



THE ADVANCE SHEET SCCoLPA's News & Events September 2016

Greetings SCCoLPA Members!

Welcome to September! I hope you all had a wonderful summer and were able to get away for a vacation or two. We're flying through 2016, and now it's that time when everyone starts to think about pumpkin-flavored drinks, apple picking, harvest festivals, and the holidays. SCCoLPA had a jam-packed August, and even though it's traditionally a "quiet" month, we held several events throughout the month and were happy to see so many members enthusiastically participate. We are thankful for your support and hope to see more of you throughout the rest of the year. We have more networking events, membership meetings, and educational workshop on the horizon, so stay tuned!

A description of our August events can be found in this newsletter. The highlight of the month definitely was being a part of history as our very own Rod Cardinale, Jr. was nominated and elected Treasurer of LSI at its quarterly conference held August 19-21, 2016 in Rancho Cordova, CA. We watched with great pride and joy as Rod was officially installed as Treasurer (and the first male ever to serve as an Executive Officer) and took his place alongside the other officers on the Executive Committee. We know Rod will do a fantastic job on the board as he brings a wealth of fresh ideas and experience to the state corporation. Please congratulate Rod when you see him!

Please extend a welcome to SCCoLPA's newest chairperson, Lori Lovelace-Jones, CCLS! Lori has graciously volunteered to step up and take on the new challenge of the Legal Procedures Chair. Lori will be responsible for providing our members with the latest changes in the law. If you have any information you would like to share, please send it to Lori so that she can share it with the rest of the membership.

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.

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

Congratulations to Our Very Own Rod Cardinale, Jr.!!!

It was a proud moment for the members of Santa Clara County Legal Professionals Association when, at LSI's 1st Quarterly Conference, held August 19-21, 2016, when Our Very Own Rod Cardinale, Jr. was elected LSI Treasurer!

Nominations & Elections Chair and LSI Past President (2014-2016) Mary J. Beaudrow, CCLS, announced that she had received, within the prescribed deadline, one properly executed Consent to Nomination with accompanying Resume by (Our Very Own) Rod Cardinale, Jr. for the Office of LSI Treasurer. There being no other nominations from the floor, Rod was elected LSI Treasurer by acclamation.

LSI President Jennifer L. Page, CCLS introduced LSI Past President Mary S. Rocca, CCLS (2004-2006) to perform Rod's installation as LSI Treasurer. It was quite an emotional moment for everyone in attendance, as history was made with Rod elected as the very first male officer on the Executive Committee of LSI. Congratulations Rod! We are very proud of you and know that you will do a great job on your journey!

A video of Rod's installation ceremony can be found on SCCoLPA's Facebook page - check it out!



Upcoming Monthly Meetings

September 13, 2016 Monthly Dinner Meeting

Class action lawsuits are becoming increasingly common in California. Once a concern of only large employers, these actions are now being filed against companies of all sizes. Learn about how this type of litigation is different from the typical single-plaintiff claim, the legal assistant/secretary's role and what employers can do to protect themselves against the potentially ruinous liability such an action can bring. Come to our September 13, 2016 general membership meeting as Marlene Muraco, Esq. of the Littler Mendelson firm in San Jose presents **"Class Action Lawsuits."**

Santa Clara County Legal Professionals Association
September 2016 Dinner Meeting

"Class Action Lawsuits"

Guest Speaker:
Marlene Muraco, Esq.

Littler Mendelson

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

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

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

Buffet dinner includes a choice of bruschetta chicken, southwestern pizza, house salad, and garlic fries. **No refunds if reservation is cancelled within 24 hours of the event.** *12 convenience fee added for PayPal credit card payments

Tuesday, September 13, 2016

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

NEW LOCATION!
Gordon Biersch
33 E. San Fernando Street
San Jose, CA 95113 / 408-294-6785

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


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 0.50 hours will apply to legal ethics, law practice management, prevention, detection, and treatment of substance abuse and emotional distress, or education 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.

UPCOMING EVENTS

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

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.

 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.

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

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


This activity has been approved for maximum continuing legal education credit by the State Bar of California in the amount of 2.75 hours, of which 0.50 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 – E-File Update by SCC Superior Court Clerk
December 15, 2016 Annual Holiday Party

Tuesday, October 11, 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 / 408-294-6765 • 2nd
validated parking across street at Fashion Garage
(corner of 2nd St.) - lot rate returns by 5:30 p.m.
COST
\$35.00 (dinner, dessert & CLE credit)
\$20.00 (CLE credit; no dinner)
Free (no dinner or CLE credit)


Learn how this important watchdog agency works within Santa Clara County.

