

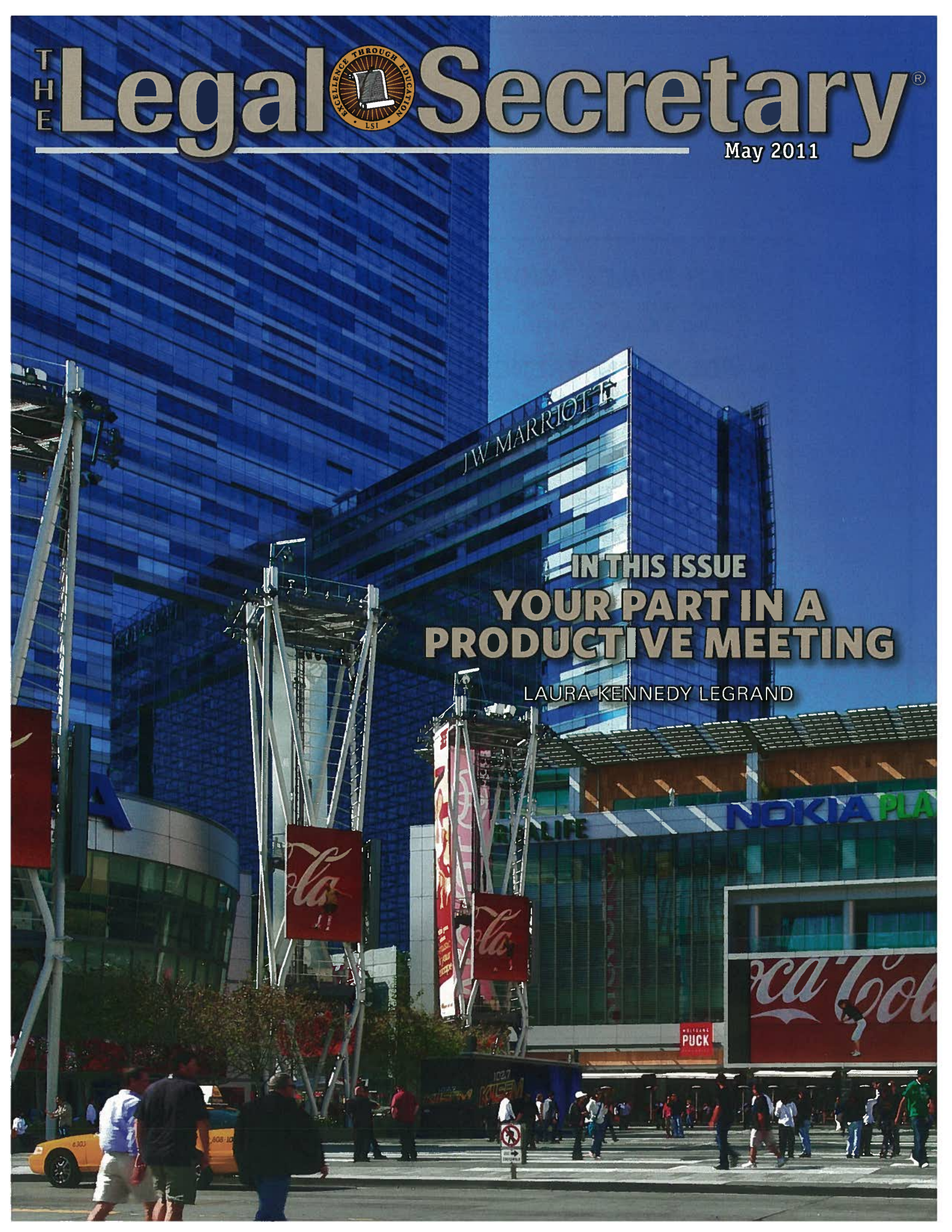
THE Legal Secretary®

May 2011



IN THIS ISSUE YOUR PART IN A PRODUCTIVE MEETING

LAURA KENNEDY LEGRAND





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May 2011

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THE LEGAL SECRETARY MAGAZINE

is published Quarterly by Legal Secretaries, Incorporated

Edited by: DEBORAH RICKERT, CCLS

Designed by: PERRY BLEECKER, Perry Bleecker Design

Printed by: MODERN LITHO

Cover Photo: PROVIDED BY JW MARRIOTT

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THE LEGAL SECRETARY, published quarterly by Legal Secretaries, Incorporated, is a benefit of membership. Subscriptions for members are included in annual dues. Subscriptions are available to non-members, at a cost of \$25 per year (4 quarterly issues), through LSI Corporate Office, P.O. Box 58, Seeley, CA 92273. This publication is designed to provide accurate and authoritative information in regard to the subject matter covered and is made available with the understanding that the publisher is not engaged in rendering legal or other professional service. If legal advice or other expert assistance is required, the services of a competent professional person should be sought. The opinions expressed by the individual authors are their own and are not necessarily those of Legal Secretaries, Incorporated.



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

What an amazing year it has been. May 2011 marks our 77th year of educating California's legal professionals. We should be proud that this great organization that began with just a few legal secretaries has grown to over 1600 legal professionals. Our membership includes secretaries, docket clerks, paralegals, file clerks, and administrators.

Technology is the new wave of attracting new members to our organization. The LSI website (www.lsi.org) gives anyone in the state of California the opportunity to locate a local association or join as a Member-at-Large. Many local associations have created FaceBook fan pages to attract "the younger generation" with great success. Twenty-three of our local associations have websites that are linked to the LSI website. If your association is not linked, you are missing out on a valuable tool to recruit new members. Contact our Vice President, Sandra T. Jimenez, CCLS to obtain information on how to link your association's website to LSI's.

The Executive Committee, Marketing Committee and LSI Past Presidents have worked this past fiscal year to help market LSI by staffing the LSI booth at the State Bar of California Annual Meeting. Contact information gathered at the State Bar Annual Meeting is then forwarded to the appropriate local associations. I hope that you have taken advantage of the contact information sent to your association and followed through with making contact with these individuals who have shown an interest in LSI.

The members of the Executive Committee and Marketing Committee have also attended conferences held by the California Alliance of Paralegal Associations (CAPA) and the Bay Area Legal Secretaries Forum. Contact infor-

mation from these events were also forwarded to local associations. Take advantage of the seeds we have planted. Follow up on the contacts. Invite them to attend your meetings, educational seminars or other special events you have.

Regardless of our title, paralegal, legal assistant or legal secretary, we all require continuing education to remain current in our area of practice. The Legal Specialization Sections offer a very affordable way to meet your continuing educational needs. Members of a specific section can attend seminars at no cost if they pre-register. If you are not a member of all sections, you can attend sections that you do not hold membership in at a reduced price. LSI is an approved MCLE provider. To learn how your association can provide MCLE approved programs to our local legal community, purchase the *Guidelines to Preparation of a Legal Educational Program* from the LSI website.

May marks the beginning of our fiscal year and most associations have already held their installations of new officers and chairmen. The May Annual Conference will provide you with the opportunity to take workshops on several topics to assist you in the new fiscal year. The Officer Chairman Workshops are a great way to network and mentor with your fellow legal professionals. We will be offering an all-day Presidents' Workshop for our new local association Presidents again this year. The Governors' Workshop is designed for our new Governors to explain the duties of the role of Governor. In addition, we will have workshops on Minutes, Notes and Correspondence; Treasurer's Duties/Corporate Office; Motions for Dummies Designed for Non-Presidents; Legal Secretary Training/Seminars; Ways and Means Successful Local Association Events; Newcomers' Workshop; Membership/Chap-

ter Achievement; Programs and Hosting Conferences.

If you have attended a Quarterly Conference (August, November & February) but have never attended an Annual Conference, I strongly urge you to attend our May 2011 Annual Conference hosted by Los Angeles LSA. I encourage each association to participate to the fullest. Attend the Officer Chairman Workshops, enter your bulletins in the Bulletin Contest, enter your History Book or Scrap Book in the History Book/Scrap Book Contest. You can't win if you don't enter! I've seen several bulletins from local associations and they are great.

Let's not forget the Golda J. Cooper Chapter Achievement Contest. This is your chance to strut your stuff and show the other local associations what you've done this past fiscal year. There is always excitement in the room when the winners are announced. If you missed the deadline to submit your association's Chapter Achievement form for May 2011, start tracking now your points earned monthly for next year's contest.

There is no doubt we have a great time at conferences. We have plenty of opportunity to attend educational workshops, network, and meet up with old friends. So why not bid to host an LSI conference? If your association is thinking about it but not sure if you can do it, contact Southern Butte County LPA.

...Continues on page 16

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LAURA KENNEDY
LEGRAND

Laura Kennedy LeGrand has been a member of National Association of Parliamentarians (NAP) since 2003. She was president of Capital Parliamentary Unit, SC, from 2004-2008. At the 2009 NAP Convention, the unit received first place awards in both Unit Parliamentary Growth and Unit New Member Retention. Reprinted with permission from the National Parliamentarian

Your Part In A Productive Meeting

LAURA KENNEDY LEGRAND — SUBMITTED BY PALO ALTO LSA

Your part in a productive meeting begins the day you become a member of an organization. If your membership packet does not contain a copy of the current bylaws, ask for one, then set aside time to read them. Learning what your organization is all about and what makes it tick is the first step. To participate productively in a group, attend regularly, be on time, and sit quietly and listen.

OBTAINING THE FLOOR

When the opportunity arises, take part in the

Smith," so that there is no confusion as to who has the floor.

When the names of the members are not generally known, it is recommended that the person seeking the floor stand and identify himself as soon as the presiding officer turns toward him. This identifies you not only to the presiding officer, but also to the assembly. The chair will assign the floor by repeating the member's name and identification.

The member then has the floor and can remain standing and speak in debate or make

"When the opportunity arises, take part in the discussion, but do it correctly. Do not speak out of turn."

discussion, but do it correctly. Do not speak out of turn.

In order to "obtain the floor," you must first be recognized by the presiding officer. The chair must recognize any member who seeks the floor while entitled to it. [RONR (10th ed.), p. 28, l. 11-19.]

To claim the floor, a member rises at his/her seat when no one else has the floor, and addresses the chair. If the member is entitled to the floor at the time, the chair recognizes him, normally by speaking the member's name or title or office within the organization. If only one person is seeking the floor and the seating arrangement is such that everyone can see who is speaking, the chair can recognize the member merely by nodding to him. [RONR (10th ed.), p. 28, l. 20-27.]

If several are seeking the floor, the chair may say, "The chair recognizes Mr./Mrs.

a motion, as permitted under the rules or parliamentary situation at the time. When the member has finished speaking, he yields the floor by resuming his seat. [RONR (10th ed.), p. 29, l. 6-18.] It is both rude and improper to speak without obtaining the floor. Do not engage in side conversations. It is out of order to rise or remain standing while another person has the floor. [For exceptions, see RONR Tinted Pages (tinted) pp. 42-43.] If two members rise at the same time, the general rule is that the member who rose and addressed the chair first after the floor was yielded is entitled to be recognized. However, a member cannot establish prior claim to the floor by rising before it has been yielded. [RONR (10th ed.), p. 29, l. 19-22.]

If at any time the chair makes a mistake, however, and assigns the floor to the wrong person – when preference in recognition was

timely claimed or in any other case – his attention can be called to it by a member raising a “point of order.” The presiding officer should immediately correct the error. [RONR (10th ed.), p. 30, l. 21-26.] A “point of order” is an incidental motion. It is in order when another has the floor. It does not have to be seconded. It is not debatable; however, the chair can submit the question to the assembly and the assembly by a majority vote can rule, in which case the member receiving the largest vote is entitled to the floor. It cannot be reconsidered. [RONR (10th ed.), p.20, #59; pp. 240-242.]

If a chair makes a ruling in assigning the floor and it is questioned, two members acting together can “appeal from the decision of the chair.” One member makes the appeal and the other seconds it. Here again the majority rules when voting on an appeal. [RONR (10th ed.), p. 67, l. 30-35.]

MAKING MOTIONS

One of your member privileges is the right to make motions and take part in debate. Your responsibility is to learn to do it correctly. The first step is to obtain the floor, as discussed above. Once you have gained the floor, a three-step process begins that will bring your motion before the assembly. [RONR (10th ed.), p. 31, l. 11-23.]

