



THE ADVANCE SHEET SCCoLPA's News & Events December 2016

Greetings SCCoLPA Members!

Happy Holidays! As the end of 2016 approaches, and we are all feeling the holiday season rush, I find myself reflecting on the events of the past year and all that we have accomplished together as an association. Measuring one's success is something to be very proud of, but the true meaning of success in life is measured by our relationships with family and friends. This is the time of year to acknowledge these relationships, give thanks for what we have, and to remember all the millions of people around the world that do without the basic necessities of life, such as food and shelter. Try and find it in your hearts to remember, and give a little to those that have nothing; it will make you feel more gratified than any gift you could hope to receive. Your efforts and volunteering spirit have been appreciated and your creativity and dedication make it what we are today, and for that I am truly grateful.

Before we say goodbye to 2016, we want to invite you to our December monthly membership meeting. Our **December 13, 2016** dinner meeting is our traditional holiday celebration, so we will not be presenting a formal business meeting or program. Instead, we invite you to celebrate the holiday season, and join with us in the spirit of giving. We will announce the recipients of our annual holiday charitable donations, and also partake in our annual "White Elephant/White Reindeer" gift exchange. Bring a wrapped gift (valued at no more than \$20), draw a number, and then let the stealing and hilarity begin!

By now you have heard about our holiday "Mixed Bag" fundraising endeavor. It's so easy to support us - just shop online! Simply go to www.mixedbagdesigns.com/?fundraiserid=604410, make sure our ID# (604410) is at the top of the website page, and start shopping! We will receive **40%** of every online purchase you make, and shipping is FREE on orders over \$75! This is the perfect time to get some of your holiday shopping done - Mixed Bag sells tote bags, accessories, kitchenware, home decor, gift wrap, and so much more! The deadline for our fundraiser has been extended for a few more weeks, so don't wait - finish that holiday shopping now! For more information, see further down in this newsletter. We appreciate your support!

SCCoLPA continues to plan and offer educational workshops in a classroom format. The goal is to provide you the education, certification, and skills to advance your careers. We strive to offer the highest-quality courses in order to meet your needs, and we encourage you to let us know what YOU need to meet your individual educational goals. Many of you expressed interest in attending a workshop on Basic Civil Litigation for the Legal Secretary/Legal Assistant. We will be starting an 8-week training session starting on **January 12, 2017**, and the classes will be taught by SCCoLPA Past President Patty Russell. Further information can be found in this newsletter, and registration is now open on our website.

On Saturday, **January 21, 2017**, we will be offering a four-hour Ethics workshop, entitled "Ethics for Everyone - The Basics and Beyond," at Wilson, Sonsini, Goodrich & Rosati in Palo Alto. The workshop will be taught by LSI Member Diane Mecca, Certified Paralegal Instructor at Abrams College. This is your opportunity to take care of all your required continuing education ethics hours!

Being a member of SCCoLPA has been very rewarding to so many people over the years. We offer membership to legal secretaries, legal assistants, paralegals, attorneys, students, and individuals who provide legal support to you and your offices. We want our association to grow and flourish now and in the future, so we encourage each and every one of you to help us increase our membership. SCCoLPA is conducting a **Membership Drive**, which will run through January 31, 2017. And here's a little incentive - the member who brings in the most new members between now and the deadline will receive a \$100 Visa gift card! The winner will be announced at our February 14, 2017 monthly membership meeting. We want you and your co-workers and colleagues to be a part of the best legal professionals community in Santa Clara County! Your Executive Board is also working very hard to improve how we can increase membership and membership participation in our events. Your feedback is important to us and helps us to come up with ideas that will benefit you the most. Please feel free to reach out to us with any ideas you may have so that we can provide the best experience we can to our members.

Last but definitely not least, I am so very pleased to announce that two members of SCCoLPA sat for the California Certified Legal Secretary examination in October and received the awesome news last week that they passed! There are approximately 285 CCLS's in the entire state of California, so this is a tremendous accomplishment. Please see the article in this newsletter to see who passed! A very special thanks goes to SCCoLPA's CCLS Chair, Vivian Shreve, CCLS, who has worked tirelessly the last several years running a 12-week study group prior to each CCLS exam in March and October. Since Vivian took over running the study group, every single person who has participated has passed the exam. Way to go Vivian - you're batting 1000%!!!

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 for the opportunity to serve on the best Executive Committee on the best association in the state! I look forward to seeing all of you at our upcoming events and meetings.

On behalf of the SCCoLPA Executive Committee, we send our heartfelt thanks and wishes to all of you for a wonderful holiday season. Best wishes for a happy, healthy, peaceful, and hope-filled year. Cheers!

Elise Dresser, CCLS
President



Upcoming Monthly Meetings

December 13, 2016 Monthly Dinner Meeting



Ho Ho Ho! Join us on December 13, 2016 for our annual holiday celebration! It's sure to be a fun-filled, festive evening at Gordon Biersch as we ring in the holidays. Join us as we play our traditional White Elephant gift exchange - just bring a wrapped gift not to exceed \$20 in value, pick a number out of a hat, and let the stealing begin! We will also announce the worthy recipients of our annual holiday charitable donations.

