



THE ADVANCE SHEET SCCoLPA's News & Events October 2016

Greetings SCCoLPA Members!

Happy October! This year seems to be flying by, and before you know it the holidays will be upon us. The feel of the fall season is upon us, filled with pumpkin-flavored drinks, apple picking, harvest festivals, and planning for the Thanksgiving holiday. As always, we are thankful and appreciate your support, even though we know your schedules are very busy as we rush towards the end of the year. Your Executive Committee and Chairs have all been busy planning more networking events, membership meetings, and educational workshops, so stay tuned!

A description and summary of our September and October events can be found in this newsletter.

Please extend a welcome to SCCoLPA's newest chairperson, Linda Neuman, who has graciously volunteered to step up and take on the new challenge of the Scholarships Chair. Linda will be responsible for reaching out to the local schools and providing information about the scholarship program offered by SCCoLPA. If you know anyone who you believe would qualify for a scholarship, please contact Linda. More information will be provided shortly.

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. We will be offering an Adobe Acrobat workshop on **October 27, 2016** at Wilson, Sonsini, Goodrich & Rosati in Palo Alto. Details of the workshop can be found in this newsletter. We will also be offering an Ethics workshop and a 100 Days Before Trial workshop after the first of the year.

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 a flyer and registration information will be posted shortly.

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. Starting now, SCCoLPA will be 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.

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.

Elise Dresser, CCLS
President

Upcoming Monthly Meetings

Santa Clara County Legal Professionals Association
October 2016 Dinner Meeting

ANNUAL DAY IN COURT & BOSSES' NIGHT
featuring
Presentation of SCCoLPA's Boss of the Year Award
"The Santa Clara County Civil Grand Jury - An Overview"
Guest Speaker: **Tamara Davis**
Deputy Manager, Santa Clara County Superior Court

The Civil Grand Jury is an investigatory body created for the protection of society, the enforcement of the law, and to ensure that the best interests of citizens are being served. Learn the difference between the Civil and Criminal Grand Juries in Santa Clara and how this important watchdog agency works.

Tuesday, October 11, 2016

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

LOCATION
Gordon Biersch
33 E. San Fernando Street
San Jose, CA 95113 / 408-294-6785 • 2 hr.
Seated dining and alcohol at another charge
Lunch on Oct 11 - Not take parking fee after 5 pm

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

Register and pay via PayPal on our "Upcoming Events" page at www.sccolpa.org. Or RSVP via email at info@sccolpa.org. **NOTE:** Please pay SCCoLPA Registration in the title of your email. Make checks payable to "SCCoLPA". Cash or checks accepted at the door.

Buffet dinner includes a choice of bruschetta chicken, Mediterranean pasta, house salad, and garlic fries. No refunds if reservation is canceled within 24 hours of the event. *\$10 insurance fee added for PayPal credit card payments.

This activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 2.75 hours, of which 0.75 hours will apply to legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or elimination of bias. SCCoLPA certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

UPCOMING EVENTS
October 20, 2016 Adobe Acrobat Tips & Tricks Quarterly Workshop
November 8, 2016 Monthly Membership Meeting - Filing Update by SCC Superior Court Clerk
December 13, 2016 Annual Holiday Party

October 11, 2016 Monthly Dinner Meeting

Join us as we celebrate our Annual Day in Court at our October 11, 2016 monthly membership meeting. This year we are pleased to present Tamara Davis, Deputy Manager of the Santa Clara County Superior Court, who will present an overview of the Santa Clara County Civil Grand Jury. The Civil Grand Jury is an investigatory body created for the protection of society, the enforcement of the law, and to ensure that the best interests of all citizen are being served. Learn how this important watchdog agency works within Santa Clara County.

We will also be honoring this year's Boss of the Year - thank you to the Nominating Committee (Vice President of Marketing Sheryl Boardman, and Life Members Irma


MacKay and Pam Stallings, CCLS) for selecting SCCoLPA's Boss of the Year for 2016. Please join us as we celebrate and pay tribute to a very special boss, along with the nominating member. Bring your own boss to the meeting so that your boss can see what a great association we are!

Our guest legal support vendor for October is Gus Shuwayhat from Planet Depos. Gus will give a short presentation on the services offered by Planet Depos and how it can help you at work.



