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August 2011

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August 2011

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BROOKE ATHERTON
LSI PRESIDENT

Brooke Atherton is a member of Butte County LPA and currently serves as LSI's President. She has served her local association as Governor, Secretary, President and various other chairman positions. Brooke has worked in the legal field for 20+ years, with an emphasis on Probate, Estate Planning and Elder Law. Brooke also knits for Socks for Soldiers and is a member of Blue Star Mothers.

Education, Leadership, Mentoring

BY BROOKE ATHERTON, CCLS

The May Annual Conference, hosted by Los Angeles LSA, was truly an amazing event. The venue, the J.W. Marriott at L.A. Live, was the back drop for our weekend of education, mentoring and networking. In addition to the Legal Specialization Section Seminars, attendees were also able to attend Officer Chairmen Workshops. Without a doubt, our continuing legal education was met.

Your Officers and Chairmen are busy with the business of running the LSI corporation during conference weekend as well. Take a look at the Official Notice for the August Quarterly Conference and check out the schedule of your officers and chairmen. These dedicated men and woman are working hard on your behalf to provide quality education, outstanding legal publications, and to keep you informed of what is happening in our broader legal community. Please take advantage of all that LSI has to offer. You can take advantage of these opportunities by attending conference, visiting the LSI website, networking with other local associations, purchasing the publications that LSI produces and by attending your local association meetings.

At each Annual Conference a special luncheon is held to honor our newest California Certified Legal Secretaries. If you have never attended this luncheon, I strongly encourage you to do so. Part of the luncheon includes our newest CCLSs giving testimonials of their journey to obtain this prestigious designation. The stories are as unique as the individual telling them, but the common bond they share is the drive and determination they had to see their goal through to a successful conclusion. Even if you are not considering sitting for the CCLS exam, the testimonials will inspire and motivate you to be the best that you can be.

Our new California Certified Legal Secretary chairman, Terrie Quinton, CCLS, will be having a workshop at our August Quarterly Conference in Stockton. The topic will be on legal computations. Our Career Promotions Scholarship chairman, Diana Dempsey, CCLS, will be moderating our Local Association Workshop. Diana will be sharing information on the Scholarship program and how you can use that program to increase membership. Check the Official Notice for date and time for these and other seminars and workshops.

As I write this article, I am reminded that by the time the August issue of The Legal Secretary is in your hands, only nine months will remain of our fiscal year. Time passes so quickly. It feels like we just returned from our May Annual Conference and here we are with only nine months to go!

What will you do with these nine months? What direction do you see for yourself, your association and LSI? This is YOUR organization - and each of you have the power to shape our future. In my Presidents' Directive last quarter, I asked local association presidents what they saw for LSI's future and if LSI could change one thing this year, what would it be.

The replies were thoughtful and informative. "We need to bring in younger members," "We need to get with the times," "We need to update our logo," "We need more people attending conference." I think my favorite was "I'd love to see LSI (and local associations) try new ideas instead of the "same old thing."

Yes! Let's try new things. Let's shake things up this year!

Are we afraid of change? I think we are to a certain degree. I want to share a story with you about fear:

A young girl was the quiet, shy, awkward kid that did everything in her power to avoid the spotlight. Simply being called on in class to answer a question made her break into an instant cold sweat.

When she discovered that she would have to spend an entire semester taking a class that would require her to stand up and speak out, she thought she'd die.

The following September she found herself standing on a stage with 20 teenagers and 1 teacher watching. All she remembers was the absolute terror that gripped her heart & telling her teacher she was afraid. His response? "Do it afraid!"

He told her fear was good, it would heighten her senses and give her a rush of adrenalin that would help her performance.

It didn't help. She was awful!!! The only consolation was that she made it to the ladies room before losing her lunch.

But over the weeks something strange began to happen. She learned to manage her fears & conquer the anxiety. After earning a degree in theater, she's now an accomplished speaker and does world tours giving motivational speeches.

The moral of this story? Don't be afraid to take risks, try something new. Don't go crazy and toss out your Standing Rules or Bylaws, that's not what I am saying.

I am saying - take a risk, push yourself outside your own comfort zone. Hold that inter club event, accept that chairmanship. Commit now to attending conferences. Set a goal to take the CCLS exam.

Do it afraid! Push past the fear! Overcome the anxiety!

It is said that speaking in public is a fear bigger than death. I don't buy it. I think if someone put a gun to your head and said "speak in public or die" you'd find that William Jennings Bryan orator within you.

No, the biggest fear is failure and fear has a cousin - fear of rejection. Will your ideas be rejected by our membership? What if you voice your goal and don't succeed?

While failure itself is real, the fear of it is a condition of the mind.

LSI can't grow if we don't take risks. Change IS good. Do not be afraid to share new ideas - within your local association or to suggest changes at the state level. If you're serious - do the research - make a motion to propose a change in the status quo

- take the risk.

I encourage you to think outside the box this coming year. Try new ideas and shake things up a bit. You don't need to overhaul your entire association. Start small, perhaps reformat how you run your membership meetings. Make it a priority to hold at least two educational seminars this year. Remember our motto: Excellence Through Education. It is the foundation of LSI.

A frequent concern reported by local associations is the lack of participation from members. Hang in there, don't be discouraged. To keep interest high, rotate your chairmen on a regular basis. If someone has served as the same chairman for more than two years, consider whether it is time for fresh ideas from a new chairman.

I am so proud to be a part of LSI and to see members grow professionally and personally as they give of themselves and to see our members take the risk to try something new - to "do it afraid" - and to see that reward when the job is done. You are an amazing group of professionals and I know the coming year will prove to be a rewarding one. Thank you for sharing the journey with me. **LS**

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JAN BERINSTEIN

Jan Berinstein has a B.A. in political science from UCLA and an M.A. and Ph.D. in Government from Cornell University. In addition, she completed a journalism program at UCLA Extension (UNEX) in the 1990s. She has extensive professional experience as a freelance writer and copy editor.

She is the owner and principal administrator of the WordPerfect Universe website www.wpuniverse.com. Through her company, CompuSavvy, Jan Berinstein provides on-site software training for law firms, government agencies, and corporate legal departments in California. She also offers one-on-one training for legal secretaries and teaches computer lab classes. Her blog, consisting of article-length Word and WordPerfect tips, was included in the American Bar Association's "60 Sites in 60 Minutes 2010" list. To visit the blog, go to <http://compusavvy.wordpress.com>.

Five Tips For Making Word More User-Friendly

JAN BERINSTEIN — SUBMITTED BY LOS ANGELES LSA

As a legal word processor for the past 24 years, I well understand the pressures that legal secretaries face. Among other responsibilities, our jobs require us to churn out large numbers of highly complex documents on a daily basis. In formatting those documents, we must meet the exacting standards of both the specific lawyers for whom we work and the courts to which we submit those documents. Unfortunately, modern word processing software isn't entirely user-friendly, and constant deadlines make it difficult – if not impossible – to figure out how to troubleshoot the thorny formatting issues that arise, often at the last minute. The new versions of Word can be particularly confusing because the revamped graphical interface (the Ribbon, with its separate tabs and groups) is such a drastic change from older versions.

Here are a few tips that will help you to make Word 2007 / Word 2010 more manageable so that you can work smarter and faster.

TIP #1: MOVE AND CUSTOMIZE THE QUICK ACCESS TOOLBAR

When you first start using Word 2007 or Word 2010, the Quick Access Toolbar (QAT) is wedged unobtrusively into the upper left-hand corner of the screen. In fact, it's nearly hidden. If you haven't done so already, consider moving it below the Ribbon – where it will expand into a full-size, customizable toolbar. (In Word 2007, it's the only completely customizable element.)

To move the QAT, right-click anywhere within it, then click "Show Quick Access Toolbar Below the Ribbon."

Next, add icons for the commands you use most often. Doing so will help keep those commands handy – and visible – because the QAT remains stationary regardless of which tab of the Ribbon is at the forefront at any given time.

It's easy to customize the QAT. Just right-

click it, then click "Customize Quick Access Toolbar..." When the Word Options screen appears, immediately click to change the "Choose commands from" drop-down, which by default shows "Popular Commands," to "All Commands." Next, scroll through the list of commands – it's in numeric/alphabetical order – until you find one you want to add. Click to select it, then click the "Add" button. Continue in that fashion until you've added all of the icons you want, and then be sure to click "OK" to save your settings when you close the Options screen.

Individual users will have their own favorite commands, of course. As for me, when I first started using Word 2007, I missed, and immediately added, the familiar drop-downs for the font face, the font size, and the current style (featured prominently, and always accessible, on the Formatting Toolbar in older versions of Word). Those commands are somewhat difficult to locate in the command list because there are several features that have similar names. In all three cases, look for the icon that displays an I-beam pointer and an arrow that points downward. See the image immediately below this paragraph.

Some of the other commands I've added to my QAT, because I use them all the time, include "New Document or Template," Envelope, Insert Symbol, Close Header and Footer, Print Preview Edit Mode (called simply "Print Preview" in Word 2007), Para Keep With Next, and Switch Windows. In Word 2010, there's an additional command that I find invaluable – not available in Word 2007, unfortunately – labeled "Paste and Keep Text Only."

TIP #2: USE KEYBOARD SHORTCUTS

If you are moving to a Ribbon-based version of Word from a version with the traditional inter-

face, you'll find that keyboard shortcuts are your best friend. For one thing, nearly all of the keyboard shortcuts you have learned over the years will work in the newer versions of Word. For another thing, shortcuts make it much easier to find and use commands that Microsoft has moved to obscure locations in the Ribbon.

One cool but under-utilized feature of the new interface is the "mnemonics" – shortcut keys that help you work with the Ribbon. When you press the Alt key once, Word displays mnemonics for each tab. You can press one of the shortcut keys to switch to that tab and then press another shortcut key to invoke a specific command. For instance, when you press Alt, then press "P," Word brings the Page Layout tab to the forefront and highlights most of the commands on that tab. While the commands are highlighted, you can (for instance) press "M" to open the Margins drop-down or press the letters "S" and "P" in sequence to launch the Page Setup dialog. To turn off the mnemonics, simply press Alt again (or press the Esc key).

In both new versions, you can use the standard keyboard shortcuts for working with files: Alt F opens the Office button in Word 2007 and the File tab in Word 2010; Alt F, S is Save; Alt F, A is Save As; Alt F, C is Close; Alt F, O is Open (as is Ctrl O); Alt F, P is print (as is Ctrl P, although in Word 2010, those commands open the full-page "Print Place" rather than the traditional Print dialog); and Alt F, X is exit (i.e., close out of Word.)

Some of my favorite keyboard shortcuts include the following:

- Alt O, P – (still) opens the Paragraph dialog.
- Ctrl D – (still) opens the Font dialog.
- Alt I, T – opens the Date and Time dialog.
- Alt V, Z – opens the Zoom dialog.
- Ctrl F6 cycles among open documents.
- Shift F5 moves the cursor to your last editing position.
- F7 starts the Spell-checker; Shift F7 opens the Thesaurus (which suggests synonyms for the word your cursor is on or for a highlighted word or phrase).
- Shift F3 changes the case of selected text. Depending on the context, this keystroke toggles among ALL CAPS, lower case, Initial Caps, and Sentence case. (Sentence case is available only if the selected text is followed by a period.)
- Ctrl M increases the left indent of the paragraph your cursor is in. Each time you press Ctrl M, the left indent increases by one additional tab stop. To decrease the indent, press Ctrl Shift M.
- Ctrl T creates a hanging indent. As with Ctrl M, each time you press Ctrl T, the indent increases by one more tab stop. To decrease the indent, press Ctrl Shift T.
- Ctrl F opens the Find dialog or, in Word 2010, the Navigation Pane (an enhanced version of the Find dialog, although

the Find dialog is still available by clicking the drop-down at the top of the pane and then clicking Advanced find or by clicking the Home key, Find, Advanced Find); Ctrl H opens Find and Replace. (Incidentally, keep in mind that you can search for and replace formatting marks and styles as well as plain text.)