Do you want to show off that lovely Christmas sweater that's at the back of your closet? Wear it to the party and if you are judged to have the "ugliest" sweater, you'll win a special prize! We will also play some holiday trivia games with every winner receiving a prize!

Hope to see you there - with bells on!

January 10, 2017 Monthly Dinner Meeting

Do you know how to properly prepare and serve a subpoena? What is the difference between an authorization and a subpoena? What is a Notice to Consumer? Join us at our **January 10, 2017** monthly

membership meeting as Larry Kirlin and Ana Cervantes from First Legal Network will present "Civil Procedure for Discovery and the Subpoena Process."

Learn about the various subpoena forms used to obtain documents or compel appearance at deposition/trial, and the timeline you need to know when preparing subpoenas. Larry and Ana will also talk about the latest in e-filing and the changes you need to know as we enter 2017.

IMPORTANT NOTICE: WE HAVE MOVED! Please note that we have moved to Gordon Biersch Brewery for our dinner meetings! 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
January 2017 Dinner Meeting

Service of Subpoenas
Guest Speakers:
Larry Kirlin and Ana Cervantes
First Legal Network

Do you know how to properly prepare and serve a subpoena? What is a subpoena duces tecum? What is a Notice to Consumer? What is the difference between a trial subpoena and deposition subpoena? What are the service time limits applicable to different subpoenas? Learn the answers to these questions and more, including the latest filing tips at our January 10, 2017 monthly dinner meeting.

Register and pay via PayPal on our "Upcoming Events" page at <http://www.sccolpa.org>, or POF via email at events@sccolpa.org. **NOTE:** Please get SCCoLPA Reservation in the title of your email. Make checks payable to "SCCoLPA." Cash or check is accepted at the door.

Butter dinner includes a choice of turkey, chicken, club sandwich, French Onion soup, house salad, and house-made chips. **No refund if reservation is cancelled within 24 hours of the event.** *Attendance fee added for non-registered attendees.

LOCATION:
Gordon Biersch
33 E. San Fernando Street
San Jose, CA 95113 / (408) 294-6785 • 2 hr validated parking across street from Pavilion Garage, enter on 2nd St - first 1 hr parking free after 5 pm

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

COST
\$95.00 dinner, dessert & CCLS credit
\$80.00 CCLS credit, no dinner
Free (no dinner or CCLS credit)

UPCOMING EVENTS
January 12, 2017 Beginning Civil Litigation 8-Week Training Course Commencement
January 25, 2017 SCCoLPA Quarterly Workshop: "Ethics for Everyone - The Basics & Beyond"
February 15, 2017 7th Annual Credit Fund, Mission Community Center, Cupertino

SCCoLPA Presents:

BEGINNING CIVIL LITIGATION FOR LEGAL SECRETARIES, LEGAL ASSISTANTS, PARALEGALS, AND LEGAL SUPPORT STAFF An 8-Week Training Course Starting January 12, 2017

SCCoLPA is pleased to offer an eight-night workshop on Basic and Conclusive Civil Litigation Procedures for the beginning and re-entry level legal professional (i.e., legal secretary, legal assistant, paralegal, receptionist, and anyone interested in obtaining knowledge of civil procedures). This is also a great opportunity to refresh your knowledge and skills.

Topics covered include:

- Introduction to Civil Litigation and Pre-Litigation Intake
- Complaints/Answers/Cross-Complaints
- Discovery (two nights)
- Motions
- Motions for Summary Judgment
- Pre-Trial and Trial Procedures
- Court Rules and Statutes
- Calendaring

Attendees are required to attend each session to obtain a Certificate of Completion. Six (6.0) hours of CCLS credit to be offered for the entire 8-week workshop. The classes will be presented and taught by SCCoLPA Past President Patty Russell, beginning January 12, 2017.

The training courses will be held on Thursday evenings from 6:30 p.m. to 8:00 p.m., at Hoge, Fenton, Jones & Appel, 60 S. Market Street, 12th Floor, San Jose. Light snacks and beverages will be provided.

Workshop fees: \$150.00 (includes the Legal Secretaries Reference Guide and course materials). **Registration Deadline: December 16, 2016.** Registrations received after December 16, 2016: \$175.00. All fees must be paid prior to the beginning of the workshop. Register online and pay via PayPal at www.sccolpa.org.



8 - Week Training Course BEGINNING CIVIL LITIGATION For Legal Secretaries & Legal Support Staff

►► Thursdays Beginning January 12, 2017 ◀◀
6:30 p.m. – 8:00 p.m.

Hoge, Fenton, Jones & Appel
60 South Market Street, 12th Floor, San Jose, CA 95113-2396

Santa Clara County Legal Professionals Association is pleased to offer an eight-night workshop on Basic and Conclusive Civil Litigation Procedures for the beginning and re-entry level legal professional (i.e., legal secretary, legal assistant, paralegal, receptionist, and anyone interested in obtaining knowledge of civil procedures). This is also a great opportunity to refresh your knowledge and skills.

