



THE ADVANCE SHEET SCCoLPA's News & Events February 2017

Dear SCCoLPA Members:

Welcome to February! January was a month to remember with all the rain and stormy weather the Bay Area experienced. I hope you're all starting to dry out as we head into the new year.

It's time to starting thinking about the year ahead and what you want to accomplish. You've probably started setting goals to strive for and meet. Here's a rule of thumb I learned when making goals. Make your goals smart so you know when you have succeeded. Be specific with what you want to accomplish. Be realistic when setting your goals, and set a timeframe, keeping in mind all of your other commitments. All of us lead very busy lives, so it's important to stay organized and keep the finish line in your sight. You can do it!

SCCoLPA's Executive Committee continues to be busy planning events for 2017. During the past year, we listened to you and focused our efforts on putting together quality educational workshops and monthly dinner meeting programs, with subjects that included e-filing, calendaring, Excel and Adobe skills, and preparing for trial. In the coming year, your Continuing Education Council will continue to focus on presenting programs that are skills-based and relevant to your career. Stay tuned for more information on a "100 Days Before Trial" that will be offered later this spring. We are always open to suggestions and ideas, so please let us know if there is a particular topic you would like to see on the agenda.

SCCoLPA will also continue its fundraising efforts in order to provide scholarship funds to worthy students in the local community, and to also assist non-profit agencies in Santa Clara County. With that in mind, don't forget to buy your tickets to our biggest fundraiser of the year, also known as the best crab feed in town! SCCoLPA will be hosting its **7th Annual Crab Feed on Saturday, February 11, 2017** at the Quinlan Community Center in Cupertino. Crab Feed Chairman Rod Cardinale, Jr. has been busy planning this event along with the Crab Feed Committee, and we can promise you it's going to be the best ever! Along with fresh Dungeness crab, we'll be serving delicious pasta featuring Rod's "World Famous" pasta sauce, garlic bread, salad, and dessert. Our favorite DJ, Lannie Meadows, will be backing spinning some great music and there will be plenty of time to get your dancing groove on! And don't forget about our fabulous Silent Auction - our Ways & Means Chair April Ignaitis, CCLS, has worked tirelessly over the past several months sending letters and collecting some great donations, including San Jose Sharks tickets, river rafting certificates, gift baskets, and weekend stays in Lake Tahoe and Reno! If you've ever been to one of our silent auctions before, you'll know how much fun it is as the bidding gets crazy toward the end of the night!

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. We want you and your co-workers and colleagues to be a part of the best legal professionals community in Santa Clara County! Your feedback is important to us and helps us to come up with ideas that will benefit you the most as a member. Please feel free to reach out to us with any ideas you may have so that we can provide the best experience we can.

As you know, we previously held our monthly membership meetings at Flames in downtown San Jose. Following some renovations, we have decided to return to Flames, so starting with our February meeting, that's where we'll be! **Please note that because of Valentine's Day, we will meet on Wednesday, February 15, 2017 - please change the date in your calendars!**

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.

We are so pleased to welcome many new members this month. To our newest members, please know that SCCoLPA is a great association and you should be proud to be a member of this organization! Thanks for being a part of it and thanks for helping us make the past year so memorable. Please plan to attend a monthly meeting, LSI conference, fundraiser, and/or educational workshop. You won't be disappointed!

I invite you to join me in anticipating what we will accomplish together as a team in the year to come. Please do not hesitate to get in touch with me or any member of the Executive Committee, about any issue of interest to you. Let's make 2017 the best ever!

With very best wishes,

Elise Dresser, CCLS
President

In Memoriam

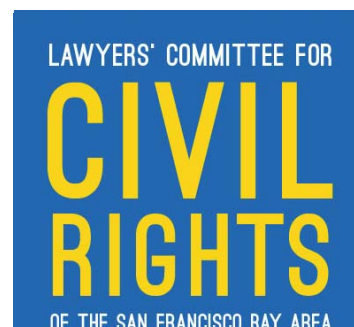
We are saddened to report that a longstanding member of SCCoLPA, Diana Poteete, was tragically killed in an auto accident on January 29, 2017. Diana had served in the past as SCCoLPA's Community Outreach and Professional Liaison chair and was also involved with the Friends of the Evergreen Library and the Paralegal Association of Santa Clara County. Diana was also awarded the Martin Luther King, Jr. Library Volunteer of the Year in 2015. She spent countless hours volunteering her time to work in the local community. The entire membership extends its deepest sympathies and condolences to Diana's family and friends. Funeral services are pending and details will be announced.

