



THE ADVANCE SHEET SCCoLPA's News & Events January 2017

Greetings SCCoLPA Members!

On behalf of the SCCoLPA Executive Committee, I would like to wish each and every one of you a Happy New Year and welcome to 2017!

SCCoLPA accomplished many goals in 2016, and I anticipate that 2017 will be even better. 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.

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!

In the coming year, your Continuing Education Council will continue to focus on presenting programs that are skills-based and relevant to your career. 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.

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.

Hot off the press! Our website has been updated! As of today, the new website is live, and you'll be able

to see all the great changes that have been made. You'll be able to do a lot more things online that you previously were not able to, such as renewing your membership dues and applying for membership. Huge thanks to Rod Cardinale, Jr. for working hard on the new website, as well as to Mark Dresser, who has been trained on the new website format. If you have any suggestions or wish to see something specific added to the website, please feel free to let us know.

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.

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



Upcoming Monthly Meetings

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.

Join us at Gordon Biersch on **January 10, 2017**. Network with members and friends starting at 6:00 p.m. Program and dinner begins at 6:30 p.m. Hope to see you there!

February 15, 2017 Monthly Dinner Meeting

Santa Clara County Legal Professionals Association
February 2017 Dinner Meeting

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

Guest Speaker:
Keith L. Wurster, Esq., Senior
Litigation Attorney, Lawyers
Committee for Civil Rights

The LCCR of the San Francisco Bay Area works to advance, protect, 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.

Register and pay via PayPal on our "Upcoming Events" page at <http://www.sccolpa.org>, or RSVP via email at 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.

No refunds if reservation is canceled within 24 hours of the event. (No convenience fee added for PayPal/credit card payments.)

LAWYERS' COMMITTEE FOR CIVIL RIGHTS
OF THE SAN FRANCISCO BAY AREA

Wednesday, February 15, 2017 (NOTE NEW DATE!)

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

Flames Eatery & Bar
88 S. Fourth Street, San Jose, CA 95113
408-971-1000 • validated parking at the 4th Street parking garage

COST
\$39.00 (dinner, dessert & CCLS credit)
\$20.00 (CCLS credit; no dinner)
Free (no dinner or CCLS credit)

UPCOMING EVENTS
January 12, 2017 Beginning Civil Litigation & Work Training Course Commencement
January 22, 2017 SCCoLPA Quarterly Workshop: "Ethics for Everyone - The Basics & Beyond"
February 13, 2017 7th Annual Crab Feed, Quindlan Community Center, Cupertino

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 0.60 hours will apply to the practice areas of: legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or discipline of law. SCCoLPA 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 maximum continuing legal education. CCLS credit will be offered in the amount of 0.75 hours.

Santa Clara County Legal Professionals Association
January 2017 Dinner Meeting

Service of Subpoenas

Guest Speaker:
Larry Kirin and Ann Converse
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 e-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 RSVP via email at 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.

Buffer dinner includes a choice of turkey, steaks, club sandwiches, Tuscan chicken pasta, house salad, and homemade dips. No refunds if reservation is canceled within 24 hours of the event. (No convenience fee added for PayPal/credit card payments.)

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

Gordon Biersch
50 E. San Fernando Street
San Jose, CA 95112 / 408-994-6795 • p.m.
Validated parking garage adjacent to the 4th Street parking garage

COST
\$39.00 (dinner, dessert & CCLS credit)
\$20.00 (CCLS credit; no dinner)
Free (no dinner or CCLS credit)

UPCOMING EVENTS
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"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.

Santa Clara County Legal Professionals Association
March 2017 Dinner Meeting

"A Day in the Life of a Court Public Information Officer"
Guest Speaker:
Joe Macaluso
Public Information Officer,
Santa Clara County Superior Court

Public Information Officers for the courts 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. This program will feature Mr. Macaluso's "war stories" that you will not want to miss!

Tuesday, March 14, 2017

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

Flames Eatery & Bar
 88 S. Fourth Street, San Jose, CA 95113
 408-971-1990 • validated parking at the 4th Street parking garage.

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 6.75 hours, of which 0.00 hours will apply to legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or administration of law. SCCoLPA 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. CCLS credit will be offered in the amount of 6.75 hours.