Classes presented and taught by
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TOPICS COVERED:

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- ♦ Rules and Statutes
- ♦ Calendaring

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ENROLLMENT INFORMATION

Deadline for Registration: December 16, 2016

Registration Fee: \$150.00 (includes class materials) - Registration received after Dec. 16, 2016: \$175.00

Name: _____ Email: _____
Address: _____
Phone/Fax: _____ Amount Paid: \$ _____

All fees must be paid prior to the beginning of the 8-week workshop. Please make checks payable to "Santa Clara County Legal Professionals Association" or "SCCoLPA" and mail registration form and check to: SCCoLPA, P.O. Box 90509, San Jose, CA 95109. Receipt available upon request. OR register and pay online on our website, www.sccolpa.org, under "Upcoming Events."



SANTA CLARA COUNTY LEGAL PROFESSIONALS
ASSOCIATION
A Member of Legal Secretaries, Incorporated - Educating California's Legal Professionals

PRESENTS

"ETHICS FOR EVERYONE - THE BASICS & BEYOND"



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

- ♦ Keeping the ENTIRE Staff Out of Hot Water!
- ♦ Lawyers on the Rocks (covers substance abuse)
- ♦ Social Networking vs. Ethics and Professional Responsibility
- ♦ Ethics and Electronic Networking
- ♦ Elimination of Bias in Our Profession
- ♦ Successful Time Management Strategies

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

Saturday, January 21, 2017

Presenter: Diane Mecca, Certified Paralegal Instructor, Abrams College
Registration: 9:30 a.m. Seminar: 10:00 a.m. - 2:30 p.m.
(Includes lunch)

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

Conference Room - Courtyard 1D (check in at reception desk)

Workshop Fees: \$80.00 Members (includes lunch/no refund)
\$120.00 Non-Members (includes lunch and free one-year membership in SCCoLPA (no refund))

Register and pay via PayPal at www.sccolpa.org OR contact registrations@sccolpalpa.org

This workshop has been approved for 4.0 hours of MCLE/CLE credit.

SCCoLPA is a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for purposes of continuing education credit. The fee of \$120.00 includes the amount of a 12-hour, approved CLE, and is subject to the association's membership policies, election, and withdrawal procedures. The fee of \$80.00 includes the amount of a 4-hour, approved CLE, and is subject to the association's membership policies, election, and withdrawal procedures.

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SCCoLPA QUARTERLY WORKSHOP

"Ethics for Everyone - The Basics and Beyond"

SATURDAY, JANUARY 21, 2017
10:00 a.m. - 2:30 p.m.

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

- Keeping the ENTIRE Staff Out of Hot Water!
- Lawyers on the Rocks (covers substance abuse)
- Social Networking vs. Ethics & Professional Responsibility
- Ethics & Electronic Networking
- Elimination of Bias in Our Profession
- Successful Time Management Strategies

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

The workshop will be held at Wilson Sonsini Goodrich & Rosati, 650 Page Mill Road, Palo Alto. Registration begins at 9:30 a.m. and the workshop will run from 10:00 a.m. to 2:30 p.m. Lunch will be served at noon.

Workshop fees are \$80 for SCCoLPA/LSI members and \$120 for non-members. Non-members will receive a free one-year membership in SCCoLPA. Register and pay via PayPal at www.scoolpa.org. This program has been approved for 4.0 hours of MCLE/CCLS credit.

SAVE THE DATE! SCCoLPA's 7th ANNUAL CRAB FEED

Hooray! SCCoLPA's much-anticipated 7th Annual Crab Feed is just around the corner! Mark **February 11, 2017** on your calendar and make plans to attend the BEST crab feed in town! We'll be serving fresh Dungeness crab, garlic bread, salad, pasta featuring Rod's Famous Pasta Sauce, and dessert. Wine, beer, soda, and water will be sold at the bar.

Please note: We have moved to a new location! The crab feed is moving to the Quinlan Community Center, 10185 N. Stelling Road, in Cupertino. You will love this new venue! Once again DJ Lannie will be spinning tunes when the dance floor opens, and we'll also feature a HUGE silent auction!

Ticket prices are \$45 for adults and \$20 for children (4-12). You can buy tickets on our website (www.scoolpa.org) or online at <http://scoolpacrabfeed.eventbrite.com>.

****A message from SCCoLPA's Ways & Means Chair, April Ignaitis, CCLS:**

Hi Members! Just a reminder that our next big fundraiser is just around the corner. Yes, I'm talking about our 7th Annual Crab Feed! The big date is February 11, 2017, to be held at the Quinlan Community Center in Cupertino. The fun starts at 6:00 p.m. So bring your dancing shoes! (More information such as how to purchase tickets can be found on the flyer).

We need your support with donations for our silent auction. We're talking about gift baskets, gift cards, kitchen appliances, clothing, accessories wine, passes/tickets to events, etc. You name it, we can use it. Please contact April Ignaitis at aignaitis@littler.com with questions or to make arrangements for a drop off/pick up. Also, please feel free to bring your donated items to our next dinner meetings (December 13th and January 10th). Thank you for your continued support! (NOTE: Donations can be written off as a business expense for tax purposes.) ~ April



NOVEMBER HIGHLIGHTS

CONGRATULATIONS TO SCCoLPA'S NEWEST CALIFORNIA CERTIFIED LEGAL SECRETARIES!