Upcoming Monthly Meetings

February 15, 2017 Monthly Dinner Meeting

"How the LCCR Serves the Community and The Types of Cases it Handles"

Join us on **Wednesday, February 15, 2017** at Flames Eatery & Bar, 88 S. Fourth



Street, San Jose, as Guest Speaker Keith Wurster, Senior Litigation Attorney for the Lawyers Committee for Civil Rights discusses the work performed by the LCCR of the San Francisco Bay Area, and what they do to protect, advance, and promote the legal rights of communities of color and low-income persons, immigrants, and refugees. Learn what type of assistance the LCCR provides on civil legal matters through direct services, litigation, and policy advocacy.



PLEASE NOTE: We will be meeting on **WEDNESDAY, FEBRUARY 15, 2017** at **FLAMES EATERY & BAR**, located at 88 S. Fourth Street, San Jose, CA. Free validated parking is available at the 4th Street parking garage. Simply park in the garage and take the elevator to the ground level. Parking tickets will be validated following the meeting.

Register and pay via PayPal at www.sccolpa.org, or RSVP via email at 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 14, 2017 Monthly Dinner Meeting

"A Day in the Life of a Court Public Information Officer"

Please join us on Tuesday, **March 14, 2017** as Guest Speaker Joe Macaluso, Public Information Officer of the Santa Clara County Superior Court, will share "war stories" of what it's like to work as a public information officer for the court system. The officers have a variety of job duties, including serving as a liaison between the court and the public. They issue press releases and answer questions from the media regarding high-profile cases as well as changes in the law.

Our monthly dinner meetings will now be held at our old stomping grounds! Yes, we are moving back to Flames Eatery & Bar, located at 88 S. Fourth Street, San Jose, CA. Free validated parking is available at the 4th Street parking garage. Simply park in the garage and take the elevator to the ground level. Parking tickets will be validated following the meeting.

Register and pay via PayPal at www.sccolpa.org, or RSVP via email at 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.

SCCoLPA's 7th Annual Crab Feed It's Almost Here!

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.sccolpa.org) or online at <http://sccolpacrabfeed.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 you 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. Thank you for your continued support! (NOTE: Donations can be written off as a business expense for tax purposes.) ~ April

Save The Date SCCoLPA Quarterly Workshop April 20, 2017

SCCoLPA is pleased to present at its April 20, 2017 Quarterly Workshop "100 Days Before Trial." 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. Details to follow later this month.

January 2017 Highlights

January 10, 2017 Membership Meeting

SCCoLPA's January 10, 2017 membership meeting was held at Gordon Biersch in San Jose. Following dinner and the business portion of the meeting, Larry Kirlin and Ana Cervantes of First Legal Support presented "Civil Procedures for Discovery and the Subpoena Process." With the assistance of a great PowerPoint presentation, Larry explained the differences between various subpoenas, the different forms to be used, and important deadlines and timelines. Larry also provided the members with the latest news and information about efilng around the state.



First Legal team members Ana Cervantes, Larry Kirlin, Sue Hammer, and Larry McGrew. Thank you for your support!





Member in the Spotlight Lauri Avila and SCCoLPA VP of Membership Shannon Quigley

January 21, 2017 Quarterly Workshop "Ethics for Everyone - The Basics and Beyond"

On January 21, 2017, SCCoLPA presented a four-hour ethics workshop, taught by LSI Member and Paralegal Instructor Diane Mecca, from Stanislaus County LPA. Diane presented a lively and extremely informative program, explaining what legal professionals need to know about their responsibilities in a law firm, how to stay out of hot water, substance abuse, social media awareness, and time management. The attendees enjoyed the program, and participated in a lot of interactive discussion with Diane. Many thanks to our instructor, and we hope she comes back soon for a repeat presentation!