- Ctrl Q removes all formatting you've applied to a paragraph via the Paragraph dialog. In effect, this keystroke restores the default paragraph format. NOTE: Ctrl Q won't work on paragraphs to which a style has been applied. In those cases, use Ctrl Shift N (to apply the Normal paragraph style) instead.

These are just a few of my favorite keyboard shortcuts. There are lots more available. For comprehensive lists, see the following website:

Keyboard Shortcuts for Microsoft Office Word

<http://office.microsoft.com/en-us/word-help/keyboard-shortcuts-for-microsoft-word-HP010370109.aspx>

Extensive list of keyboard shortcuts for Word 2007, categorized by function. Most of these keyboard shortcuts also work in Word 2010. Be sure to click the "Show All" button toward the top right side of the article (Microsoft has a tendency to hide, or collapse portions of its articles until / unless you take steps to expand them).

List of Keyboard Shortcuts for Word 2002, 2003, and 2007

<http://support.microsoft.com/kb/290938>

These shortcuts work with the U.S. keyboard layout, but not necessarily with keyboard layouts for other countries/languages.

TIP # 3: CHANGE THE DEFAULT FONT

One of the most common questions I get from my training clients is how to change Word 2007's or Word 2010's defaults back to the traditional default settings from older versions of the program. In particular, they ask about restoring the default font face and size and the default line spacing.

Both Word 2007 and Word 2010 use Calibri for body text and Cambria for headings. Since neither font works well in legal documents, you'll probably want to change the default font. Here's one method:

Open the Font dialog by pressing Ctrl D or clicking the Font dialog launcher on the Home tab. Choose a font face and size. Don't select a font that has a plus sign (+) after the name.

Next, click the "Default" button (Word 2007) or the "Set As Default" button (Word 2010) at the bottom of the dialog. Word will prompt you to save the settings either (1) to the current document only (this option is the default!) or (2) to "All documents based on the normal.dotm template." Click the latter.

...Continues on page 14



JULIE EDSILL

Julie Edsill has been employed in the legal field for the past 22 years, with 17 of those years spent working for her current employers Persons and Miller, a husband and wife law firm practicing family law, civil litigation, corporate law, estate planning, personal injury and contract law. She also teaches Legal Office Procedures, both basic and advanced, at Butte College in Chico. Julie obtained her CCLS certificate March 2005 and served on the CCLS Certifying Board, which writes the CCLS Exam, from 2006-2010. She is currently serving as Parliamentarian, an appointed officer for LSI.

How Current Are Your Bylaws?

JULIE EDSILL, CCLS — LSI PARLIAMENTARIAN

As is common knowledge or should be, Bylaws are the foundation of any corporation. LSI has its Bylaws, as does each association. When a new association is chartered their first line of business is to create Bylaws that will govern how their Board of Directors will run the association. It is a common misconception that you only deal with the Bylaws once. As associations ebb and flow in their life cycle, it is necessary to review the Bylaws to make sure they reflect what the association is currently doing. Possibly your association has decided to hold quarterly meetings instead of monthly, or the name of the association has been modified, or how the association handles their elections and voting procedure has changed. You cannot just start doing things differently without amending your Bylaws to mirror what those changes are. They are there to clearly inform and direct on how the association is to be operated.

Let me walk you through the steps to amend Bylaws and make it a little easier to understand. First, your president will need to appoint a committee to work on the amendments. There only needs to be two or three total on the committee, including the Parliamentarian who serves as the chair. The Parliamentarian should schedule a committee meeting where each member has a copy of the current Bylaws so they can go over each section looking for anything that needs to be corrected and/or updated. If there are just typos that need to be corrected, those are still amendments. It is a good idea to have the committee review the Standing Rules at the same time that they are reviewing the Bylaws. (Note: the LSI Parliamentarian does not need to review any amendments to your Standing Rules, but will if you request it).

The next very important step is to send a redlined version of your proposed amendments

to the LSI Parliamentarian, either through e-mail or snail mail. Contact the Parliamentarian first to inquire as to what delivery form is preferred. It will be the LSI Parliamentarian's job to review your amendments and make sure they do not conflict with LSI's Bylaws or within your own Bylaws. After receiving the approval of the LSI Parliamentarian you should follow the instruction in your association's Bylaws on the procedure for amending the Bylaws. The membership will have to be noticed and provided a copy of the proposed amended Bylaws so that they can vote on whether the Bylaws are approved or not. Once they are approved by the membership, your recording secretary will send via snail mail a new clean copy of the approved Bylaws along with two original Certificates of Adoption of Amendments to Bylaws Of (name of association) Legal Secretaries/Legal Professionals Association signed by the recording secretary (the form can be found in the January 2010 version of The Brass Tacks at page 16). Once received, the LSI Parliamentarian will sign off "approved as adopted" and return one of the original certificates back to the secretary, placing the clean copy of the Bylaws, and the other original certificate of adoption into that association's file maintained by the LSI Parliamentarian.

Viola! You now have updated Bylaws and Standing Rules, and can breathe a sigh of relief until it is time to review them again. A good rule of thumb is to review your Bylaws every three to five years. Unless, of course, there are drastic changes in how your association is being run. That situation will require an earlier review and possible amendment. Remember, the LSI Parliamentarian is there to assist in any way possible. Do not hesitate to e-mail, or call for guidance. **LS**

The 30/30/30 Rule

BY JENNIFER HILL — SUBMITTED BY ORANGE COUNTY LSA



JENNIFER HILL

The drastic economic changes over the last five years have radically altered the way jobseekers go about searching for employment. Only a few years ago, finding a job required minimal effort. In fact, in 2005 I recall many occasions where I would meet a good secretary and he or she would have four offers within a week of putting a resume together. As we all know, times have changed. The days where simply sending out your resume to a few companies and expecting an offer are long gone.

Current economic conditions call for a much more strategic approach to job hunting and of course, hard work. So what should one be doing to find a job in this market?

One way to increase your efficiency when it comes to job hunting is to implement the 30/30/30 rule.

The 30/30/30 rule is a concept to help guide job seekers on how to effectively maximize their time during their job search. Times are tough, and it is not as easy as it used to be to get an interview, let alone a job offer. It is for this reason that the 30/30/30 rule is a perfect guideline to help you understand what you should be doing to get yourself interviews and that coveted job offer.

For the 30/30/30 rule, it is recommended that you spend 30% of your time attending networking events during your job search, 30% of your time using social media tools such as LinkedIn, Twitter, and Facebook to help you find a job and 30% of your time applying to positions online with companies or recruiters. If the 30/30/30 rule has been utilized effectively, then the last 10% of your time will be spent out on interviews.

Why spend 30% of your time networking? The reason is simple. Over 80% of positions are found through word of mouth. Within that 80% of people who find jobs via word of mouth, a vast majority of those jobs are found through casual acquaintances, such as the people you would meet at networking events. For a full list of networking events in your

area check out: www.inthecalendar.com or you can go to www.meetup.com to find a local group of people with similar interests or pursuits. Legal Secretaries Incorporated, www.lsi.org, is another great resource to get yourself out there and to network. Work on your "Tell me about yourself" statement and get out there and start meeting people.

Why spend 30% of your time using social media? Job-hunting is a whole new ball game with websites like www.twitter.com and www.linkedin.com now advertising jobs. You can both passively and actively job hunt through these websites. Posting a profile on LinkedIn is a great way to increase your visibility to employers. When LinkedIn went public on May 19th, 2011 their stock more than doubled due to a huge investor demand. This is a strong confirmation of the necessity of utilizing social media tools in today's market.

When you set yourself up with a LinkedIn profile, you want to make sure you have a picture and at least one recommendation. In addition, you want to have a full profile including a summary, and all of your past positions listed. If you are unemployed, you might want to consider posting your full resume through their application Box.net. If you do choose to do this, please be sure to omit your address and only leave your email address on your resume for privacy purposes. LinkedIn is quickly becoming the go to tool for both recruiters and hiring managers. Hiring managers and recruiters will reach out to you directly regarding positions. If you are employed, it is perfectly acceptable to have a profile on LinkedIn, and it is a great way to passively job-hunt.

Twitter, on the other hand, is a great tool for starting conversations with companies you may want to work for and with other specialists in your field. For a list of the top 50 ways to use Twitter in your job search go to: <http://applicant.com/twitter-job-search/>

Jennifer Hill is the Owner of JHill's Staffing Services. Since 2003, Jennifer has been a professional recruiter and career coach, including having been a top performing senior recruiter with a Los Angeles-based legal and corporate staffing firm. What sets Jennifer apart is her commitment to spending the time necessary to thoroughly get to know each candidate and client to effectively pair their individual needs. She is an expert at using technology and social media to effectively connect job seekers with her clients. Jennifer has spent thousands of hours coaching job seekers for interviews with top law firms and Fortune 500 companies and she has placed hundreds of candidates into their dream positions. In addition, Jennifer has been interviewed by KNX Radio, E! News, ABC News and KFWB Radio regarding her expertise in her field.

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The Decline Of The Dress Code

At LSI Annual Conferences & Quarterly Meetings

ANONYMOUS LSI MEMBER

BY ANONYMOUS

This article was submitted from an anonymous email address by an LSI member. After review, it was approved for publication in the August 2011 issue of *The Legal Secretary* magazine.

This article is an open challenge to all members of LSI to look at themselves and what they may be wearing!

Having just attended a well organized and wonderful LSI Annual Conference hosted by Los Angeles LSA, I was dismayed by the attire of some of the attendees. This conference and the pre- and post-annual conference Board of Governors Meetings are the business meetings of a professional organization and the attire of some of the attendees was disappointing. There were individuals who were wearing shorts or similar casual sportswear apparel with flip flops and/or sporty sandals. I was attending a business meeting of professionals who are proud of what LSI represents, not a casual backyard get-together.

The Executive Board is working hard to make LSI an organization that is recognized by the public as an organization where education and professionalism is promoted and emphasized to its members. Needless to say while looking around during the meetings, during the seminars, and during the pre-and post-conference meetings, I was not impressed.

It was not long ago when an attendee was expected to wear, and did wear, appropriate business attire while attending an LSI annual conference or quarterly governors' meeting. This was even true for a guest. Banquet was a time to dress up and show a little sparkle; not a time to wear the same casual attire with flip flops, sandals, or tennis shoes that one might expect at the beach. Dressing casual should be reserved for leisure time after the business meeting has adjourned for the day or for traveling. I noted that some of the younger LSI members were dressed more appropriately for this conference than some of the members who have been attending these meetings for decades.

We all realize that current economic times are hard. However, everyone owns at least one pair of dress slacks and a jacket. If you are flying to a conference you can pack the slacks and several different tops or a few dresses, pairing the outfits with a lightweight or heavy jacket depending upon the weather. Additionally, everyone owns a pair of shoes that flatter the dress slacks or are appropriate to wear with a dress.