Christina Hall, CCLS
Kiwi Le, CCLS

I would like to acknowledge Christina Hall and Kiwi Le for taking the CCLS exam in October and extend my congratulations to them for passing the exam when the results were announced last week. I know how hard they worked and how hard they studied. They participated in the weekly in-person study group, as well as the online study group. I know that it was very stressful for both of them and that they were at times very nervous. But hard work and dedication prevailed and I am so happy for their success. I am very proud of them and they should be very proud of themselves. Please join me in congratulating them!

~ Vivian Shreve, CCLS, SCCoLPA CCLS Chair and Study Group Leader ~

November Membership Meeting November 8, 2016

Our November 8, 2016 Monthly Membership Meeting was held at Gordon Biersch in downtown San Jose. Members enjoyed a delicious dinner buffet that included Tuscan chicken pasta, turkey ciabatta dub sandwiches, salad,

and Gordon Biersch's world-famous homemade chips. Special thanks to our guest speaker, Rachael Palmisano, who presented "Microsoft Excel for the Law Office." Rachael is a paralegal at one of the largest law firms in the South Bay, Littler Mendelson.



The membership also approved the Executive Committee's recommendations to present SCCoLPA's annual holiday charitable donations to Next Door Solutions (nominated by Vivian Shreve, CCLS) and Family Supportive Housing (nominated by Elena Schneider, CCLS). Representatives from each organization will be in attendance at our December 13th dinner meeting to accept the donations and will share information about these two worth agencies and how they help the members of our local community.

Thank you all for attending and we look forward to seeing you at our future meetings and events!



Guest Speaker Rachael Palmisano



November Member in the Spotlight Mark Dresser, VP of Membership Shannon Quigley, and President Elise Dresser, CCLS



Governor Linda Neuman getting excited about going to LSI's November Conference. The theme was "Pink Party!"



WELCOME TO OUR NEW MEMBERS!

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

**Rachael E. Palmisano
Rebecca Pacheco**

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

**SANTA CLARA COUNTY BAR ASSOCIATION
ANNUAL JUDGES' NIGHT
November 9, 2016**

The Santa Clara County Bar Association's Annual Judges' Night Dinner is held each year to honor judges serving in the Santa Clara County for their dedication and contribution to the administration of justice. For many years, SCCoLPA has had the honor to assist the Bar Association as part of its Hospitality Team, and this year we were wonderfully represented by Professional Liaison Chair Elena Schneider, CCLS, VP of Membership Shannon Quigley, and Executive Secretary Elizabeth Cameron, CCLS. Elena, Shannon, and Elizabeth greeted the judges and attorneys as they arrived at the San Jose Marriott, and escorted them to their tables.

As this was Elizabeth's first time volunteering at this event, she wanted to share her experiences with all of you:

For the past few months Judges' Night has been on SCCoLPA's calendar for November 9, 2016, at the San Jose Marriott where Elena, Shannon, and I volunteered and represented SCCoLPA. The anticipation of the event quickly gained momentum among us as the night drew nearer.

At the Marriott, we were greeted by the SCCBA team (Angela and Irene) who, in-turn took the lead and instructed us on where our assistance was most needed. Taking a box containing programs, we proceeded to distribute them on the chairs at each table. When that task was quickly finished we then acted as greeters, welcoming the guests and judges at the entry way to the ballroom.

As the night progressed, I enjoyed the luxury of visiting with people I had not seen in some time, and I was able to introduce Grace Lee Carr, Managing Partner at Hoge, Fenton (the host of SCCoLPA's Beginning Civil Litigation classes commencing in January, 2017) to Elena and Shannon. I revisited in person with Irene Cortez from SCCBA after many years of talking to her over the phone (one of my attorneys used to be on the Board for SCCBA). I worked with Irene and helped her place the name labels on the judges, and nervously pinned their lapels with carnations. The judges were very gracious as I avoided piercing them with the lapel pins. All the judges seemed to be fascinated by my Scottish accent, especially the judges with an Irish or Scottish last name. It was a cheerful reunion when I met Judge Bondonno (we used to work at the same law firm). After a brief catch up, he insisted on escorting me into the ballroom, and I helped him get situated by identifying his table. I had a blast!

Shannon and I sat together at Table 12, and Elena, her boss Bill Faulkner (the recipient of SCCoLPA's 2016 Boss of the Year Award), and other representatives from her firm sat at the next table. Elena kept an eagle eye on us to make sure her fledglings were okay. The food was scrumptious and courtesy of SCCBA for our volunteer work. All the speakers were interesting and one speaker gave a speech on diversity, a subject close to our hearts, and shortly thereafter the event concluded at a respectable hour. Upon exiting the Marriott, I walked with Bill Faulkner and enjoyed a lengthy chat with him about his Scottish roots and thanked him for his kindness. All in all, the Judge's Night was success and just fabulous!!!