Nominations are now being accepted for SCCoLPA's Boss of the Year! You can appreciate and honor your boss by submitting a nomination for the Best Boss of the Year Award. This year's Boss of the Year will receive a beautiful plaque commemorating the honor and the nominating member (in good standing) will also receive a plaque! The Association will pay for the dinners of both the winner and nominating member. Rules can be found on the flyer below. Email all entries no later than **September 23, 2016** to Sheryl Boardman, Vice President of Marketing, sheryl.boardman@compexlegal.com. Good luck to all!



SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION
presents

BOSSES' NIGHT CELEBRATION



NOMINATE YOUR BOSS TODAY!

It's time to acknowledge the wonderful boss you work for. You can appreciate and honor your working relationship with your boss by submitting a nomination for the Best Boss of the Year Award.

The winner will be announced during our combined Day in Court/Bosses' Night dinner on Tuesday, October 11, 2016, starting at 6:00 p.m. at Gordon Biersch in downtown San Jose. This year's Boss of the Year will receive a beautiful plaque commemorating the honor and the nominating member (in good standing) will also receive a plaque! The Association will pay for the dinners of both the winner and the nominating member.

RULES:

- Provide a written description of your boss and why he or she deserves to be Boss of the Year. Your entry should not exceed two pages and should be submitted on business letterhead. The entry should be signed and dated by the Association member.
- Include your boss' name, member's name, and length of employment.
- Email nominations no later than **Friday, September 23, 2016**.
- Both nominee and member must be available and attend the event on Oct. 11, 2016.
- Entries will be judged by a committee of three (3) members.

EMAIL ALL ENTRIES TO:
Sheryl Boardman, VP of Marketing
Sheryl.boardman@compexlegal.com

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.

UPCOMING SCCoLPA EVENTS

Bingo Night Friday, October 14, 2016

Fun!! Games!! Prizes!! Love to play bingo? Join us on October 14, 2016 for a lively night with our very own Rod Cardinale, Jr. serving as Bingo Caller! We will play 15 games of bingo, with prizes to be awarded following each game. Further details to follow.



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 20, 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>.



AUGUST HIGHLIGHTS

August Membership Meeting August 9, 2016

Our August 9, 2016 monthly meeting was our first meeting 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 visitors: Guest Speaker Adam Fiss, Esq.; Becky Hammond and Lorine Sharp from San Francisco LPA; Larry Kirlin from First Legal; Sally Shurter from Robert Half Legal; and Brian Cain from Thomson Reuters. Thank you all for attending and we look forward to seeing you at our future meetings and events!





Vice President of Membership Shannon Quigley presented a Certificate of Recognition to Christina Hall, who was honored as SCCoLPA's "Member of the Month." Christina's spotlight article was featured in the August issue of The Advance Sheet. Congratulations Christina!



Our guest speaker for the evening was Adam Fiss, Esq., Shareholder at Littler Mendelson in San Jose. Mr. Fiss presented a very informative program entitled "Temporary Restraining Orders," and the members learned about the various types of restraining orders, what forms are needed and what is needed to file with the court.



SCCoLPA Member Amy Monbourquette, Vice President of Membership Shannon Quigley, and Thomson Reuters guest Brian Cain





This month's opportunity drawing winners! Parliamentarian Elena Schneider, CCLS; Advertising Chair Christina Hall; and SCCoLPA Member Luz-Marie Ramirez



Our new location! Come join us at Gordon Biersch!

WELCOME TO OUR NEW MEMBERS!

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

**Alicia Casorla
Lucy Gonzales
Jill M. Huffman, CCLS
Andrea Lorenz
Monica K. Sjoblom-Tyler
Sarah Zahrani**

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

SAN JOSE GIANTS BASEBALL GAME

SCCoLPA members had a great time at the ballpark on August 7, 2016, when the San Jose Giants played the Stockton Ports at Municipal Stadium in San Jose. We were treated to a delicious BBQ on our own private deck right behind third base, where we had a fantastic view of the game! Thanks to our Ways & Means Chair April Ignaitis, CCLS, who brought baseball-themed goodie bags for all our guests! Most of all, thank you to all our members who attended - we hope you had fun and we appreciate your support!