A member makes the motion. The correct wording is “I move to . . .” The wording is not, “I make a motion to . . .” or “I so move.”

Another member seconds the motion. That is done by simply saying “second,” “I second it,” or “I second the motion.” A second merely implies that the second agrees that the motion should come before the meeting – not that he/she necessarily favors the motion. [RONR (10th ed.), p. 34, l. 27-29.] You do not have to be recognized by the chair in order to second a motion. [RONR (10th ed.), p. 34, l. 1-5.]

It is common belief that a motion must be seconded before it can be brought before the assembly. Not necessarily: the requirement of a second is for the chair’s guidance as to whether he should state the question on the motion, thus placing it before the assembly. Its purpose is to prevent time from being consumed by the assembly having to dispose of a motion that only one person wants to see introduced. [RONR (10th ed.), p. 31, l. 11-23; p. 35, l. 13-17.]

If a motion is considered and adopted without having been seconded – even in a case where there is no reason for the chair to overlook this requirement – the absence of a second does not affect the validity of the motion’s adoption. [RONR (10th ed.), p. 31, l. 11-23; p. 36, l. 1-2.]

The stating of the question by the chair. When a motion that is in order has been made (preferably written, so the motion is clear) and seconded, the chair formally places it before the assembly by stating the question; that is, he states the exact motion and indicates that it is open to debate. [RONR (10th ed.), p. 31, l. 11-23; p. 36, l. 6-10.]

The chair must state the question on a motion immediately after it has been made and seconded, unless he is obliged to rule that the motion is out of order or unless, in his opinion, the wording is not clear. [RONR (10th ed.), p. 31, l. 11-23; p. 37, l. 17-20.]

The chair is permitted to help with the wording of the motion or to offer an alternative motion that would carry out the desired intent to the satisfaction of the maker. It is the duty of the chair to see that the motion is put into suitable form. [RONR (10th ed.), p. 31, l. 11-23; p. 38, l. 7-11.]

It should be noted here that no matter what the maker says, the motion goes on record with the wording used by the chair in stating it. That is why it is so very important to have the maker clearly write out a motion. The maker must make every effort to see that his motion is stated and

recorded exactly as intended. [RONR (10th ed.), p. 31, l. 11-23; p. 42, l. 34-35; p. 43, l. 1.] Once the motion is made but before the chair states it or rules it out of order and before debate has begun, any member can quickly rise and, without waiting to be recognized, say, “Mr./Madame President, I would like to ask the maker of the motion if he will accept the following modification.” [RONR (10th ed.), p. 31, l. 11-23; p. 38, l. 25-30.]

The maker has the option to accept or not accept the modification. If the maker of a motion modifies it before the question is stated, a person who has seconded it has the right to withdraw his second. If the modification is accepted as suggested, either before or after the motion has been seconded, the person who made the suggestion has, in effect, seconded the modified motion so that no other second is necessary. [RONR (10th ed.), p. 31, l. 11-23; p. 39, l. 1-7.]

THE CONSIDERATION OF A MAIN MOTION: BASIC STEPS

Once a main motion has been brought before the assembly through the three steps described above, there are three further basic steps by which the motion is considered. [RONR (10th ed.), p. 31, l. 11-23; p. 40, l. 21-40.]

1. Members debate the motion, unless no member claims the floor for debate. Immediately after stating the question, the chair should turn toward the maker of the motion to see if the maker wishes to be assigned the floor first in debate. This is his privilege. [RONR (10th ed.), p. 31, l. 11-23; p. 41, l. 6-11.]

In debate, each member has the right to speak twice on the same question on the same day, but does not speak the second time until all who have not yet spoken have the opportunity. [RONR (10th ed.), p. 31, l. 11-23; p. 41, l. 16-19.]

The presiding officer cannot close debate as long as any member who has not exhausted his right to debate desires

...Continues on page 20



MARGARET TOVAR

Margaret Tovar 2011
Annual Conference Chair

Staying Alive @ L.A. Live – Disco Party

BY MARGARET TOVAR, CCLS—2011 ANNUAL CONFERENCE CHAIR

The Los Angeles Legal Secretaries Association ("LALSA") is pleased to host the 77th Annual Conference of Legal Secretaries Inc. on May 19-22, 2011 at the J.W. Marriott Hotel at L.A. LIVE in Los Angeles. LALSA will also be celebrating our 80th Anniversary during the weekend.

The J.W. Marriott is located 17 miles from both LAX and Burbank Airports. Contact Super Shuttle at 1-800-BLUE-VAN (1-800-258-3826) or book on line at www.supershuttle.com for shuttle service to and from the airport. Bus service is also available from LAX to downtown for approximately \$8. Valet parking fee is \$29 per day and there are several privately owned parking lots within a 5-10 minute walk of the L.A. Live campus that offer reasonable rates. The venue is also accessible via Metro Rail, Metro Blue Line, Metro Bus, DASH Bus and Amtrak. Union Station is just minutes from L.A. Live by taxi.

The scrip ticket is \$125 if purchased by April 19 and \$135 thereafter. The hotel is offering us a special conference rate of \$169 single or double from May 18 through May 22. Deadline for reservations is May 2, 2011. Reservations can be made by calling 1-800-266-9432 or going to <https://resweb.passkey.com/go/leg>. Check-in is 4:00 p.m. and check-out is 12:00 p.m. The hotel has a smoke-free policy and pets are not allowed.


L.A. LIVE is a remarkable sports and entertainment complex just steps from the Los Angeles Convention Center and the legendary Staples Center. It is home to some of the nation's most important awards shows, premieres, conventions, celebrations and cultural events. The venue features Nokia Theater, Regal Cineplex, ESPN Broadcast Studio and Regional Headquarters, Grammy's Experience Museum, Nokia Plaza, Club Nokia, Conga Room, Lucky

Strike Bowling Center, and exclusive restaurants such as Fleming's Prime Steakhouse, The Farm of Beverly Hills, Rosa Mexican, Katsuya, Rock n' Fish, Yard House, Wolfgang Puck Concept Restaurant, ESPN Zone, Starbucks, Lawry's Carvery and Trader Vic's. There are also several restaurants and lounges within the hotel itself: L.A. Market, gLance Lobby Wine Bar & Lounge, espressamente illy (coffee house), The Mixing Room, ION (rooftop pool bar), and WP24 by Wolfgang Puck on the 24th floor of the new Ritz-Carlton.

There are two shopping centers within blocks of the hotel and the DASH bus also takes you to other Downtown L.A. locations such as the Disney Center, Cathedral of Our Lady of the Angels, Olvera Street, Chinatown, and Little Tokyo. Don't forget the Flower District, Jewelry District, and Fashion Districts where many bargains can be found.

The entire weekend will feature disco music for your enjoyment as you go back to the 80's when life was cool. Our Exhibitors' Room will have plenty of familiar vendors as well as a few new ones to visit during your stay, and be sure to stop by the History Books and Bulletin displays to vote for your favorites.

LALSA Conference Committee members will be wearing disco ball necklaces to be readily identified. Be sure to find one of us to purchase your opportunity drawing tickets for a Coach purse and complementary wallet or any of our other fabulous door prizes.

Disco Fever will be all around us, so put on your dancing shoes and be ready to dance the weekend away . . . you never know who might be there to give you a twirl on the dance floor and you might go home with your very own DISCO BALL! 

No, I Don't Want To Be Your Valentine

Addressing Sexual Harassment In The Workplace

BY CANDICE E. CAUFIELD — SUBMITTED BY SAN DIEGO LSA

Valentine's Day happens each year. Romance fills the air and happy homes and workplaces are filled with chocolates, flowers and fuzzy, smiling stuffed animals. While lovebirds plan their February 14 celebration of love, I'd like to address sexual harassment in the workplace.

In a perfect world, with perfect timing, when Cupid aims his or her arrow at you, you take the shot willingly. We don't live in a perfect world and it's been my experience that sometimes Cupid's arrow is misdirected. When this occurs in a purely social setting, it's quite simple to tell Cupid to take back his/her arrow or get out of his/her range. However, what happens when this unwanted cherub happens to be your co-worker or supervisor?

Before dealing with the workplace Cupid, it's important to first understand what constitutes sexual harassment. Generally, there are two types of sexual harassment: quid pro quo (something in exchange for something) and hostile work environment. This article focuses on the latter. According to the California Fair Employment and Housing Commission (FEHC):

"Sexual harassment creates a hostile, offensive, or intimidating work environment and deprives its victim of her statutory right to work in a place free of discrimination, when the sexually harassing conduct sufficiently offends, humiliates, distresses or intrudes upon its victim, so as to disrupt her emotional tranquility in the workplace, affect her ability to perform her job as usual, or otherwise interferes with and undermines her personal sense of well-being."

(DFEH v. Bee Hive Answering Service (1984) FECH No. 84-16 at pp. 18-19.)

If the workplace Cupid isn't aiming his/her arrow directly at you, that doesn't mean that his/

her actions won't constitute sexual harassment. Examples of sexual harassment based on a hostile work environment can include: posting pornographic photos in the workplace (the lewd valentine), making sexually explicit jokes (the immature valentine), unwanted touching or groping (the obnoxious valentine) and repeated requests for dates that are turned down and unwanted flirting (the creepy and persistent valentine).

If the above behaviors mimic those of the cherub in your workplace, it's important that you inform your superiors of the problem. When you do, your employer must investigate, address and document the issue. The sooner Cupid's wings are clipped, the better. Otherwise, Cupid's undesired actions will continue to create an abusive environment that negatively affects your personal well-being and ultimately, your work product. Further, an employer's failure to investigate can result in a lawsuit in itself.

Hopefully, your employer will break Cupid's arrow after his/her first shot. However, if the poor conduct continues, and your employer fails to address the situation, document the conduct and make a record, since "Whether the sexual conduct complained of is sufficiently pervasive to create a hostile or offensive work environment must be determined from the totality of the circumstances." (*Henderson v. City of Duarte*, 682 F.2d 897, 904)

The factors that can be considered in evaluating the totality of the circumstances are:

(1) the nature of the unwelcome sexual acts or works (generally, physical touching is more offensive than unwelcome verbal abuse); (2) the frequency of the offensive encounters; (3) the total number of days over which all of the offensive conduct occurs; and (4) the context in which the sexually harassing conduct occurred. (*Ross v. Double Diamond, Inc.* (N.D. Tex. 1987) 672 F.Supp. at pp. 270-271)



CANDICE E. CAUFIELD

Candice E. Caufield is a member of San Diego Legal Secretaries Association. She is proud to currently serve as a Board Member for SDLSA. Candice received her Bachelor's Degree in History from the University of San Diego. She will be celebrating five years of employment as a Legal Assistant with H. Paul Kondrick, A.P.C. this October.

...Continues on page 16



KATHY NELSON

Kathy Nelson is the California Certified Legal Secretary Chairman for Legal Secretaries, Incorporated.

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

Kathy can be reached at Kathy@sacvalleylaw.com.

Thank You For Your Hard Work

KATHY NELSON, CCLS—CHAIRMAN OF THE CCLS CERTIFYING BOARD AND CCLS CHAIRMAN

My goodness! How time flies! I have been at the helm as LSI's CCLS Chairman for a year. I have stepped outside of my comfort zone on numerous occasions during this past year, but it has been an adventure that I have enjoyed (even through all of my spaz attacks). If you were at the Board of Governors meeting at the February conference in Oroville, then you know that after the annual conference in May I am stepping down as the CCLS Chairman. My sister is battling cancer, so I am taking the time and planning visits home to Tennessee to be with her.

I would like to thank the local associations for their hard work in promoting the CCLS program throughout this past year, and I would like to encourage all associations to please speak with your local bar associations regarding the CCLS program. We need to educate the attorneys and law office administrators about the valuable contributions a CCLS can offer to a law office. How can we expect them to support participation in a program they know nothing about? Also, please promote the CCLS program at your general meetings; pique the interest of newcomers by having presentations on the CCLS program. Please make that a goal during the upcoming year. It only takes a spark to get a fire going, so spark some interest by talking with newcomers to your associations and attorneys in your area about the CCLS program.