November 8, 2016 Monthly Dinner Meeting

Do you know all the ways you can use Microsoft Excel to increase your productivity in your law office? Excel is not just a program for adding up numbers in columns; you can use it to organize data, manage contacts, keep track of billing, and much more. Please join us as we welcome Rachael E. Palmisano, Paralegal at Littler Mendelson, who will show you all the latest tips and tricks. Bring your questions and Rachael will help you! CCLS credit in the amount of .75 hours will be offered.

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
November 2016 Dinner Meeting



Microsoft Excel for the Law Office

Guest Speaker:
Rachael E. Palmisano, Paralegal
Littler Mendelson

Do you know all the ways you can use Microsoft Excel to increase your productivity in your law office? Excel is not just a program for adding up numbers in columns; you can use it to organize data, manage contacts, keep track of billing, and much more.

Register and pay via PayPal or use "Upcoming Events" link at <http://www.sccolpa.org> or RSVP via email at reservations.sccolpa@gmail.com. **NOTE:** Reserve your SCCoLPA membership in the title of your email. Make checks payable to "SCCoLPA." Cash or checks accepted at the door.

Subject dinner includes a choice of turkey or pasta at all San Joaquin, Union, Merced, Contra Costa, and Alameda counties. **Refunds of reservation is requested within 24 hours of the event. No cancellations accepted for future credit and payments.**

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

Tuesday, November 8, 2016

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

Gordon Biersch
33 E. San Fernando Street
San Jose, CA 95113 / (408) 294-6785 • 730
validated parking spaces across at Pavilion Garage
(between 1st and 2nd St.) • Bar and restaurant after 6:00 p.m.

COST
\$35.00 (dinner, dessert & CCLS credit)
\$50.00 (CCLS is credit, no dinner)
Free (no dinner or CCLS credit)

UPCOMING EVENTS

October 27, 2016	Adobe Acrobat Tips & Tricks Quarterly Workshop
November 8, 2016	Monthly Membership Meeting - Microsoft Excel for the Law Office
December 15, 2016	Annual Holiday Party

SCCoLPA Quarterly Educational Workshop "Adobe Acrobat Tips & Tricks" Thursday, October 20, 2016

Portable Document Format ("PDF") is familiar to everyone who works in a law office. This is the format used to share and send documents to ensure that the document is viewed exactly as intended. Courts are now requiring certain features or formats for electronically-filed PDF documents. You will see how a document is changed from paper to an electronic document suitable for filing with the court. You will learn the difference between scanning and converting documents, how (and why) you must flatten a document, and how to create a "PDF/A" (which the federal Judiciary announced as the new technical standard for filing documents in the Case Management and Electronic Case Files (CM/ECF) system). In the process we will create bookmarks to navigate as well as to manage documents, redact using several different methods, apply bates numbering, mark exhibits without covering text, and add security features.



This workshop will be held on Thursday, **October 27, 2016**, at the law firm of Wilson Sonsini Goodrich & Rosati, 650 Page Mill Road, Palo Alto, CA 94304. Our guest presenter will be Shara J. Bajurin, CCLS, member of San Mateo County LPA. Registration begins at 5:30 p.m., dinner served at 6:00 p.m., and the workshop will commence at 6:30 p.m. sharp. Workshop fees: \$40 for SCCoLPA members and \$60 for non-members (includes one year free membership in SCCoLPA).

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

SAVE THE DATE!

Hooray! We have a date for SCCoLPA's much-anticipated 7th Annual Crab Feed! Mark **February 11, 2017** on your calendar and plan 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>.



SEPTEMBER HIGHLIGHTS

September Membership Meeting September 13, 2016

Our September 13, 2016 monthly meeting was held at Gordon Biersch in downtown San Jose. Members enjoyed a delicious dinner buffet that included Mediterranean pizza, bruschetta chicken, salad, and Gordon Biersch's world-famous garlic fries. Special thanks to our guest speaker, Attorney Marlene Muraco, Esq., who presented "Class Action Lawsuits." Thank you all for attending and we look forward to seeing you at our future meetings and events!





Our guest speaker for the evening was Attorney Marlene Muraco from Littler Mendelson. Ms. Muraco gave an enlightening presentation on Class Action Lawsuits and what everyone needs to know and how to be prepared if your client is served with such a lawsuit.