If you take away anything from reading this article, I hope it is to share in how wonderful it is to participate and represent SCCoLPA as a Board Member on your behalf, and as member of the association. Opportunities like this one are open for your consideration.

Respectfully submitted,
Elizabeth V. Cameron, CCLS
Executive Secretary





Governor's Corner

~ by Linda Neuman, SCCoLPA Governor

LSI 2nd Quarterly Conference - November 11-13, 2016 Palm Springs, California

LSI's 2nd Quarterly Conference was held November 11-13, 2016, at the lovely Palm Springs Hilton, in Palm Springs, California. Desert Palm LPA did an awesome job of hosting the Conference and the theme for the weekend was "Pink Party." So needless to say members were sporting everything pink. From pink wigs to pink t-shirts, pink hats and of course **(Our very own)** pink pom poms on a headband!!!! Attending and representing SCCoLPA were: **(Our very Own)** Rod Cardinale, Jr. as LSI Treasurer



and SCCoLPA Executive Advisor, SCCoLPA President, Elise Dresser, CCLS, SCCoLPA Governor, Linda Neuman, SCCoLPA CEC Coordinator, Vivian Shreve, CCLS (and we had the pleasure of having Vivian's son Nathan join us) and SCCoLPA Reservations Chairman M'Liss Bounds.

Before the Welcome Reception the LSI CEC Education Program offered a workshop entitled "The Unauthorized Practice of Law." Then, at the Friday Night Reception members and vendors had chance to mingle and partake in a variety of appetizers and enjoyed the singing of a local choir. Following the Welcome Reception there were two Legal Specialization Section Seminars. The Civil Litigation Section offered "E-Filing in State Courts" and the Transactional Law Section offered "Practical Guide to Commercial Leases." Bright and early on Saturday morning, at 7:30 a.m. LSI's CCLS Chair Terrie Quinton, CCLS, presented a workshop entitled "California Legal Procedure Part 1 - Civil."

The Board of Governors meeting was called to order on Saturday morning, November 12, 2016, by LSI President Jennifer L. Page, CCLS, Marin County LPA. The Pledge of Allegiance was led by Debby Tankersley, CCLS, President of Long Beach LPA, and the Code of Ethics was read by Carmen Vasques, President of Santa Maria LPA. The inspirational message was delivered by President of Alameda County LSA, Donna Day which highlighted the color pink and the support of cancer survivors. The Welcome Speaker was Desert Bar Association President, Karen J. Sloat, Esq. Ms. Sloat welcomed the LSI members to Desert Palm and encouraged all the members to network, always take the time to learn, and promote excellence which has been the motto of Indio, the capital of Desert Palm.

President Jennifer thanked the 24 associations that responded to her Directive. Although all the LSI Chairmen had a good quarter, she highlighted the success of a couple of LSI Chairmen for the Quarter. She is very proud that the royalties received from the Rutter Group for this quarter alone is approximately 43% of the amount LSI was anticipating for the fiscal year!! She complimented Terrie Quinton, CCLS on her success with the on-line classes, webinars and coming up with ways to encourage members and non-members to sit for the CCLS Exam. Shaylene Cortez, CCLS was complimented for her on-line classes which successfully brought in \$5,060.00 in registration fees. With the help of these LSI Chairmen, President Jennifer announced that LSI finished the 2nd Quarter in the black!!!!

Vice President Heather Edwards announced that LSI is holding a Membership Contest. The contest will run from 09/01/16 through 01/31/17. LSI will be offering a cash prize (which has not yet been revealed) for 1st, 2nd and 3rd place winners and will be announced at the February Conference in Chico. As we know, SCCoLPA's prize for bringing in the most new members is a \$100 Visa gift card and will be announced at our February General Meeting.

Treasurer Rod Cardinale, Jr. provided a Summary of Revenue & Expenses to the membership, and did a WONDERFUL job reading his lengthy report.

I attended the Governor's Luncheon where Kim Oreno, LSI Administrator spoke about her duties as LSI Administrator. In summary: Kim has worked for CAMS for 12 years; She is in charge of sales orders, distributing information to members, directives, reports and getting information on the website; She answers any calls that come in Monday-Friday, 9:00 a.m. to 5:00 p.m.

Executive Committee Recommendation:

- The LSI Executive Committee recommended that the annual CCLS Luncheon be renamed the Kalman S. Zempleny II CCLS Luncheon. This was a majority vote by voice and the **Recommendation was adopted.**

Due to the length and complexity of the three LSI Bylaw Amendments, I have chosen to just report a recap on them. If any member wants the entire language of the amendments I would be happy to supply you with all those amendments.

Proposed Amendment to LSI Bylaw, Article V, Section 1(a)

- This amendment was to revise the Bylaws to indicate that to be an active member of LSI you need to work in California. This was a standing 2/3 vote and the **Bylaw Amendment was adopted as amended.**

Proposed Amendment to LSI Bylaw, Article VII, Section 2

- This amendment was to revise the Bylaws to indicate that and elective officer of LSI must live in the state of California. This was a standing 2/3 vote and the **Bylaw Amendment was defeated.**

Proposed Amendment to LSI Bylaw, Article IX, Section 1

- This amendment was to revise the Bylaws to indicate that an appointed officers of LSI must live in the state of California.