I would also like to thank the study group leaders. Thank you for your tireless dedication and hard work in putting together your associations' study programs and helping your students prepare for the CCLS exam. You are the backbone of the CCLS program and your efforts are truly appreciated. Keep up the great work and take pride in knowing that you have made a difference in a CCLS's life.

Finally, to anyone thinking about taking the exam – challenge yourself. Studying for the exam is not a walk in the park, but then, anything worth having requires a little work, sacrifice, and perseverance. Find the time to join a study group. If your local association does not have a study group, please contact the CCLS Chairman for help in locating a study group near you. If you want to study independently, make sure you are very disciplined, and do it! Either way, study, study, study, then take the exam. Passing the exam is not an impossible task. Just ask any of the following new CCLSs (these ladies passed the exam in October 2010):


Michelle Chavez, CCLS

Mae Chester, CCLS

Carla Cleary, CCLS

Sylvia Escobar, CCLS

Melissa Palka, CCLS

Best wishes to everyone taking the exam or studying to take the exam in the near future. By the time this article is printed, we will have more names to add to the list of new CCLSs. So, to the new CCLSs, CONGRATULATIONS! I hope to meet you personally and congratulate you at the CCLS luncheon on May 21 in Los Angeles. 

Innovative Job Searching

ANNIE S. PARRISH, CCLS — SUBMITTED BY SAN DIEGO LSA

Tough economic times call for innovative approaches, and with the unemployment rate in California still very high, how can one find career opportunities fast? One emerging option is Twitter.

Right now, Twitter is evolving as another resource, in addition to traditional methods, for both job searching and recruiting. Psychology Today recently said that Twitter is rapidly becoming a must-use social media resource for job seekers. More and more companies are using Twitter to seek employees, and many of their tweets are looking like an online version of the classified ads of the past.

So what exactly is Twitter?

Wikipedia defines Twitter as "a website ... which offers a social networking and microblogging service, enabling its users to send and read messages called 'tweets.'" And just what are tweets? "Tweets are text-based posts of up to 140 characters displayed on the user's profile page." Twitter users may subscribe to other users' tweets, which is called "following," and subscribers are known as "followers." Visit twitter.com and spend a few minutes clicking around the site to see how to create your profile and how to follow others.

Some advantages to using Twitter in a job search include the ability to research companies and organizations, to uncover little-known job leads, to connect with recruiters and employers, and to learn up-to-the-minute news about the industries and employers that interest you. Developing an effective and efficient Twitter strategy for your job search is a smart idea. Here are some tips for using Twitter effectively to find job opportunities:

Make your Twitter presence "employer-friendly."

1. Put your job pitch in your Twitter bio (which is 160 characters). This should be your

"elevator speech."

2. Use a professional looking avatar. Your "avatar" is the image you use to identify yourself in your Twitter profile. (See <http://support.twitter.com/entries/166337-the-twitter-glossary>.)
3. Utilize the Twitter background function. There's lots of space you can use to promote yourself. Don't know how to create a professional-looking Twitter background? Use the free template at <http://theclosestentrepreneur.com/>, or create-a-twitter-background-using-powerpoint to design your own.
4. Include a link to an online CV or resume in your bio. (For more information on building an online resume, see <http://www.thinkupnewmedia.com/how-to-build-the-ultimate-social-media-resume>.)
5. Tweet intelligently about your job search. Remember to be professional!
6. Establish yourself as an expert in your field on Twitter. It's important to note that you should not misrepresent yourself. If you're not an experienced civil litigation secretary, don't play one on Twitter.

As those on Twitter become interested in your content, when employers are looking at you, you'll have more than just your resume to back up your knowledge and experience.

It's about who you know.

How do you get to know the right people? It's not always about who you're looking for. Some people on Twitter are actually looking for you. There are many job recruiters who use Twitter to look for potential candidates. But before contacting a recruiter via Twitter, check out:



ANNIE S. PARRISH

Annie S. Parrish is president of San Diego Legal Secretaries Association. In addition, she is an assistant editor on LSI's Publications Revisions Committee. She works as a legal secretary at Hooper, Lundy & Bookman, Inc. in their San Diego Office.

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CHRISTI KOCH

Christi Koch received her Paralegal degree in 1991. She is a trial paralegal, specializing in personal injury litigation. She also holds a Bachelor of Science degree in Management and is a National Dean's List Scholar.

Christi is an Advanced Certified Paralegal in Trial Practice and joined the firm of Inserra & Kelley in 2002. She is a member of the National Association of Legal Assistants, the Nebraska Association of Legal Assistants, and a paralegal affiliate of the American Association for Justice (formerly the Association of Trial Lawyers of America). She is originally from Orchard, Nebraska, and has been working in the legal field for over 19 years.

iPad As A Legal Tool

BY CHRISTINA L. KOCH, ACP— SUBMITTED BY MT. DIABLO LPA

As technology advances, paralegals get more and more in tune with software which can assist us, personally and professionally. Paralegals are consistently looking for ways to streamline our organizational structure with technology, from word processing to trial presentation software. As technology advances, society continually looks for the smaller, more portable, most functional option. After using an iPad for over six months, I can attest that it is a wonderful legal tool. There is seldom a day I do not use the iPad. The iPad is fairly expensive, starting at \$499.00 for the 16 GB Wi-Fi models, accelerating in price to \$829.00 for the 64GB Wi-Fi plus 3G. The 3G models allow you to have service wherever AT&T has service, however, in order to get the 3G service, you must purchase a data plan from AT&T. My iPad is the 32GB Wi-Fi model. It is not designed to replace a full computer; however it is a wonderful supplement as it allows me to write articles and blog on the road, as well as providing a number of legal tools. The iPad has a wonderful battery life and, when in a Wi-Fi area, allows me to browse the internet or conduct a little free legal research, using Fastcase, a free legal research tool for iPad.

There are a number of other legal applications which are helpful. The ABA Journal is a free application that provides breaking legal news. LawBox provides access to the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence, The Constitution of the United States, and U.S. Code Title 28. LawStack provides access to the U.S. Constitution, Federal Rules of Appellate Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and Federal Rules of Evidence. Pocket Justice provides access to Supreme Court decisions, oral arguments and opinion announcements. Additionally, there are iPad applications for different state statutes. I have Nebraska and Iowa on my iPad (approximately \$5.00 each), as well

as the Title 3 Code of Federal Regulations and the U.S. Code. NOLO offers a free Law Dictionary for iPad. LegalPad H.D. is a legal pad that allows you to take notes using your finger or a specially-designed iPad pen.

Court Days is a date calculator which allows you to quickly calculate the number of court days or calendar days before or after a given date. The program will allow you to calculate multiple dates on a single screen. iCLE, a derivative of I-Juror, allows you to keep track of your Continuing Legal Education hours. Nebraska Court Calendar is an application developed through the Nebraska Judicial Branch which allows you to access court calendars at any time of the day or night. This is very useful if you wish to check the Court's calendar or the calendar for a specific judge.

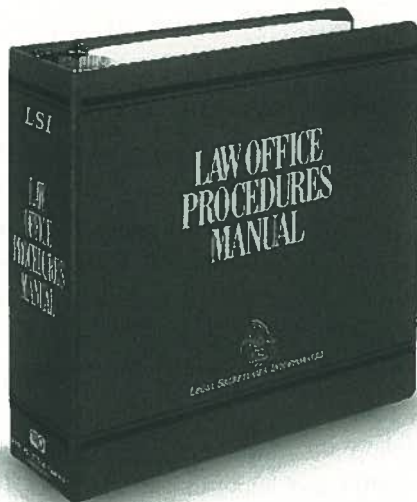
Trial paralegals can get a lot of use out of the Jury Tracker, iJuror, Transcription Reader and TrialPad. iJuror allows you to track details about your jury selection, while Jury Tracker takes it one step further and allows you to set a timer to track time used by each party. This is very useful for opening and closing arguments. It also allows you to keep track of juror activity such as note taking, eye contact, body language, fidgeting or even whether your juror is paying attention or not. This is very useful when polling a juror after the verdict has been entered. Jury Tracker is a relatively new program, but allows much more versatility than iJuror. Transcription Reader allows you to have the court reporter send the transcript to Transcription Reader for download. You can then highlight the deposition or start the timer and calculate the time it takes to review the deposition or index or summarize your deposition for billing purposes. myWorkTime is a task, time and billing tracker that allows you to keep track of the time spent on tasks or clients. The program is affordable at \$2.99. The iPad calen-

...Continues on page 33

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JOYCE PURVIS

Joyce Purvis, Governor of Ventura County Legal Professionals Association, Family Law Paralegal, Mediator, currently unemployed but always looking for my niche.

The Ultimate Do It Yourself Project

BY JOYCE PURVIS— SUBMITTED BY VENTURA COUNTY LPA

I can do this. I have written briefs, letters and judgments. Surely I can rework my own resume and cover letter. I have sought some help in figuring out why my resume is out of date. When I first started looking for legal work, I used a template and filled in the information. I have recently been told that no one does it that way anymore. Employers are looking for different information and my twelve year old template must go.

So like any other professional, I went to the internet and looked up just what the working world was looking for. Of course, I found out how much the companies thought their information was worth and the resume was separate from the cover letter because they

nization, accuracy and have highlighted my accomplishments.

One site online suggested you carry a business card with your basic information because you can't be carrying your resume everywhere you go. (This is true. I tried to have them in the car but by the time I needed to hand one out, they were not in the best condition anymore and the date was not current.) The business card allows you to network before you send the follow-up information. You can mail them your letter and know that it will be received. This works if you attend meetings or educational options that put you face to face with prospects for employment. They are called Job

"I don't know about you, but, I find it hard to sell myself. I used to be shy and I guess those feelings of sinking into the background still linger when it comes to writing a sales pitch to a prospective employer."

do different functions. One place wanted \$250 for the resume and an additional \$135 for the cover letter. The resume is the basic information of what you can offer the employer. The cover letter is your sales pitch and should give you the "Wow" factor that catches their attention. If you are unemployed in the first place, where does the money come from to pay someone else to do what we should be capable of doing?

I don't know about you, but, I find it hard to sell myself. I used to be shy and I guess those feelings of sinking into the background still linger when it comes to writing a sales pitch to a prospective employer. Of course I want to show that I am able to do the work and give my future boss my best foot forward. I am capable of proofreading and assuring myself that I have used correct grammar, language, layout, orga-

Seeker Business Cards. With the computers of today, anyone can print their own cards using stationery made for this purpose found at office supply stores everywhere. You can pick your fonts, and a picture can be added to your information. Or, you could pay someone \$85 for 250 cards.

So what does the new resume look like? It has to catch the eye of the reader and set itself apart in the stack of resumes. It contains an introduction called a Summary. Employers don't want to know our objectives. This is not about us. This is about what we can bring to the job. The Summary contains your experience level, capabilities and value.

The purpose of a resume is to secure an interview. It is an advertisement for you. It convinces the employer that you have what it takes to be successful in the position in their

company. What does the employer really want? What special abilities would this person have? What would set the exceptional candidate apart from merely a good one?

If the resume is approached as a marketing tool with you as the product, you will write it centered on what the employer wants rather than what you want to provide.

It was suggested that you become familiar with the company you are applying to. Research the type of law and their general focus from web sites, people that work there and the ad you may be responding to. Personally, I find this step difficult because online you don't have a lot of information about the office where you are faxing your resume. So if there is less contact with the principals you will have to compensate with a fabulous resume and cover letter to catch their attention and get the interview.

The first section is about your abilities, qualities and achievements. This is your chance to make the reader realize you are someone special. The second section is the evidence section where you show that you actually did what you said you can do. This is where you list and describe the duties in the jobs you have held. Employers are looking for you to go above and beyond your basic duties. They are looking for unique qualities along with good communication. If the resume is boring then you will be perceived as lacking clear communication.

When listing the education the employer is looking for the degree not when it was obtained. So leave off the dates. I find this refreshing. It will help in presenting the information without breaks in the timeline so it is harder to figure out your age. Many people may have gaps due to family responsibilities and without dates the achievements have a cohesive look to them. The education should be listed last. By the time all the other information is absorbed, it won't matter where you got your education because you have already shown you have the skills to handle the work.