SCCoLPA Governor Linda Neuman, Guest Speaker Diane Mecca, CEC Chair Vivian Shreve, CCLS





WELCOME TO OUR NEW MEMBERS!

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

**Kevin Aguilar
Mikaela Bray
Janet Brewer
Laura Chambers-Green
Yun-Ru Cho
Cozima Constantine
Laura Farcich
Maichi Hoang
Jennifer Ilas
Marlene Muraco**

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

Member in the Spotlight February 2017

M'Liss Bounds was born and raised in California and is proud to say that she rode the bus into Watts to desegregate the Los Angeles Unified School District in 1970 during her 7th grade year. Because of this experience "it really made me the person that I am". She continued to be bused into Watts through her sophomore year in high school until her family eventually moved to Westchester, whereupon she graduated from high school.



It was while taking a business law class in high school that she became interested in the legal field and where her teacher introduced her to a new career called "Paralegal". After high school she attended Humphreys College in Stockton, California and graduated with a degree in Paralegal Science. She has been in the legal field ever since and has worked primarily in civil litigation, but also in family law and probate. She has worked in Stockton, Redding, Santa Cruz and now San Jose.

She loves being the right hand to her trial attorneys and feels she handles the pressure of trial well while maintaining a sense of humor, especially during stressful times. "Every day in this field comes with its own demands, responsibilities and rewards."

Currently, M'Liss is a paralegal in the employment group at Hoge, Fenton, Jones & Appel in San Jose. In addition to her many duties as a paralegal, she is also a trainer for her Firm and uses her knowledge and experience to train incoming staff, new law school graduates and attorneys. She is passionate about training and it is what motivates her.

M'Liss says that being a member of SCCoLPA has introduced her to many new friends in the legal field with experience in various legal practices and "I know that I always have a colleague to call on". M'Liss currently serves as the Reservations Chair for SCCoLPA and this has been a great introduction to the organization and its members.

Governor's Corner

~by Linda Neuman, SCCoLPA Governor~



The Legal Profession: Why Did You Choose It, or Did It Choose You?

So why did you pursue a career as a legal support staff member? Were you involved in the family business at an early age? Did you need to choose another career after an accident precluded you from performing your previous job duties? Did you read a news article or see a posting on a job

listings board indicating that you could receive a high paying salary by becoming a legal support member? Did the diversity of legal cases intrigue you? Were you personally involved in a lawsuit and found the process interesting? Did you enjoy working on the same general type of case but always found something new and different in each case? Did the strict rules appeal to you?

How about the sheer joy of typing and typing something that helped out another individual? I started in this wonderful legal field by typing Wills. This was a time when each Will had to be individually typed on a typewriter which had to be advanced to the next line by manually moving the carriage. The keys actually moved back and forth when you typed, and sometimes even got tangled if you typed a little too fast. The end product, usually two originals, was a very nice document on legal size paper. This document put a lot of clients' minds at ease to finally have something in place, and you were the one who helped these clients achieve that goal. Talk about a warm fuzzy.

I know a lot has changed since I started in this field, but I think the core reason, doing something that makes a difference, is still why we do it. Whether you represent an individual or a corporation, being a part of that end result can only make you feel that you have accomplished something and glad to be a part of that legal support team.

Yes, your days can get crazy and long, and yes you may have to sharpen your mind reading skills but when all is said and done, the legal field is constantly changing and growing. This change and growth can only help you and those you work with become the best they can and help those who need it.

Three cheers to the legal field as we know it!!!!

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

Annual Scholarship Opportunities

Legal Secretaries, Inc. ("LSI") is a California non-profit corporation established in 1934. LSI is known for its educational programs, scholarship awards, and legal publications entitled "LSI Legal Professional's Handbook" and "Law Office Procedures Manual." LSI has approximately 1,400 members in 37 local associations throughout California. Santa Clara County Legal Professionals Association ("SCCoLPA") is our local chapter of LSI and is dedicated to providing low-cost educational seminars and workshops to the legal community.