While banquet attire is not "black tie," it is not a time for jeans and tennis shoes or flip flops. Every closet has at least one dress that is worn to weddings, dressy parties, holiday parties, graduations, baptisms, bar mitzvah's, etc. Why not choose a dress that would be appropriate for a LSI banquet where one celebrates what this organization has grown to be? If you have that one special outfit, there is nothing wrong with wearing it again at the next conference banquet. No one will remember what was worn at a previous conference or banquet. I have worn the same outfit over and over to multiple past LSI banquets and have received compliments every time. I never said a word about having worn the same outfit multiple times.

No one is suggesting that you should go out and invest in a new wardrobe. However, here are a few hints:

Do's:

- Wear a shirt, sweater, dress that has a collar - frames the face and presents an overall look of professionalism.
- Men - please wear an undershirt under your dress shirt.
- Ladies - invest in a slip; you may not realize that cute dress, blouse or skirt you're wearing may expose more than you want in the sunlight.
- Ladies: check neckline exposure. Save the

...Continues on page 18

Celebrate The Seasons In Stockton

JAN KUYKENDALL, CCLS — AUGUST 2011 CONFERENCE CHAIR

It has been quite a few years since Stockton-San Joaquin County LPA has hosted a conference and we are very excited to welcome LSI and its members to our city! Our last conference was held in November 2002, and time has flown. Some of us, however, are still here, because we love our little association and LSI.

Once again, we are hosting the conference at the Stockton Hilton. Although the hotel has changed names and hands a couple of times, the venue is the same, with one exception. The Stockton Hilton has just finished renovating the hotel. The Mezzanine level has been reconstructed and

fast with your room, only coffee/tea will be served at the coffee break, so be sure to take advantage of the breakfast before the meeting. For the first time that I can remember, the luncheons will offer a choice of menu for the attendees (two, plus a vegetarian choice.) The meetings rooms for the governors' meeting, luncheons and section meetings are all spacious and comfortable. The Saturday night Banquet theme is "Winter Ball" and Sunday Brunch will be "Spring Brings a New Beginning".

The area near the hotel offers a variety of restaurants (from seafood to Italian, and everything in between), and there are two malls just a few

"There will be the usual great seminars put on by the Legal Specialization Sections so the weekend will also be educational, as well as fun. There will be a room full of vendors to show their wares (and pass out free items), and we will have opportunity prizes to tempt you."

features a two-story fountain feature that is gorgeous. Once again most, if not all, of the activities and meetings will be on that level, so that it is easily accessible and convenient for the attendees.

The hotel is not only offering reasonable rates of \$129 single/double for the guests, but a Full American Breakfast will be included with your room! Wow, what a bargain. For all of you morning (or anytime) coffee addicts (like me!), there is a Starbucks Coffee kiosk in the lobby area of the hotel. Scrip tickets are affordable at \$100, and luncheons are \$24.

On Friday, the theme at the Reception will be "Lazy, Crazy Days of Summer" so bring your shorts, flip flops and summer gear, and listen to the sounds of summers gone by.


On Saturday, we will celebrate Autumn/Fall. A small warning, since the hotel is providing break-

fast with your room, only coffee/tea will be served at the coffee break, so be sure to take advantage of the breakfast before the meeting. For the first time that I can remember, the luncheons will offer a choice of menu for the attendees (two, plus a vegetarian choice.) The meetings rooms for the governors' meeting, luncheons and section meetings are all spacious and comfortable. The Saturday night Banquet theme is "Winter Ball" and Sunday Brunch will be "Spring Brings a New Beginning".

The area near the hotel offers a variety of restaurants (from seafood to Italian, and everything in between), and there are two malls just a few short blocks west of the hotel. The Lodi area just a few short miles to the north has wineries galore, should you decide you want to go on a tasting tour. Any member of SSJCLPA will be happy to direct you to wherever you want to go in the area.

There will be the usual great seminars put on by the Legal Specialization Sections so the weekend will also be educational, as well as fun. There will be a room full of vendors to show their wares (and pass out free items), and we will have opportunity prizes to tempt you.

Flights are convenient into Sacramento International Airport, with rental companies in the airport. The hotel is a short drive down I-5 to Stockton.

Please come and join us to Celebrate the Seasons in Stockton! We look forward to seeing you all. 



JAN KUYKENDALL

Jan Kuykendall is legal secretary for the Law Office of Christopher A. Lee in Walnut Grove. She has been a legal secretary for more than 30 years, and has been a member of Stockton-San Joaquin County LPA since 1985. She has held all offices (more than once). Jan also previously co-chaired the conference held in Stockton in 1988.



ED HOWARD

Ed Howard is President of Howard Advocacy, Inc., a Sacramento-based lobbying, public affairs, and litigation firm. Ed has been one of California's most prominent public interest lawyers and advocates for twenty years. On behalf of numerous high-profile grass roots organizations and policy-minded non-profits, Ed has been counsel in more than eleven cases that have permanently changed the California legal landscape; cases that resulted either in new precedent or statutory or regulatory reform. As a public interest lobbyist and former Chief Consultant in the California State Senate, Ed has spearheaded the enactment of numerous and nationally trend-setting laws in the areas of privacy, technology, IT procurement, the regulation of licensed professions, health care, consumer rights, and the rights of abused and neglected children. Since 2005, Ed has represented the Deposition Reporters Association of California.

Law Firms Beware Of "Gifts" From Court Reporting Firms

BY ED HOWARD, ESQ.— SUBMITTED BY SAN DIEGO LSA

What are the most feared three letters in the English language? Probably these: "I-R-S."

If you are a legal secretary tempted by promises of goodies in exchange for booking depositions, you could learn the hard way the truth of the warning "there's no free lunch," the really hard way. The getting-you-or-your-law-firm-employer-in-trouble-with-IRS-hard way. That's because a new legal memo drafted by the prestigious law firm of Hanson Bridgett makes it clear that if you accept such goodies -- gift cards, contest entries, vacation stays -- in exchange for booking depositions, either you or the law firm that pays your salary had better be declaring the value of these goodies as income, or else the IRS might come knocking on your door or, worse, your employers.

The key is this: such goodies aren't gifts. If you are promised the goody on the condition of booking a deposition with the goody-offering firm, then they are paying you for referring them business. That isn't a gift, either in the legal sense, the tax sense, or the lay "Happy Birthday" sense. True gifts where you receive the gift without first having to do anything the gift-giver values aren't compensation. But promising something of value to you conditioned on you steering business to the court reporting firm, this is compensation for a service provided to the court reporting firm. It is a commission or a kick-back, and that makes such things of value income to somebody, either you or your employer, on whose behalf you are acting when you book a deposition.

As you know, the IRS gets very grumpy when people don't declare their income. As the Hanson Bridgett memo warns: "Given that the incentives provided by Reporting Firms in exchange for business are payments for services rather than gifts, the [Internal Revenue Code] requires the recipients of those payments to treat the value of the incentives as gross income. This means that recipients must report the value of the incentives they receive as income on their tax returns. Failure to do so could result in the assessment of additional taxes, interest and penalties by the Internal Revenue Service."

Even if the law firm has a policy against such commissions being paid to their employees to steer business to particular firms, the policy won't necessarily shield your law firm from IRS trouble unless the policy is being actively enforced. As the memo says: "Where law firms have policies in place prohibiting employees from accepting incentives, serious tax issues may still arise to the extent these policies are not enforced."

The problem here is that ordering court reporting services isn't like ordering printers or sodas. Can you imagine being tempted by an ad saying, "Book a brain surgery with Doctor Jones now and get a free ticket to Wicked!" Of course not. Doctors, lawyers, CPAs and court reporters in California are all licensed by boards within the Department of Consumer Affairs. The reason all these professionals are rigorously licensed is because if they harm a consumer, the harm is so bad that all the after-the-fact damages in the world can't make the consumer whole.

Hire a bad doctor, your loved one can't be brought back from the dead. A bad lawyer, only in the rarest circumstances can your verdict be overturned. A bad CPA? You go to jail and your life-savings goes poof. The same is true with a court reporter. A bad transcript can destroy a life and pervert justice. Simply put: these transcripts are really, really important to the lives and fortunes of your law firm's clients. You may not be the client who depends on the quality of the transcript but you should choose the court reporter as if you were.

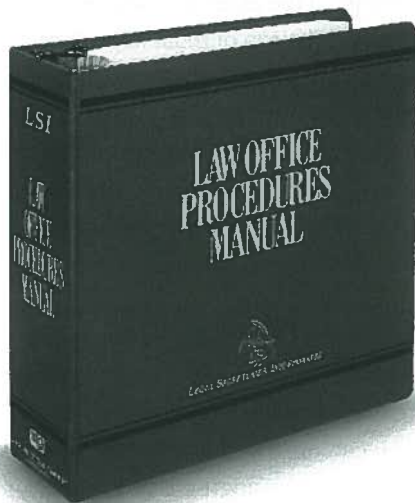
You owe it to your law firm, your law firm's clients, and your conscience to select court reporters based solely on criteria important to the client; namely, quality and price. But if appealing to your conscience as a professional isn't sufficient to dissuade you from selecting a licensed professional court reporter with tremendous power over your employer's clients, only on the basis of what goodies they offer, then consider this:

Is that goody really worth the risk of getting you, your family, and your employer in trouble with the IRS? In this instance like so many, doing the right thing is also doing the smart thing. **LSA**

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Five Tips For Making Word More User-Friendly

Continued from page 6

Click "OK," then click "OK" again to save your settings.

TIP # 4: CHANGE THE DEFAULT LINE SPACING

In both of the new versions, Microsoft has implemented a new default line spacing of 1.15, plus 10 points of "After" spacing (i.e., spacing between paragraphs). Again, this setting isn't appropriate for legal documents, so you'll probably want to change it for all future documents.

To do so, open the Paragraph dialog (either press Alt O, P or click the Paragraph dialog launcher in the Home tab). Change the line spacing – and, if you wish, other options in the dialog, all of which are attributes of the default ("Normal") paragraph style – to suit your needs.

When you have finished, click the "Default" button (in Word 2007) or the "Set As Default" button (in Word 2010). A prompt will appear, asking if you want to change the paragraph settings for the current document only or for "All documents based on the Normal.dotm template." (The prompt differs somewhat depending on which of the two versions of Word you use, but the options are essentially similar.) Choose the "All documents" option, then click "OK" to save your settings.

TIP #5: COPY AND PASTE PARAGRAPH FORMATTING

If you've ever had difficulty formatting a specific paragraph – such as when you attempt to resume a numbered list after inserting some plain text, only to struggle with the automatic numbering and the indents – you'll be glad to know that it is easy to paste formatting from one paragraph to another in Word. There are several different ways to do so.

The method most people are familiar with involves the Format Painter, represented by a paintbrush icon. That icon is found at the left-most side of the Home tab, in the Clipboard group, in both Word 2007 and Word 2010. To apply formatting from a "mannerly" paragraph to one that is misbehaving, click within the paragraph with the formatting you like, then click the Format Painter, and when the mouse pointer turns into a paintbrush, simply click within the paragraph that is causing you trouble. Usually that works well to fix the problem(s).


Note that if you want to apply the "good" formatting to more than one paragraph, you must double-click the Format Painter, then click somewhere within each of the paragraphs whose formatting you want to change. (If the paragraphs are adjacent, you can drag the mouse pointer/paintbrush across the paragraphs, although sometimes the paintbrush turns itself off when you move to a new page.) After you have finished, click the Format Painter icon again to turn the feature off.