These types of resume are chronological and functional and sometimes a combination. The chronological has the focus on the experience section with the past jobs as the focus. These work well for impressive name droppers. The advantages are that it is traditional and conservative with emphasis on what you have accomplished. The functional resume highlights your skills without having to filter through the job details. This type is good for career changers, students, for homemakers returning to the job market and those making a shift in career direction. The advantage is it will help in reaching for a new goal or direction but it may be hard to see at which job you gained the skills. The combined resume uses both elements. It will maximize the advantages of both kinds of resumes by using a shorter chronology of job descriptions preceded by a skills and accomplishments section or it may follow the functional resume with the accomplishments under headings or different jobs held.

In the evidence section you can list jobs in reverse chronological order with the focus on the most recent. You can sum-

marize the earlier positions in one line. Decide between the firm name or your job titles as the more impressive information and stay consistent.

Show your professional affiliations. This will cover leadership, community, and civic interests that will enhance your appeal as a prospective employee. Show your skills acquired with your membership or chairmanship. Be careful with the political positions as this could work against you.

The personal interests section is only going to help you if the activity is job related. Otherwise, leave off the hobbies and interests. The employer is hiring for a job, not your time off.

List the education in reverse chronological order, degrees or licenses first, followed by certificates and advanced training. Also list your awards and commendations in this section. It will make you stand out from the average worker.

The first impression may be your resume and letter, so you want to sell yourself immediately. After looking at examples of resumes on line, I see that now the look is toward a paragraph style, centering the name and contact information at the top, some bullet points of core competencies so they spread across the page rather than drop down. The look is more useful than the old style of titles on the left and points on the right side of the paper. I like the overall look of the paragraph going across the page using up the open space more efficiently. Capitals and bold font can be used to highlight education, associations and past employers. Make the first sentence in your paragraphs the most interesting because that may be the only line that is read. Take advantage of past experience by listing in reverse chronological order the jobs held that helped you gain the position you have today. (List the last job i.e., paralegal, then legal secretary, then office clerk etc. to show your progression.)

In the cover letter state in clear and well-defined language what you can do to assist the employer in reaching specific goals. Generate excitement. Speak convincingly; the reader should find it easy to agree with you. Sell yourself. Avoid using I at the beginning of every sentence. Give a picture of your abilities and accomplishments. Request an interview and let the employer know that you will follow up at a certain time on a particular date. Be positive and enthusiastic. What can you do for the company? Be dynamic and express your desire to work hard to achieve results.

Now that I have written out the items I need to put into my resume I guess I have to actually rewrite mine and update my first impression. The job market is tough and I know I have not been able to accomplish the much needed interview on many applications. It is time for me to change my impression and change my luck. **LS**

Education, Leadership, Mentoring ***Continued from page 3***

They just finished hosting our February 2011 Quarterly Conference with a membership count of twelve. If this Amazing Dozen can do it your association can do it too! The Guidelines are being revised into two separate guidelines. One will be specific to hosting quarterly conferences and the other to hosting an annual conference.

I am excited about the future of LSI and what is ahead for us in the coming year. I encourage you to share your knowledge of LSI with others, invite them to your meetings and to attend the LSI conferences. We cannot grow if we are not each committed to participating in our local associations, networking and mentoring the next generation of legal professionals. It is up to each of us to set the example by picking up the torch and shedding light on what your local association has to offer. **LS**

No, I Don't Want To Be Your Valentine

Continued from page 9

After creating a record, consult an attorney that specializes in sexual harassment. Not only will he or she be able to evaluate your potential lawsuit, but also inform you of the necessary steps that must be taken prior to filing a sexual harassment lawsuit. For example, a complaint must first be filed with the California Department of Fair Employment and Housing.

Regardless of any legal claims you may have or your employer's attempts to address them (or lack thereof), if Cupid's arrow is aimed at you and you don't want to take the shot, you don't have to and shouldn't have to. It is unacceptable for a co-worker or supervisor to continue to cross professional and personal boundaries and it is illegal for employers to "turn a blind eye" to such activity. As for me, I'd rather have no valentine at all than one that makes me feel annoyed and uncomfortable at work. **LS**

LSI PLANS TO BE EXHIBITOR AND/OR PROVIDE MARKETING ITEMS AT THE FOLLOWING EVENTS IN 2011

**Los Angeles County Forum — Beverly Garland Holiday Inn, North Hollywood, CA
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**Bay Area Legal Secretaries Forum (BALSF) — 45th Annual Seminar - Pleasanton, CA
April 9, 2011**

**California Alliance of Paralegal Associations (CAPA) — Educational Conference
Holiday Inn Fisherman's Wharf, San Francisco, CA
June 25, 2011**

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

**California Association of Legal Document Assistants — 24th Annual Conference - Pacific Grove, CA
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Mail to: **LESLIE AMES, CCLS, Legal Specialization Coordinator,**
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ELIZABETH KAPP

Elizabeth Kapp best known to family and friends by her nickname "Buffy," is legal secretary to Bruce McRoy and Drew Simons at Reicker, Pfau, Pyle & McRoy. Born and raised in Iowa, Buffy moved to California December of 1965 and started in April, 1966 as a legal secretary trainee at the Santa Barbara law firm of Crawford, Schwartz, Wood & Otero. She subsequently worked for numerous Santa Barbara law firms before joining Reicker, Pfau.

Volunteering - What's In It For Me?

BY ELIZABETH KAPP—SUBMITTED BY SANTA BARBARA LSA

Volunteering is a way to expand your social contacts while doing something very needed and useful. I have found it exciting and prestigious to contribute to the direction and future of the local association representing our profession - SBLSA. Volunteering allows me to be part of a fun group of respected, well meaning people who enjoy opportunities to share their strengths and constantly stretch their knowledge into new areas. Besides all this, we certainly are all aware of the obvious...that giving is a fundamental part of making all our relationships work.


I first volunteered as SBLSA's Program Chairman. At the beginning, I admit I felt intimidated by the knowledge, experience, and abilities of other volunteers. However, I noticed my fears and shyness slowly replaced by a sense of strength and pride through increased interaction with SBLSA members, Learning at Lunch speakers and scheduling our programs with venue contacts. Volunteering quickly led me to the discovery of skills and strengths of which I had been unaware. In addition, I noticed being a vital part of a supportive team effort felt very satisfying. Within months, I began to notice my personal relationships expanding, and I started receiving appreciative feedback from fellow members of SBLSA (and everybody likes getting "strokes!")

Every part of life asks us to make an investment in time. Where we invest determines how our life evolves. My observation before volunteering was that by not investing much, I didn't feel much of a return. Since becoming increasingly involved, however, my educational return through the investment of volunteering includes (but is certainly not limited to):

- gaining confidence and knowledge by serving in several capacities (program chairman, co-president, president and now the editor of our bulletin "Points & Authorities");
- learning how to preside over Board and general meetings (lots of ongoing learning there!);
- continually gaining new and valuable information from internet research on numerous educational subjects for Learning at Lunch (L@L), general meetings and our bulletin;
- building a strong network of professional connections through L@L and general meeting speaker contacts;
- experiencing the satisfaction of teamwork interacting with the SBLSA Board, support of Kids Court, Law Bowl and Teen Court, and in planning ongoing association events;
- developing creative talents through the design of flyer invitations for workshops, meetings and special association events;
- enhancing administrative and organizational skills through the planning of workshops, general meetings and events.

Finding the right volunteer job is simply a matter of asking yourself several questions: what interests you, what skills and talents do you have, what are you passionate about and where is there a need?

In summary, volunteering will provide opportunities to make new friends, be part of a team, develop new skills, gain valuable experience and receive free training. In addition, through the people you meet you could come across opportunities that help you in your career. All in all, it's what's called a win-win situation. **LS**

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| LEGAL SPECIALIZATION SECTION WORKSHOPS Annual Conference – May 2011 - JW Marriott @ L.A. Live, Los Angeles Host: Los Angeles LSA REGISTRATION FORM - DEADLINE IS MONDAY, May 16, 2011 Registration 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. PLEASE MAKE ALL CHECKS PAYABLE TO "LSI" | |  |
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PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.

The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these workshops have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

Your Part In A Productive Meeting ***Continued from page 7***

the floor, except by order of the assembly, which requires a two-thirds vote. [RONR (10th ed.), p. 31, l. 11-23; p. 42, l. 19-22.] It is up to the chair to give equal time to each view by alternating comments pro and con.

2. The chair puts the question to a vote. When the debate is closed, the chair asks, "Are you ready for the question?" If no one rises, the chair proceeds to put the question by making clear the exact question the assembly is called on to decide. No matter the aye vote, the chair must always call for the negative vote. The chair does not call for abstentions. [RONR (10th ed.), p. 31, l. 11-23; p. 43, l. 11-27.]
3. The chair announces the result of the vote. The chair announces the result of the vote immediately after putting the question and receiving the vote. A majority vote in the Affirmative adopts any motion unless it is one of the particular motions that requires a larger vote under parliamentary law or the rules of the organization. Announcing the vote takes several approaches depending on the method of voting and outcome of the vote. [RONR (10th ed.), p. 31, l. 11-23; p. 45, l. 28-34.]

If the vote has been counted, the chair should first give the count before announcing the prevailing side.

1. Declaration that the motion is adopted or lost.
2. Statement indicating the effect of the vote or ordering its execution; i.e., "The ayes have it. The motion is adopted. The treasurer will issue a check in the amount of \$100 to Enterprise Car Rental to cover the cost of the van rental for the trip to Charleston."

3. Announcement of the next item of business.

The correct wording: "The next item of business is ..." [RONR (10th ed.), p. 31, l. 11-23; p. 46, l. 21-32.]

A TIME AND A PLACE TO INTERRUPT

Normally, it is improper to interrupt a business session, a speaker, debate, etc., but there are times when interrupting is the right thing to do. These times are in raising and disposing of a question of privilege.

Questions of privilege take precedence over all other motions except Recess, Adjourn and "Fix the time to which to adjourn." There are questions of privilege that have to do with the assembly and there are questions of personal privilege. Raising a question of privilege does not require a second. It is not debatable. It is not amendable. It is ruled upon by the chair and it cannot be reconsidered. [RONR (10th ed.), p. 31, l. 11-23; p. 219, l. 21-25.]

1. The Privileges of the Assembly:

Questions of privilege of the assembly may relate to its organization or existence; to the comfort of its members with respect to heating, ventilation, lighting, and noise or other disturbance; to the conduct of its officers and employees, or of visitors; to the punishment of its members, or to the accuracy of published reports of its proceedings; etc.

A motion to go into executive session is a question of privilege of the assembly. [RONR (10th ed.), p. 31, l. 11-23; p. 219, l. 26-33.]

2. Questions of Personal Privilege: (Take precedence over Privilege affecting the Assembly)

Questions of personal privilege - which seldom arise in ordinary societies

and even more rarely justify interruption of pending business - may relate, for example, to an incorrect record of a member's participation in a meeting contained in minutes approved in his absence, or to charges circulated against a member's character. [RONR (10th ed.), p. 31, l. 11-23; p. 219, l. 33-35; p. 220, l. 1-4.] In raising a question of privilege, a member rises, addresses the chair without waiting for recognition, and says, "I rise to a question of personal privilege."

The chair, even if he has assigned the floor to another person, directs the member to state his question of privilege.

Depending on the case, the member then either describes the situation briefly or asks that it be remedied, or if he believes that the matter will require formal action by the assembly, makes a motion covering his question of privilege, and another member seconds it.

Unless the point is simple enough to be promptly adjusted or unless it is in the form of a motion and is not seconded, the chair rules whether the question is a question of privilege, and, if so, whether it is of sufficient urgency to warrant interruption of the existing parliamentary situation. [RONR (10th ed.), p. 31, l. 11-23; p. 220, l. 7-26.]

To summarize, your part in a productive meeting is to educate yourself in the work of your organization and to learn how to conduct yourself in such a way that your presence enhances a meeting.

LS

Head'em Up, Move'em Out To The "Best In The West" In Orange County!

BY BARBARA BARREGAR — SUBMITTED BY ORANGE COUNTY LSA



BARBARA BARREGAR

Howdy, partner! Orange County LSA is strapping on their boots and cowboy hats to bid to host the LSI Annual Conference May 16-19, 2013. Take a journey with us to the Wild West at the Knott's Berry Farm Resort Hotel located in Buena Park, California with a room rate of \$119 single/double. We also negotiated a terrific scrip ticket price of only \$100, making this an affordable annual conference for all LSI members and guests.