Certain scholarships are available for those students interested in a career in the legal field. For purposes of these scholarships, "legal field" is defined to include (a) legal secretary (including receptionist); (b) legal assistant (including paralegal); (c) court reporter; and (d) law office administrator. Both LSI and SCCoLPA provide scholarship programs.

LSI scholarships will be awarded in May 2017 at the Annual Conference of LSI in Modesto, California (the applicant need not be present to win). SCCoLPA will award a scholarship at our monthly meeting in April 2017. Scholarships awarded are for applicants enrolled in college or school in the fall of 2017 and spring of 2018. The deadline for submission of a scholarship application is March 1, 2017.

Scholarship awards under these two scholarship programs shall be given as follows:



Plan A - High School Senior

Applicants shall be restricted to seniors who will have successfully completed high school by the end of June 2017 and will be enrolled in the fall semester immediately following the school year in a college or business school offering a course of study in the legal field. All applicants must be legal residents of the State of California and must be attending school within the State of California during the scholarship year. (LSI awards two scholarships, \$2,000 to the first place recipient and \$1,000 to the second place recipient in this category.)

Plan B - College Student

Applicants shall be restricted to students who will have completed at least one year of college by June of the school year, and who will be enrolled in the fall semester immediately following the school year in a college or business school in a course of study in the legal field, until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal related program. All applicants must be legal residents of the State of California and must be attending school within the State of California during the scholarship year. (LSI awards two scholarships, \$2,000 to the first place recipient and \$1,000 to the second place recipient in this category.)

Plan C - Career Change Student

Applicants shall be restricted to students who will be enrolled in the fall semester in a college or business school in a course of study in the legal field and shall be an individual who either (a) desires to re-enter the workforce after a prolonged absence but requires training or specialized education in order to qualify as a candidate for a position in the legal field; or (b) has been in the workforce for a number of years but desires to enter the legal field and wants to receive the training or specialized education needed to do so. All applicants must be legal residents of the State of California and must be attending school within the State of California during the scholarship year. (LSI awards two scholarships, \$2,000 to the first place recipient and \$1,000 to the second place recipient in this category.)

Please Note: All scholarships under each Plan are applicable to educational institutions within California only.

SCCoLPA will award one (1) \$500 scholarship in any of the participating Plans. The winner of the SCCoLPA scholarship will then be submitted to the LSI Scholarship Committee and will be eligible to win the LSI scholarship.

Should you or a student have any questions, please feel free to contact me at the email address noted below.

Linda Neuman
Santa Clara County Legal Professionals Association
Scholarship Chairman
neumanlinda@hotmail.com

Order in the Court

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

What Are Civil Rights?

At its very inception - in the Declaration of Independence - the United States of America declared that "all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness." These personal nonpolitical liberties, later specified and guaranteed by the Constitution against violation, have come to be called "civil rights." Though nonnegotiable, civil rights have not always

been respected (e.g., slavery, poll taxes). Violation of civil rights have required precedent-setting legal decisions and government legislation to redress. The Civil Rights Act of 1964, for example, outlawed segregation in public facilities and racial discrimination in employment and education. Violations of a person's civil rights can be considered a federal offense and, depending on the severity of the violation, can be covered by civil or criminal law.

Education is the Key

California State Rule Changes -Effective January 1, 2017

Summary of Changes

California Codes of Civil Procedure

CCP § 415.21(a)(1) Service of Summons or Subpoena (amended): allows an investigator who is employed by an office of the Attorney General, county counsel, city attorney, district attorney, or public defender, to be granted access to a gated community for the sole purpose of performing service of process or service of a subpoena.

CCP § 1010.6 Court Fees; Electronic Filing (amended): provides that a fee charged by the court, an electronic filing manager, or an electronic filing service provider to process a payment for filing fees and other court fees, shall not exceed the costs incurred in processing the payment. Waiver of fees to process a payment is required if the court deems waiver appropriate.