President Elise Dresser, CCLS, welcomed and presented SCCoLPA's Member in the Spotlight for September to Life Member Irma MacKay. Irma is the Association's Programs Chair and consistently finds and brings quality educational speakers to our monthly meetings. Well deserved kudos to Irma - we all love you!



SCCoLPA Life Member Pamela Stallings, CCLS and Joanne Nelson.



Brittany Kritsch and Josie Amant



Thanks to our very own Governor, Linda Neuman, who created this beautiful centerpiece which was on display at LSI's last quarterly conference. Linda's centerpiece won second place in LSI's centerpiece contest. Congratulations Linda!



Reservations Chair M'Liss Bounds and Member Andrea Wince

WELCOME TO OUR NEW MEMBERS!

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

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

SAN MATEO COUNTY LPA'S BINGO NIGHT
September 20, 2016

Several SCCoLPA members attended San Mateo County LPA's Bingo Night, held on September 20, 2016 in Belmont, CA. Our very own Rod Cardinale, Jr., LSI Treasurer, presented "Getting the Most Bang for Your LSI Buck" to the members of San Mateo LPA. Afterwards, we joined in on several rousing rounds of bingo - we had a great time!







Elena Schneider, CCLS, was the big winner of the evening!

Governor's Corner

~ by **Linda Neuman, SCCoLPA Governor**

LSI Benefits - Count Me In!

As Governor and the liaison between our Association and LSI, I feel the need to make sure all of the members know how they can benefit from being a part of the state wide Corporation.



Most of you are aware (just because I am usually reminding you at the monthly meetings) you can benefit by being a member of LSI by attending Quarterly Conferences all over the State of California, furthering your education by becoming a LSS Section(s) member, taking advantage of discounts on legal reference materials, receiving "The Legal Secretary" magazine and having the opportunity to network with legal professionals throughout the state. But did you know you also can get discounts on renting a car from Hertz Corporation or even discounts on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets and gift cards?? You can become a member of a credit union or if the need arises you have access to Financial Advisers who offer advice as to retirement planning, Long Term Care Insurance, annuities, 401K and this is just a partial list of services available.

Each quarter in "The Legal Secretary" magazine and on the SCCoLPA website you can find all of the benefits I have listed above and even more. If you have any questions, please contact LSI Vice President Heather Edwards at heatheredwardslsi@aol.com

When and if you contact any of the agents or financial providers, LSI would like members to use these services as a starting point, ask for information, compare policy coverage and prices. LSI wants its member to find the BEST coverage for each member's individual needs.

As I said before, I just want everyone to be aware of all of the benefits you have as a LSI member, whether you are in need of any of these services now or later.

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

Member in the Spotlight October 2016

*~ by Shannon Quigley, SCCoLPA VP of
Membership*

Our September Spotlight Member is our very own Executive Advisor, Rod Cardinale, Jr. You may ask, who is this lone person brave enough to join an organization where he is overwhelmingly outnumbered by women?

While attending Evergreen College for his paralegal certificate, Rod was encouraged by Past President Chavez to join SCCoLPA so that he could meet new people and network in a field where he knew no one. He attended his first SCCoLPA meeting in 2008 and then again a few months later. He quickly took on the role of Ways & Means Chairman and by 2010, he was SCCoLPA's first male President and he has not looked back.

After he became President of SCCoLPA, he created the Marketing Committee, the Continuing Education Council Committee, and came up with numerous fundraising events such as garage sales (held at local colleges), the Marilyn Ott Memorial BBQ (held at Rod's house annually), the Crab Feed (now in its 7th year), and served as Chairman for LSI's Annual Conference in 2013, which was held at the San Jose Marriott. All of these events have been a lot of fun and profitable for SCCoLPA.

As for his participation with LSI, he has attended every LSI conference since 2010! Rod was the Legal Procedure Chairman in 2011 and the Assistant Annual Conference Registrar. In 2012, he was the Annual Conference Official Registrar where he created an automated program to make the registration less tedious and time-consuming. He has held the position of Social Media Chairman and was awarded LSI's President's Award in 2012, which was bestowed upon him by LSI Past President Brooke Mansfield. He has also served as a member of the LSI Marketing Committee and Continuing Education Council.