WHAT MAKES KNOTT'S BERRY FARM RESORT HOTEL SO SPECIAL?

It's the rootin'est, tootin'est, nicest meeting place in the West and a great place to network, educate and have fun along with your family! Knott's Berry Farm Amusement Park is walking distance from the hotel, and there are complimentary shuttles to both the Disneyland Resort (home of Disneyland and Disney's California Adventure) and the Anaheim Convention Center. It is also convenient to both John Wayne Airport, 20 miles, 25 minutes; and LAX, 28 miles, 32 minutes away. This allows all Associations throughout California the convenience of flying to conference.

WHY SHOULD I VOTE FOR ORANGE COUNTY LSA TO HOST THE MAY 2013 CONFERENCE?


If you attended the Annual Conference in May 2003 hosted by Orange County LSA you know that we love to "put on a party" with lots of extras. We've had a long rest and we're ready to entertain and educate you in country style. The committee is planning many surprises including the world famous Mrs. Knott's Chicken Dinner with all the trimmings, complimented with a delicious slice of Boysenberry

Pie, many exhibitors; all with a fun Wild West theme. Snoopy might sneak away from Knott's Berry Farm to make an appearance too.

WHAT CAN I SEE AND DO WHILE ATTENDING CONFERENCE?

Not only will you be enjoying everything an annual conference has to offer (officer/chairmen workshops, Legal Specialization Section workshops, history book and bulletin contest displays, the wonderful CCLS luncheon recognizing the newest CCLS'), but the Knott's Berry Farm Resort Hotel has a wonderful pool to enjoy. Wrangle up some friends for a trip to Knott's Berry Farm Amusement Park, stroll through the outdoor shops for some souvenir shopping, or grab a bite to eat at one of the restaurants (Pink's Famous Hot Dogs just opened) right next door. Take in some of the dinner-time theater at Medieval Times Dinner and Tournament or at Pirates Dinner Adventure, both of which are just down the street. Oh, did I mention that the hotel has a shuttle to Disneyland too?

STOP BY OUR TABLE AT "L.A. LIVE"

We look forward to seeing you at "Staying Alive @ L.A. Live" in May, where we will have a campaign table showing all the great things available at the Knott's Resort Hotel, additional information, flyers and goodies to share. Be sure to keep Orange County LSA in mind when placing your votes for the May 2013 conference, and cast your ballot for the "Best in the West"! 

Barbara Barregar is a member of Orange County LSA and currently serving as the parliamentarian and bulletin editor. She is a past LSI Legal Procedure Chairman (2008-2010) and a transactional secretary at Rutan & Tucker, LLP in Costa Mesa, CA, where she has worked for over 25 years.

**STOCKTON-SAN JOAQUIN COUNTY
LEGAL PROFESSIONALS ASSOCIATION**
invites you to
"CELEBRATE THE SEASONS IN STOCKTON"
August 19-21, 2011
LSI Quarterly Conference
Stockton Hilton Hotel
Stockton, California

**** CONFERENCE REGISTRATION FORM ****

Name (to be used on badge): _____
Mailing address: _____
City/State/Zip: _____
Home Telephone: _____ Work Telephone: _____
E-mail Address: _____ Fax Telephone: _____
Local Association: _____ LSA/LPA
(Do not abbreviate)

| | | | |
|----------------------|-------|----------------------|-------|
| INDICATE IF YOU ARE: | Title | INDICATE IF YOU ARE: | Title |
| _____ State Officer | _____ | _____ Governor | _____ |
| _____ State Chairman | _____ | _____ PLS/CCLS | _____ |

SCRIP (includes Registration, Welcome Reception, Banquet & Brunch):
POSTMARKED on or before July 19, 2011 \$100.00 \$ _____
POSTMARKED after July 19, 2011 (no exceptions) \$110.00 \$ _____

SINGLE TICKETS:

| | | |
|---|---------|----------|
| _____ Registration PRIOR to July 19, 2011 | \$15.00 | \$ _____ |
| _____ Registration AFTER July 19, 2011 | \$25.00 | \$ _____ |
| _____ Welcome Reception (Friday evening) | \$20.00 | \$ _____ |

SATURDAY NIGHT BANQUET:
Circle one:
_____ New York Steak Salmon Vegetarian \$49.00 \$ _____

LUNCHEONS:
Circle One:
_____ California Cobb Salad Grilled Chicken Wrap Vegetarian Wrap
_____ Presidents Luncheon (Saturday) \$24.00 \$ _____
_____ Governors Luncheon (Saturday) \$24.00 \$ _____
_____ Membership Luncheon (Saturday) \$24.00 \$ _____

_____ **SUNDAY BRUNCH:** \$22.00 \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

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

NO REFUNDS AFTER AUGUST 5, 2011

MAKE CHECKS PAYABLE TO: SSJCLPA CONFERENCE FUND
MAIL TO: Debbie Burgoine, Registration Co-Chair, 222 E. El Campo Ave, Stockton, CA 95207
Home: (209) 472-9676 Email: db_humming@yahoo.com

**STOCKTON-SAN JOAQUIN COUNTY
LEGAL PROFESSIONALS ASSOCIATION**
invites you to
“CELEBRATE THE SEASONS IN STOCKTON”
August 19-21, 2011
LSI Quarterly Conference
Stockton Hilton Hotel
Stockton, California

****HOTEL REGISTRATION FORM ****

Name (to be used on badge): _____
Mailing address: _____
City/State/Zip: _____
Home Telephone: _____ Work Telephone: _____
E-mail Address: _____ Fax Telephone: _____
Local Association: _____ LSA/LPA
(Do not abbreviate)
Arrival Date _____ Departure Date _____

Accommodations: (Plus applicable taxes and fees)

- ☐ SINGLE/DOUBLE (Standard) \$129.00 per night, plus 12% tax
☐ KING STANDARD WITH SOFA BED \$129.00 per night, plus 12% tax
*Charge of \$10.00 additional per room for triple or quadruple occupancy. No Rollaways available
Please use “group convention: legal” when making reservations
To receive group price, rooms must be booked prior to **JULY 12, 2011**
ROOM PRICE INCLUDES ALL AMERICAN BREAKFAST

Check In/Out: (Late arrivals or departures MUST be arranged with hotel)

Check in Time: 3:00 p.m.

Check out Time: 11:00 a.m.

Parking: FREE to hotel guests

Airports: Sacramento International Airport (SMF) – approximately 45 miles from hotel

Please call hotel directly to book rooms: (800)-HILTONS or log on to www.stockton.hilton.com PLEASE USE GROUP NAME (ABOVE) WHEN MAKING RESERVATIONS

GENERAL INFORMATION, CONTACT:

Jan Kuykendall, CCLS, Conference Chair

Cell: (209) 747-4781

Email: ks24fanatic@aol.com



ROD CARDINALE, JR.,

Rod Cardinale, Jr., is the President of Santa Clara County Legal Professionals Association. He has previously served as the Ways and Means Chairman. Rod is a Paralegal at Grathwohl Rauch, & Cohen, an Estate Planning Firm in Redwood Shores and can be reached at Rod@grc-law.com



ELISE DRESSER

Elise Dresser, CCLS, is currently serving as Governor for Santa Clara County LPA. Elise earned her CCLS in 2009 and is a member of the CCLS Certifying Board. She is also a member of the Bay Area Legal Secretaries Forum (BALSF). Elise has been a civil litigation secretary at Newton Remmel for over 20 years and can be reached at edresser@newtonremmel.com.

Santa Clara County LPA's Race To Bid On LSI's 2013 Annual Conference

ROD CARDINALE, JR., PRESIDENT, AND ELISE DRESSER, CCLS—SANTA CLARA COUNTY LPA

FIRST GEAR – A DREAM

Flashback to May 2010: we attend LSI's Annual Conference in Sacramento. This is our first conference together as President and Governor, and this was Rod's first time attending an LSI conference. Rod thought the conference was put together well; it was professional, fun, and educational. He felt like he was part of a great team. He liked making new friends and he was welcomed warmly despite being one of the few men attending conference as a delegate. The theme of the conference was "These Shoes Were Made for Walking," and Rod's only complaint was there was not a single penny loafer in sight! Over the weekend, Rod started to wonder if Santa Clara County LPA could host such a successful annual conference. The idea was planted and the journey began.

SECOND GEAR – WHAT CAR TO BUY?

We then attended the next two quarterly conferences, which were held in Modesto, hosted by Stanislaus County LPA and Merced County LPA, and North Hollywood, hosted by San Fernando Valley LSA. We encouraged fellow board member and Recording Secretary Maria Patterson, to attend her very first conference in North Hollywood because she had expressed interest in being a part of planning to host a conference. At both conferences, we began networking and talking to other LSI members who had hosted conferences in the past. As word spread over the weekend that we were contemplating hosting a conference, other LSI members encouraged us and offered valuable advice. With our peers supporting and encouraging us, we decided we wanted to bid on an LSI conference. Elise asked Rod what conference he thought Santa Clara County LPA should bid on. Rod's response was, "We go big or we go home." It had to be the 2013 Annual Conference.

THIRD GEAR – START THOSE ENGINES!

When we got home from the November 2010

quarterly conference, we were armed with enough information, knowledge and advice to start formulating our plan and strategy to bid on the 2013 Annual Conference. We brought our plan to our board, shared what we had learned, and asked the board for their thoughts and whether or not we would have the horsepower to finish the race. Rod said he was willing to embark on this adventure and was also interested in being the Conference Chairman. The board concurred and recommended to the members of Santa Clara County LPA that we bid on the 2013 Annual Conference. We reminded our members how rewarding and unifying a conference can be for an association. The members approved the recommendation with a resounding "yes!" Our engine was running like a champ.

FOURTH GEAR – THE STARTING LINE

Our race team was now armed with our trusty Guidelines for Hosting an Annual Conference, the knowledge we had learned from asking as many questions as we could at the 1st and 2nd Quarterly Conferences, the support from our LSI peers, and the support of our association. It was now time to find a venue that was worthy of hosting an LSI annual conference. The first thing we did was to determine that we wanted to host the conference in downtown San Jose because we felt it was the best place to showcase our great city with its diversity, variety of restaurants, attractions and beautiful weather in the spring. Downtown San Jose is only three miles from the San Jose International Airport, and less than one mile from the Caltrain/Amtrak Station, with access to the light rail system so visitors can easily see all that downtown San Jose has to offer.

After we made a list of the criteria for hosting a conference, Rod asked Maria and Elise to arrange hotel tours at the Fairmont Hotel and the San Jose Marriott, the two most recognizable hotels in downtown San Jose. They

toured the hotels, met with hotel event planners, reviewed the menu prices and room rates, and discussed what was needed based on the LSI guidelines. Elise and Maria were given the red carpet treatment - treated like rock stars at both hotels. The hotel staff showed them all the meeting rooms, banquet room, hotel rooms, and suites and let them sample the food. Conference proposals were received from both hotels. The three of us would now compare the two proposals and choose the best one for the Annual Conference.

We reviewed the rules for hosting an Annual Conference, and referred to the knowledge and notes we had taken from talking to our peers at the quarterly conferences. We then reached out to our visiting officer, LSI Executive Advisor Christa Davis, for support and clarification on questions we had, and about the rules for bidding for an Annual Conference. Confident on what we wanted and needed, the three of us went back to both hotels. They showed the same courtesies the second time around. We then sat down and negotiated with the hotel staff to get the best deal we could. The challenge was to offer an affordable room rate and scrip ticket at one of these four-star hotels. After great negotiations with both hotels, we decided the San Jose Marriott was the best location to host LSI's 2013 Annual Conference. The San Jose Marriott is a brand-new, sleek and modern hotel well-known for its award-winning Michael Mina fine dining restaurant, The Arcadia. We were confident that our LSI peers would be excited to attend the 2013 Annual Conference at a four-star metropolitan hotel, with a room rate of \$109 and a scrip ticket price of \$130.