If you prefer you can use keyboard shortcuts to copy formatting between paragraphs. Remember that in Word, the para-

graph symbol (pilcrow) contains the formatting instructions for the paragraph that precedes it. As a result, you can copy paragraph formatting just by selecting, copying, and pasting a paragraph symbol from the end of one paragraph to the end of one or more other paragraphs. In order to display the paragraph symbols (and other non-printing characters), either click the paragraph symbol toward the center of the Home tab or use the keyboard shortcut Ctrl Shift * (the asterisk is above the number 8 in the number keys toward the top of most keyboards).

Alternatively, click within a paragraph whose formatting you like, and press Ctrl Shift C (rather than Ctrl C) to copy the formatting instructions only, rather than the text. Then position the cursor within a paragraph whose formatting you want to change, and press Ctrl Shift V (rather than Ctrl V) to paste the formatting codes. Most of the time, it works like a charm.

CONCLUSION

The five tips in this article represent just a few easy steps you can take to make the newer versions of Word more user-friendly. There is much more you can do, but repositioning and customizing the Quick Access Toolbar, using built-in keyboard shortcuts, and changing the default font and the default line spacing will get you off to a great start. Best of all, those changes will give both your productivity and your disposition a significant boost. 


I Passed The CCLS Exam! Now What?

Continued from page 16

the law profession in California, you must notify the Certifying Board within 60 days and continue with your recertification requirements.

I hope this answers your questions about what to do after you have become a CCLS. All of this information is available on LSI's website. It is a good idea to read the CCLS section of the website, and in particular, the forms and information under the "Recertification" heading.

Remember, ultimately, it is YOUR responsibility to make sure you obtain the proper continuing education credits, maintain your ORIGINAL certificates, and submit them in a timely manner with your Application for Recertification and applicable fee.

If you have any questions about any of the guidelines, or a program you are considering attending, you may contact the CCLS Certifying Board chair, Michelle Rodgers, CCLS, at mrodgers@lawpolicy.com or me at quinton@dsmlaw.com. 

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Complete and mail with your check made payable to LSI, for \$20 for each section, or a total fee of \$75 per year to join all SIX sections simultaneously if an LSI Member, or \$40 for each section or a total fee of \$150 per year to join all sections simultaneously if joining as a non-LSI member.

Mail to: **Cheryl L. Kent, PLS, CCLS, Legal Specialization Sections Coordinator**
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TERRIE QUINTON

Terrie Quinton, has been a legal secretary since 1985, and is a member of San Diego Legal Secretaries Association. Terrie obtained her CCLS in 1997, and has since served four years on the CCLS Certifying Board, and is currently the CCLS Chair for her local association. Terrie was also recently appointed as LSI's California Certified Legal Secretary Chair.

I Passed The CCLS Exam! Now What?

TERRIE QUINTON, CCLS — CCLS CHAIRMAN

Everyone who has taken the CCLS exam knows that passing the exam is the hard part. But what about after the exam? What do you have to do to maintain your certification?

How often must I recertify? All CCLSs must recertify every three years. If you passed the March exam, you recertify in March; if you passed the October exam, you recertify in October. While the Certifying Board sends out reminder letters to those needing to recertify, it is ultimately the CCLS's responsibility to know when they must recertify and to submit the proper Application for Recertification, along with the appropriate certificates and the fee to the CCLS Certifying Board. If for any reason you are unable to submit your Application and certificates on time, contact the Certifying Board to request additional time to comply.

What are the requirements for recertification? CCLSs must obtain 15 hours of continuing education credits every three years in order to recertify. Of those 15 hours, at least 10 must be participatory, and 5 hours may be self-study. Of those 15 hours, 6 hours may be in secretarial science, and only 2 of those hours may be non-legal specific. For example, an 8-hour notary public class will only provide 2 hours of CCLS credit, because it is not a class that is specific to the legal profession. However, if you take an 8-hour class regarding pre-trial organization, you can claim 6 hours of credit because it is a program specific to the legal profession. There is a handy "Recertification Log" available on LSI's website that will help you keep track of your hours.

Where do I find programs that provide CCLS credit? Programs for which you can get CCLS credit are everywhere - LSI's Legal Specialization Section workshops, Bay Area

Legal Secretaries Forum, Davidson Staffing seminars, and any program which has been approved for California MCLE credit. You can also get credit for attending seminars offered by your local association - so long as they are at least 15 minutes in length. For programs over an hour in length, there must be a substantive handout provided to the attendees. (It is a good idea to hang on to these so that if the Certifying Board has any questions when you submit the credit hours, you will have the backup for the seminar.)

How do I recertify? When it is time for you to recertify, you must submit an Application for Recertification to the CCLS Certifying Board. When submitting your application, you must submit the appropriate fee, along with your ORIGINAL Certificates of Attendance. If you do not submit your Application for Recertification to the CCLS Certifying Board in a timely manner, your certification will lapse, and you will no longer be eligible to use the CCLS designation. If you are unable for some reason to submit a timely Application for Recertification, you can contact the Certifying Board BEFORE your Application is due and request an extension of time to recertify.

What if I move out of state or retire? When you move out of state or retire, notify the Certifying Board immediately. If you retire from the legal secretarial profession (or become an attorney), your recertification requirements are suspended and you will no longer be required to apply for recertification. However, if you return to the legal profession, you must notify the Board immediately, and your education requirements will be reinstated. If you move out of state, again, notify the Board and your continuing education requirements will be put on hold. However, if you return to

...Continues on page 14

LEGAL SPECIALIZATION SECTION SEMINARS

1st Quarterly Conference – August, 19-21, 2011 – Stockton Hilton Hotel

Host: Stockton-San Joaquin LPA

REGISTRATION FORM - DEADLINE IS FRIDAY, AUGUST 12, 2011Registration **MUST** be **RECEIVED** by each Section Leader **on or before the deadline.****Please make advance reservations so materials may be prepared. Please check appropriate boxes below.**Mail, Fax or E-Mail a copy of this form to each corresponding Section Leader.

Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

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Friday, August 19, 2011 – 7:30 p.m. to 9:00 p.m.**LAW OFFICE ADMINISTRATION:**Topic: **Power Against Fraud**Speaker: Suzanne Schultz, Family Crimes Coordinator
San Joaquin County District Attorney's Office

☐ I will attend ☐ Section Member ☐ Non-Section Member
☐ Non-LSI Member ☐ Handout Only

Send to: Sara E. Mull, CCLS, Law Office Administration Section Leader
Harris, Sanford & Hamman, P. O. Box 908, Gridley, CA 95948
(O) 530-846-5691 (F) 530-846-5738
Email: sara@sacvalleylaw.com

FAMILY LAW:Topic: **How Bankruptcy Can Affect A Divorce**

Speaker: Tamie Lee Cummins, Esq.

☐ I will attend ☐ Section Member ☐ Non-Section Member
☐ Non-LSI Member ☐ Handout Only

Send to: Judith Williams, Family Law Section Leader
2368 Lincoln Street, Suite A, Oroville, CA 95966
(O) 530-534-8973 (F) 530-534-6551
Email: pwplgl2@yahoo.com

Saturday, August 20, 2011 – 10:30 a.m. to 12:00 p.m.**PROBATE/ESTATE PLANNING:**Topic: **Petition to Inventory - It's More Than Which Box to Check**
(Roundtable - bring your questions, share your knowledge)

Speaker: Patricia Miller, PLS, CCLS and Mary Rocca, CCLS

☐ I will attend ☐ Section Member ☐ Non-Section Member
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Send to: Linda Moore, CCLS, Probate/Estate Planning Section Leader
c/o Stutz Artiano Shinoff & Holtz, APC
2488 Historic Decatur Rd., Ste. 200, San Diego, CA 92106
(O) 619-232-3122 ext. 404 (F) 619-232-3264
Email: lmoore@stutzartiano.com

TRANSACTIONAL LAW:Topic: **Engagement Letters, Expert Retention Agreements and More**

Speaker: Seth Shapiro, Esq.

☐ I will attend ☐ Section Member ☐ Non-Section Member
☐ Non-LSI Member ☐ Handout Only

Send to: Belinda Owens, Transactional Law Section Leader
3163 Easy Street, San Diego, CA 92105
(C) 619-261-9323
Email: bowens0913@aol.com

Saturday, August 20, 2011 – 4:00 p.m. to 5:30 p.m.**CIVIL LITIGATION:**Topic: **Law and Motion**

Speaker: Francine Smith, Supervisor Civil Div., San Joaquin Superior Court

☐ I will attend ☐ Section Member ☐ Non-Section Member
☐ Non-LSI Member ☐ Handout Only

Send to: Denise Aguilar, CCLS, Civil Litigation Section Leader
8279 Philodendron Way, Buena Park, CA 90620-2120
(H) 714-670-0210
Email: daguilar57@att.net

CRIMINAL LAW:Topic: **From Principal's Office to Courtroom – Juvenile Delinquency**

Speaker: Ross W. Pytlík, Esq.

☐ I will attend ☐ Section Member ☐ Non-Section Member
☐ Non-LSI Member ☐ Handout Only

Send to: Linda Lane, Criminal Law Section Leader
P. O. Box 12582, La Crescenta, CA 91224
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The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

The 30/30/30 Rule

Continued from page 9

Finally, you should be spending 30% of your time applying for jobs directly with companies and recruiters. This is a no-brainer, but warrants mentioning. Candidates often come into my office and tell me that they cannot find anything. When asked how many places they have applied to, they often give a blank stare. You cannot find a job if you are not at least sending out your resume. Send your resume to companies that have positions posted, but don't be afraid to reach out to companies that might not be actively looking. Some websites you might want to use to get started include: www.craigslist.com, www.indeed.com, www.jobshouts.com, and www.linkedin.com. It is critical that you keep a running list of where your resume has been sent, by whom it was sent (i.e. you or a recruiter), when it was sent, and what position it was sent for.

A favorite resource for finding a position is Indeed.com. What differentiates Indeed from other job-hunting websites is that it is powered by Google and searches every website at once rather than searching one website at a time. In addition, you can set yourself up with email alerts where Indeed will send you a comprehensive list via email each morning of every position listed on any website that meets your search criteria. If you are a legal assistant you might want to set up two or three searches that say things such as "legal secretary AND Los Angeles" or "legal assistant AND Los Angeles."

Finding a job is just like having a job. It requires hard work, dedication and focus. If you are unemployed, it is highly recommended spending 40 hours a week (the same amount of time as you would spend working)

on your job-hunt. If you are currently working and want to look for a job the recommendation is to spend about 5 hours a week job-hunting and you are encouraged to reach out to a recruiter since utilizing a recruiter can help you maximize the time you do spend looking.

Lastly, getting interviews is only half of the battle. The other half of the battle lies in not talking yourself out of the position. Brush up on your interviewing skills. Find a Career Coach, recruiter or a friend who can help you prepare for your interviews.

For further assistance in sharpening your interview skills and perfecting your job search please visit www.jhccs.com, where you can also find blogs, with over 100 articles on where and how to find jobs. **LS**

The Decline Of The Dress Code

Continued from page 10

cleavage for after work.

- Ladies: when inside, wear a nice cardigan with your summer dress. You will still look professional but be comfortable in warmer weather.

- Always - look in the mirror before heading out the door.

Don'ts:

- Flip-flops: an absolute no-no. No matter how sparkly or cute they may be, flip-flops do not project a professional look.

- Bra Straps: just because some famous people show them off doesn't make them a fashion statement.

- Capris/shorts/mini-skirts: Just not appropriate.

- if you have to wear bare legs, please use moisturizer.

The members of the Executive Board are a great example of how one should dress for a professional business meeting. Some officers wear suits and others a nice dress with a jacket or cardigan. Have you ever seen an LSI officer, or even a Past President, in flip flops or shorts? Have these ladies ever looked like they were going to the store to purchase some groceries? The answer is no!