This was a standing 2/3 vote and the **Bylaw Amendment was defeated.**

Editor of *The Legal Secretary* magazine Barbara Barregar thanked the 19 associations that responded to her Directive and was VERY excited to report that 15 local associations are sending out bulletins/newsletters. She mentioned the 9 associations who are scheduled to submit articles for the magazine in February issue, and reminded them of the upcoming December 1 deadline. **Just a head's up, SCCoLPA is scheduled to submit an article for the May issue of the magazine. The deadline to submit will probably be in early March.**

Please let me know if you would like to submit an article.

The Saturday Night Banquet had more of the "Pink Party" atmosphere. We started the evening dancing to a DJ and ended the evening dancing. Needless to say I was in 7th Heaven!!!!

On Sunday morning, Desert Pal LSA President Kathleen Gorham introduced guest speaker Kimberly Lee, Esq. who gave a wonderful speech about how being confident can lead to success. The four elements to success are: (1) Commitment (2) Courage (3) Confidence and (4) Capability. She ended with the advice of.....start small, you create your future.....

With no further business to come before the Governors, the Board of Governors Meeting was adjourned at 10:05 a.m. The 2nd Quarterly Conference of LSI was adjourned to the February 2017 Board of Governors Meeting to be held February 24 -26, 2017 at the Ramada Plaza in Chico, CA hosted by Southern Butte LPA .

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



*M'Liss Bounds, Elise Dresser, CCLS, Rod Cardinale, Jr.
Vivian Shreve, CCLS, Linda Neuman*



Vivian Shreve, CCLS, Linda Neuman, and Norbert



Vivian Shreve, CCLS and Norbert!



LSI Parliamentarian Kristi Edwards, CCLS, LSI Treasurer Rod Cardinale, Jr. and Past President/Executive Advisor Mary J. Beaudrow, CCLS



Linda Neuman, Norbert, and Past LSI Administrator Catherine Culver, CCLS

Board Retreat at the Shark Tank!

On November 29, 2016, the SCCoLPA Board Members were invited to watch the San Jose Sharks play the Arizona Coyotes in the McManis Faulkner luxury suite! We were honored to have as our special guest for the evening, LSI President Jennifer L. Page, CCLS! We thank



Jennifer for driving over two hours to get to the game and were thrilled that we were able to share the experience with her. This was Jennifer's very first time watching a live hockey game, which made it all the more fun! A huge THANK YOU goes out to McManis Faulkner partner William Faulkner (and his fantastic legal assistant and SCCoLPA Parliamentarian, Elena Schneider, CCLS, for putting the evening together for us. It was so special that we could ALL make it to the game, even with everyone's busy schedules. This is really a special group of dedicated individuals. We all had a fantastic time, and best of all, the Sharks won in overtime!

EDUCATION IS THE KEY

LATEST UPDATE:

Following a series of recently announced changes to the California Rules of Court you may soon need to change how you're preparing and formatting your court filings.

In October, the Judicial Council of California published several [rule changes and amendments](http://www.courts.ca.gov/3025.htm) to come into effect on January 1, 2017. Several relate to the formatting of electronically filed documents. The link to the new and amended rules can be found here: <http://www.courts.ca.gov/3025.htm>

The changes are intended to standardize the appearance of papers filed electronically and to make them more friendly to on-screen reading. There are only a few changes, but they will require that you prepare your documents a little differently if you are to be confident that the court will accept them.

To help you prepare for these changes, One Legal is offering free webinars between now and the end of the year. Go to <http://www.onelegal.com/blog/new-e-filing-formatting-rules-in-california-what-do-you-need-to-know/> to sign up.

Thank you to One Legal for the update!

ORDER IN THE COURT - TEST YOUR LEGALESE!

~ by Elena Schneider, CCLS, SCCoLPA Parliamentarian

What does the term **pro bono** mean?

In Latin, pro bono, or pro bono publico, means "for the good of the whole." It describes legal services performed free of charge for clients who can't otherwise afford them. Pro bono legal counsel is not the same as a court-appointed attorney - who is paid by public funds - nor is it contingent on any fees should a case be settled with a cash award. In short, it is purely charity work, more often than not performed outside a courtroom and intended to redress unequal access to justice in the United States, where an estimated eighty percent of the poor's civil (noncriminal) legal needs go unmet. Law students are exposed to pro bono public as part of their ethical training, and the American Bar Association encourages its members to put that training into practice as lawyers. Clients helped by pro bono work include battered women, HIV/AIDS victims, the homeless, drug-addicted, elderly, and handicapped, as well as nonprofit advocacy groups involved in local community affairs.