UPCOMING EVENTS
 January 12, 2017 Beginning Civil Litigation 8-Week Training Course Commences
 January 21, 2017 SCCoLPA Quarterly Workshop: "Ethics for Everyone - The Basics & Beyond"
 February 11, 2017 7th Annual Crab Feast, Quilley 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
SCCoLPA Past President Patty Russell,
beginning January 12, 2017

TOPICS COVERED:

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

Attendees are required to attend each session to obtain a Certificate of Completion. 6.0 hours of CCLS credit to be offered for entire 8-week workshop. Light snacks and beverages provided.

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 90809, 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 - Advancing 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 Alameda College in Modesto. This four-hour seminar is designed to meet the Education 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, Alameda College
Registration: 9:30 a.m. Seminar: 10:00 a.m. - 2:30 p.m.
(includes lunch)

Wilson Sonzini Goodrich & Russell
600 Page Mill Road, Palo Alto, CA 94304

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

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

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

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

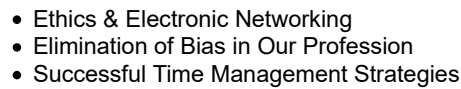
SCCoLPA is a member of Legal Secretaries, Incorporated, an organization which is the primary body responsible for the education and training of legal secretaries and paralegals. SCCoLPA is a 501(c)(3) non-profit organization and is not affiliated with any other organization.

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



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.sccolpa.org. This program has been approved for 4.0 hours of MCLE/CCLS credit.



Our December 13, Monthly Membership Meeting was held at Gordon Biersch in downtown San Jose. Members enjoyed a special holiday dinner prepared specially for our event, and we thank Gordon Biersch for treating us so well! Following approval of the minutes and Treasurer's Report and a few brief announcements, the members voted to adjourn the remainder of the business meeting, and we proceeded to celebrate the holidays together!



First and foremost, SCCoLPA was pleased to present its annual holiday charitable donations to Next Door Solutions (nominated by Vivian Shreve, CCLS) and Family Supportive Housing (nominated by Elena Schneider, CCLS). Beth Williams, Director of Development from Next Door Solutions, and Michael Warren, Esq., partner at McManis Faulkner and Board Member of Family Supportive Housing, gratefully accepted the donations and shared information about these two worth agencies and how our donations will help the members of our local community.

We were very pleased to acknowledge our two newest California Certified Legal Secretaries, Christina Hall, CCLS and Kiwi Le, CCLS. CCLS Chair Vivian Shreve, CCLS presented Christina and Kiwi with their official CCLS pins and flower bouquets. We are all so happy for these two ladies, who studied so hard for the exam, and passed it on their first try! Congratulations!

Our members had fun unwrapping and stealing gifts during our annual "White Reindeer" gift exchange! Gifts were being stolen left and right, and by the end of the game hopefully everyone was happy with their gift. Then it was time for the Ugly Sweater Contest - it was quite impressive how many members and guests arrived in their original and creative ugly sweaters. By a vote of applause, our dear friend, Brandon Wai from First Legal was selected the winner of the Ugly Sweater Contest - congratulations Brandon! And our very own Vivian Shreve, CCLS, blew everyone else out of the water by winning all three holiday trivia quizzes - congratulations Vivian!

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



Congratulations Kiwi Le, CCLS and Christina Hall, CCLS! Kiwi and Christina being presented with their CCLS pins by CCLS Chair Vivian Shreve, CCLS



Governor Linda Neuman



White Reindeer Gift Exchange



Ugly Sweater Contest!



Vivian Shreve, CCLS, Winner of the Holiday Trivia Contests!



Pamela Stallings, CCLS



Elena Schneider, CCLS and Michael Warren, Esq., receiving SCCoLPA's holiday donation on behalf of Family Supportive Housing



Vivian Shreve, CCLS, and Beth Williams, Director of Development, receiving SCCoLPA's holiday donation on behalf of Next Door Solutions



Elise Dresser, CCLS and Brandon Wai, winner of the Ugly Sweater Contest!



Mrs. Claus aka Sheryl Boardman, handling reservations for our holiday party



*Our very own LSI Treasurer Rod Cardinale, Jr.
celebrating the season with Brittany Kritsch and Gina
Tsai of First Legal*

*Parliamentarian Elena Schneider, CCLS, kicking off the
gift exchange!*

WELCOME TO OUR NEW MEMBERS!

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

Craig Kroner

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



Member in the Spotlight

SCCoLPA is pleased to present Lauri M. Avila as its Member in the Spotlight for January 2017! Lauri has been an active member of the Association since 2014, and if you don't know Lauri, she is a fantastic photographer! Whenever we have needed someone to take photos at one of our events, Lauri has always stepped up with a smile and with her trusty camera, has taken fabulous photos for us. We are all thankful for Lauri's volunteer spirit, and we would like you to get to know a little bit more about her!

I was born in Portland, Oregon back in the 60's. My father was a police officer in the city so I grew up learning to be street smart and to respect the law. Little did I know, I would work in the legal field

later in life. I ended up in Santa Clara, CA at the age of six when many expressways were orchards, and several tech companies were then canneries. I consider myself a late bloomer when it comes to degrees and education. I took a ten-year detour to Switzerland after working in the restaurant and travel industry for ten years. Learning a new language (Swiss German) and the culture was in itself a learning experience but I realized when I came back to Silicon Valley, I needed to do some catching up as The Valley of Hearts turned into Silicon Valley and was thriving and extremely competitive. I ended up graduating in my 40's through the Extended Education Program at Saint Mary's College while working full time and received my Management BA. Truthfully, I am a third generation Executive Assistant at heart and love what I do, it's just the titles and duties have changed.

How did I get into the legal field? Monster.com (yes, you can giggle now). I was in between jobs as an EA and the position for Executive Assistant popped up to work for the General Counsel. I thought, General Counsel? Legal field? I decided to go for the interview at Extreme Networks, Inc. in Santa Clara and got the job. Three General Counsel's later, I was still there. I decided I needed to keep up on my education because of my age and competition so I decided to go through the online Paralegal program through Boston University. I received my Paralegal Certificate and shortly after completed the test to become a Notary Public. I ended up following my boss over to Barracuda Networks. We took the company public in 2013. I basically learned as I went, asked lots of questions, worked with all departments and got the jobs done; extremely challenging to say the least!

Working in the corporate legal field for almost eight years now, I have experienced so many different challenges and teaming up with all of the departments in order to help make the company successful. I handle the Patent Incentive Bonus Program, M&A's (owning data rooms), working closely with the finance department to get through audits, i.e. providing legal letters, Board & Committee minutes, litigation updates, calendaring etc., We also work closely with our outside counsel firms who handle our litigation, trademarks and general corporate matters. Basically, I jump in where needed. The last project management legal task was to help get a new parking lot built which entailed bull-doing down two houses in a residential-commercial zoned neighborhood, working with the neighbors and the City of Campbell, learning about ADA compliance, shrubs and trees, lighting etc. What's this have to do with working in the corporate legal world? Believe me, there were plenty of legal issues to address and hurdles to jump over but now, it's off to the next challenging job!

Continued education and hands on experience is important. I've been a member with SCCoLPA for a few

years now and was introduced to the group through our past President Maria Oliveira Patterson. She said it would be a great learning experience for me and that the group is a lot of fun!! Well, she was right and I look forward to making more memories with SCCoLPA, LSI and other county chapters and to continue my education in the legal world with the wonderful presenters and programs they have to offer.

Governor's Corner

~ by **Linda Neuman, SCCoLPA Governor**

Why do individuals become members of Santa Clara County Legal Professionals Association????

Well . . . what I have heard from members is they like to be a part of an organization that gives back to the community, they like the educational opportunities, they like to feel welcome and part of an organization that goes hand in hand with the legal profession, and they enjoy having fun with friends.

As you know SCCoLPA is 100+ members strong and all of those members have the above benefits, if they wish to take advantage of them. Accepting and retaining members is an ongoing effort for SCCoLPA. I know some members just can't volunteer or become more active due to work, school and family schedules. As a matter of fact, I was inactive for 12 years while I participated in the PTA for my daughter's schools. So maybe right now is not the best time to take part in the Association or take a major role, but please always keep the Association in mind. You are ALWAYS welcome and there will be a place for you to call your own.