When planning for the next conference, and during the course of packing, ask yourselves: Would my boss allow me to greet a new client in this attire? Most bosses would expect the legal professional in their office to project the firm's image of professionalism and competency. When we interact with clients at

our respective jobs, we represent the firm's image of professionalism. What image is the client receiving from the firm?

LSI Members - The image we project through our attire is what the public sees. We represent LSI while walking the halls of the conference hotel, going to and from meetings, seminars, or even the banquet. I believe these passersby should see nicely dressed individuals who are proud to be a member of an organization that promotes education and legal professionalism.

Back To Basics: Education, Networking, And Friendship

CATHERINE CULVER, CCLS — LSI ADMINISTRATOR



CATHERINE CULVER

LSI Quarterly Conference Sacramento Marriott Rancho Cordova November 11-13, 2011

LSI is hosting the second quarterly conference in Rancho Cordova, at the Sacramento Marriott Rancho Cordova. You may remember that this hotel housed the November 2009 conference hosted by Placer County LPA and Capitol City LPA. The service was excellent and the food delicious, so it was natural that LSI would return to this well-located property. The theme "Back to Basics: Education, Networking, and Friendship" embodies the three main reasons to attend LSI's quarterly board of governors meetings. The Legal Specialization Sections will present six outstanding seminars to keep you up to date with education. Opportunities to network with other legal professionals from throughout the state will present themselves at the meetings and meals. Friendships are renewed and forged at these same events.

November 11 is Veterans Day. At the Friday evening reception LSI will honor all current and past service members in its local associations. We need your help in identifying members who are serving or have served in the United States Armed Forces. A picture, in uniform if possible, of each member along with her/his name, branch of service, and dates of service is requested. If no picture in uniform is available, please provide a current photograph. Send the information as soon as possible to the LSI Corporate Office at PO Box 660, Fortuna, CA 95540-0660. Photographs will be returned.

If you do not live in the Bay Area or Sacramento area, you may not have seen a Legal Trivia Throwdown contest. I am told it is much like a game of Jeopardy with the exception that

all of the questions are related to legal trivia. The Saturday evening banquet will feature a Legal Trivia Throwdown moderated by Mary S. Rocca, CCLS, LSI Past President 2004-2006. Please mark your conference registration form to indicate if you would like to be a team member. There will be two teams and depending on sign-ups we may be able to have South versus North, or LPA versus LSA. However the teams stack up, it will be fun and informative.

LSI also requests your association's help with raffle items. We are asking each association to contribute at least one item to the raffle. If your association is within driving distance of Sacramento, you may wish to donate a basket, or other item of value. If you will have to travel light to come to conference, then a gift card to a major department store would be appreciated. Please contact Denise Lopes, CCLS, or Leslie Ames, CCLS, at 707-442-2927 to advise what your association, or supportive member, will contribute.

Fifteen vendors will be present to introduce you to, or reacquaint you with, their products and services. Please take time to meet them and thank them for supporting Legal Secretaries, Incorporated. Vendors' support of LSI activities is vital to successful conferences.

Make plans now to attend the second quarterly conference. We're getting Back to important Basics; Education, Networking, and Friendship. **LS**

Catherine Culver is the LSI Administrator. She received her BA in economics from Denison University in Granville, Ohio, her paralegal certificate from UCLA Extension, and earned her CCLS in 2003.



Legal Secretaries,
Incorporated
2nd Quarterly Conference

November 11-13, 2011

**BACK TO BASICS: EDUCATION, NETWORKING &
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Arrival Date: _____ Departure Date: _____

ACCOMMODATIONS:

- ☐ Single/Double \$94.00 (plus 12% tax plus a \$1 tourism assessment fee)
3rd and 4th person in each guest room is \$10.00 per person, per day.
Check In – 3:00 p.m. Check Out – 12:00 p.m.
Complimentary on-site Parking

RESERVATIONS: Please call hotel at (800) 228-9290 or (916) 638-1100 and mention Legal Secretaries, Incorporated to get conference rate.

Or reserve on-line (group code built into web addresses below) at:

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<http://www.marriott.com/hotels/travel/sacmc?groupCode=leglega&app=resvlink&fromDate=11/10/11&toDate=11/13/11>

Leglegb (2 Queen Beds):

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Deadline to reserve room at negotiated rate – **October 20, 2011**

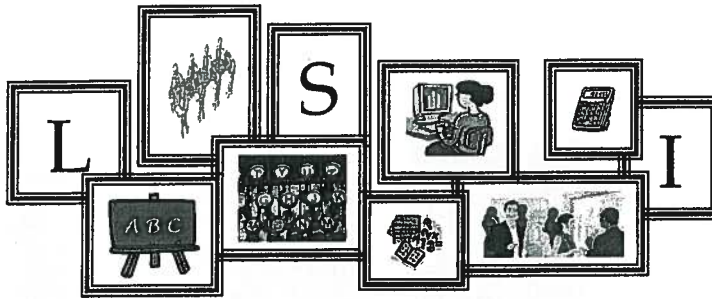
AIRPORT: Sacramento International Airport (SMF) (27 miles)

NO airport shuttle

Alternate transportation: SuperShuttle - \$38.00 USD (one way)
Estimated taxi fare - \$75.00 USD (one way)

General Information, contact:

Catherine Culver, CCLS, Conference Chair
Tel: (800) 281-2188 / Fax: (707) 682-6888
E-mail: lsiorg@suddenlinkmail.com



BACK TO BASICS: EDUCATION, NETWORKING AND FRIENDSHIP

LSI Quarterly Conference
Sacramento Marriott Rancho Cordova
November 11-13, 2011

CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): _____
Mailing Address: _____
City/State/Zip: _____
Home Telephone: _____
Work Telephone: _____
Email Address: _____
Local Association (please spell out) _____ (LSA/LPA)

PLEASE INDICATE IF YOU ARE:

☐ State Officer (Specify) _____ ☐ Governor
☐ State Chairman (Specify) _____ ☐ CCLS ☐ PLS

LEGAL TRIVIA THROWDOWN: Interested in Being Team Member? ☐ Yes ☐ No

SCRIP (Includes Registration, Welcome Reception, Banquet, and Brunch)

POSTMARKED ON OR BEFORE October 11, 2011	\$100.00	\$ _____
POSTMARKED October 12, 2011 OR LATER	\$110.00	\$ _____

INDIVIDUAL TICKETS

_____ Registration PRIOR to October 11, 2011	\$15.00	\$ _____
_____ Registration AFTER October 12, 2011	\$25.00	\$ _____
_____ WELCOME RECEPTION (Friday)	\$20.00	\$ _____
_____ Presidents' Luncheon (Saturday)	\$30.00	\$ _____
_____ Governors' Luncheon (Saturday)	\$30.00	\$ _____
_____ Membership Luncheon (Saturday)	\$30.00	\$ _____
_____ BANQUET (Saturday Evening)	\$40.00	\$ _____
_____ BRUNCH (Sunday)	\$25.00	\$ _____

Total Amount Enclosed \$ _____

MENU CHOICES: (Please Indicate Choice):

Banquet: ☐ Chicken Marsala, ☐ Baked Sole, or ☐ Italian Vegetable Calzone

Luncheons: ☐ Baja Chicken Wrap or ☐ Vegetarian Wrap

Special Dietary Restrictions: _____

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2011 – 2012 LSI Offi

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RON BODENMANN

Ron Bodenmann, With more than 17 years of experience managing and providing litigation support services, Ron cut his teeth in the litigation document industry in San Francisco experiencing the birth of scanning and electronic discovery. Formerly the owner and president of a leading document solutions company, he joined Capitol Digital in February of 2010 to help Capitol Digital stay on the front line of technology. As a certified Summation and Concordance trainer, Ron also heads up Capitol's training department teaching several classes on efficient document management and database software. Ron can be reached at ron@capitol-digital.com.

Can You Trust Your Vendor With E-Discovery?

RON BODENMANN—SACRAMENTO LSA

We all know our vendors by name. Maybe you've had lunch with them or a drink after work. We depend on them for helping us get our jobs done and hopefully make us look good in the process. However, once they leave your office, where do your documents go and how does your vendor handle them? Have you toured their facilities? Do they have the appropriate licenses and liability insurance? Are their employees legal residents? Some firms spend as much as \$100,000 per year on vended services and expose their client's most confidential information to vendors without as much as a credit check. In my 16 years in this industry I have seen a lot of vendors come and go. What would happen if your vendor closed their doors tomorrow? What would your liability be, and how would you protect yourself and your client from loss?

In a tough economy vendors feel the pinch like other small businesses. In order to stay alive vendors must constantly look at the bottom line, trying to balance making the market's demand for reasonable prices while still offering a high level of service and maintaining a defensible level of document custody. How does your vendor deal with these pressures?

Part of the cost of providing vended services includes carrying a significant amount of legal software licenses that entail per page (click) charges or steep annual fees. Without valid licenses, vendors may find it difficult to get important updates to electronic discovery rules and would have a tough time defending their work if ever asked to do so. Can your vendor defend their work in court? Similarly, the cost of doing business in any market or service area includes the cost of complying with labor laws and paying for appropriate local business licenses. In any market there are vendors who cut corners by pirating software and paying people under the table. These vendors can usually be identified by having very

low prices, but they also often have other red flags that indicate that your documents may not be completely safe, or that they may not be on solid financial footing.

So how do you avoid putting yourself at risk by choosing a vendor? The best way is to take the time to do some research, including taking a tour of their facility. Most reputable vendors will be more than happy to show you around. Then, before you finalize an arrangement, ask questions, both of the vendor and of their current and former clients. (Most of these questions work well whether you are dealing with finding a vendor for E-Discovery or for scanning and photocopying.)

TOP QUESTIONS TO ASK WHEN CHOOSING AN E-DISCOVERY VENDOR

Basic Questions

- How long has this vendor been in business in the local area?
- How involved is the vendor in the local litigation support world?
- Does the vendor have a history of paying their suppliers and their vendors on time?
- What is the vendor's gross capacity: how many employees, copiers, scanners, printers, computers, processing licenses; how much storage space for boxes and for electronic files, etc.?
- How conveniently located is the vendor?
- Does the vendor provide pickup and delivery services, and are they reliable?
- How is your data protected against loss or corruption while it is on the vendor's system?

Scope of Services

- What services does the vendor offer?
- If case parameters change, will the vendor be able to meet your needs and time frames?

- Are there volume benefits/discounts if you use multiple services (e.g. processing, hosting and production versus just hosting)?
- What services are sub-contracted out and does data ever leave the vendor's site? If so, how does the vendor ensure the safety and security of your documents and/or data?
- What size or type of case is too big for the vendor?
- What have been the vendor's toughest cases?

Expertise (Not all vendors are created equal; and it is not all about price)

- What is the vendor's knowledge level of the technical issues?
- Are the vendor's employees certified in the tools they use?
- What is the vendor's level of understanding of the legal process?
- How does the vendor's expertise compare to other vendors?

Quality of Services

- Would you be comfortable establishing a long-term relationship with this vendor?
- How does the vendor ensure that they provide high quality service consistently, including accuracy and on-time delivery?
- Are errors tracked? What are considered errors? How are errors addressed?
- Does the vendor correct errors without complaint and without additional cost?
- What do the vendor's references say about the vendor?