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 next exam, which is scheduled to take place on March 18, 2017, please contact

CIVIL LITIGATION

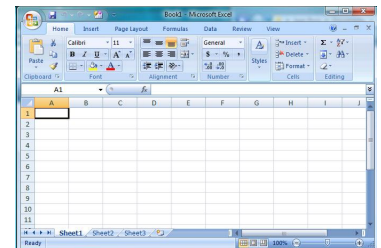
1. Name the 5 methods of service of a summons and complaint.
2. A Proof of Service of the Summons and Complaint must be filed with the court within ____ days after the complaint is filed.
3. In order for a default can be taken, a Statement of Damages must be served on Defendant in what two types of cases?
4. A defendant appears in the action by filing one of four types of documents. What are they?
5. The last day to complete discovery is ____ days before the initial trial date.
6. The last day to complete expert witness discovery is ____ days before the initial trial date.
7. When filing a motion to compel further discovery or a motion for summary judgment, there are a minimum of five documents that will need to be filed. Name the five documents.
8. What is the page limitation for motions, oppositions and replies, other than summary judgment motions?
9. Moving papers are to be filed and served no later than ____ days before the hearing date.
10. Opposing papers are to be filed and served no later than ____ days before the hearing date.
11. Reply papers are to be filed and served no later than ____ days before the hearing date.
12. What is the page limitation for motions for summary judgment, oppositions and replies?
13. Summary Judgment moving papers are to be filed and served no later than ____ days before the hearing
14. Summary Judgment opposing papers are to be filed and served no later than ____ days before the hearing.
15. Summary Judgment reply papers are to be filed and served no later than ____ days before the hearing.

ANSWER KEY

1.
 - A. Personal Service
 - B. Substituted Service
 - C. Mail and Acknowledgment of Receipt
 - D. Service by Publication; and
 - E. Mail Service outside of California
 (LOPM B-32)
2. 60 (LOPM B-33)
3. Personal Injury and Wrongful Death (LOPM B-33)
4.
 - A. Answer/General Denial
 - B. Demurrer;
 - C. Motion to Strike;
 - D. Motion to Quash Service of Summons
 (LOPM B-36)
5. 30 (LOPM B-44)
6. 15 (LOPM B-44)
7.
 - A. Notice of Motion;
 - B. Memorandum of Points and Authorities;
 - C. Attorney Declaration;
 - D. Separate Statement; and
 - E. Proposed Order
 (LOPM B-48)
8. Opening and Opposition are 15 pages; Reply is 10 pages (LOPM B-51 and B-52)
9. 16 court days (LOPM 50)
10. 9 court days (LOPM B-52)
11. 5 court days (LOPM B-52)
12. Opening and Opposition are 20 pages; Reply is 10 pages (LOPM B-57 and B-58)
13. 75 calendar days (LOPM B-57)
14. 14 calendar days (LOPM B-58)
15. 5 calendar days (LOPM B-58)

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. Look no further - keep your eyes peeled for updates on our website, our Facebook page, and regular email blasts as we announce more educational workshops to be presented in the next several months.



Starting on January 12, 2017, we will offer a series of training classes entitled "Beginning Civil Litigation for Legal

Participate in our Fall/Winter Membership Drive! The SCCoLPA member who refers the most new members to the association will win a \$100 Visa gift card! The drive runs from now until January 31, 2017, so get your co-workers and colleagues to join!

Santa Clara County Legal Professionals Association MEMBERSHIP DRIVE 2016-2017

JOIN TODAY!

WHAT SCCoLPA OFFERS:

MEMBERSHIP
NETWORKING
EDUCATIONAL
SEMINARS &
WORKSHOPS
LOCAL JOB POSTINGS

Let's Grow Together!
Be a Part of the
Largest Legal
Professionals
Community in Santa
Clara County!

WHO CAN JOIN?

- Legal Secretaries
- Legal Assistants
- Paralegals
- Attorneys
- Students
- Legal Support Providers



MEMBERSHIP DRIVE CONTEST:

For every new member you bring who signs up for membership between September 1, 2016 through January 31, 2017, you will be entered to win a \$100 Visa gift card. Winner will be announced at SCCoLPA February 14, 2017 General Membership Meeting

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) and for additional information, contact Geoff Cohen at gcohen@uslegalsupport.com.

Santa Clara County Legal Professionals Association Promotional Program

U.S. Legal Support is happy to announce our new 2016/2017 Santa Clara County Legal Professionals Association Membership Dues Payment Program!

The details are simple:

Place 8 Record Retrieval orders. Fill out the required information on the attached page and U.S. Legal Support will pay your 2016/2017 Annual Dues**. Orders must be placed before September 30, 2016 in order to qualify. If you've already submitted your 2016/2017 Annual Dues, we will apply your orders toward the 2017/2018 dues. If you're not a current U.S. Legal Support customer, please visit our website at www.uslegalsupport.com and register for our online portal.

For any additional information, feel free to contact your U.S. Legal Support Account Representative, Geoff Cohen, at 415.229.8302 or via email at gcohen@uslegalsupport.com.

**Offer not available on insurance-related work.
***95% discount available.

About U.S. Legal Support

U.S. Legal Support, Inc., founded in 1996, is a privately held company with over 40 offices located across the United States. As one of the leading providers of litigation services, we are the only litigation support company that provides court reporting, record retrieval, litigation efficiency and trial services to major insurance companies, corporations and law firms nationwide.