When I asked Rod why he continues to be a part of our two organizations, he says he loves the people he has made friendships with, the challenges he has faced and has overcome, but mostly the fact that he has been instrumental in keeping SCCoLPA and LSI on the map and moving forward. He has come up with some amazing ideas and we always look to him for reassurance and guidance. He is always there to lend a helping hand, an ear, or a shoulder. But, the best part is that he is a joy to be around, he makes everyone laugh, has amazing ideas and just plain makes you feel good to be called one of his friends. It must be hard sometimes to put up with an organization primarily attended by women, but hey...isn't he really just one of the girls in the end?



Last but not least, I hope you get a chance to congratulate him on his next chapter with LSI as the first male Treasurer ever in the history of LSI! The Executive Committee of LSI is very lucky to have him join and I am sure he will continue to do some amazing things with and for both organizations. Congratulations to you, Rod, for being chosen as our September Spotlight Member!

EDUCATION IS THE KEY

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

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

Timeline:

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

Court Requirements:

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

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

Excerpts from One Legal's "Preparing for Court Filing Changes in Santa Clara - June 2016." For more information, go to www.onelegal.com. First Legal Network also offers e-filing as well as important reference information at www.firstlegalnetwork.com/efiling.

ORDER IN THE COURT - TEST YOUR LEGALESE!

~ by *Elena Schneider, CCLS, SCCoLPA Parliamentarian*

What does remand mean?

When a case under appeal is sent by the appellate court back to the court where it was

originally tried, it is said to have been remanded. A case is remanded, rather than having a decision made on appeal, because of a technical error found in the original trial proceeding, usually one that is not glaring enough to lead to a mistrial or acquittal. Still, the error must be redressed and the case proceed from that point onward, even if it means that it eventually comes back to the appellate court. Remand is also used to describe someone in custody who is sent back to detention after a legal proceeding, or a prisoner brought before a judge on a writ of habeas corpus who is either given his liberty or sent back to prison - and thus, "remanded."

NEED A TAX WRITE OFF?

~ by April Ignaitis, CCLS, SCCoLPA Treasurer and Ways & Means Chair

Hard to believe that it's approaching that time of year! If you are looking for a year-end tax write off, look no further than your own SCCoLPA! Your generous cash/check donation will go towards continuing SCCoLPA's mission of providing continuing education programs, promoting a high standard of ethics, and offering scholarships to worthy students who are interested in pursuing the field of law, as well as other programs in which we are involved.

Our 501(c)(3) documentation can be provided upon request. If you have any questions, please contact President Elise Dresser, CCLS, at endresser@gmail.com.

CCLS QUIZ OF THE MONTH

***~ by Vivian Shreve, CCLS, SCCoLPA Continuing Education Council Coordinator,
CCLS Chair***

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

Each month we will present a mini "mock" quiz to give you a sense of what the exam covers. The exam is administered twice a year, in March and October and is given in various locations throughout the state. If you are interested in applying to sit for the exam, please contact SCCoLPA's CCLS Chair, Vivian Shreve, CCLS, at vshreve@wsgr.com.

WORD USAGE

Choose the correct word in each sentence

1. Not only a table of contents but also a table of authorities [A] need / [B] needs to be created.
2. The peck of pickled peppers Peter Piper picked [A] have / [B] has been sold.
3. Was that message really intended for [A] us / [B] we secretaries?
4. She is the kind of person [A] which / [B] that can always be trusted.
5. I wish I [A] was / [B] were going to Hawaii with you.
6. The toy drive was [A] in [B] on behalf of the childrens' hospital.

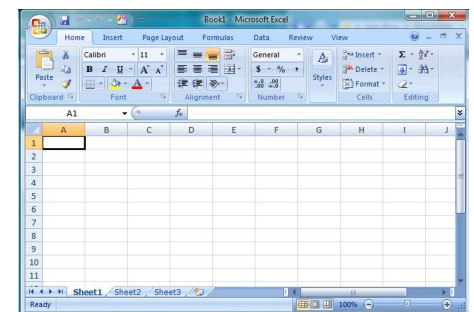
7. As naïve as she is, her actions can only been seen as being [A] ingenuous / [B] ingenious.
8. I was [A] sure [B] surely glad to hear you are coming to the party.
9. Neither the attorney nor his paralegals [A] have / [B] has seen the transcript yet.
10. Every man, woman, and child [A] are [B] is entitled to a ticket for the ride.
11. What [A] percent / [B] percentage of the settlement is our client paying?
12. All the gifts are [A] lying [B] laying on the table.
13. It was [A] real / [B] really nice to see you.
14. The [A] principal / [B] principle reason I went to the party was to see old friends.
15. The room comes with [A] complementary / [B] complimentary breakfast.