Customer Service


- What hours does the vendor operate?
- How available are the vendor's employees and principals during non-business hours?
- How much lead time is needed for processing and production?
- How are cases assigned to production staff?
- Who is the primary point of contact? Is it the same throughout the case?
- Is there a backup contact?
- What is the nature of the vendor's project management team and approach?
- How are issues escalated and who has the final say in resolving issues?
- Can the vendor re-access work that they did 3 months ago? 6 months ago? A year ago?

Technical Specifications

- Does the vendor use proprietary versus non-proprietary software and what are the benefits/trade-offs?
- If the data is not being processed locally, what is the ven-

dor's FTP connection speed and how does it compare with your law firm's FTP speed?

- What is the vendor's policy on backing up data?
- What is the vendor's policy regarding storing data?

The answers to the above questions should provide you with information to clarify if you can "Trust Your Vendor With E-Discovery." 

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SANDRA T. JIMENEZ
LSI VICE-PRESIDENT

Sandra T. Jimenez is employed as a paralegal by the Law Office of Sutherland & Gerber in El Centro, California. Certified Legal Secretary, since October 17, 1992. Certified Legal Assistant since June 10, 1988. CCLS Chair 2004 2006, LSI Treasurer 2006 2008, and current position LSI Vice President 2010-2012.

LSI – EXPERIENCE IT!

BY SANDRA T. JIMENEZ, CCLS—LSI VICE-PRESIDENT & MARKETING COMMITTEE COORDINATOR

Legal Secretaries, Incorporated ("LSI") is again launching a 2011-2012 statewide membership drive. Our membership drive slogan is: LSI - EXPERIENCE IT! We are excited and enthused about this new member campaign. We know that once legal professionals "experience" the educational benefits of LSI, they will renew their membership for years to come and become life-long supporters of Legal Secretaries, Incorporated.

The campaign will run from August 1, 2011, through October 30, 2011. The 2011-2012 state-wide membership drive provides that each new member brought in to a local association during the membership drive will earn the local association an opportunity to win our 2011-2012 state-wide membership drive con-

test. There will be a variety of special prizes for the local associations that gain the most "new" members. The winners will be announced at LSI's November 2011 Quarterly Conference in Sacramento, California. Prizes for first, second, and third place will be awarded. A letter has gone out to various LSI supporters for cash and donations for the event.

We ask that local associations join LSI in this worthwhile endeavor. Take advantage of this wonderful opportunity to be an integral part of LSI's growth! Now is the time to promote your local association and invite potential members to Experience LSI!

For more information, contact LSI Vice President, Sandra T. Jimenez, CCLS, CLA at sjimenez52@yahoo.com. **LS**

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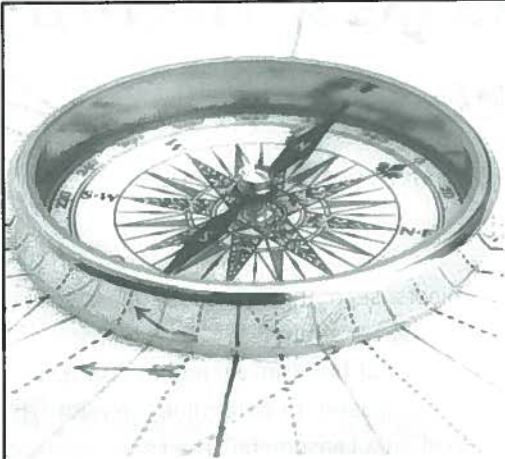


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CAROLINE VAN DE POL

Caroline Van de Pol started her career as legal secretary for a tax attorney at Carnation Milk Company in Los Angeles. Upon moving to Bakersfield, she worked for a large law firm and became a member of Bakersfield LSA. Another move took her to Sunnyvale and she worked in law firms in Mountain View and San Jose. Caroline was a member of San Jose LSA and transferred to Solano County. She returned to Santa Clara County where she worked as a paralegal and served as president of Santa Clara County LSA. In 1990 Caroline was elected President of LSI. Caroline retired in 2003 and is living in Gainesville, Georgia, where she has served as secretary and president of the Residents Association.

Recycling Eyeglasses, Helping The World To See

LSI PAST PRESIDENT 1990-1992, LIFE MEMBER OF SANTA CLARA COUNTY LPA

I had never thought of it as "recycling." For approximately 15 years, my daughter, Lt. Col. Corina Van de Pol, O.D., has served the Lions in Sight organization by dispensing used glasses in Third World countries. I have been fortunate to go with her on several such mission trips. The first was to Salamanca, Mexico, where she and fellow optometrist, Tania Mantua, taught Lions club members from Salamanca, Mexico City, Jimenez and San Francisco de Rincon how to run a clinic. First they gave a lecture on the anatomy of the eye, the different requirements for eyeglasses, the various diseases, and how to determine what people need.

objects seen through these glasses appear distorted or stretched.

On that first trip, we had to also test every pair of glasses to determine strength. This is done on a Lensometer. The Lensometer reads the prescription first in the right lens and then the left and prints out a small piece of paper which is then affixed to the arm of the glasses.

Finally, the patients are brought in. Members of the Lions Clubs or volunteers gather information about each patient to determine whether or not they have glasses, what they need glasses for, and if there are any medical situations. I did this on one of my trips, but my Spanish is not that great and I had to use an

"It is quite an experience and most rewarding to know we helped approximately 700 people..."

Then we set up three stations: cleaning and sorting, examinations, and dispensing. Since the Lions collect used glasses and ship them in large quantities to the clinic sites, the glasses are dirty. A special ultrasound machine is set up with cleaning solution into which approximately 50 pairs of glasses can be placed to be cleaned in 15 minutes. Thereafter, the glasses are wiped carefully and resorted into various categories. The first sort is by condition: Good or bad. Glasses that are scratched or frames that are bent or broken, as well as lenses only, cannot be used.

The second sort is to determine whether the glasses are for nearsightedness (myopia or minus power), farsightedness (hyperopia or plus power), reading or close work only (presbyopia), bifocals for distances and near work (in plus and minor power groups), progressive lenses with varying strengths but no distinctive lines, and lastly, for astigmatism where

interpreter. They are then tested by the optometrist, but not with the usual big equipment which is swung in front of the patient's eyes and the doctor asking "which is better: 'one or two'?" Here they used hand-held equipment and something that looks like a slide rule to determine the prescription needed.

The patients are then sent to the dispensary where technicians or volunteers work to find the best fit. The dispensing team would use the written prescription and try to find the best pair of glasses for the person, keeping in mind the fact that there were children, men and women, and older persons. The dispensers were to bring only a few pairs of glasses for the person to try in order to make it easier for the patient. I was one of the dispensers this time. The style of the frames is important so that the glasses will fit properly and look good. The glasses should fit well on the nose and behind the ears as well as sit straight across

the face. Sometimes there is no exact prescription, but there is something close enough. Sometimes the patient is given two pairs of glasses – one for regular work and one for close up work.

After my first trip, I made another trip to Monterrey, Mexico; and later went to Autlan. Each time I learned more about dispensing glasses and helping people to see, as well as a bit more Spanish.


Recently, I was invited to go along to Talpa de Allende in the Sierra Madre Mountains of Mexico. We were able to help 700 residents there. Unfortunately, some residents had physical problems such as cataracts, glaucoma, etc., but a local medical person was available to refer them to local ophthalmologists or optometrists for follow up. Out of 700 people, only approximately 80 needed to be referred; the others were assisted with glasses, which made them very happy.



Usually, the Lions Club makes all of the arrangements, but this time it was done by the residents themselves. Good facilities need to be found. In Talpa we used an old theater which offered a foyer for "intake" purposes, then a sound booth area

where the two doctors did their examinations; then a built-in seating section where people could wait; and lastly the stage where we put all the boxes of glasses which had been pre-screened at headquarters and marked for easy dispensing.

Currently donations are shipped to the headquarters where they are sorted, cleaned, and tested and then put into plastic bags marked with the prescription; thus, eliminating the need to ship a Lensometer to the location.

In addition, my daughter had obtained a supply of sunglasses to give to those who worked outside. These were a big hit as most Mexicans do work outside.


It is quite an experience and most rewarding to know we helped approximately 700 people this time. Please continue to donate your used glasses by sending them to the Lions in Sight, 1404 Lemon Street, Vallejo, CA 94590. They are now able to accept cell phones and hearing aids, ink and toner cartridges, video game consoles and video games, digital cameras, laptops, PDAs and palm pilots, iPods and DVD movies as well. 



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Sandra T. Jimenez is employed as a paralegal by the Law Office of Sutherland & Gerber in El Centro, California. Certified Legal Secretary, since October 17, 1992. Certified Legal Assistant since June 10, 1988. California Notary Public, commission expires October 20, 2014. Associate of Arts degree in Business from Imperial Valley College. Member, Imperial County Legal Professionals Association. Member, California Legal Secretaries, Incorporated. Positions held: Day in Court Chair 1994 1996 and 2002 2004; Transactional Law Section Leader 1996 1999, received LSI's President's Award for Outstanding Service in 1999, CCLS Chair 2004 2006, LSI Treasurer 2006 2008, and current position LSI Vice President 2010-2012.

Annual Conference – Definitely A Win/Win Event!

BY SANDRA T. JIMENEZ, CCLS—LSI VICE-PRESIDENT & MARKETING COMMITTEE COORDINATOR

Kudos to Los Angeles LSA for hosting our May 2011 Annual Conference in Los Angeles at L.A. Live! There were so many activities going on, so much to participate in, and many great legal educational opportunities.

The Officer/Chairman workshops were incredible; and best of all, we got the opportunity to honor and congratulate those who achieved CCLS status and to reward local associations who excelled during the 2010-2011 fiscal year.

One Legal had an absolutely wonderful reception for LSI members, which many took advantage of. One Legal is again offering payment of part of your dues and their link is on the LSI website on the "Become a Member" page. There were many exhibitors and vendors and many in attendance took the time to visit them. There were also many excellent Legal Specialization Section seminars which were well attended. Legal Education, definitely a win/win situation!

MEMBERSHIP GAIN CONTEST


Congratulations to local associations who had successful membership drives and increased membership. The winners were:

Group A (5-30 Members)	Redding LPA	42% Gain
Group B (31 - 50 Members)	Los Angeles LSA	43% Gain
Group C (51 - 75 Members)	Santa Clara County LPA	25% Gain
Group D (76 - 95 Members)	Orange County LSA	27% Gain
Group E (Over 96 Members)	San Diego LSA	41% Gain

GOLDA J. COOPER CHAPTER ACHIEVEMENT CONTEST

Congratulations to local associations who used the Chapter Achievement form as a guide for planning events, who kept track of points throughout the year, and entered the contest by the deadline date. The winners were:

Group A (Membership 5-30)	Stockton-San Joaquin County LPA	20,030 Points
Group B (Membership 31-50)	Stanislaus County LPA	30,345 Points
Group C (Membership 51-75)	Long Beach LPA	30,245 Points
Group D (Membership 76-95)	Orange County LSA	33,225 Points
Group E (Membership over 96)	San Diego LSA	75,115 Points

Attending LSI's Annual Conference is definitely a win/win situation. There will always be much to gain in attending this annual event because it is always filled with lots of education and lots of fun. The next May 2012 Annual Conference will be in San Diego. See you there! 

LSI WILL BE EXHIBITING AT THE FOLLOWING EVENTS IN 2011

The State Bar of California
84th Annual Meeting - Long Beach, CA
September 15 - 18, 2011

California Association of Legal Documents Assistants
24th Annual Meeting - Ontario, CA
October 14 - 16, 2011

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Becoming A Notary Public

BY HANNALORE DIETRICH—SUBMITTED BY PALO ALTO LSA

Becoming a Notary Public is as easy as 1-2-3! There are eleven steps to follow in order to pass the Notary Public exam and receive the oath and confirmation to becoming a Notary Public ("Notary").