CCP § 1033.5(a)(14),(15) Costs (amended): authorizes a prevailing party to recover fees for the electronic filing or service of documents, or fees for the hosting of electronic documents, charged by an electronic filing service provider, if the court so orders or requires.

CCP § 1282.5 Arbitration; Transcription by Certified Shorthand Reporter [new]: provides that a party to an arbitration has the right to have a certified shorthand reporter report and transcribe any deposition, proceeding, or hearing as the official record. The party requesting a reporter:

- shall make the request in a demand, response, answer or counterclaim related to the arbitration, or at a pre-hearing scheduling conference at which a deposition, proceeding or hearing is being calendared.
- will bear the expense of having the proceeding reported and transcribed, except as specified in a consumer arbitration.
- may petition the court for an order to compel the arbitrator to grant the party's request and to stay any deposition, proceeding or hearing pending the court's determination of the petition, should an arbitrator refuse the right to a reporter.

CCP § 2025.280(c) Deposition; Electronically Stored Information [amended]: requires a deponent who is served with a deposition notice or subpoena calling for electronically stored information to provide a means of gaining direct access to, or a translation into a reasonably usable form of, any information that is password protected or otherwise inaccessible.

CCP § 2034.415 Deposition of Expert Witness [new]: requires an expert who is served with a deposition notice to produce any materials or category of materials, including any electronically stored information, no later than 3 business days before his or her deposition.

California Rules of Court

CRC 1.201 Protection of Privacy [new]: relocates existing requirements for

protecting privacy from Rule 1.20 to new Rule 1.201. The requirements re excluding or redacting personal identifiers like social security numbers and financial account numbers have not changed.

CRC 2.551(f) Procedures for Filing Records Under Seal; Custody of Sealed Records [amended]: provides that if sealed records are in electronic form, the court must establish appropriate access controls to ensure that only authorized persons may access them.

CRC 3.250(b)(3) Retaining Originals of Papers Not Filed [amended]: provides that when originals must be retained, they must be retained in the paper or electronic form in which they were created or received.

CRC 2.251(i) Proof of Electronic Service [amended]: eliminates the requirement to state the time of service in the proof of electronic service. In addition, the proof does not need to state that the person making the service is not a party to the case.

CRC 2.306(h)(1) Proof of Service by Fax Transmission [amended]: removes the requirement to state the time of service in the proof of service by fax.

CRC 3.751 Electronic Service in Complex Cases [amended]: allows parties to consent to electronic service, or the court to require electronic service by local rule or court order, under Rule 2.251.

CRC 3.1302(b) Requirements for Lodged Material [amended]: provides that the clerk may permanently delete material lodged electronically after sending notice of the deletion to the party who lodged the material.

CRC 3.1306(c) Evidence at Hearing; Requesting Judicial Notice [amended]: provides that a party who requests judicial notice of material in electronic form must make arrangements to have it electronically accessible to the court at the time of the hearing.

CRC 2.109 Page Numbering [amended]: requires page numbering to begin with the first page and to use only Arabic numerals. The page number may be suppressed and need not appear on the first page. As a result, the table of contents and table of authorities will no longer be paginated using lower-case Roman numerals.

CRC 2.256(b)(3) Responsibilities of Electronic Filer; Format of Documents to be Filed Electronically [amended]: requires documents that are submitted or filed electronically to be text searchable when technologically feasible without impairment of the document's image. The term "technologically feasible" does not require more than the application of standard, commercially available optical character recognition ("OCR") software.

CRC 2.118(a)(3) Acceptance of Papers for Filing; Papers Not in Compliance [amended]: specifies that the clerk must not reject a paper for filing solely on the ground that the font size is not exactly the point size required by Rules 2.104 and 2.110(c) on papers submitted electronically in PDF. Acknowledges that minimal variation in font size may result from converting a document created using word processing software to PDF. (Rule 2.104 requires papers to be prepared using a font size no smaller than 12 point and Rule 2.11(c) requires the foot to be in at least 10 point font.)

