the court appearance on the ex parte application.
  - A. 10 a.m.
  - B. 12 p.m.
  - C. 2 p.m.
3. In unlawful detainer actions, responses to interrogatories are due within \_\_\_\_ days of personal service.
  - A. 30
  - B. 15
  - C. 5
4. When the parties agree to service by facsimile, service by facsimile extends the period of notice of a regular motion and any right or duty to do any act or make a response after the service of such a notice by:
  - A. 2 calendar days
  - B. 2 court days
  - C. 3 calendar days
5. If an estate is valued at \_\_\_\_ or less, it may be passed by filing a Petition to Determine Succession to Real Property, with an Inventory & Appraisal attached.
  - A. \$20,000
  - B. \$50,000
  - C. \$150,000
6. Federal and California estate tax returns must be filed within \_\_\_\_ of date of death if the gross assets are sufficient to require the filing of a return.
  - A. 4 months
  - B. 6 months
  - C. 9 months
7. Notice of hearing on a petition for probate must be given to all interested parties at least \_\_\_\_ days before the hearing.
  - A. 15 days
  - B. 30 days
  - C. 60 days
8. Nonprofit corporations are organized for what purpose?
  - A. To make a profit
  - B. Exclusively for any religious purpose
  - C. Exclusively for charitable, religious, educational, social, or recreational purposes

9. In no event shall a quorum consist of less than \_\_\_\_ of the shares entitled to vote.
- 1/2
  - 1/3
  - 1/4
10. Which of the following may not be a member of an LLC?
- A corporation
  - Another LLC
  - None of the above
11. If you are filing for dissolution of marriage and you have minor children but no property, you need to file the following forms:
- Petition; UCCJEA; Response
  - Summons; Petition; UCCJEA
  - Summons; Petition
12. Which of the following is not a voidable California marriage?
- A polygamous marriage
  - Either party was of unsound mind, unless such party, after coming to reason freely cohabitated with the other
  - Either party was under the age of legal consent and contracted the marriage without the consent of a parent
13. If a respondent does not make a general appearance or respond to the petition within the time required, respondent's default may be entered by filing these documents:
- Request to Enter Default; and Judgment and Notice of Entry of Judgment.
  - Request to Enter Default and proof of service.
  - Request to Enter Default; Preliminary Declaration of Disclosure; Schedule of Assets and Debts; and Judgment and Notice of Entry of Judgment.
14. Warranty deeds:
- Imply covenants of the grantor that the grantor has not transferred the same estate to anyone other than the grantee and that the property is free of encumbrances placed on the property or suffered by the grantor, unless such are expressly excepted.
  - Contain express covenants, such as covenants against encumbrances and of quiet enjoyment.
  - Transfer only whatever interest the grantor has at the time of execution, without any implied covenants.
15. All deeds must have what shown at the bottom of the first page.
- The legal owner's mailing address
  - The tax statement mailing address
  - The Franchise Tax Board's address

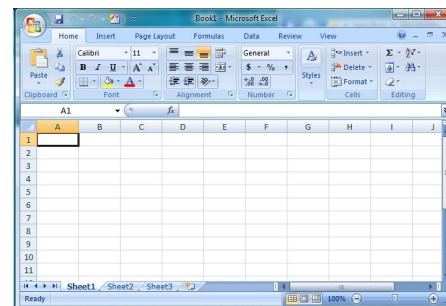
**Answer Key:**

1	A	Law Office Procedures Manual, pg. D-27
2	A	Law Office Procedures Manual, pg. B-48
3	C	Law Office Procedures Manual, pg. E-17
4	A	Law Office Procedures Manual, pg. B-44
5	C	Law Office Procedures Manual, pg. J-22

6	C	Law Office Procedures Manual, pg. J-15
7	A	Law Office Procedures Manual, pg. J-12
8	C	Law Office Procedures Manual, pg. L-12
9	B	Law Office Procedures Manual, pg. L-24
10	C	Law Office Procedures Manual, pg. L-31
11	B	Law Office Procedures Manual, H-13
12	A	Law Office Procedures Manual, pg. H-31
13	C	Law Office Procedures Manual, pg. H-15
14	B	Law Office Procedures Manual, pg. F-9
15	B	Law Office Procedures Manual, pg. F-7

## We're Listening to You!

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! Sign up for our "Pre-Trial/Trial Skills & Preparation" workshop scheduled for August 25, 2016, at [www.sccolpa.org](http://www.sccolpa.org).



Save the Date! Our Continuing Education Council is also hard at work putting together an Adobe workshop in late October, a series of beginning legal secretary/legal professional training classes, to be offered later this year, and a discovery/e-discovery workshop in January 2017. Stay tuned!

## Calling All Members - We Need Your Ideas!

*~by Sheryl Boardman, Vice President of Marketing*

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?"



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**  
 \$450/individual from \$350.00, donations \$150/individual from \$75.00

(Membership dues: \$55.00; Associate Membership dues: \$35.00\*\*  
(\$2.00 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 _____	*File: (Dropdown 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: _____ Month Day	Your 16-year number of SCOLPA: _____ How many years with SCOLPA? _____

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 - EXAMPLE: CCLS California Certified Legal Secretary; FLS Professional Legal Secretary; CLA Certified Administrative Office Clerk; etc.]

Application Form 2016-2017

## Membership Dues Promotion 2016-2017

U.S. Legal Support is pleased to announce its new 2016-2017 Membership Dues Payment Program! Place 8 record retrieval orders and U.S. Legal will pay your 2016-2017 annual membership dues (\$50 maximum donation)! Orders must be placed before 9/30/16 in order to qualify. If you have already submitted your 2016-2017 dues, U.S. Legal will apply your orders toward the 2017-2018 dues. The official order form is available on SCCoLPA's website ([www.sccolpa.org](http://www.sccolpa.org)) and for additional information, contact Geoff Cohen at [gcohen@uslegalsupport.com](mailto:gcohen@uslegalsupport.com).



## Volunteers Needed!

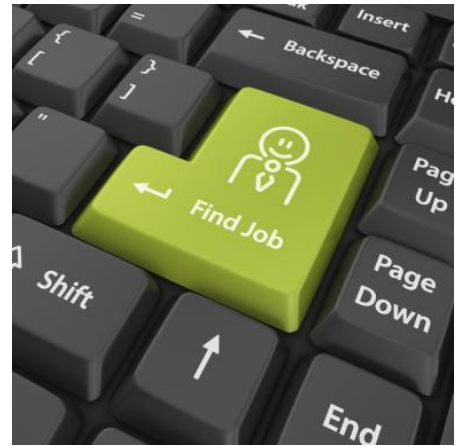
Are you interested in volunteering for a chair position? SCCoLPA currently has an opening for the Scholarship/Career Promotion position, and an opening for Legal Procedures Chair. The Scholarship/Career Promotion chair would be responsible for overseeing the Marilyn Ott Memorial Scholarship Program and provide scholarship applications and information to interested candidates. The Legal Procedures Chair shall keep the membership advised of proper procedures in connection with general legal practice, including changes in the law, local rules of practice and special procedures required by the courts. If you are interested in either position, please contact Elise Dresser, CCLS, at [endresser@gmail.com](mailto:endresser@gmail.com).



## 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!



## 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

## Contact Us

Santa Clara County Legal Professionals Association  
P.O. Box 90509  
San Jose, CA 95109  
[www.sccolpa.org](http://www.sccolpa.org)  
[www.facebook.com/sccolpa](https://www.facebook.com/sccolpa)

STAY CONNECTED:



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