Amy Monbourquette and Governor Linda Neuman



Our two fabulous Vice Presidents! Sheryl Boardman and Shannon Quigley

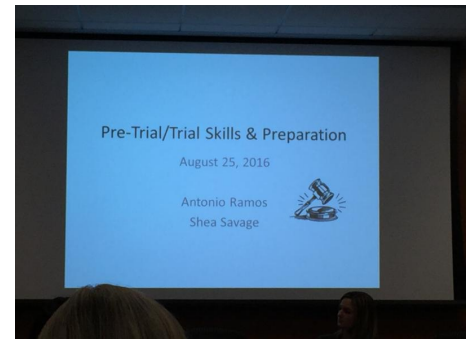


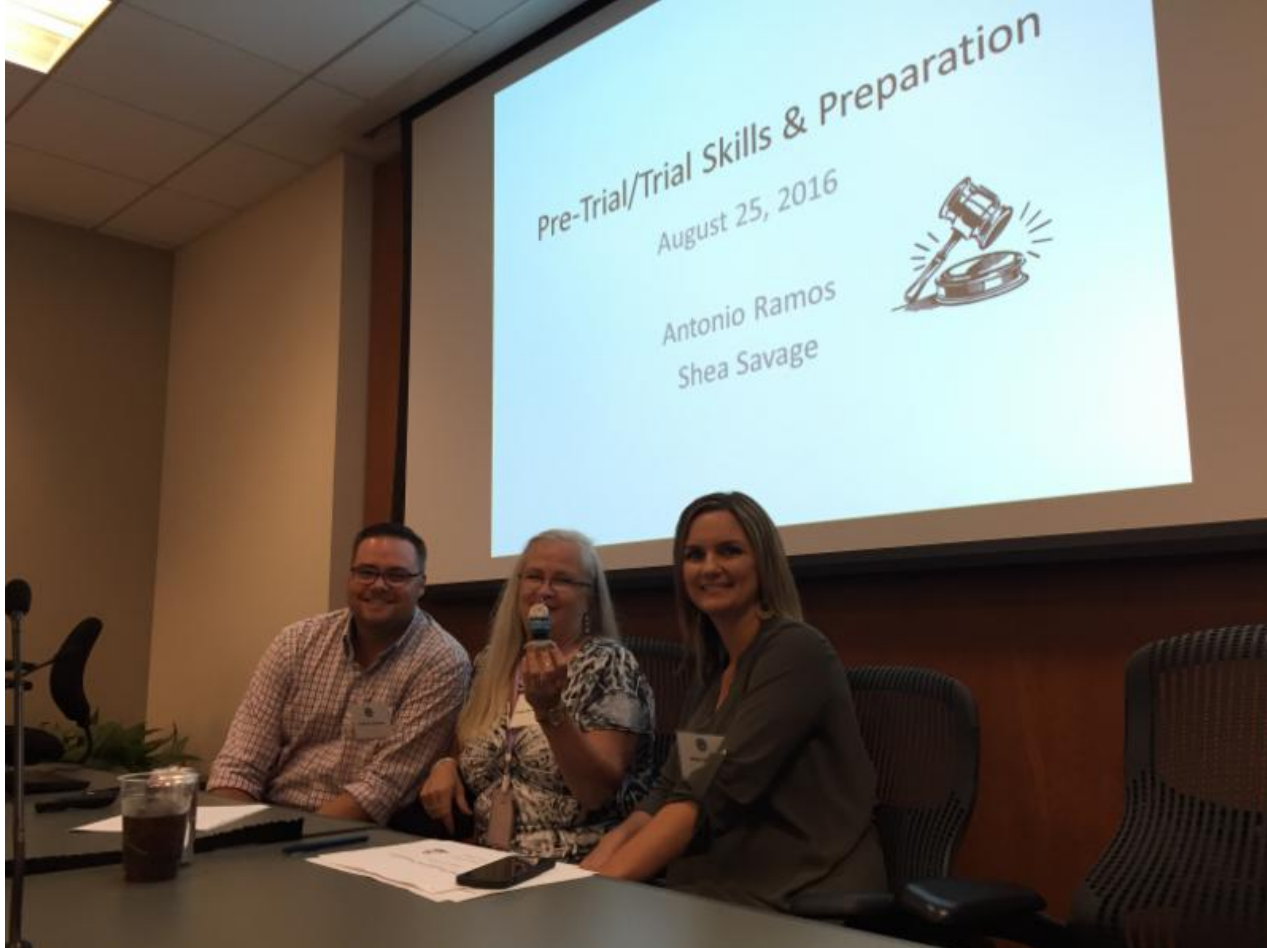
SCCoLPA's Quarterly Educational Workshop

August 25, 2016

"Pre-Trial/Trial Skills & Preparation"

SCCoLPA was pleased to present "Pre-Trial/Trial Skills & Preparation" on August 25, 2016. There were approximately 30 attendees at this extremely worthwhile and informative workshop. We were fortunate to have as our guest speakers two extremely experienced litigation paralegals from Wilson, Sonsini, Goodrich & Rosati, Antonio Ramos and Shea Savage, who expertly guided the attendees through the tasks and skills needed in order to properly and efficiently prepare for trial.