The first thing to do is to sign up for the Notary exam. One quick way is to go online to National Notary Association ("NNA") (www.nationalnotary.org) and click on the tab "Become a Notary" (National Notary Association online, 2011). Three easy steps are: (1) choose a state-required training option listed on the NNA website, (2) meet the requirements for becoming a Notary, and (3) comply with state law by choosing a package offered, also located on the website. If you have any questions, call NNA representatives at 1-800-US NOTARY (1-800-876-6827). (Other organizations throughout the State of California also offer the Notary classes and exams; however, for purposes of this article, the NNA will be used as the example.)

After completing the initial state selection, meeting the requirements, and choosing a course of action, follow the eleven steps below to become a Notary:

1. **Comply with the basic qualification for a California Notary commission**--be a resident of the state, 18 years of age or older, and not convicted of a felony or a crime involving moral turpitude.
2. **Obtain an application for a commission and Notary exam registration instructions.** If applying for the first time or renewing your commission, you must pass a written and proctored exam administered at sites throughout the State of California. If applying and registering online, the application will be sent to you. Another way to receive a commission application and instructions is to call the Cooperative Personnel Services at (916) 263-3520 Monday - Saturday, 6 a.m. - 7 p.m. or call the NNA at (800) 876-6827 to sign up for a seminar/exam or for information. Note: To avoid a gap between commissions, Notaries may begin the application process up to one year before their commissions expire.
3. **Study the handbook for becoming a Notary.** The California Notary Public exam is based on 30 multiple-choice questions from the handbook. Also review on page 19 in the Primer the "Notary Laws Explained."
4. **Fill out and complete the application.** On the reverse side of the application are clear instructions as to how to fill out the application. Any omission of information or false statements is cause for a denial of a Notary commission.
5. **Attend a state-approved education course.** Notaries in California appointed on or after July 1, 2005 (first-time or renewing) are required to complete an approved six-hour course covering Notary duties. As of July 1, 2009, renewing notaries who have completed a six-hour, state-approved notary course and whose commissions have not yet expired must also complete a refresher course of at least three hours. State authorized education providers are listed on the Secretary of State's website at www.sos.ca.gov.
6. **Exam registration.** If registering online with the NNA, dates, times, and locations are available. For other locations and times for exams, call (916) 263-3520. If registering by mail, allow at least 11 business days prior to the exam date. Exam sites may fill up quickly, so it is advised to reserve a date, time, and location, instead of show-

ing up at an exam site without previously registering. For an NNA seminar and state exam, call (800) 876-6827.

7. **Take the exam.** It is important to arrive at least 30 minutes to 1 hour before the exam. It is first-come, first-served for walk-ins. Bring with you:
a. Identification - a U.S. or foreign passport, a state driver's license or nondriver's ID, a U.S. Military ID or Mexican or Canadian driver's license, provided it is current and issued within the last five years.
b. \$40.00 check or money order payable to the "Secretary of State" with your printed name and social security number written on the lower left side. The fee is \$20.00 for applicants retaking the exam, which must be presented with a voucher from CPS (exam-grading agency).
c. Proof of completion of the state-approved course for Notary laws (commissions commencing on or after July 1, 2005).
d. Completed Application Form.
e. A color passport-style (2" x2") photograph of yourself.
f. Two #2 black lead pencils.


8. **Electronically-scanned fingerprints.** When taking an NNA Notary course and exam, a professional photographer and certified finger-print technician is usually present. You must have your fingerprints scanned electronically at a "Live Scan" site and pay for these services on the day of the course or online when you register. (Make sure you find out if your course and exam package through NNA or another company includes the fingerprinting and photograph - cost is approximately \$98.00). For additional information, call Sylvan/Identix at (800) 315-4507 or the NNA at (800) US-NOTARY or the state Notary Section at (916) 653-3592 for a listing of Live Scan sites. The California Department of Justice website also contains Live Scan information at www.ag.ca.gov/fingerprints/publications/contact.htm.

9. **Receive the Notary commission.** In approximately 8 to 12 weeks of your fingerprinting, your application will be processed by the state. Your Notary commission will be mailed to you, including a list of licensed seal manufacturers and a Certificate of Authorization. This certificate allows you to purchase a seal. If you are renewing your Notary commission and initiated the application process, the new commission will generally be sent to you about 30 days before your current commission expires.

10. **File your bond/oath of office.** You must purchase a \$15,000 Notary bond from a licensed surety firm within 30 calendar days of the starting date indicated on your commission. Both the bond and oath of office must be filed with the county clerk in the county where your principal place of

business is located. This can be accomplished in person or by certified mail and signed before another Notary whose oath and bond has been filed in the same county. Filing fees vary by county. Failure to file within 30 days results in your commission becoming invalid. If this occurs, a new application must be filled out and submitted to the Secretary of State's Notary Public Section with a \$20 fee. You do not have to take the exam again, as your exam score is valid for one year.

11. **Purchase your Notary seal.** Present or mail the Certificate of Authorization to a licensed seal manufacturer. The manufacture will make the seal and will return the certificate to the state. Begin using the seal on or after your commission starting date, as long as you have filed your bond and oath with the county clerk and have obtained a journal for recording notarial acts (The 2011 California Notary Law Primer, pp. 3-6).

It is easy to become a Notary. By following the eleven steps mentioned in this article, you can become a Notary within a few months. 

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GUIDELINES FOR SUBMISSION OF ARTICLES TO THE LEGAL SECRETARY

DEADLINES FOR RECEIPT OF ARTICLES BY EDITOR

1. August issue (First Quarter) June 1st
 2. November issue (Second Quarter) September 1st
 3. February issue (Third Quarter) December 1st
 4. May issue (Annual/Fourth Quarter) March 1st
-

SUGGESTED TOPICS FOR ARTICLES

1. Legal procedures
 2. Law office management procedures
 3. Word processing/computer hints/technology/internet/world wide web
 4. Office equipment/environment
 5. Personal safety
 6. Career promotion
 7. Keynote cases
 8. CCLSs are encouraged to submit articles about their experience as a CCLS and/or pursuit for certification - e.g., CCLS mock exam (with answers)
 9. Information about our publications: LSI Legal Professional's Handbook; Law Office Procedures Manual; The Legal Secretary magazine
 10. Any Specialization area (Civil Litigation; Criminal Law; Family Law; Law Office Management; Probate/Estate Planning; Transactional Law) and appellate articles as well
 11. Photographs and/or articles regarding the success of association(s) event(s) (how, when and why successful)
 12. Other topics of general interest to the legal community
-

SUBMISSION GUIDELINES

1. Articles must be submitted by email as an attached document using word processing programs such as Microsoft Word or WordPerfect and saved as "doc", "txt", "wpd" or "ASCII" file. When sending email, include in subject line: "[Last Name of Author] and [contents], " i.e., Smith - Article, Bio and Photo.
 2. All articles submitted must be at least 500 words and no more than 2500 words.
 3. Articles sent in PDF format are not acceptable.
 4. All articles submitted must be accompanied by the name, email address, contact information of person submitting the article, and name of submitting Association. Articles that do not have this information cannot be considered for publication.
 5. Type all copy in Times New Roman 12 point type to fit across an 8-1/2" x 11" page, single spaced. Avoid using style attributes such as bold, italic, centering, columns or tabs.
 6. Articles are subject to approval and/or editing. Editor cannot guarantee publication in any given issue, although every effort will be made to publish as soon as possible after acceptance.
 7. Articles submitted and published in The Legal Secretary become the property of LSI unless prior agreement is obtained by the authors
-

PHOTOGRAPHS

1. Digital photography is required and must be a resolution high enough to guarantee at least 300 dpi at 100% scale. When sending email with photo attached, include in subject line: "[Name of Officer/Chairman] Photo," i.e., Jane Smith - Photo.

Deborah Rickert, CCLS • Editor, The Legal Secretary
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Contest Winners

At LSI's 77th Annual Conference held May 19-22, 2011, in Los Angeles, California, the winners of the annual contests were announced as follows:

MEMBERSHIP CONTEST

GROUP A (5 to 30 members)	Redding LPA, 42% increase
GROUP B (31 to 50 members)	Los Angeles LSA, 43% increase
GROUP C (51 to 75 members)	Santa Clara County LPA, 25% increase
GROUP D (76 to 95 members)	Orange County LSA, 27% increase
GROUP E (95+ members)	San Diego LSA, 41% increase

HISTORY BOOK CONTEST

CLASS A (5-30 members)	No entries
CLASS B (31 - 50 members)	
First Place:	Fresno County LPA - Historian: Gai Brajkovich, CCLS
CLASS C (51 - 75 members)	No Entries
CLASS D (76-95 members)	
First Place:	San Mateo County LSA - Historian: Shara J. Bajurin, CCLS
CLASS E (over 95 members)	
First Place:	San Diego LSA - Historian: Michelle D. Tice, CCLS
Second Place:	Sacramento LSA - Historians: Dawn Forgeur, CCLS; Crystal; Rivera; Anne French; Maimie Chyinski; and Astrid Watterson, CCLS

SCRAP BOOK COMPETITION

First Place:	Mt. Diablo LPA - Historians: Maria Bishop, CCLS and Amanda Kurzadkowski
Second Place:	Imperial County LPA - Historian: Maria F. Martinez
Third Place:	Santa Clara County LPA- Historian: Elise Dresser, CCLS
Fourth Place:	Ventura County LPA - Historian: Joyce Purvis

MEMBERS' CHOICE AWARD

History Book	San Mateo County LSA - Historian: Shara J. Bajurin, CCLS
Scrapbook	Merced County LPA - Historian: Regina Mona

BULLETIN CONTEST

CLASS A (5-30 members)

First Place	Stockton-San Joaquin LPA, Leisel Hart, editor
Second Place	Conejo Valley LPA, Barbara Haussmann, CCLS, editor

CLASS B (31-50 members)

First Place	San Gabriel Valley LSA, Corinne Patera, editor
Second Place	Alameda County LSA, Pamela Thompson, editor
Third Place	Imperial County LPA, Esperanza Larios, editor

CLASS C (51-75 members)

First Place	Mt Diablo LPA, Carrie Hughes, CCLS, editor
Second Place	Santa Clara County LPA, Rod Cardinale Jr., editor
Third Place	Long Beach LSA, Cathleen Siler, editor

CLASS D (76 -95 members)

First Place	Orange County LSA - Barbara Barregar and Dee Johnson, editors
Second Place	San Mateo County LSA - Shara Bajurin, CCLS, editor

CLASS E (over 95 members)

First Place	San Diego LSA, Paula Zwilling, CCLS, editor
Second Place	Sacramento LSA, Elizabeth Gideon, editor

SCHOLARSHIP WINNERS

PLAN A - COLLEGE STUDENT

First Place	San Diego LSA - Tori Morris
Second Place	Mt. Diablo LPA - Danica M. Guerra
Third Place	Los Angeles LSA - Gina Torres
First Alternate	Santa Clara County LPA - Suzan Bozic
Second Alternate	Long Beach LPA - Ayu Sasoa
Third Alternate	Amameda County LSA - Steve Rebello

PLAN B - HIGH SCHOOL SENIOR

First Place	Los Angeles LSA - Tanisha Fletcher
Second Place	Mt. Diablo LPA - Diana Berenice Lopez

PLAN C - RE-ENTRY LEVEL

First Place	Orange County LSA - Rochelle A. Jones
Second Place	Mt. Diablo LPA - Qiming Zhao
Third Place	Los Angeles LSA - Yolanda Gallardo



KATHY NELSON

Kathy Nelson is a member of Butte County Legal Professionals Association where she has served as treasurer, secretary, and vice-president. She has been employed by the law firm of Harris, Sanford & Hamman in Gridley as a paralegal/bookkeeper for 13 years. Kathy can be reached at Kathy@sacvalleylaw.com.