With the click of a button, Rod emailed our bid to LSI President, Brooke Atherton, CCLS. It was then off to our first pit stop: waiting for the bids to be announced at LSI's February 2011 Quarterly Conference in Oroville.

IN PIT ROW -

While in pit row at the February 2011 conference, hosted by Southern Butte County LPA, along with our Education/Scholarship Chair Patty Russell and fellow member Jill Gardella, we blew an engine. President Brooke announced that another association had also submitted a bid for the 2013 Annual Conference! We now had a decision to make. Do we concede and bid on another conference or do we rebuild the engine, get back on the track, and continue racing? This was a no-brainer. We rebuilt our engine, got back on the track and continued on with the race.

THE LAST 100 LAPS - HEADING TOWARD THE FINISH LINE

There's one last stop before we get to the finish line and checkered flag: Santa Clara County LPA will have a campaign table at the Friday Night Reception at the May 2011 Annual Conference in Los Angeles, hosted by Los Angeles LSA. Our members will be there to promote the great City of San Jose and Santa

Clara County LPA. Come visit our table and vote for us! Who will cross the finish line first? How will our race end? Only you can decide...

San Jose breaks the mold with a vibrant, walkable downtown area that is right outside the door of the San Jose Marriott and a mere five minutes from the San Jose Airport. You'll find great dining, unique venues, a thriving arts scene that includes theaters and live music, museums and wine tastings within an easy walk of the San Jose Marriott. Parks and walking paths abound in Silicon Valley's biggest city so you can enjoy plentiful sunshine and mild temperatures in outdoor spaces like the inviting Plaza de Cesar Chavez Park. It all combines to make San Jose the perfect place to meet!

LOCATION, LOCATION, LOCATION! THINGS TO SEE IN SAN JOSE:

- Winchester Mystery House (www.winchestermysteryhouse.com): Group rates are available for this 1880's California landmark. This famous mansion features oddities such as staircases leading to nowhere, which arose from Sarah Winchester's blueprint-free designs.
- San Pedro Square (www.sanpedrosquare.com): A short walk from the Marriott, it's a great place for dining, free outdoor movies and exploring historical buildings such as Peralta Adobe, one of the last remaining structures of one of Spanish California's oldest settlements. Take advantage of San Jose's famous Friday Farmers Market where the freshest local produce and arts & crafts are on display.
- Santana Row (www.santanarow.com): A short drive from downtown San Jose, take a leisurely stroll around San Jose's premier destination for upscale shopping, dining, and nightlife.
- The Tech Museum of Innovation (www.thetech.org): Directly across the street from the Marriott, this unique museum offers exhibits featuring exhibits about the internet, renewable energy, and more, and also features Northern California's only domed IMAX theater.
- Children's Discovery Museum of San Jose (www.cdm.org): This museum has been ranked as one of the top 10 children's museums in the country and ranked as one of the top five science centers in the world.
- San Jose Center for the Performing Arts: A block away from the Marriott, this theater is the home to Ballet San Jose and Broadway San Jose and offers performances of traveling Broadway productions such as Grease, Mamma Mia, and Hair.

San Jose is less than an hour's drive from the roaring Pacific coast, majestic mountain ranges, towering coastal redwoods,

...Continues on page 33



SANDRAT. 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. 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.

Strength In Numbers

BY SANDRAT. JIMENEZ, CCLS—LSI VICE-PRESIDENT

Since 1936 when Legal Secretaries, Incorporated (LSI) first formed, it has been recognized as a strong organization with strong ties with the legal community. But what makes it a strong and vital organization? Members -- the key to an excellent organization is excellent members. Because of this, LSI is constantly striving to retain current members and recruit new members.

LSI is working diligently to market LSI by hosting quarterly legal conferences with

Due to the decrease in membership in recent years, this year LSI launched a membership drive campaign: LSI Experience It! to motivate local associations to plan membership drives and increase membership at the local levels. The membership drive campaign period ran from September 1, 2010, through January 30, 2011. The three winning associations were: San Diego LSA with 34 new members during the campaign period, Sacramento LSA with 32 new members, and Imperial

"LSI is working diligently to market LSI by hosting quarterly legal conferences with exceptional legal seminars by keeping the LSI website updated..."

exceptional legal seminars, by keeping the LSI website updated, by exhibiting at the State Bar Annual Conference, the California Alliance of Paralegals Associations (CAPA) Annual Conference, the Los Angeles County Forum and the Bay Area Legal Secretaries Forum (BALSF), and soon the California Association of Legal Document Assistants (CALPA) mainly for the purpose of increasing membership. Local associations are also actively doing their part to retain members and recruit new members by hosting membership drives and marketing their associations locally. However, LSI's membership continues to dwindle - why?

At the end of the 2009-2010 fiscal year our total membership reached 1,685. Our current membership at the end of the third quarter, January 31, 2011, was 1,652. Is it likely that we will obtain 33 members in the final quarter before our fiscal year ends on April 30, 2011? The total Members-at-large for the 2009-2010 fiscal year was 28; at the end of the third quarter in 2011, the total was 36. One can see a trend in the increase in this category. Is it because they can join online?

County with 9 new members. Each winning association received a certificate and money award of \$75 at the February 2011 Conference in Oroville. However, are we meeting our goal to increase membership?

In the 2011-2012 fiscal year, LSI will again launch the LSI Experience It! membership drive campaign. The campaign will run from August 1, 2011 through October 31, 2011. In the coming year, we hope to place first, second and third winners. The winners will be announced at the November Conference in Sacramento. Local associations with the most "new" members during that period will be eligible to win. Does your local association plan to participate in this worthwhile cause? We hope you answer is yes!

In order for LSI to remain a strong and vital organization, we must continuously retain and recruit new members. LSI is our organization - yours and mine. Let us all do our part to keep our "strength in numbers." **LS**

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**CHELLETTE
CHRISTOVALE
VELASQUEZ**

Chellette Christovale Velasquez is a member of Santa Maria Legal Professionals Association and current Bulletin Editor. She joined what was then Santa Maria Legal Secretaries Association over 19 years ago as a student. After graduating, Chellette worked in the Santa Maria Public Library until being employed with Henbury and Rigali, a Santa Maria law firm. In March 1977 she became employed with the Santa Barbara County Public Defender's Office and her current assignment is the Juvenile Division of the Santa Maria Public Defender's Office. Chellette has held many positions in Santa Maria LPA: Treasurer, Vice President, President, Governor, Ways & Means Chair, MCLE Chair, Bulletin Editor and Benefits Chair.

What It Means To Be A LSI Member

BY CHELLETTE CHRISTOVALE VELASQUEZ, CCLS—SUBMITTED BY SANTA MARIA LPA

I have been a member of LSI for over 19 years. I first joined as a student member of the Santa Maria Legal Secretaries Association while I was enrolled in the Legal Administration Program at the Santa Barbara Business College in Santa Maria, California. Once I became employed in a law firm, I became a full-fledged member. Once a member, I was just an observer. I attended all the meetings but never chaired a committee or sat on the Board. That all changed once I attended my first conference. I met so many people who were willing to share their experiences; who encouraged me to become more active in my local association; and who welcomed me as one of them. I knew then that I belonged to an elite group of people. I came back home with a renewed sense of purpose. Since then, I have chaired different committees and sat on the Board several times. In these capacities, the one question I always received from prospective members is "Why should I become a member?" I usually give my run down of the benefits being a member offers and so on. However, today I really sat down and pondered the question. Why should someone become a member?

Well, there are two main reasons I could think of. The first is the educational benefits. As a member of LSI, you have the opportunity to gain a lot of information that relates to our area of work – law. I work for the County of Santa Barbara. The County offers its employee opportunities to attend classes to upgrade their skills but these classes are general in nature as they need to have the ability to include all the employees in the County. With LSI, you will be able to attend workshops that deal directly with your legal field. If you want to know about the changes in family law practices, LSI will offer it in one of their workshops. If you want to know shortcuts in preparing 1538.5 motions,

LSI is more likely to offer that subject in one of their workshops. Being a member of LSI will afford you the opportunity to expand your skills and knowledge because it is made up of members who are in the same profession as you. You will not be able to get this information anywhere else. I'm not just talking about the workshops either; I'm also talking about the interaction with people who perform the same job as you do. I'm talking about that personal experience shared by other LSI members; the experience that tells you that I understand what you're going through; that I've been there myself. There is no better way to be educated than by talking amongst your peers.

The second reason is the camaraderie. As a LSI member you will belong to a prestigious group. I say prestigious because we are a group of people in a profession that affect people's lives. Just like doctors, what we do has an effect on our community. You are in a profession that is looked highly upon in the community. Your family, friends, and friends of friends, come to you for advice about their problems, whether legal or not. They know that you have to have a certain amount of knowledge and skill to be in this profession. I am often asked what the initials CCLS after my name stand for. When I tell them that it stands for California Certified Legal Secretary, they are impressed. They are more impressed when I tell them how difficult the exam was and how I have to continue to take classes to retain those initials. As a member of LSI, you will belong to a group of people that are of an ethical and moral nature. Being a LSI member proves to yourself and others that you take what you do seriously. It shows that you are willing to keep working to improve your skills to make you a better professional, not just by attending the workshops, but by learning to conduct yourself in a professional manner.

So now when someone asks me why they should be a member of LSI, I ask, "Why Not?" Why would you not want to belong to a group that would help you become more efficient and knowledgeable in your profession? Why would you not want to advance your career? As a member of LSI you benefit not just professionally, but personally. LSI is an elite group of individuals who are bound to their profession by a code that is taken seriously [It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.] This code dictates how we conduct ourselves. I am in awe of this group. I see members put together programs that advance my knowledge of the legal profession in such a professional manner and with such ease. I see members conduct themselves in a business manner at the Governors' Meeting in such a way that resembles being at a United Nations meeting. Every time I attend a conference, I come back refreshed and proud to be a member. Every time I attend a conference, I want to do more as a member. I want other people in the legal profession to become members so they too can experience this feeling; this sense of pride for what they do. I am a better person and continue to grow being a member of LSI. **LS**

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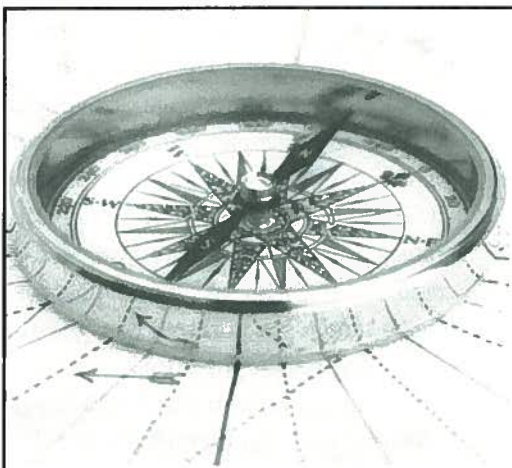
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BEATRICE BALLANCE

Beatrice Ballance has been working in the fitness industry for more than 20 years. As a Personal Fitness Trainer, she is certified with the American Council on Exercise, Aerobics and Fitness Association of America, American Red Cross, CPR. She is also a Certified Nutritionist with American Health Science University, and a Certified Nutrition Specialist with Lifestyle Management Association.

Beatrice is recognized as a "Master Level" Personal Fitness Trainer with International Association of Fitness Professionals. She writes a monthly newsletter, *Skin & Tone* and writes about health and fitness for the award winning California State Bar magazine, *Big News*. Her health and fitness columns appear in the California State Bar yearly conference magazine. Beatrice teaches jazz dance, body sculpt and advanced cardio/jam aerobics classes.

She can be reached at ballancebodyworks.com

How You Care For Your Health Today Will Profoundly Affect Your Well Being Tomorrow

BY BEATRICE BALLANCE

I recovered from a hip replacement surgery last year with unexpected speed. Over the past months, I questioned this with amazement. How did I do that? Was it genetics? Luck? I am not some young athlete, so how did this fast recovery happen?

This experience revealed some valuable observations that I would like to share with you.