Antonio Ramos, CEC Coordinator Vivian Shreve, CCLS, and Shea Savage

Governor's Corner

~ by **Linda Neuman, SCCoLPA Governor**

LSI's First Quarterly Conference August 19-21, 2016 Governor's Report

As you know, the Governors of LSI serve as the liaisons between LSI and the 37 local associations throughout the state. Our very own Governor, Linda Neuman, works tirelessly throughout the year, attending all state conferences, both quarterly and annually, and diligently reports back to you, the members, on the business of the corporation. This month, Linda attended LSI's 1st Quarterly Conference which was held August 19-21, 2016 at the Sacramento Marriott in Rancho Cordova, CA. Linda has prepared a very thorough report which has been posted to the Members' Only section of SCCoLPA's website. Below are a few excerpts from our Governor's Report:



LSI's 1st Quarterly Conference was held August 19-21, 2016, at the Sacramento Marriott in Rancho Cordova, California. LSI hosted the Conference and the theme for the weekend was "Celebrating Local Associations." Attending and representing SCCoLPA were: (Our very Own) Rod Cardinale, Jr. as LSI Treasurer (more about this later) and LSI Social Media Chairman and SCCoLPA Executive Advisor (he wore 3 hats during this Conference), California Certified Legal Secretary Certifying Board and SCCoLPA Treasurer, April Ignaitis, CCLS, SCCoLPA President, Elise Dresser, CCLS, SCCoLPA Vice-President of Marketing, Sheryl Boardman, SCCoLPA Governor, Linda Neuman, SCCoLPA Advertising Chairman, Christina Hall and Members Maria Abruzzini (1st Conference), Lori Lovelace Jones, CCLS, Amy Monbourquette and Kiwi Le.



The Board of Governors meeting was called to order on Saturday morning, August 20, 2016, at 9:00 a.m. by LSI President Jennifer L. Page, CCLS, Marin County LPA. Along with a moment of silence for members and colleagues who passed away since the Annual Conference, it was announced that the CCLS Luncheon which is held at Annual Conferences will be named "The Kalman S. Zemplyny II CCLS Luncheon" in honorarium of Mr. Zemplyny's (of the Rutter Group) dedication to the CCLS program. The Pledge of Allegiance was led by Larry McGrew, President of San Francisco LPA, and the Code of Ethics was

read by (Our Very Own) Elise Dresser, CCLS, President of Santa Clara County LPA. The inspirational message was delivered by Governor of Sacramento County LSA, Jan Ainsworth. The Welcome Speaker was Rancho Cordova City Council Member Robert McGarvey. Mr. McGarvey's speech touched on the history of Rancho Cordova, how Rancho Cordova was growing and thriving, and striving to promote education and the welfare of this country's Veterans. Mr. Garvey's enthusiasm for Rancho Cordova was felt by all that were in attendance.



LSI Treasurer Rod Cardinale, Jr.

Mary J. Beaudrow, CCLS announced that a Call for Nominations for LSI Treasurer was distributed to the membership on 06/17/15 asking for a response by 07/31/16. She announced that she received, within the prescribed deadline, one properly executed Consent to Nomination with accompanying Resume by (Our Very Own) Rod Cardinale, Jr. for the Office of LSI Treasurer. There being no other nominations from the floor, Rod was elected LSI Treasurer by acclamation. This was one of the first heart-stopping moments during the Conference!!!!

Mary referred to her report which listed what some of the associations are doing to raise money. I was

very excited to see (Our Very Own) Association listed as the big money maker for our E-Filing Workshop in May!!!!

CCLS Chair Terrie Quinton, CCLS announced that a free webinar was to be held on 09/01/16 at 12:15-12:45 p.m. entitled "Tips and Tricks for Studying for the CCLS Exam." Those interested in participating in the webinar need to register by 08/31/16.



The theme for the Saturday Night Banquet was "Celebrating Local Associations" and this was where we, along with about 10 other associations, displayed the centerpieces we created. Each person in attendance was given a ballot to vote for their favorite centerpiece. There was a little parading and pointing when the announcement was made to vote for your favorite centerpiece (I was guilty of this!!). There were a lot of creative centerpieces and everyone did a FANTASTIC job. Kim Oreno, LSI Administrator announced the winners of the centerpiece contest. First place went to Stanislaus Co. LPA, and Second Place was a tie between Placer County LPA and **SANTA CLARA COUNTY LPA!!!!**





The entertainment for the evening was a WONDERFUL fashion show presented by POWHER (For The Power Woman That Works & Plays Hard). A couple of members (Our Very Own) Linda Neuman were lucky enough to get their picture taken with the lovely models.