Congratulations To The New CCLSs!

BY KATHY NELSON, CCLS — LSI CCLS CHAIRMAN - 2010-2011

What a great annual conference! Hats off to Los Angeles LSA for an outstanding job! If you missed the conference, I encourage you to try attending one of the upcoming conferences. If you attended the annual conference and you ventured outside of the hotel onto the streets of L.A., congratulations! You survived! I was part of a group that went to a local restaurant one night and I must admit I had serious questions in my mind about our taxi driver's driving skills (or lack thereof). What an adventure!

If you have been part of LSI for any length of time, you know that we recognize the new CCLSs at the annual conference. This year was no exception. I want to thank everyone who attended the CCLS luncheon and honored the ladies who passed the exam in October 2010 and March 2011. I would like to once again offer my congratulations to the ladies who passed the CCLS exam in October and March:

Linda Alvarez, CCLS (Los Angeles LSA)
Sandra Boulton, CCLS (Orange County LSA)
Michelle Chavez, CCLS
Mae Chester, CCLS (San Fernando Valley LSA)
Carla Clark, CCLS (San Diego LSA)
Carla Lynn Cleary, CCLS (Merced County LPA)
Cynthia Dahl, CCLS (Non-LSI member)
Patricia Donnelly, CCLS (San Diego LSA)
Sylvia Escobar, CCLS
Voneciel Gaines, CCLS (Alameda LSA)
Kay Koster, CCLS (Non-LSI member)
Linda Moore, CCLS (San Diego LSA)
Melissa Palka, CCLS (San Diego LSA)
Joy Peeraer, CCLS (Long Beach LPA)
Denise Roderick, CCLS (Antelope Valley LSA)

Deanna Slack, CCLS (San Diego LSA)
Tamara Watson, CCLS (Placer County LPA)
Holly Wong, CCLS (Los Angeles LSA)

Great job ladies! I am so happy that I was a part of your very special day!

I want to say a special thank you to Kalman Zemplyny II from The Rutter Group for helping the new CCLSs with their corsages. Mr. Zemplyny is an honorary member of LSI and has been a special guest and participant at the luncheons during the last few years. It was a pleasure to have his assistance at the luncheon.

So, what are YOU waiting for? Becoming a CCLS is a great accomplishment. It takes dedication and determination in reaching the goal, but the self-satisfaction is so rewarding! Those 4 little initials after your name could mean the difference between landing that new job or not, and in today's competitive job market we all need that extra edge.

I would like to encourage anyone interested in possibly sitting for the CCLS exam to talk with the new CCLSs. When you do, you will hear the excitement, joy, pride, and enthusiasm in their voices. If you're less than enthusiastic about taking the exam, talk to any one of the new CCLSs. Trust me, they will get you all fired up about the program!

If you are interested in studying for the CCLS exam, please visit LSI's website (www.lsi.org) for more information, or contact LSI's CCLS Chairman, Terrie Quinton, CCLS (quinton@dsmlaw.com). Cross the bridge to success - become a CCLS!

Dates To Remember In 2011

August 12, 2011	Deadline to sign up for Legal Specialization Section Workshops
August 19-21, 2011	LSI First Quarterly Conference 2011 Hosted by Stockton-San Joaquin County LPA, Stockton Hilton Hotel, Stockton, CA
August 16, 2011	Last day to submit CCLS Exam Application to the CCLS Certifying Board
September 1, 2011	Deadline for submission of articles for November issue of The Legal Secretary
September 15, 2011	Last day to register for CCLS Exam with payment of late fee
October 11, 2011	Deadline to postmark November conference registration to receive discount
November 11 - 13, 2011	LSI Second Quarterly Conference 2011 Hosted Legal Secretaries, Incorporated, Sacramento Marriott Rancho Cordova, CA
October 15, 2010	California Certified Legal Secretary (CCLS) Exam

Helpful Websites

Supreme Court of the United States

<http://www.supremecourt.us>

Office of the Attorney General

www.ag.ca.gov

California Courts

<http://www.courtinfo.ca.gov>

California Assn. of Legal Support Professionals

www.calspro.org

California Codes

<http://www.leginfo.ca.gov/calaw.html>

California State Bar

http://www.calbar.ca.gov/state/calbar/calbar_home.jsp

California Legislative Information

<http://www.leginfo.ca.gov>

U.S. Citizen and Immigration Services

<http://www.uscis.gov>

Administrative Office of the U.S. Courts

<http://pacer.psc.uscourts.gov>

American Medical Association

<http://www.ama-assn.org>

American Association of Law Libraries

<http://www.aallnet.org>

National Notary Association

<http://www.nationalnotary.org/index.cfm>

California Secretary of State

www.sos.ca.gov

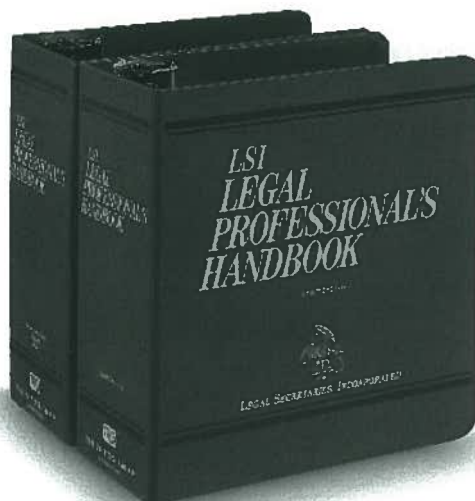
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LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. Includes Section Membership Application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP BROCHURE Tri-fold brochure, extolling the advantages of LSI membership and programs. Contains request for membership application. (Rev. 2/08)	N/C		
LSI MEMBERSHIP PIN* (Magnetic) A 3/4" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed on circumference. For all LSI members.	5.00		
LSI ROSTER* Booklet with current listing of LSI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents and governors.	N/C		
MEMBERSHIP APPLICATION FORM* An 8 1/2" x 11" form adopted 5/01 by LSI for use by all local associations. Includes request for Legal Specialization Sections information. Local associations may add second-page for supplemental information. (Rev. 5/08) Can be transmitted as an e-mail attachment (Word format), if so requested.	N/C	<input type="checkbox"/> E-mail -or- <input type="checkbox"/> Printed	
NEW MEMBER PACKET* A 2-pocket folder containing letter from LSI President, LSI membership information, Specialization Sections Membership Application, list of benefits and providers, CCLS information, Legal Professional's and Law Office Procedures Manual flyer and Code of Ethics. Local associations may insert additional material. For new local association members only.	N/C		
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**CCLS Certifying Board
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Lakewood, CA 90712**

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LSI MEMBERS**		Non-LSI MEMBERS	
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Examination fee:	\$ 95.00	Examination fee:	\$ 95.00
Total	\$110.00	Total	\$150.00

Enclosed is a check in the sum of \$ _____ ***, payable to LSI.

* Fees subject to change without notice.

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Please enclose a photocopy of your local membership card.
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*** Include \$25 late fee if applicable.

Name _____ Last 4 Digits of SSN _____

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Employer _____

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Summary of Duties _____

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Summary of Duties _____

I certify that I have completed this application truthfully. I understand that a false statement may result in the revocation of my certification. I understand and agree that the contents of the examination are confidential and are not to be discussed. I understand that my employment record will be verified by a member of the California Certified Legal Secretary Certifying Board.

Signature of
Applicant _____ Date _____

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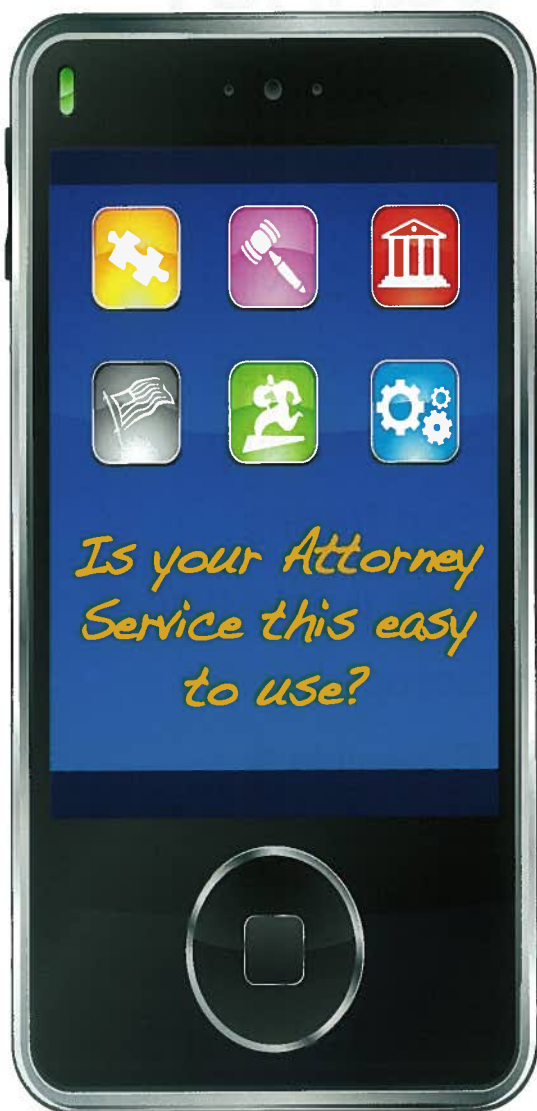
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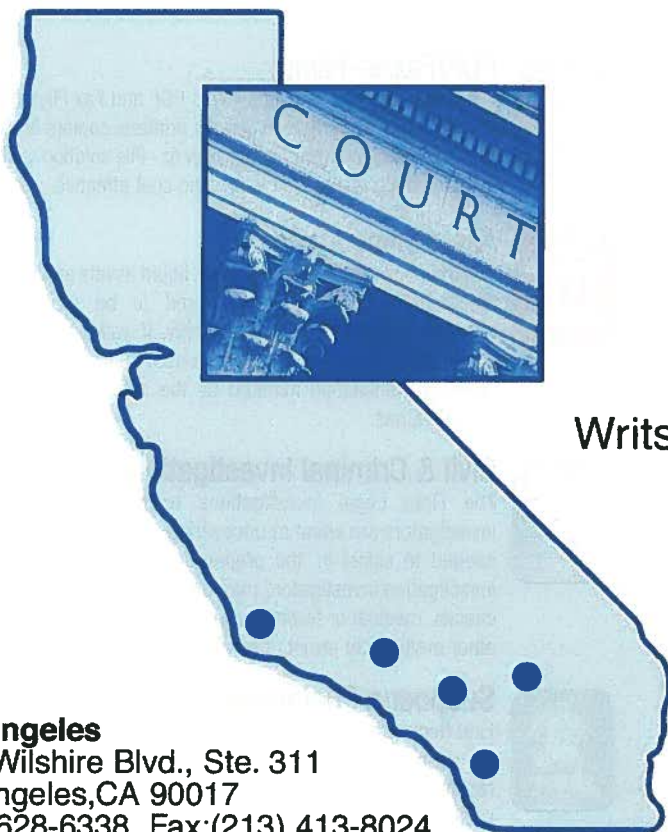
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