Two days after hip replacement surgery due to osteoarthritis, I was transferred to a small, local nursing home for recuperation and rehabilitation to learn to walk up and down stairs, use the bathroom, get in and out of bed and dress myself before going directly home. On day two, as I was standing by my "walker," looking out to the hot, summer afternoon sun-filled patio, I heard a loud shout, "Who wants to come join me in the community room for exercise!" I looked out into the hallway to see where the spirited voice was coming from. To my surprise, the customary crowded hallway became completely silent. Curious, I scooted myself around and out to the community room. I peeped in and saw exactly six people of advanced age perched in their wheelchairs half smiling at the exercise instructor who was passing out rubber balls the size of a small tennis ball. They were instructed to squeeze and release the ball in each hand 8 times to build strength. Then, they were coached to do some leg lifts and arm raises.

I stuck around a few more minutes to watch their next exercise, pointing and flexing their feet before I ambled on down the corridor to my afternoon rehab session. Entering the rehab room to meet my physical therapist, I couldn't help thinking about the men and women living in this facility making a conscious decision or else a rather indifferent one to decline participation in any of the free exercise programs.

However, when it came to the 4 PM daily bingo games, the room was packed! No indifference in choice here! Every Tuesday morning at 7 AM, when "Country breakfast in the community room!" was announced, the tables were filled. There were plenty of stacked pancakes, ham and fried eggs for everyone! Who decided this daily menu? Why isn't there a professional nutritional adviser there to instruct these men and women about proper nutrition and healthy living? I thought. Later one of the nurses informed me that if there was a special diet the doctor requested for a resident, they provide it. But if not, then this is the menu for the general population. Personally I found the food to be high in sodium and fat.

It is true that today we have far more access to information about health and fitness than most of the people here had in their youth. However, as a personal fitness trainer and nutritionist I have serious objections to that popular high fat "country breakfast" they were offering. What were they thinking? The sedentary, overweight or underweight residents could benefit from an entertaining yet informative seminar on how they have the power to understand how to meet their own nutritional needs and be in command of their health.

Here I was, living among a population of the ill or dying watching with dismay how few chose to take an active part in their own "rehabilitation." I observed the tolerant, uncomplaining, overworked nurses and physical therapists encourage and urge the patients to pull with all their might just to lift themselves up and out of bed to go meet each day. There were moments when I truly wished I could contribute my knowledge to the exercise classes or offer nutritional advice. But this was not my place.

All of us need to remember that the choices we make today, predict our future health. For me, staying a few days in that environment was truly a humbling experience. Recovering from my surgery was not so much a physical demand as it was a mental and emotional one. I didn't suffer much physical pain. Rather, this was a tough mental exercise in determination to improve and hold steadfast faith that each day will bring progress.

Being an active person, I found there were days during my recovery that I would become despondent because I really missed my active life. I knew some of the blues was from all the changes taking place inside my body, adjusting

to the shock of having gone through this major operation. But I was also depressed because I felt stuck, wanting to speed up my rehabilitation and go home. Then there came the extra hindrance of having to make do with lack of nursing support. There were occasions early on in my recovery when I couldn't get a nurse's aide come help me off the bed to my feet, no matter how many times I rang. Therefore, it would take me a longer time to slowly navigate from the bedroom to the hallway to practice walking, or to try and stand long enough to adjust the meal tray on the bed stand because it wasn't positioned correctly for me to reach it when delivered. So I was challenged to

adapt and strategize to accomplish these and other simple tasks without letting it get me down. And I gradually did get stronger. I told myself over and over, "Just be patient."

Within 6 weeks from surgery I was well enough to return to my regular schedule of teaching dance and training my clients. Hip replacement surgery has now become a pretty common procedure allowing you to get up and move and walk and run and dance without pain. I realize without a doubt that my fast recovery was a result of many years of regular physical exercise, making healthy dietary

...Continues on page 35

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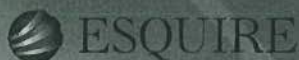
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CINDY SPIES

Cindy Spies is a Paralegal for Mark R. Weiner & Associates, in-house legal counsel for State Farm Insurance. She specializes in auto accidents. Cindy has worked in the legal field since 1983 and has worked at Mark R. Weiner & Associates since 1992.

Recognition And Awards

BY CINDY SPIES—SUBMITTED BY MT. DIABLO LPA

The smell of coffee filled the air in the early morning hours at the Glendale CLC. It had been a long week for Mary. She is the secretary for a busy trial attorney, who once again, was engaged in trial. Mary knew she had to stay close to her desk in case her attorney needed anything while he was in court. Mary saw the paralegal for her attorney enter the office and turn on her computer. Mary went over to her to greet her with a warm hello. "So did you want to take early lunch or late lunch today?" the paralegal asked Mary. "I'll take late today, so you can go early," Mary chirped back with a smile.

This is just a typical situation in our law office, but how often are people recognized for the little extra things they do and/or even changing their lunch hours to accommodate an attorney in trial? Not often enough. That is what our Goals and Recognition Committee concluded. So we initiated a new program to acknowledge and reward people who have gone above and beyond what is expected from their normal work duties.

HOW IT WORKS

We asked everyone in our office to let our committee know whenever someone does something that was simply outstanding. They merely send an email to one of the committee members and tell them the nominated person's name and what they did to earn the nomination. The committee reviews all entries for the month and decides the most impressive three nominations to reward. We usually receive several nominations and choosing just 3 winners is sometimes very challenging! In fact, in an effort to make sure no good deed goes without recognition, we have started doing "Honorable Mentions" for the people who were nominated, but did not win the actual gift card. This way, the people who nominate their co-workers feel validated, as well as the people who were nominated. It is

quite an honor to have anyone write that you went above and beyond what was expected, and as such, we want to acknowledge that.

THE REWARD

The committee decided to make the gift simple, rewarding and desired. As such, we chose a Target Gift Card to be the reward because Target offers so many items to choose from. We also put a value of \$10.00 on the card, (instead of the usual \$5.00), to make it more attractive.

PRESENTATION

We have a tradition of celebrating birthdays in our office. Once a month, our supervisor calls out the birthdays for that month and we applaud each person and celebrate with cake, cookies or even breakfast bagels! It's a very fun get-together, but we noticed that sometimes people could not find time in their day to come celebrate with us. So we added the "Above and Beyond" award to our birthday celebrations and the attendance to these functions has drastically increased! People seem to not only want to see if they won a gift card this month, but they also want to applaud the people who did win!

CONCLUSION

I thought our nominations would drop off after the first month, but as long as we send out a monthly reminder, people are still sending in the nominations. Which is great! Our birthday celebrations are much more lively and animated and a hush falls over the room when they start announcing the winners of the "Above and Beyond" reward. I can't help but think this award makes people (if nothing else) be more aware of their co-workers actions, as well as their own actions. Maybe instead of people thinking "what can the company do for me?" we are hoping they are thinking, "what can I do for the company"...(to win that gift card!). **LS**

iPad as a Legal Tool

Continued from page 12

dar program also works very well with Outlook by synchronizing through iTunes.

The newest program I have is TrialPad, which was just released in December of 2010. This program allows you to create different folders for each trial and store a portable data format (pdf) file for presentation at trial. This is a new program with no reviews and is the most expensive program I have at \$89.00. The program connects directly from your iPad to the standard projection software available in Sarpy County and Lancaster County Courtrooms, and hopefully in the future, the remaining Nebraska counties, enabling you to review, annotate, and scroll through your documents in front of the jury. It is a great tool if you are tech-savvy in the courtroom.

A more active and daily useful option is iAnnotate PDF, which allows you to annotate your pdf with notes, highlights, and bookmarks, which can be added or removed at will. This is a very good program at \$9.99, and very helpful for preparing for depositions or client meetings.

There are a number of other programs I use frequently, such as Index Card and iCardSort, which have been very useful for brainstorming on cases and organizing facts. Medscape is useful for

checking drug interactions or looking up medical procedures I am not familiar with. DocstoGo is a great program to transfer Word, Excel and PowerPoint documents from your land computer to your iPad, at a very affordable price of approximately \$15.00.

Finally, iMeeting Pad is a very useful program for meetings and is fairly self-explanatory. The program allows you to take notes at Meetings, which you can later organize into meeting minutes and e-mail to meeting attendees. The program has an option allowing you to Tweet from Twitter, for convenient "meeting tweeting." This is useful if all of your meeting attendees are on your Twitter list and you want to tweet a new meeting date and time. This, of course, leaves issues of confidentiality, as well.

The iPad comes with a built-in keyboard which is very easy to use; however, I have found that with the amount of time I spend on my iPad that purchasing an external keyboard was helpful. The keyboard connects through Bluetooth and makes work on the iPad as convenient as working on a netbook or laptop. Overall, the iPad has become a very useful legal tool for both attorneys and paralegals. **LS**

Innovative Job Searching

Continued from page 11

1. Their bio;
2. Their "Follower/Following" ratio (Have they been around a while? Do they follow people back?;
3. Their website; and
4. Ask others in your network whether they can recommend the recruiter as a credible source.

Personally, I haven't used Twitter for a job search - or for much else. In fact, I had hardly used my Twitter account at all - mostly because I was a bit shy about tweeting. But while I was researching this article, I found some very useful and informational websites through Twitter. What I've discovered is that using social media online is just another way of networking. And networking is the way to find a job. **LS**

Santa Clara County LPA's Race....

Continued from page 25

dozens of wineries and a hop, skip, and a jump to Santa Cruz, Monterey, Carmel, and San Francisco. San Jose is consistently ranked as one of the top ten cities in the state because it's a

perfect destination to visit, have fun and enjoy the perfect weather! Come visit us now! **LS**

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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
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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
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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.

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How You Care For Your Health

Continued from page 31

choices and maintaining a lifestyle that includes friendships, a loving family and a positive outlook.

Living a healthy lifestyle, which includes exercise does not guarantee that one day you might not need surgery such as this, but how well you recover from the surgery certainly will depend on your lifestyle choices.

Fitness is about functionality. We want to be able to move efficiently from head to toe and have the strength and energy to maintain a high quality physical and mental engagement in our daily life.

Beware the attention-grabbing quick-fix health and exercise gimmicks advertised. What the info-gimmicks and 10-minute workouts say to me and other fitness professionals is that too many people just don't want to face the fact that fitness requires good, old-fashioned effort. Douglas Brooks, an exercise physiologist in Mammoth Lakes, California says, "You can blame the infomercials, but people really want to believe them. And it's not just Americans; if you go to any industrialized country, you'll observe the same behavior. Believe it or not, the Thigh Master is

hugely popular in Japan these days."

I truly believe that everyone can expect to achieve a healthy fitness level in about six months to a year, depending on age, motivation, diet and the amount of time you wish to devote to your program.

While you work on your fitness program remember that our immune system plays an essential part in our overall health. The immune system is our body's natural defense network; when it is weakened or compromised, you are more susceptible to disease and infection. Fortunately we can encourage our natural healing response with exercise and proper diet. I believe in the 80%-20% rule. If you eat well 80% of the time, your body will take care of the other 20%.