At the Sunday brunch, President Jennifer L. Page, CCLS introduced Past President Mary S. Rocha, CCLS (2004-2006) to perform the Installation of (Our Very Own) Rod Cardinale, Jr. as LSI Treasurer. Another heart-stopping moment of the weekend!!!! Mary did a wonderful job by expressing her support for Rod by saying he possess creativity and innovation just as Eleanor Roosevelt did when she redefined the role of First Lady. Mary went on to say that to become a better leader, a characteristic which one is not born with, is something that needs to be developed with good habits and examples of those who came before....history. Mary expressed her confidence in Rod and his leadership abilities and then administered the oath of office. What a moment!!!!



LSI Treasurer Rod Cardinale Jr.; LSI Executive Secretary Lynne Prescott, CCLS; LSI Executive Advisor and

In summary, the absolutely BEST thing that happened at Conference, which brought people to their feet and tears of joy to their eyes, was when (Our Very Own) Rod Cardinale, Jr. was announced as the duly installed Treasurer of LSI!!! It was a magic moment, full of pride, excitement and support. Again, sending congratulations to Rod, we are so VERY proud of you and look forward to your history-breaking year as LSI Treasurer.



Maria Abruzzini and Rod Cardinale, Jr. Congratulations to Maria for attending her first conference!



Heading out to the banquet!

Member in the Spotlight September 2016

~ by Shannon Quigley, SCCoLPA VP of Membership

We are very proud to announce that our Spotlight Member for the month of September is one of our long-standing members and current Program Chair, Irma MacKay!

In March 1976, Irma MacKay transferred from Oakland County, Michigan Legal Secretaries Association and joined the Santa Clara County chapter. She joined for the companionship of like-interested professionals who have an interest in education, professionalism, and doing things for the community. While in Michigan, she was given the honor of being named Legal Secretary of the Year, as well as, being named Boss of the Year in the same year.

Irma unfortunately dropped her membership in the mid-1980's because of an allergy to smoke (as some of you might not know, many members smoked during the meetings during this time period) and in 1988, she left the legal field, but returned in 1997 and took the Association's legal secretarial education classes to catch up on the changes in procedures.



Life Member Irma MacKay

Irma has been our Program Chair for seven years and was Boss of the Year chair twice. She enjoys being the Program Chair and reaching out to possible speakers. Irma has done an outstanding job as our Program Chair and we thank her for all of her hard work and dedication. Irma also mentioned she appreciates it when she is given the names of the possible speakers from members, so keep sending people her way! Finally, in 2015, in appreciation of her

dedication to the Association, lifetime membership was bestowed on Irma at SCCoLPA's 75th Anniversary Celebration.

A final thought...take some time to chat with one of our long-standing members for some valuable insight or just to get to know her! Congratulations, Irma! We are so very proud to announce that you are our Spotlight Member of the Month for September!

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 do "**overruled**" and "**sustained**" mean?

These two commonly heard words in the course of a trial are pronounced by "the court" (the

judge) in response to an objection raised by lawyers for the defense or the prosecution. "I object, your Honor!" cries the lawyer; the judge responds "overruled" or "sustained." To overrule an objection is to allow questioning to proceed; to sustain is to agree with the merits of the lawyer's objection. Objections include complaints that testimony is "irrelevant" or "immaterial," or that the opposing counsel is "leading the witness." In a much larger sense, "overrule" has another meaning in the language of the law, referring to an older court decision that one set legal precedent for a specific matter but has been replaced by a new ruling. *Plessy v. Ferguson* (1896) decided "separate-but-equal" public institutions were permissible, as long as equal accommodations were provided. That decision was overruled in *Brown v. Board of Education* (1954), which deemed segregation in public schools unconstitutional.



YOU'RE A CCLS! NOW WHAT DO YOU DO?

~ by April Ignaitis, CCLS, SCCoLPA Treasurer

Congratulations to all the examinees who studied for and passed the California Certified Legal Secretary (CCLS) exam this year! If you are a new CCLS, or if you simply need a refresher course about recertification, here are some of the most frequently asked questions about recertifying. If your question is not answered below or you need further information on any subject, refer to the *Standards for Recertification*, which can be found on LSI's website, or contact the CCLS Certifying Board at cclscertifyingboard@gmail.com.

When do I have to renew?

Certification is for a three-year period which terminates on the date indicated on your notice of certification or recertification.

How many credit hours do I need?