Answer Key:

1. B
2. B
3. A
4. B
5. B
6. A
7. A
8. B
9. A
10. B
11. B
12. A
13. B
14. A
15. B

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.



On October 27, 2016, we will present an "Adobe Acrobat Tips & Tricks" workshop, to be held at Wilson, Sonsini, Goodrich & Rosati, featuring guest presenter Shara J. Bajurin, CCLS.

Starting in early 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.

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

Application Approved: _____

*Other: (Four Title Certifications in the Legal Field - EXAMPLES: CCSL Certified Legal Secretary; PLS Professional Legal Secretary; CLA Certified Legal Assistant; SLS Paralegal; Legal Assistant; Notary Public; Office Manager, etc.)

**Nominators are only 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 2004-2007

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 415.259.8302 or via email at gcohen@uslegalsupport.com.

*Offer not available on insurance-directed work.
**\$50.00 Maximum donation.

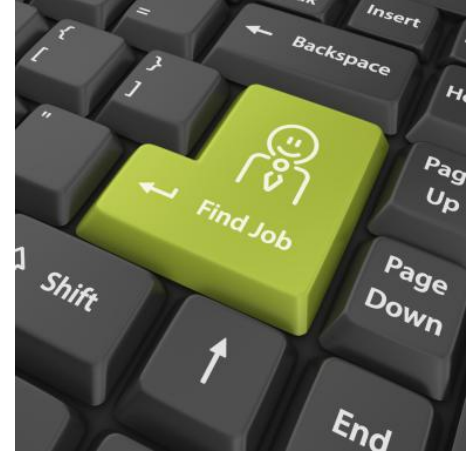
About U.S. Legal Support:
U.S. Legal Support, Inc., founded in 1994, is a privately held company with over 40 offices located across the United States. As one of the leading providers of litigation services, we are the only litigation support company that provides court reporting, record retrieval, litigation, eDiscovery 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 USL today!

Established in 1934, Legal Secretaries, Incorporated (LSI) is a nonprofit mutual benefit corporation organized for the purposes 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!



	<h3>SLSA's Reno Bus Trip</h3> <p>Saturday, October 8, 2016</p>  <p>While in Reno, enjoy the EIDorado Great Italian Festival too!</p>						
	<table><tr><td>Includes:</td><td></td><td>Onboard:</td></tr><tr><td><ul style="list-style-type: none">• \$5 Food Credit Voucher at Silver Legacy Resort/Casino• \$10 Free Casino Play at Silver Legacy Resort/Casino• Free Busta Bag on trip• Games with Prizes on trip</td><td></td><td><ul style="list-style-type: none">• Restroom• \$2 Beers, Mimosas, Bloody Mary's, Screwdrivers, Sodas• Italian Stallion Horse Races (\$2 bets)• Raffle Prizes (Ticket Sales - \$1 for 1, \$5 for 7, \$10 for 16)</td></tr></table>	Includes:		Onboard:	<ul style="list-style-type: none">• \$5 Food Credit Voucher at Silver Legacy Resort/Casino• \$10 Free Casino Play at Silver Legacy Resort/Casino• Free Busta Bag on trip• Games with Prizes on trip		<ul style="list-style-type: none">• Restroom• \$2 Beers, Mimosas, Bloody Mary's, Screwdrivers, Sodas• Italian Stallion Horse Races (\$2 bets)• Raffle Prizes (Ticket Sales - \$1 for 1, \$5 for 7, \$10 for 16)
Includes:		Onboard:					
<ul style="list-style-type: none">• \$5 Food Credit Voucher at Silver Legacy Resort/Casino• \$10 Free Casino Play at Silver Legacy Resort/Casino• Free Busta Bag on trip• Games with Prizes on trip		<ul style="list-style-type: none">• Restroom• \$2 Beers, Mimosas, Bloody Mary's, Screwdrivers, Sodas• Italian Stallion Horse Races (\$2 bets)• Raffle Prizes (Ticket Sales - \$1 for 1, \$5 for 7, \$10 for 16)					
	<p>Must be 21 years of age or older (must show your I.D. at check-in) No Glass Containers, Please Open to Members & Non-Members of SLSA</p> <p>ONLY \$33 PER PERSON</p> <table><tr><td>Departures & Drop-Offs: 8:00 AM Pick-Up @ the parking lot nearest to the [Closed] Coco's Bakery Restaurant, 1830 Arden Way 8:20 AM Pick-Up @ the parking lot at CVS Pharmacy, 5333 Elkhorn Blvd.</td><td>RSVP BY SEPTEMBER 15, 2016 (no refunds after this date) Please mail in the form below. Questions? Dawn Willis: dwillis@downeybrand.com Mary Taylor: mtaylor@downeybrand.com</td></tr></table>	Departures & Drop-Offs: 8:00 AM Pick-Up @ the parking lot nearest to the [Closed] Coco's Bakery Restaurant, 1830 Arden Way 8:20 AM Pick-Up @ the parking lot at CVS Pharmacy, 5333 Elkhorn Blvd.	RSVP BY SEPTEMBER 15, 2016 (no refunds after this date) Please mail in the form below. Questions? Dawn Willis: dwillis@downeybrand.com Mary Taylor: mtaylor@downeybrand.com				
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	<p>Make Checks Payable to: SLSA Mail completed form & payment to: Alicia Malerbi c/o Downey Brand LLP 621 Capitol Mall, 18th Fl., Sacramento, CA, 95814-4731</p> <p>Name: _____</p> <p>Number of Tickets Requested: _____ Email: _____</p> <p>Address: _____</p> <p>Contact/Mobile Phone: _____</p> <p>Pickup Location: <input type="checkbox"/> 8:00 am [Closed] Coco's on Arden or <input type="checkbox"/> 8:20 am CVS on Elkhorn</p>						