Though you've heard it before, I want to reiterate:

Maintaining a consistent exercise program and proper nutrition is crucial to our health as we grow older. The good news is: even if you have never had a formal fitness regimen, you can begin today and expect to make outstanding improvements in just a matter of months. **LS**



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| May 19-22, 2011 | LSI 77th Annual Conference Hosted by Los Angeles LSA. JW Marriott @ L.A. Live |
| June 1, 2011 | JD Deadline for submission of articles for August issue of <i>The Legal Secretary</i> |
| July 12, 2011 | Deadline to make hotel reservations for August conference |
| July 19, 2011 | Deadline to postmark August conference registration to receive discount |
| August 16, 2011 | Last day to submit CCLS Exam Application to the CCLS Certifying Board |
| August 19-21, 2011 | LSI First Quarterly Conference Hosted by Stockton-San Joaquin County LPA. Stockton Hilton Hotel |
| September 1, 2011 | Deadline for submission of articles for November issue of <i>The Legal Secretary</i> |
| September 15, 2011 | Last day to submit CCLS Exam Application to the CCLS Certifying Board with payment of late fee |

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<http://www.supremecourt.us>

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www.ag.ca.gov

California Courts

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

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www.capps.org

California Codes

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

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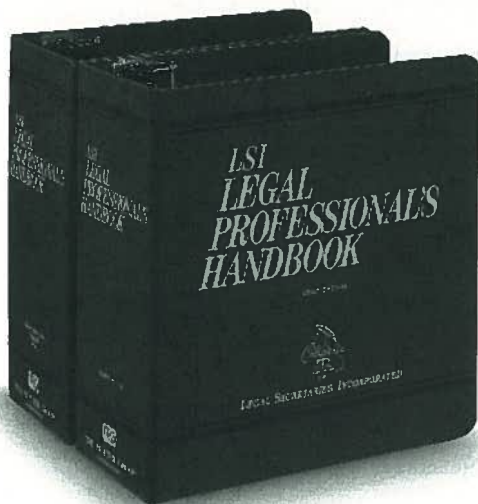
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| LSI LEGAL PROFESSIONAL'S HANDBOOK FLYER An 8 1/2" x 11" advertisement of the LPH. Includes listing of contents and Order Form. (Rev. 1/2010) | \$ N/C | | |
| LSI LEGAL SPECIALIZATION SECTIONS BROCHURE Lists Sections offered and reasons for joining. 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 | | |
| PRESIDENT'S PENDANT* A 1" high oval gold-tone pendant with blue and white enamel overlay. LSI logo in center and "Legal Secretaries Association" inscribed on circumference. Eye for necklace chain on back. For local association presidents. | 7.00 | | |
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Please complete and mail this form to the following address with your check to reserve your place at one of the examination venues:

**CCLS Certifying Board
5726 Lorelei Avenue
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| | |
|--|---|
| <input type="checkbox"/> Northern California | <input type="checkbox"/> Saturday, October 15, 2011 |
| <input type="checkbox"/> Southern California | <input type="checkbox"/> Saturday, March 17, 2012 |

Deadline: Application must be received 60 days prior to examination date. A late application may be accepted up to 30 days prior to the examination if submitted with a \$25 late fee, in addition to the fees listed below, if space is available.

EXAMINATION FEES*

| LSI MEMBERS** | | Non-LSI MEMBERS | |
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| Registration fee: | \$ 15.00 | Registration fee: | \$ 55.00 |
| Examination fee: | <u>\$ 95.00</u> | Examination fee: | <u>\$ 95.00</u> |
| Total | \$110.00 | Total | \$150.00 |

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

* Fees subject to change without notice.

** LSI members: Name of local association: _____ LSA/LPA.

Please enclose a photocopy of your local membership card.

You must be a member upon application to be eligible for reduced fees.

*** Include \$25 late fee if applicable.

Name _____ Last 4 Digits of SSN _____

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E-mail(s): _____

Highest level of formal education completed: _____; Highest Degree: _____.

EMPLOYMENT RECORD: Please list legal secretarial employment, beginning with your most recent (or current) employment, to show a minimum of two full years of such employment. Attach a supplemental page if additional entries are necessary to show two full years of employment as a legal secretary.

Dates _____ Position _____

Employer _____

Address _____

City/State/Zip _____

Supervisor _____ Phone _____

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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QUESTIONS AND CONCERNS CONTACT

Sandra T. Jimenez, CCLS, LSI® Marketing Committee Coordinator
 PO Box 58, Seeley, CA 92273
 Cell – (760) 604-3057
sjimenez52@yahoo.com



2010-2011 LSI Roster



ELECTED OFFICERS

President

BROOKE ATHERTON, CCLS
Cell: (530) 519-1541; Office: (530) 877-6332
Fax: (530) 877-7054
E-mail: baaccls@gmail.com

Vice President

SANDRA T. JIMENEZ, CCLS
Cell: (760) 604-3057
E-mail: sjimenez52@yahoo.com

Executive Secretary

MARY J. BEAUDROW, CCLS
Cell: (415) 717-5675; Office: (415) 268-7281
Fax: (415) 268-6412
E-mail: marybeau@comcast.net

Treasurer

JENNIFER PAGE, CCLS
Home: (415) 898-1010; Office: (415) 721-2040
E-mail: jlpagexix.netcom.com

APPOINTED OFFICERS

Executive Advisor (CEC)

CHRISTA DAVIS
Home: (510) 582-1641; Office: (925) 463-0750
Fax: (925) 463-0407
E-mail: cdavis@staleyjobson.com

Parliamentarian

JULIE EDSILL, CCLS
Home: (530) 892-1249; Cell: (530) 588-2151
Office: (530) 893-0717; Fax: (530) 893-9236
E-mail: julie@personsmiller.com

Editor-in-Chief (CEC)

LUGENE BORBA, CCLS
Home: (209) 852-2790; Office: (209) 554-5295
Fax: (209) 522-2980
E-mail: luccls@hughes.net

Editor, The Legal Secretary

DEBORAH RICKERT, CCLS
Office: (714) 755-8132; Fax: (714) 755-8290
E-mail: deborah.rickert@LW.com

Educational Program Coordinator (CEC)

DORO NESBITT, CCLS
Cell: (916) 835-2416; Office: (916) 920-5286
Fax: (916) 920-8608
E-mail: dnesbitt@comcast.net

Historian

CARRIE HUGHES, CCLS
Cell: (925) 768-6547; Office: (925) 930-9090
E-mail: carrielee927@yahoo.com

Legal Specialization Sections Coordinator (CEC)

LESLIE AMES, CCLS
Office: (707) 442-2927; Fax: (707) 443-2747
E-mail: amestranscription@suddenlink.net

CHAIRMEN

2011 Annual Conference

MARGARET TOVAR, CCLS
Cell: (562) 556-4790; Office: (213) 452-0115
Fax: (213) 625-0931
E-mail: mtovar@kbblaw.com

Advertising

MICHELLE TICE, CCLS
Cell: (619) 820-9525; Office: (858) 523-6260
E-mail: mdtime@cox.net

California Certified Legal Secretary (CEC)

KATHY NELSON, CCLS
Home: (530) 589-8122; Cell: (530) 403-6833
E-mail: kathy@sacvalleylaw.com

Career Promotion/Scholarship

DIANA DEMPSEY, CCLS
Office: (925) 930-9090; Fax: (925) 930-9035
E-mail: d1ana11@yahoo.com

Editor, The Legal Professional's Handbook

MARIA BISHOP, CCLS
Home: (925) 283-5226; Office: (925) 284-7788
Fax: (925) 284-7789
E-mail: mbishopcccls@perezmillier.com

Editor, Law Office Procedures Manual

ANN BOCCIA ROSADO
Office: (310) 833-9952; Office: (562) 435-8300 x 229
Fax: (562) 435-8304
E-mail: arosado@skes-law.com

Legal Procedure (CEC)

J. CORI MANDY
Office: (619) 515-3256; Fax: (619) 398-0146
E-mail: cm@procopio.com

Legal Secretarial Training/Seminar (CEC)

COLLEEN YOUNG
Home: (209) 368-6792; Cell: (209) 609-4042
E-mail: youngns@comcast.net

Professional Liaison/Day in Court

LEANNA PIERCE
Office: (619) 239-1211; Fax: (619) 239-1719
E-mail: lpierce@hplawdsd.com

LEGAL SPECIALIZATION SECTIONS

Coordinator

LESLIE AMES, CCLS
Office: (707) 442-2927; Fax: (707) 443-2747
E-mail: amestranscription@suddenlink.net

Civil Litigation

DENISE AGUILAR, CCLS
Home: (714) 670-0215
E-mail: daguilars7@att.net

Criminal Law

CHERYL L. KENT, PLS, CCLS
Home: (925) 463-3440; Office: (925) 837-0585
Fax: (925) 838-5985
E-mail: clk@gagenmccoy.com; clkcccls@comcast.net

Family Law

JUDITH WILLIAMS
Cell: (530) 519-8973; Office: (530) 534-8973
Fax: (530) 534-6551
E-mail: pwplgl2@yahoo.com

Law Office Administration

SARA E. MULL, CCLS
Office: (530) 846-5691; Fax: (530) 846-5738
E-mail: sara@sacvalleylaw.com

Probate/Estate Planning

LINDA MOORE
Office: (619) 232-3122 ext 404
E-mail: lmoore@stutzartiano.com

Transactional Law

BELINDA OWENS
Home: (619) 229-9323; Office: (858) 410-8951
Fax: (858) 410-7878
E-mail: bowens0913@aol.com

PUBLICATIONS REVISION COMMITTEE

Editor-in-Chief

LUGENE BORBA, CCLS
Home: (209) 852-2790; Office: (209) 554-5295
Fax: (209) 522-2980
E-mail: luccls@hughes.net

Editor, The Legal Professional's Handbook

MARIA BISHOP, CCLS
Home: (925) 283-5226; Office: (925) 284-7788
Fax: (925) 284-7789
E-mail: mbishopcccls@perezmillier.com

Editor, Law Office Procedures Manual

ANN BOCCIA ROSADO
Home: (310) 833-9952; Office: (562) 435-8300 x 229
Fax: (562) 435-8304
E-mail: arosado@skes-law.com

Assistant Editor

LISA DE LA O
Home: (818) 787-3979; Office: (818) 784-8700
Fax: (818) 784-5406
E-mail: lisad@ssmlaw.com

Assistant Editor

KAREN J. JONES
Cell: (818) 269-5750; Office: (310) 284-5695
Fax: (310) 557-2193
E-Mail: kdj_jones@yahoo.com; kjjones@proskauer.com

Assistant Editor

CAROL KARWATT
Home: (650) 588-1903; Office: (650) 599-1712
E-mail: carol.karwatt@gmail.com

Assistant Editor

DIANE M. MECCA
Home: (209) 529-3101; Office: (209) 238-0946 ext. 210
Fax: (209) 238-0953
E-mail: diane@friendandwalton.com; ks24fanatic@aol.com

Assistant Editor

ANNIE PARRISH, CCLS
Cell: (619) 322-5066; Office: (619) 744-7312
Fax: (619) 230-0987
E-mail: sdsaprez@gmail.com; annie.parrish@gmail.com

LIAISON TO LAW PRACTICE MANAGEMENT AND TECHNOLOGY SECTION OF THE STATE BAR OF CALIFORNIA

HEATHER EDWARDS
Office: (818) 881-5000 x124
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LSI CORPORATE OFFICE

Administrator

CATHERINE CULVER, CCLS
Office: (707) 682-6888; (800) 281-2188
Fax: (800) 281-2188
E-mail: lsiorg@suddenlinkmail.com

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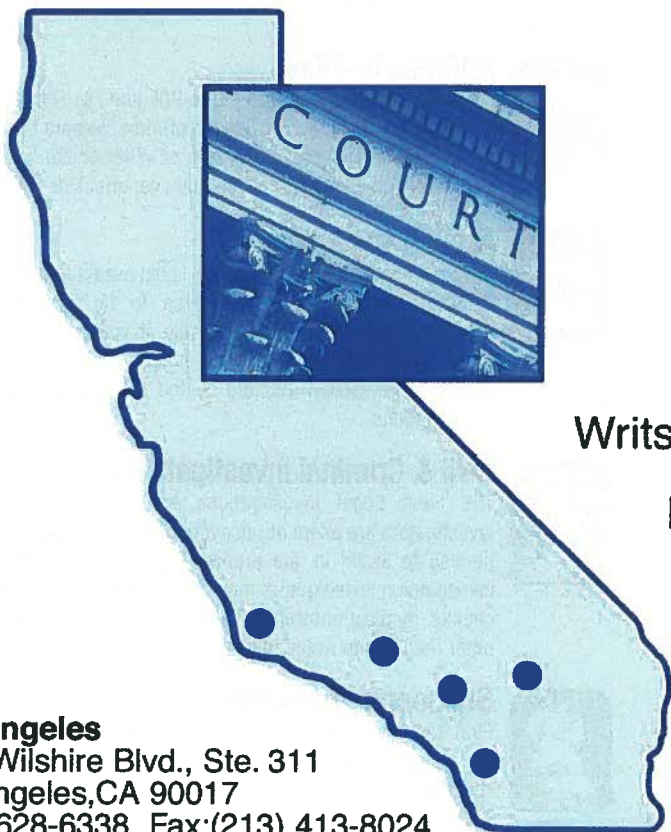
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801 S. Victoria Ave., Ste. 304
Ventura, CA 93003
(805) 650-9077 Fax:(805) 650-9091

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455 W. La Cadena, Ste. 17
Riverside, CA 92501
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