You must complete 15 credit hours of approved continuing education during each recertification term. It is your responsibility to complete a Certificate of Attendance and submit it to the sponsor of the educational program for signature verifying your attendance at the program. For each hour of instruction received at an educational program approved by the CCLS Certifying Board, you will receive 1 credit hour. Educational courses more than 1 hour in duration shall qualify for matching credit hours. Pursuant to the Standards for Recertification, of the required 15 credit hours, no more than 6 credit hours will be allowed for education regarding administrative and/or mechanical function as performed by legal support staff, and of those 6 hours, no more than 2 credit hours will be allowed for educational courses where the topics are not unique to work done by legal support staff. For specific information concerning qualifying credit hours, please refer to the *Standards for Recertification*.

What types of programs are acceptable for CCLS credit?

Approved providers are those providers which sponsor educational programs that may qualify for recertification credit. Not all educational programs sponsored by a particular approved provider will qualify for recertification credit, so if you have a question regarding a particular program, refer to the *Standards for Recertification* or contact the Certifying Board Chair or Recertification Chair for clarification. Approved provider status has been granted for the following educational programs:

- (1) Seminars and workshops (including online seminars, workshops, or study group sessions) sponsored by LSI, its affiliated associations, and its Legal Specialization Sections.
- (2) Seminars and workshops sponsored by The State Bar of California, its legal specialization sections, and any bar association in California.
- (3) Course and educational programs granted MCLE status by The State Bar of California.
- (4) Courses and educational programs approved for Professional Legal Secretary (PLS) continuing education credit by NALS.
- (5) Other educational programs offered by organizations to which approved provider status has been granted by the CCLS Certifying Board.

Do webinars and online study groups qualify for CCLS credit?

This question has been asked many times recently, especially now that LSI has been offering more and more online webinars and online programs, such as Legal Secretarial Training and CCLS study groups. Certification credit may be obtained through self-study by listening to or watching videotaped legal education courses approved by The State Bar of California for MCLE credit, including those sponsored by LSI and/or its affiliated member associations. Such credit hours shall not exceed 5 credit hours in any recertification period. A Certificate of Attendance is required and is to be signed by the provider or your supervising attorney. If a Certificate of Attendance is not offered by the provider, you may obtain one on LSI's website.

CCLS recertification credit may be obtained by participating in a CCLS study group sponsored by LSI and/or its affiliated member associations. Credit hours for such study groups shall not exceed 10 credit hours (exclusive of independent study time) in any recertification period. Live participation shall be confirmed by the instructor. A certificate of participation completed by the study group instructor must be provided in order to claim credit hours.

CCLS recertification credit may be obtained by attending or participating in a webinar approved by The State Bar of California for MCLE credit, or any online workshop or seminar sponsored by LSI and/or its affiliated member associations. A certificate of completion is required to receive credit hours and is to be signed by the provider or your supervising attorney. Certain LSI-sponsored online workshops, seminars, and study groups may or may not qualify for MCLE credit and, if necessary, will be considered by the CCLS Certifying Board on a case-by-case basis.

Do I need to keep the program handouts?

Yes. Pursuant to the *Standards for Recertification*, in order to qualify for recertification credit, any program, course of study, or class of more than one hour must have a substantive handout. The Recertification chair will most likely not request a copy of the handout if the program is at least one hour in duration and the title of the program is clear as to the subject matter. However, if the title of the program is questionable and is over several hours in duration, you may be asked to provide a copy of the handout.

I have my 15 credit hours. How do I renew my certification?

Submit an Application for Recertification on or before the date your certification term expires, along with your original Certificates of Attendance and the requisite \$25 recertification fee, to the CCLS Certifying Board Recertification Chair, whose address can be found on the Application for Recertification. Credit hours in excess of 15 hours per certification term shall not be applied to a subsequent certification term.

Do I need to advise the Certifying Board if I move, leave the legal field, or retire?

Yes! If your address changes, be it your email address, work address, or residence address, you need to notify the CCLS Certifying Board. While it is your responsibility to recertify before your recertification term expires, the Recertification Chair will send out reminders approximately 60 days before the Application for Recertification is due. If your contact information has changed during the preceding three years, the CCLS Certifying Board may not be able to find you!

If you move out of state, notify the CCLS Certifying Board so that a hold can be placed on your continuing education requirements. You cannot use the CCLS designation while you are out of state and not maintaining your educational requirements. If you return to California, you must notify the CCLS Certifying Board within 60 days of your return and then continue with your continuing education requirements.

If you leave the legal field, contact the CCLS Certifying Board so that your status can be changed to inactive and a hold put on your continuing education requirements. You will not be able to use your CCLS designation during this time. If you return to the legal field, you must notify the CCLS Certifying Board immediately and continue on with your educational requirements.

If you have retired from the legal secretarial profession, you must notify the CCLS Certifying Board. Upon retirement, you no longer need to obtain continuing educational credit, however, you may still continue to use the CCLS designation. If you return to work in the legal field and wish to reactivate your CCLS status, you must notify the CCLS Certifying Board and continue with your educational requirements.