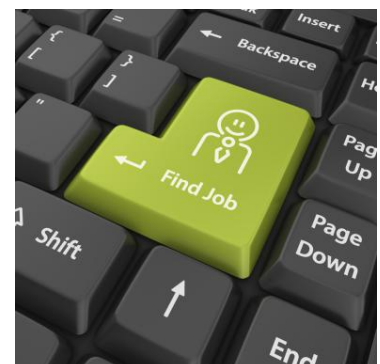
These changing times demand a commitment by those in the legal field to achieve the highest degree of excellence in every phase of personal and professional growth. Take a step in the right direction. Advance your legal career. Improve your professional and personal skills.

Become a Member of USLS today!

Established in 1934, Legal Secretaries, Incorporated (LSI) is a nonprofit mutual benefit corporation organized for the purpose of providing educational, professional, and personal development programs to its members.

Help Wanted - Current Employment Opportunities

Did you know that you can view current job opportunities and openings in the local legal community on our website? Our Employment Chair, Elena Schneider, CCLS, has been busy this month collecting and posting new job openings for positions such as legal assistants, legal secretaries, administrative assistants, and more, for many of the top firms in Santa Clara County. Go to our website (www.sccolpa.org) and check it out!



Volunteers Needed!

West Valley College is looking for a member to serve on its Paralegal Advisory Board. Our very own Rod Cardinale, Jr., has served on the advisory board for the last several years but due to other commitments, he has decided to step down and offer the position to another SCCoLPA member.

Members include local attorneys, legal administrators, paralegals, and other legal professionals. The Advisory board meets twice a year to share ideas about what is happening in the workplace, what type of skills law firms are looking in potential employees, and to discuss ways to help the paralegal program stay current with the latest requirements in the legal field. It also reviews the program curriculum and provides feedback on any needed changes.

So, if you are interested in this position, please contact President Elise Dresser, CCLS, at endresser@gmail.com for more information.



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Santa Clara County Legal Professionals Assoc.

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- We receive 40% of every online purchase
- Orders ship directly to anyone in the USA that supports our fundraiser
- Shipping is FREE on orders \$75 and up!
- Questions? Contact: [Elena Schneider @ eschneider@mcmanslaw.com](mailto:Elena.Schneider@mcmanslaw.com)

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This fundraiser runs from October 11-November 8, 2016



PARALEGAL ASSOCIATION
OF SANTA CLARA COUNTY

TO ALL ATTORNEYS, PARALEGALS & OTHER LEGAL PROFESSIONALS:

DATE: December 15, 2016
TIME: 6:00 pm – 8:00 pm
TOPIC: Ethics of Social Media
SPEAKER: Ross Mecham, Esq.
LOCATION: [Embassy Suites, Delegate Room \(2nd Floor\)](#)

Social media offers attorneys and law firms the opportunity to build credibility and trust, highlight expertise, and establish a memorable brand. Law firms, attorneys and support staff must take care to ensure that their online activities adhere to ethical and professional rules of conduct. This presentation offers best practices for successful use of social media, as well as practical guidance regarding situations and activities to avoid.

Ross Mecham is an eDiscovery Consultant with DTI, a global Litigation Process Outsourcing provider, serving the Southwestern United States. Mr. Mecham is an attorney with over a decade of experience across all phases of electronic and paper discovery, his career spans state, federal, and international matters, as well as the development of internal corporate discovery practices. Mr. Mecham has worked in numerous industries for corporate, individual, and public sector clients, prior cases include intellectual property, employment, and business tort actions, data breach and internal investigations, and regulatory requests.

At the University of California, San Diego, Ross captained the men's water polo team, graduating with a B.A. in Philosophy. After earning his J.D. at Santa Clara University, the Silicon Valley native continues to pursue his interest in the technologies shaping modern life and the legal profession.

Objectives:

1. Best practices for successful use of social media
2. How to establish a memorable brand while adhering to ethical and professional rules of conduct
3. What situations and activities to avoid on social media

PASCCO Member: \$35.00 PASCCO Student Member: \$33.00 Non-Member: \$45.00

Register online: <https://www.eventbrite.com/e/pasccos-december-15th-ethics-mcle-tickets-19639638688>

PASCCO is partnering with Second Harvest Food Bank of Santa Clara and San Mateo Counties to bring hope, relief and security to our neighbors struggling with hunger. At PASCCO's December General Meeting and Social (15th), PASCCO will be collecting for our Food and Fund Drive that will help the Food Bank meet more of the growing need in our community. Donate online till 12/30 and/or in the Food Donation Barrel on the 15th. <https://www.shfb.org/page.aspx?pid=1024&FFDDrive=16+FD+Holiday&FFDOrg=493716>

PASCCO is a California State Bar Association approved MCLE provider and certifies 1.0 MCLE Ethics Credit
CLE credit is approved by the National Association of Legal Assistants ("NALA")



Happy birthday wishes to the following SCSolPA members!.

Lauri Avila - December 2
Roberta Dangan, CCLS - December 2
Page Bridges - December 9
Ana Moran - December 10
Holly S. Miller - December 25
Wendy Alvarez, CCLS - December 26
Linda Neuman - December 28

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
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