CRC 2.114 Exhibits [amended]: requires exhibits submitted with papers filed electronically to meet the requirements in rule 2.256(b); and be text searchable.

CRC 2.140 Judicial Council Forms [amended]: requires electronic Judicial Council forms to meet the requirements in rule 2.256; and be text searchable.

CRC 3.1110(c), (f) Pagination of Documents; Format of Exhibits [amended]:

- page numbering must begin with the first page and use only Arabic numerals. The page number may be suppressed and need not appear on the first page.

- the index of exhibits must briefly describe the exhibit and identify the exhibit number or letter and page number.
- electronic exhibits must meet the requirements in Rule 2.256(b). Unless they are submitted by a self-represented party, electronic exhibits must include electronic bookmarks with links to the first page of each exhibit and with bookmark titles that identify the exhibit number or letter and briefly describe the exhibit.

CRC 3.1113(d),(h),(i) Memorandum; Pagination; Copies of Authorities [amended]:

- the page limit does not include the caption page and the notice of motion and motion.
- pages of a memorandum must be numbered consecutively beginning with the first page and use only Arabic numerals. The page number may be suppressed and need not appear on the first page. As a result, the table of contents and table of authorities will no longer be paginated using lower-case Roman numerals.
- any authorities or cases that are lodged in electronic form must be electronically bookmarked as required by Rule 3.1110(f)(4).

CCLS Quiz

~By Vivian Shreve, CCLS, SCCoLPA 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 SCCoLPA's CCLS Chair, Vivian Shreve, CCLS, at vshreve@wsgr.com. Applications can be found on SCCoLPA's website, or LSI's website at www.lsi.org.

UNLAWFUL DETAINERS

1. A tenant is guilty of _____ when the tenant and or subtenant continues in possession of the property, or any part thereof, after the term for which it was let to the tenant has expired.
2. How much notice is required from the landlord to the tenant to terminate the tenancy at the expiration of a fixed term?
3. True or False. Security deposit charges and utility charges should be included in a demand for unpaid rent.
4. There are numerous types of tenancy, but the vast majority are either _____ or _____.
5. When there is no lease violation, how much notice is necessary to terminate tenancy if resident less than one year?
6. When there is no lease violation, how much notice must a tenant give to the landlord to terminate tenancy if resident 3 years?

7. True or False. In a 60-day notice to terminate, the reason for termination must be stated.
8. When serving a 3/30/60-day notice, what are the three best forms of service?
9. In an unlawful detainer action, what is the response time after service of the summons and complaint?
10. In an unlawful detainer action, when can summary judgment motion be filed?
11. How many days before trial must discovery be completed?
12. What is response time for discovery (i.e. interrogatories, requests for admission, requests for production of documents)?

ANSWER KEY:

1. Unlawful detainer (LOPM E-9)
2. None (LOPM E-7)
3. False (LOPM E-7)
4. Fixed term (i.e., 6 months or 1 year); and periodic (i.e., month-to-month) (LOPM E-8)
5. 30 days from either party (LOPM E-9)
6. 60 days if resident more than 1 year; either party may give notice (LOPM E-9)
7. False (LOPM E-9)
8. Personal Service; Substitute Service; and Conspicuous Service ("nail and mail" or "post and mail") (LOPM E-10-11)
9. 5 days including weekends but not judicial holidays (LOPM E-12)
10. Any time after Answer is filed (LOPM E-16)
11. 5 days (LOPM E-16)
12. 5 days (LOPM E-16)

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!

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

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.



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

2016-2017 MEMBERSHIP APPLICATION

*(Membership dues: \$55.00, Associate Membership dues: \$35.00**)
((\$5.00 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: <i>(Examples at bottom of page)</i> _____
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: <i>(Check One)</i>	E-Mail Address (Work) _____
Residence: _____ Business: _____	Field of Law _____
Birthdate: _____	Year I became of 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; (Dr.) 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) and check it out!



Happy Birthday to Our Members!

Happy Birthday to the following SCCoLPA members:

Jackie Ferreira - February 4
Amy Ramos - February 13
Craig Kroner - February 14
Tressa Jacobsen - February 16
Brandi Lecomte - February 17
Eber Terceros - February 21
Gus Shuwayhat - February 23
Nicole Matheson - February 27



Superior Court of California
County of Santa Clara

191 North First Street
 San Jose, California 95113
 (408) 582-2700

Chambers of
 HONORABLE PATRICIA M. LUCAS, Presiding Judge

CONTACT
 Joseph D. Macaluso, Public Information Officer
 (408) 582-2715



FOR IMMEDIATE RELEASE: January 6, 2017

Court Seeks Candidates for Public Watchdog Agency
Recruitment begins for 2017-18 Civil Grand Jury panel

SAN JOSE, Calif. (January 6, 2017): Presiding Judge, Hon. Patricia M. Lucas, has announced that the Superior Court of California, County of Santa Clara is seeking volunteers to serve on the 2017-18 Civil Grand Jury.

The Civil Grand Jury, an arm of the Superior Court, is a part of the Judicial Branch of government. It serves as the county's civil watchdog agency and may examine all aspects of county and city government, special districts and school districts. It is authorized to inspect and audit books, records, and financial expenditures, to ensure accountability of public funds. The Grand Jury may also inspect jails and juvenile detention facilities.

Grand Jury service affords citizens the unique opportunity to contribute to the efficiency of local government and to play an integral part in ensuring that government officials are accountable to residents.

Applicants must be 18 years of age or older, United States citizens, and residents of Santa Clara County. Service on the grand jury does require a time commitment of an average of 25 hours per week, or as determined by the Grand Jury. Candidates must be willing to dedicate this year of service to keep careful watch over various aspects of County government, and the one-year term of the 2017-18 panel will begin on June 22, 2017.

"It's vital that those who are charged with this incredible responsibility reflect the tremendous diversity that makes up Santa Clara County. First and foremost we're looking for civic mindedness, strong ethics, and courage, but we also need a mixed set of skills and abilities in our jurors so that we can assemble the deep reservoir of knowledge necessary in this broad oversight role," expressed Presiding Judge Lucas.

diversity that makes up Santa Clara County. First and foremost we're looking for civic mindedness, strong ethics, and courage, but we also need a mixed set of skills and abilities in our jurors so that we can assemble the deep reservoir of knowledge necessary in this broad oversight role," expressed Presiding Judge Lucas.

Persons interested in applying may obtain an application online at www.sccscourt.org under "Civil Grand Jury". Questions about informational events or about the Grand Jury may be directed to CGJ@sccscourt.org or by contacting Tamara Davis, Deputy Manager of Jury Services, at 408-882-2721.

The deadline to submit applications is Thursday, March 30, 2017.

###

8th ANNUAL TRIVIA THROW DOWN

WHEN

**Saturday, March 25, 2017
11 a.m. – 3 p.m.**

WHERE

Offices of Nixon Peabody

One Embarcadero Center, 18th Floor, San Francisco, CA 94111
The venue is within walking distance from the Embarcadero BART Station. Parking is available within the Embarcadero Center Business Park.

Join us for the battle of the Bay Area chapters for the title of the 2017 Legal Trivia Champions!!



INVITATION IS OPEN TO ALL BAY AREA ASSOCIATIONS:

- Alameda County LSA • Contra Costa County LPA
- Mt. Diablo LPA • Santa Clara County LPA
- San Mateo County LPA

Hosted by: San Francisco LPA

Please RSVP by Friday, March 17, 2017 to:
lmcgrew@firstlegallnetwork.com



TEAM CHALLENGE

Bring your colleagues and friends to form a team of 3 or more to join in on the fun.

PRIZES AVAILABLE

To the winning team.
Compliments of:
First Legal

BRUNCH BUFFET

\$25 Per Person

includes:

Farmer's Breakfast, Fruit,
Pastries, Coffee, Juice and
Water.

ADULT BEVERAGES

Featuring a Bloody Mary &
Mimosa Station –
Guest Bartender:
Diane Mecca

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



Code of Ethics

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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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