Final Checklist

You're almost there! Your recertification packet should include: (1) Completed Application for Recertification (with current contact information); (2) check payable to "LSI" in the amount of \$25; (3) your original, signed Certificates of Attendance; and (4) a copy of any program handout, if applicable or requested, for any program over an hour in duration. You will receive confirmation of your recertification from the Recertification Chair.

If you follow these procedures, processing your recertification will go much smoother and you will be recertified for another three years. Again, if you have additional questions, please contact the CCLS Certifying Board or refer to the *Standards for Recertification* at www.lsi.org.

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.

1. Which of the following is not grounds for the dissolution of a marriage?
 - [A] Irreconcilable differences*
 - [B] Incurable insanity
 - [C] Adultery
 - [D] None of the above
2. Service by overnight mail delivery extends time for service by two calendar days for which of the following?
 - [A] Motion to Compel Further Responses to Interrogatories
 - [B] Motion for Summary Judgment
 - [C] Responses to Requests for Admission
 - [D] All of the above
3. The statutory limit for civil cases filed in "limited civil" is:
 - [A] \$5,000
 - [B] \$10,000
 - [C] \$25,000
 - [D] \$50,000
4. When effecting substitute service, defendant's response is due:
 - [A] 40 days from date of sub-service
 - [B] 40 days from date of mailing of Summons and Complaint
 - [C] 30 days from date of sub-service
 - [D] 30 days from date of mailing of Summons and Complaint
5. In probate, the creditors' claim period expires:
 - [A] 1 month from issuance of letters
 - [B] 2 months from date of death
 - [C] 3 months from date of death
 - [D] 4 months from issuance of letters
6. A Statement of Damages is required in:
 - [A] Property damage cases
 - [B] Personal injury and wrongful death cases
 - [C] Malpractice cases
 - [D] All cases
7. A corporation begins to exist upon the filing of its:
 - [A] Statement of Information
 - [B] Bylaws
 - [C] Articles of Incorporation
 - [D] None of the above
8. Cross-complaints may be filed:
 - [A] Against a new party at any time before trial date is set
 - [B] Against the plaintiff at any time before trial date is set
 - [C] At any time at which a cause of action arises
 - [D] All of the above
9. Which of the following may not be a member of an LLC?
 - [A] An individual
 - [B] A corporation
 - [C] Another LLC
 - [D] None of the above

10. Which of the following deeds does not transfer real property from grantor to grantee?
- [A] Deed of Trust
 - [B] Warranty Deed
 - [C] Quitclaim Deed
 - [D] None of the above
11. Which of the following is a reason for a marriage to be considered void?
- [A] Under age of consent
 - [B] Unsound mind
 - [C] Bigamous
 - [D] Consent by fraud
12. What is the earliest time that a plaintiff may serve a defendant with requests for production of documents?
- [A] After defendant has made an appearance in the action
 - [B] Immediately upon service of the Summons and Complaint
 - [C] 10 days after service of the Summons and Complaint
 - [D] After defendant has served its first set of discovery requests
13. In unlawful detainer actions, the reasonable rental value per day is calculated as 1/30 of the monthly rental amount stated in the lease.
- [A] True
 - [B] False
14. An amendment to a pleading takes the place of the original document.
- [A] True
 - [B] False
15. Upon expiration of a fixed term lease, the landlord may proceed directly to an unlawful detainer action without notice to the tenant.
- [A] True
 - [B] False

ANSWER KEY:

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

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,

A 3D rendering of five bingo balls with letters B, I, N, G, O and two overlapping bingo cards. The balls are red, yellow, green, blue, and purple. The cards are red with white numbers and black text.



2016-2017 MEMBERSHIP APPLICATION
(Membership dues: \$55.00; Associate Membership dues: \$35.00**)

Please make checks payable to: SCCOLPA
Send to: SCCOLPA Treasurer
P.O. Box 90509
San Jose, CA 95109-3627

Please make checks payable to: SCCOLPA
Send to: SCCOLPA Treasurer
P.O. Box 90569
San Jose, CA 95109-3627