Mary L. King, CCLS
10/1/36 – 4/12/12

San Mateo County Legal Professionals Association Celebrates

Mary L. King Day at the Races

Sunday, October 23, 2016

Golden Gate Fields

Gates open at 11 a.m.

Cost: \$40 per person

\$20 for children 5 to 17 (4 and under/free)

Includes: Valet preferred parking,

Program, Turf Club Seating*

Prime Rib Buffet Lunch

Make this a fundraising opportunity for your Association.

For details contact your local Inter-Association Chairman

Bonnie Stensler, PLS, CCLS

Inter-Association Chairman San Mateo County LPA

bjstensler@comcast.net or call: 415-613-9873

*Turf Club Dress Code: All guests including children are requested to dress in a smart casual style. Sweat pants/suits, T-shirts, baseball hats, and thong style shoes are strongly discouraged; Stylish casual footwear including tennis shoes are welcome. Guests arriving in shorts, tank tops or clothing with offensive logos will be denied access into the Turf Club.



LSI

*Educating California's
Legal Support Professionals*

OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY

LSI will be offering an online class on an Overview of California State Court Discovery. This class will be a six-week, work-at-your-own-pace online session commencing October 24 and ending December 5, 2016. During the classes, the following topics will be covered:

Interrogatories
Demand for Production of Documents
Requests for Admissions
Depositions

Demand for Physical Examinations
Deposition Subpoenas
Discovery Timelines and Service
Verifications

CLASS SESSION OPENS MONDAY, OCTOBER 24, 2016

Classes will take place online utilizing video lectures, discussion boards, email, whiteboard sessions, chat rooms, and quizzes. Login information will be provided upon enrollment in the class.

The content of this class is designed for legal secretaries and those studying for the California Certified Legal Secretary examination.

The cost of the class is \$30 for LSI members/\$50 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate of completion from LSI.

OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY CLASS REGISTRATION

Name: _____ Email: _____

Address: _____

City/Zip: _____ Telephone: _____

\$30 LSI Member _____ Association: _____ LSA/LPA
(No abbreviations please; status is verified)

\$50 Non-LSI Member _____

Payment: Check # _____ (made payable to LSI)

Name on Card: _____

Visa/MC Credit Card # _____

Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____

Email registration form NO LATER THAN October 17, 2016, to training@lsi.org or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at www.lsi.org with PayPal. For further information or inquiries, email training@lsi.org. No refunds after October 24, 2016. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.

LSI – Educating California's Legal Professionals

PASCCO

Paralegal Association of Santa Clara County

38th Annual Educational Seminar



***SILICON VALLEY & BEYOND:
TECHNOLOGY'S FUSION WITH THE
GLOBAL LAW PRACTICE***

**Saturday, October 15, 2016
Mountain View Senior Center
266 Escuela Avenue
Mountain View, CA**

Exhibitor Hours

8:30 a. m. — 2:15 p.m.