I guess what I am trying to say is that SCCoLPA is a WONDERFUL Association and not only can you give to the Association you can also receive from the Association. Think about volunteering to help at the Crab Feed, or donating a basket or item to the Silent Auction, promote SCCoLPA to your co-workers, or think about taking the CCLS exam. "Don't be too shy to try" something new, no matter how big or small the commitment might be, I know you won't regret it.

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





Southern Butte County Legal Professionals Association

Invites you to celebrate with us
"ROARING TWENTIES"

February 24-26, 2017

LSI Quarterly Conference
RAMADA PLAZA
Chico, California

** CONFERENCE REGISTRATION FORM **

NAME (TO BE USED ON BADGE): _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
HOME TELEPHONE: _____ Work Telephone: _____
E-MAIL ADDRESS: _____ Fax Telephone: _____
LOCAL ASSOCIATION: _____ LSA/LPA

INDICATE IF YOU ARE: Title (Spell out) INDICATE IF YOU ARE: Title
☐ State Officer _____ ☐ Governor _____
☐ State Chairman _____ ☐ PLS/CCLS _____

SCRIP (includes Registration, Welcome Reception, Banquet & Brunch)
POSTMARKED on or before February 14, 2017 \$123.00 \$ _____
POSTMARKED after February 14, 2017 (no exceptions) \$133.00 \$ _____

SINGLE TICKETS FRIDAY NIGHT
Registration PRIOR to February 14, 2017 \$ 25.00 \$ _____
Registration AFTER to February 14, 2017 \$ 30.00 \$ _____
Welcome Reception (Friday) \$ 20.00 \$ _____

SATURDAY NIGHT BANQUET: \$ 53.00 \$ _____
Circle One: ☐ Grilled Chicken Dinner ☐ Pasta Primavera


LUNCHEONS: ☐ Sourdough with Cheddar Burger ☐ Veggie Wedge Wrap
Circle One: ☐ Sourdough with Cheddar Burger ☐ Veggie Wedge Wrap
Presidents Luncheon (Saturday) \$33.00 \$ _____
Governors Luncheon (Saturday) \$33.00 \$ _____
Membership Luncheon (Saturday) \$33.00 \$ _____

SUNDAY BRUNCH: \$40.00 \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

SPECIAL DIETARY CONSIDERATIONS: (please list, if any, including VEGETARIAN): _____

NO REFUNDS AFTER FEBRUARY 10, 2017
MAKE CHECKS PAYABLE TO: SBCLPA CONFERENCE FUND
MAIL TO: Elizabeth Fleischer, LDA, 236-A W. East Ave, #124, Chico, CA 95973
(530)774-6751 Email: legalbridge@hotmail.com



Southern Butte County Legal Professionals Association
 Invites you to celebrate with us and
"ROARING TWENTIES"
February 24-26, 2017
 LSI Quarterly Conference
 RAMADA PLAZA
 Chico, California

**** HOTEL REGISTRATION FORM ****

NAME (TO BE USED ON BADGE): _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 HOME TELEPHONE: _____ Work Telephone: _____
 E-MAIL ADDRESS: _____ Fax Telephone: _____
 LOCAL ASSOCIATION: _____ LSA/LPA

Arrival Date _____ (Spell out) Departure Date _____

Accommodations: (Plus applicable taxes and fees)
☐ SINGLE/DOUBLE (Standard) \$ 89.00 per night
☐ TRIPLE (Deluxe) \$119.00 per night
 All **cancellations** must be made by 4 pm **two weeks** prior to the arrival date. (Feb. 10, 2017)
No Smoking in rooms. Designated Smoking Area outside

Check In/Out: (Late arrivals or departures **MUST** be arranged with hotel)
 Check In Time: 3:00 p.m.
 Check Out Time: 11:00 a.m.

Parking: FREE

Airport: Sacramento International Airport (SMF) - approx. 85 miles from Chico

Please call RAMADA PLAZA for reservations, directly:
(530)345-2491

Use Code "LSI" to identify yourself as being a part of LSI to get the group rate.

GENERAL INFORMATION, CONTACT:
JUDITH WILLIAMS, Conference Chair
STACEY HUBBARD, Co-Chair
 (530)534-8973 or (530)828-2171
EWPLQL2@aol.net or dsqueektty@aol.com

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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 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-efiling-formatting-rules-in-california-what-do-you-need-to-know/> to sign up.

Thank you to One Legal for the update!

DON'T MISS YOUR CHANCE TO REGISTER!

BAY AREA LEGAL FORUM
Presents
CHANGES IN THE LAW 2017

January 28, 2017
9 a.m. to 4:00 p.m.


Please join the Forum and **speakers, Daniel Presher (trust and probate attorney), Elaine Screechfield (docket manager at Morrison & Foerster LLP), and David C. Erb (associated at Flicker, Kerin, Kruger & Bissada, LLP)** for our very-popular, annual workshop on **January 28, 2017** on **"Changes in the Law."**

As legal professionals, staying informed of ever-changing laws and regulations is a must. Enter the new year "in the know." Join our panel of speakers who will cover changes to California State statutes, including the Code of Civil Procedure, and changes to the California Rules of Court. Our panelists will also discuss changes in the Family Code, the Probate Code, estate planning, and tax law.

Qualified for up to **5.25 hours MCLE**.

To register, please visit our website www.bayarealegalforum.org. Click on Events, then Quarterly workshops and follow the online directions to print out a [registration](#) form, and [pay online](#).

January 28, 2017
9 a.m. to 4:00 p.m.



Price: \$150 (if registered by 1/20/17) **OR**
\$175 (if registered on or after 1/21/17)

Registration includes morning coffee, tea, lunch, and your program materials.

Pleasanton Marriott
11950 Dublin Canyon Road
Pleasanton, CA
[\(925\) 847-6000](tel:9258476000)

Want to register but don't have enough time to post your registration? Will call is available. Please phone [415-561-9706](tel:4155619706) and leave a message.

www.bayarealegalforum.org

ORDER IN THE COURT - TEST YOUR LEGALESE!

~ by *Elena Schneider, CCLS, SCCoLPA Parliamentarian*

What is meant by **due process of law**?

Due process is the fundamental principle upon which the American legal system rests - a balance between the enforcement of law and the rights of the persons charged with a crime. Due process is so vital that it has been written into the US Constitution in two places, the Fifth and Fourteenth Amendments. The Fifth Amendment covers federal law; the Fourteenth Amendment state law. In both cases the wording is the same: no person shall be deprived "of life, liberty, or property, without due process of law." Such concepts as "innocent until proven guilty" and "getting your day in court" derive from this principle. As defined by Daniel Webster in the mid-1800s, due process means a legal system "which hears before it condemns, which proceeds on inquiry and renders judgment only after trial."

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 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.

DISCOVERY

1. For trial, what is the last day to complete discovery?
2. For arbitration, what is the last day to complete discovery?
3. What is the cutoff for discovery motions?
4. In computing the discovery cut-off, if the last day falls on a weekend or holiday, does the last day become the preceding Friday or following Monday?
5. (T/F) If the discovery response contains only objections, it must be verified by the client.
6. (T/F) Discovery responses are filed with the court.
7. According to LOPM, there are 8 most common methods of discovery. Name them.
8. When can the plaintiff first serve interrogatories?
9. When can the defendant first serve interrogatories?
10. What is the timing for responding to interrogatories?
11. What happens if timely responses are not served?
12. When can the plaintiff first notice a deposition?
13. When can the defendant first notice a deposition?
14. When can you file a motion to compel?
15. For a deposition of a party or party organization, what are the limitations for the location of the deposition?

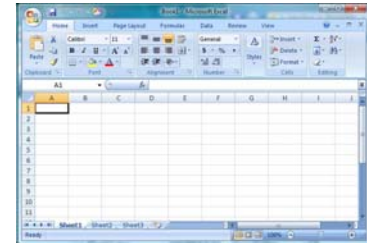
ANSWER KEY:

1. 30 days prior to initial trial date (LOPM D-17)
2. 15 days before arbitration date (LOPM D-17)
3. 15 days prior to initial trial date (LOPM D-18)
4. If the dates fall on Saturday, Sunday or holiday, the last day shall be the next court day closer to the trial date. (LOPM D-18)
5. False - If the response contains only objections (i.e., no answers), the attorney must sign the response, and no verification by the party is required (LOPM D-18).
6. Discovery documents and responses are not filed with the court. (CA Rules of Court, rule 3.250; LOPM D-19)
7. Form interrogatories; special interrogatories; requests for admission; depositions; demand for records; demands for inspection of documents and/or things; demands for physical examination; and requests for statement of damages. (LOPM D-20)
8. Plaintiff may serve interrogatories on defendant either 10 days after service of the summons and

- complaint on that defendant, or after the appearance of that defendant, whichever occurs first. (LOPM D-20)
9. The defendant may serve interrogatories immediately upon receipt of the summons and complaint. (LOPM D-20)
 10. 30 days from the proof of service date (LOPM D-22).
 11. Responding party waives right to object (LOPM D-22)
 12. The plaintiff may serve a deposition notice on any date that is 20 days after the service of the summons and complaint on the defendant or after an appearance has been made by the defendant. (LOPM D-25)
 13. The defendant may serve a deposition notice immediately after he/she has been served or has made an appearance, whichever occurs first. (LOPM D-25)
 14. If no written response (and/or objection) is received, a motion may be filed upon expiration of the deadline, including outstanding time extensions. If written responses are received, but propounding party feels further answers are required, the propounding party may file a motion to compel within 45 days of the service of the verified response document (LOPM D-24).
 15. The location of the deposition must be within 75 miles of the deponent's address (individual or company), OR within the county where the action is pending and within 150 miles of the deponent's residence (or company principal place of business) (LOPM D-28).

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 Secretaries & Legal Support Staff." The classes will be taught by SCCoLPA Past President Patty Russell and will be held at Hoge Fenton in downtown San Jose on Thursday nights. Additional information is in this newsletter and also on our website, www.sccolpa.org. Topics covered in these training classes will include An Introduction to the Law Firm Environment; Law Office Procedures; Calendaring, Filing, Discovery, Motion Practice, and Trial Preparation.

Do you need ethics MCLE credit? On January 21, 2017, attend our "Ethics for Everyone - The Basics & Beyond" four-hour workshop, to be held at Wilson, Sonsini, Goodrich & Rosati, in Palo Alto. The workshop will be presented by Diane Mecca, Certified Paralegal Instructor at Abrams College, and runs from 10:00 a.m. to 2:30 p.m. Lunch will be served. Additional information is in this newsletter and also on our website. This program has been approved for 4.0 hours of MCLE/CCLS credit.

Future programs in 2017 will include 100 Days Before Trial, and eDiscovery.

If you have any other ideas or suggestions for future workshops, please contact us!

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?"



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.

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

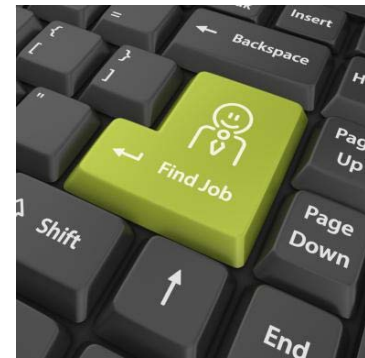


U.S. Legal Support is pleased to announce its new 2016-2017 Membership Dues Payment Program! Place 8 record retrieval orders and U.S. Legal will pay your 2016-2017 annual membership dues (\$50 maximum donation)! Orders must be placed before 9/30/16 in order to qualify. If you have already submitted your 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.



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 edresser@gmail.com for more information.



Happy birthday wishes to the following SCCoLPA members!.

Antonia Pulone - January 7
Denise Aki-Valles - January 12
Audrey Orlando - January 20
Diana Poteete - January 22
Lori Lovelace-Jones, CCLS - January 24
Teresa Gallardo - January 25
Susan Husher - January 29

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

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
www.facebook.com/sccolpa

STAY CONNECTED:



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

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