Member's Name _____	*Title: <i>(Example 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 Mailing: <i>(Check One)</i> Residence _____ Business _____	E-Mail Address (Work) _____
Birthdate: _____ Month/Day _____	Field of Law _____ Year I became a member of NSCOL/PA _____ How many years with NSCOL/PA _____
<p>I, _____, accepted as a member, I agree to be bound by the bylaws and standing rules of the Florida Societies, Incorporated Association. Furthermore are applicable to which I hereby agree to participate, including the following Code of Ethics:</p> <p><i>"It shall be the duty of each member of Florida Societies, Incorporated and/or Santa Clara Code Professionals Association to observe all laws, rules, and regulations now or hereafter in effect governing the practice of privileged communication, acting with loyalty, integrity, competence, and diplomacy, in and with the highest standards of professional conduct."</i> <i>(Dedicated to the memory of Jean M. Moore, P.L.S., President 1980-1982)</i></p>	
Applicant's Signature: _____	Date: _____
_____ Sponsor	_____ Activation Authorized

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 heretofore apply for membership, including the following Code of Ethics:

"It shall be the duty of each member of the 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; FLS Professional Legal Secretary; CLA Certified Legal Assistant (CA); Paralegal; Legal Assistant; Notary Public; Office Manager; etc.)

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.

**USLEGAL
SUPPORT**
The Power of Commitment™

**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 415.299.8302 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 1996, is a privately held company with over 60 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 LSIP 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.

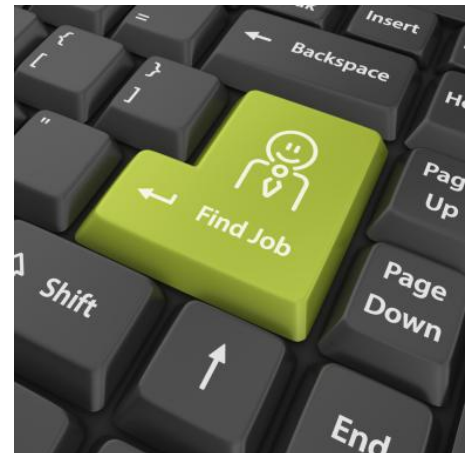
Volunteers Needed!

Are you interested in volunteering for a chair position? SCCoLPA currently has an opening for the Scholarship/Career Promotion chair position. The Scholarship/Career Promotion chair would be responsible for overseeing the Marilyn Ott Memorial Scholarship Program and provide scholarship applications and information to interested candidates. If you are interested in volunteering for this position, please contact Elise Dresser, CCLS, at endresser@gmail.com.



Help Wanted - Current Employment Opportunities

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



Local Association Events



WE WANT YOUR VOTE

to attend the

San Mateo County Legal Professionals Hospitality

BINGO NIGHT

Your \$25 includes light-dinner buffet, dessert, and a bingo card "reusable" for the two hour event.

Come meet your local legal professionals and learn why you should become a member of SMCLPA!



September 20, 2016

6:00pm to 8:00pm

**Twin Pines Lodge
40 Twin Pines Lane
Belmont, CA**

Please RSVP by Sept 16:

Kim Ratto littletrato@pacbell.net

Pauline Balestrino pbalestrino@baywealthlegal.com

Please send checks payable to SMCLPA
c/o Kim Ratto at 4173 George Ave #1, San Mateo, CA 94403



SLSA's Reno Bus Trip

Saturday, October 8, 2016



While in Reno, enjoy the
ElDorado Great Italian Festival too!



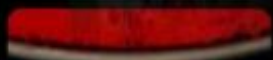
Includes:

- \$5 Food Credit Voucher at Silver Legacy Resort/Casino
- \$10 Free Casino Play at Silver Legacy Resort/Casino
- Free Bùsta Bag on trip
- Games with Prizes on trip



Onboard:

- 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)



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

ONLY \$33 PER PERSON

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



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

Name: _____

Number of Tickets Requested: _____ | Email: _____

Address: _____

Contact/Mobile Phone: _____

Pickup Location: ☐ 8:00 am [Closed] Coco's on Arden or ☐ 8:20 am CVS on Elkhorn



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.

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

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Any Questions for Your Executive Committee? Contact Us!

We always want to hear from you! If you have any ideas or suggestions as to how we can make our association the best in the state, please reach out to a member of the Executive Committee. The board meets on the first Tuesday of every month, and anyone is welcome to attend. Your Executive Officers for 2016-2017 are:

President
Vice President - Membership
Vice President - Marketing
Executive Secretary
Treasurer
Governor
Executive Advisor
Parliamentarian
CEC Coordinator

Elise Dresser, CCLS
Shannon Quigley
Sheryl Boardman
Elizabeth Cameron, CCLS
April Ignaitis, CCLS
Linda Neuman
Rod Cardinale, Jr.
Elena Schneider, CCLS
Vivian Shreve, CCLS



* * * * *

Code of Ethics

It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.

Dedicated to LSI Past President Joan M. Moore, PLS, CCLS

Contact Us

Santa Clara County Legal Professionals Association

P.O. Box 90509

San Jose, CA 95109

www.sccolpa.org

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