Morning Snack

Sponsored by: [\[available\]](#)

8:30 a.m. — 9:30 a.m.

Morning Break

Sponsored by: [\[available\]](#)

10:45 a.m. — 11:00 a.m.

Lunch

Sponsored by:
MRK Medical Consultants, Inc.

12:00 p.m. — 1:00 p.m.

Afternoon Breaks

Sponsored by: [\[available\]](#)

2:00 p.m. — 2:15 p.m.

3:15 p.m. — 3:30 p.m.

*Times and speakers are subject to
change without notice.

**1.0 hr. MCLE Credit pending

***1.0 hr. MCLE Ethics Credit pending

PASCCO IS A STATE BAR OF
CALIFORNIA APPROVED
MCLE PROVIDER

SCHEDULE OF THE DAY*

Combined Sessions

8:30 a.m. - 9:30 a.m.

Registration and Exhibitors

9:30 a.m. - 9:45 a.m.

Welcome and Announcements

9:45 a.m. - 10:45 a.m.

KEYNOTE

Ronald Bell, Esq.

LAW IN SOCIETY IN THE INTERNET ERA**

1:00 p.m. - 2:00 p.m.

ETHICS

Hon. Kevin Murphy (Ret.)

ETHICS IN THE AGE OF TECHNOLOGY***

Morning Sessions

11:00 a.m. to 12:00 p.m.

*Limited Liability Companies & the Impact of the
Revised Uniform Limited Liability Company Act***

*Medical Negligence 101***

WebTMS Trademark Management & Docketing System

Afternoon Sessions

2:15 p.m. to 3:15 p.m.

*Expanding Internationally- Approach and Key Considerations
to Global Entity Formations and Corporate Maintenance***

*How to Litigate Real Estate Disputes***

Trial Director: The Art of Presenting Your Case at Trial

3:30 p.m. to 4:30 p.m.

*Technology Corporations' Specific Employment Needs
and the Visa Process to Meet Them***

*Patent Law in the Supreme Court***

Excel Tips & Tricks and Productivity Boosters

PASCCO: Silicon Valley & Beyond — Educational Seminar 2016

REGISTRATION FORM

Register online at www.pascco.org - Deadline October 15

You may also return this form, along with a check or money order made payable to "PASCCO", to the address provided. Complete one form per registrant. Checks must be received by October 12, 2016.

Personal Information (please print):

Name: _____

Company/Firm: _____

Address: _____

City/State/Zip: _____

Email: _____

Dietary Restrictions/Requirements, if any: _____

Select Main Track (you may attend any session at the Seminar)

☐ Corporate Track ☐ Litigation Track ☐ Prof. Dev. Track

Select Appropriate Registration Fee (circle one):

Early Bird Registration Fees (Register by Sept. 16, 2016)

\$75.00 - PASCCO Member \$55.00 - Student

\$95.00 - Non-Member

Registration Fees (After September 16, 2016)

\$85.00 - PASCCO Member \$55.00 - Student

\$105.00 - Non-Member

Day of Event (Pay at Door)

\$90.00 - PASCCO Member \$110.00 - Non-Member
(Morning Snack, Breaks and Lunch Included)



Educational Seminar 2016 Silicon Valley & Beyond

Send Registration to:
PASCCO
1275 Franklin Mall
PMB 192
Santa Clara, CA 95050

Need Local Accommodations?
[PASCCO Rates Available](#)

No refunds after October 10, 2016.

Cancellations must be made in writing by e-mail to pasccoseminar@gmail.com. Cancellation date is date of receipt of e-mail by PASCCO.



SECOND HARVEST FOOD BANK of SANTA CLARA and SAN MATEO COUNTIES

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 Annual Educational Seminar (October 15), its September General Meeting (15th), its November Annual Meeting (17th) and its 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 FUNDS

DONATE FOOD

SPREAD THE WORD

PASCCO will provide an informational flyer on www.pascco.org

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

Elise Dresser, CCLS

Shannon Quigley

Sheryl Boardman

Elizabeth Cameron, CCLS

April Ignaitis, CCLS

Linda Neuman

Rod Cardinale, Jr.

Elena Schneider, 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:

