

THE Legal Secretary®

AUGUST 2018

HEATHER EDWARDS | LSI's newly elected President



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2018-2019 LSI Officers and Chairmen

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THE LEGAL SECRETARY MAGAZINE

is published Quarterly by Legal Secretaries, Incorporated

Editor: BARBARA BARREGAR

Designer: LORI MCELROY, REDROMAN creative

Printer: INSERVIO3

Cover Photo: HEATHER EDWARDS, LSI's newly elected president

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President's Message

BY HEATHER EDWARDS, LSI PRESIDENT



HEATHER EDWARDS is LSI's newly elected President and has been a member of San Fernando Valley Legal Secretaries Association since 1991, the same year she joined the legal field. She obtained her Bachelor's Degree from California State University Northridge. In May 2006, LSI President Mary S. Rocca presented Heather with the President's Award. Heather resides in Northridge, California with her husband of 27 years Ernie, and their 4 children, Kennedy, Koree, Kaden and Kamden.

T.E.A.M. - TOGETHER WE EMPOWER AND ACCOMPLISH MORE AS ONE

My most heartfelt thanks to the members of Legal Secretaries, Incorporated, for the trust and confidence that you have invested in me by electing me to serve as the 46th President this coming fiscal year. I commit to you without reservation, that I will work tirelessly and do my best to champion the cause of LSI, to steward its mission, and to strengthen and secure its future.

I want to recognize and thank all of the 45 LSI Past Presidents who have come before me, who are our legacy, for the trust that they created within this organization, and the bridges they have built during their tenure as president.

As Lynne Prescott, CCLS, LSI Vice President pointed out during her presentation at the Governor's Luncheon at May Annual 2018 Conference in North Hollywood, no other legal professional organization nationwide has achieved as many incredible educational programs as LSI. We are the leaders in the legal community to provide our members and non-members alike with opportunities to learn, certify, personally and professionally develop, and to excel as legal professionals.

We celebrated our 84th year at the LSI Annual Conference this past May. A very special thank you to San Fernando Valley LSA for hosting an incredible conference at The Garland Hotel in North Hollywood. To Conference Co-Chairs Mae Chester, CCLS and Annette Davis, thank you for working together as a team in planning and executing a very successful conference. It was truly amazing down to the last detail. We appreciate and recognize the many sponsors and vendors who assisted in making the 2018 Annual Conference a huge success.

On Friday we had the excellent Officer-Chairmen Workshops held at The Garland Center at the hotel. Thank you to those who attended. J. Cori Mandy, CCLS, LSI Educational Program Coordinator, did an amazing job of organizing the following informative workshops: Treasurer/Corporate; Newcomers; Governors; Parliamentarian; and Advertising/Marketing/Social Media. If you were not able to attend or would like a copy of the handout for each workshop, you may find them on our website: <https://www.lsi.org/conference-workshop-handouts>. The Friday Night Reception was held in The Garland Park. Truly an enchanting evening with a yummy baked potato bar and salad bar. Members mingled and networked with our sponsors and vendors under the stars.

On Saturday morning we attended the Pre Board of Governors meeting to finalize business for the 2017-2018 fiscal year. Immediately following, all delegates, officers, and chairmen attended the main event, the General Assembly session. A special thank you to our Saturday morning Welcome and Keynote Speaker, Robert K. Tanenbaum, a prolific author, former New York County Assistant District Attorney, and former Mayor of Beverly Hills who inspired us on Saturday morning. Christa Davis, LSI Past President 2008-2010, did a wonderful job of introducing the Executive Committee Members! The officers and chairmen reports were given. We attended very informative and

PRESIDENT'S MESSAGE

educational Legal Specialization Section (LSS) workshops under the supervision of the LSS Coordinator, Dawn R. Forgeur, CCLS. Dawn and the new section leaders are excited to provide excellent educational speakers and topics this year!

The Saturday evening reception provided everyone with some down time to network with friends and colleagues. The theme for banquet was spy teams. We had a very special entertainment guest, Gloria Hendry, one of the original James Bond 007 lady's, who entertained us with her beautiful voice. The Banquet speaker, Phyllis Cheng, Esq., was wonderful and very humorous. The evening concluded with award presentations to winners of the 2017-2018 Golda J. Cooper Chapter Achievement Contest, we congratulated those who attained their California Certified Legal Secretary (CCLS) certification, and winners of the President's Award and Rising Star Award were announced.

Sunday morning Brunch and Installation was definitely a memorable experience. Deanna A. Pepe, CCLS, PLS (LSI Past President 1996-1998) served as our Installing Officer and nine LSI Past Presidents served as our Installing Marshals as follows: Patricia S. Brady, PLS, CCLS (LSI Past President 1960-1962); Caroline E. Van De Pol, PLS, CLA/CAS, CCLS (LSI Past President 1990-1992); Patricia E. Miller, PLS, CCLS (LSI Past President 1998-2000); Kay J. Thornburg (LSI Past President 2002-2004); Mary S. Rocca, CCLS (LSI Past President 2004-2006); Lorraine Bettencourt, PLS, CCLS (LSI Past President 2006-2008); Christa Davis (LSI Past President 2008-2010); Sandra T. Jimenez, CCLS (LSI Past President 2012-2014); and Mary J. Beaudrow, CCLS (LSI Past President 2014-2016). Thereafter, it was my honor and pleasure to announce the 2018-2019 LSI T.E.A.M. As a team, we will strive to improve and strengthen LSI in the coming year. The newly appointed officers and chairmen are listed in this issue.

At the Post Board of Governors Meeting, the 2018-2019 Budget was approved. After Annual Conference, four local associations were winners of scrip tickets for the August Quarterly Conference to be held in Stockton. Congratulations Beverly Hills/Century City LSA; Imperial County LPA; Santa Maria LPA; and Orange County LSA!

Speaking of August Quarterly Conference, Conference Co-Chairs, Jan Kuykendall and Colleen Young of Stockton-San Joaquin County LPA invites everyone to the Stockton Hilton in Stockton on August 17-19, 2018. They promise a fun-filled, educational event, and invite LSI to celebrate a California Road Trip – All Roads Lead to Stockton. More, detailed information regarding the August 2018 Conference is included in this issue.

This will be our year to take this respected organization to a place where we can realize our full potential and influence. We will continue to provide the stellar educational programs through our Legal Specialization Sections. We will develop an impactful marketing plan that will encompass our new membership categories by reaching out to the local bar associations and educational institutes that offer legal education. We will better provide our online webinars and our online study workshops by enhancing our website and becoming more visible on social media and to promote LSI to our millennial generation, as they are our future.

This year, prepare to be educated, inspired, and be prepared to grow personally and professionally. This is OUR time together. Let's make a difference together. Let's take that first step together as a T.E.A.M.

LS



Elected Officers



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HEATHER EDWARDS



Vice President
LYNNE PRESCOTT, CCLS



Executive Secretary
ROD CARDINALE, JR.



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Appointed Officers



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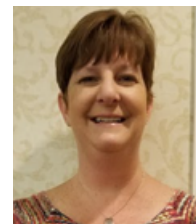
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KAREN J. JONES



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LINDA BROWN, CCLS, CP



Editor, The Legal Secretary
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Coordinator (CEC/Marketing)
DAWN R. FORGEUR, CCLS

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Coordinator (CEC/Marketing)
DAWN R. FORGEUR, CCLS



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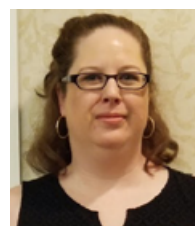
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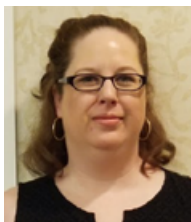
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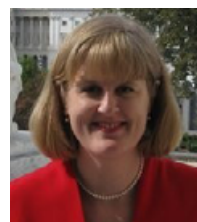
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2018/19

LSI OFFICERS AND CHAIRMEN



KATHLEEN GORHAM is from the San Fernando Valley in Southern California. Kathleen has lived in Palm Springs since 1990 with her husband, Tom, and has served in the legal profession for 30 years. Kathleen earned her Paralegal Studies Certificate from the University of California-Davis and is the Probate Paralegal in the Probate/Litigation/Trusts & Estates Department at Slovak Baron Empey Murphy & Pinkney LLP and secretary to Valerie A. Powers Smith, Esq. and Charles L. Gallagher, Esq. Kathleen is also an active member of Desert Palm Legal Professionals Association, Palm Springs Film Society and the Palm Springs Air Museum.

Law Firm Notaries

BY KATHLEEN GORHAM – SUBMITTED BY DESERT PALM LPA
WITH EXCERPTS BY DAVID THUN IN NOTARY NEWS

“We need you to become a Notary so you can notarize in the office.”

This is usually how it starts. So many legal secretaries have heard some variation of this refrain. And while it may seem like just another requirement of the job, getting your commission — even at your boss’ request — means you are taking on additional responsibilities.

You are responsible to your attorney(s) and also to the state that commissions you.

Sometimes those two duties can come into conflict. But staying aware of a few important points can help ensure your success as a law firm Notary. Here are some tips from experts on workplace behavior, ethics and Notary training in the office.

1. You’re the “Notary expert” in your workplace.

Few attorneys are familiar with the laws and rules Notaries must follow. As the Notary for your workplace, you can expect people in your office to look to you as the go-to expert on notarization.

You will need to take the initiative to educate yourself on Notary laws.

As a law office Notary, the power is in your hands, Notaries are important because they are the ones who have to decide if a request for notarization is appropriate or not. Notaries have to take responsibility to educate themselves beyond the Notary training and be sure to become familiar with any laws in your state that specifically affect employee-Notaries.

2. Co-workers sometimes will ask you to bend the rules.

“Over-familiarity with your attorney or other co-workers is a huge issue for Notaries in the workplace,” said Carol Salter, the NNA 2005 Notary of the Year who helped create and currently leads the training and education program



for employee-Notaries at Banner Health, a non-profit healthcare provider.

“They feel too comfortable around their attorneys and co-workers and let required practices go, like not requiring a signer to personally appear before them or not asking for ID,” she said. Even if you only notarize for a few familiar people in your office, it’s essential not to get lax and ignore the rules of notarization, she said.

If you feel afraid your employer/attorney or co-worker will be upset with you for asking for their ID multiple times, try keeping reference material on your state’s Notary laws on hand so that signers can be shown exactly why a request has to be refused or a specific requirement like verifying ID needs to be followed.

Another common issue in the workplace is mishandling of Notary tools like seals and journals. Bosses sometimes assume that if they pay for the tools of your office that they belong to the company. They are, in fact, your responsibility. Your Notary seal is your property. It cannot be used by your employer, attorneys or co-workers or handed over to your boss when you resign your position. The same goes for journals.

The easiest way to prevent a mistake involving a Notary’s tools or notarizing in the workplace is familiarizing yourself with Notary laws, Salter said. “If you don’t have confidence or knowledge, you may do something wrong out of ignorance,” she said. “You have got to know your business and state statutes.”

3. Be pro-active.

Many employers mistakenly assume that paying for an employee's Notary commission and supplies gives them control over the Notary's acts.

It's up to Notaries to educate everyone at the office, including your boss, about what is and is not a legal notarization request. For example, a boss might ask you to ignore identification requirements if you're notarizing the signature of an important client, but doing so is against the law and could get you, your firm and the client in legal hot water. But it can be intimidating telling your boss you can't perform a notarial act he or she wants, and you have to be prepared to stand your ground in the face of some serious pressure.

Stephen M. Paskoff, an attorney, expert on workplace civility and author of the book "Teaching Big Shots to Behave and Other Human Resource Challenges," says you often can prevent a standoff with your boss by being proactive and explaining ahead of time what a Notary's duties entail. "Before there's a problem, make sure that co-workers and bosses understand what the rules are," he said. "Explain that you have a legal responsibility to discharge your duties properly, and that you want to let everyone know what that means. Explain what things you can't do because of the law." Paskoff says his own executive assistant, who is a Notary, speaks to him about notarization issues, and that helps ensure all notarial acts in his office are done correctly.

Creating formal office policies for notarization can also be very helpful in dealing with problem requests. If your firm also has an administrator or human resources department, contact them and suggest preparing guidelines that clearly state any notarization requests in the office must follow the law.

In a smaller workplace, you may want to meet directly with your boss or office manager to work out appropriate guidelines. It can help to point out that following proper procedure helps protect the firm from any potential liability.

Having workplace guidelines for notarizing can go a long way to resolving any issues if you need to tell someone in the office you can't perform a notarial act.

"Some signers think the Notary is just being difficult by saying 'No'," Cannon said. "But there are real reasons Notaries can't do these things, and having another person back them up can really help — it defuses confrontation." She described one incident at her office where a Notary refused to notarize a document, and a supervisor wanted to write up the Notary for insubordination. "We had to intervene and tell them that the Notary was doing what she was supposed to," Cannon said. "It shocked the hell out of the supervisor."

Proactively educating your attorney(s) and co-workers about the importance of notarization helps you as the Notary and also reduces legal risks in the workplace.

"A lot of your co-workers may think notarization is an afterthought or a necessary evil. They don't realize the importance of the act," Salter said. "But if there's a request for notarization, there's probably a good reason. It's not a mere formality or tradition."

LS



LEGAL SECRETARIES, INCORPORATED
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WORKSHOP REGISTRATION FORM

“Legal Computations– Calendaring”

First Quarterly Conference
Stockton Hilton, Stockton, CA

Saturday, August 18, 2018, 7:00-8:00 a.m.

PLEASE NOTE SPECIAL TIME FOR THIS CONFERENCE ONLY

Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

Oh no! My document is due on a holiday – do I roll the due date back to the previous business day or forward to the next business day? How many extra days do you get to respond to discovery that was served via overnight mail? Come learn the intricacies of calendaring in preparation for the CCLS exam.

REGISTRATION DEADLINE: August 14, 2018

Name: _____ Email: _____

Address/City/State: _____

Phone (Work): _____ Local Assn.: _____ LPA/LSA

Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 101 W. Broadway, Ste. 1700, San Diego, CA 92101, and email registration to quinton@dsmw.com.

CCLS CREDIT WILL BE GIVEN FOR THIS WORKSHOP

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The Continuing Education Council

PROUDLY PRESENTS



Caitlin M. Casey
San Joaquin County Deputy District Attorney

GRAND JURIES

The Differences Between the Civil and Criminal Grand Jury Process
and How Important the Criminal Grand Jury Process is to Justice

FRIDAY, AUGUST 17, 2018*

5:15 p.m. to 6:15 p.m.

Stockton Hilton

Email reservations to: J. Cori Mandy, CCLS
jcmandy5@gmail.com
619-515-3256 or 619-954-3603

*Seminar is free with a paid conference registration

Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1.0 hour.



JAN KUYKENDALL worked in the legal field for over 34 years. In 2014, her employer retired and she now works for the State of California Department of Corrections and Rehabilitation in Stockton.

California Road Trip!

BY JAN KUYKENDALL – SUBMITTED BY STOCKTON-SAN JOAQUIN COUNTY LPA

Are you ready for a road trip?!! Then Stockton-San Joaquin County LPA (“SSJCLPA”) is ready to greet you for our “California Road Trip - All Roads Lead to Stockton!” Come and join us August 17-19 for a road trip through some of the most beautiful and exciting areas in our State – parks, beaches, attractions!!

We are especially proud to be hosting President Heather’s first LSI Quarterly Conference and look forward to making it memorable for her and all the other attendees.

We will again host at the fabulous Stockton Hilton. They are constantly upgrading so you may even notice some changes from last year’s conference. But, they will still provide the same wonderful “above and beyond” service, and the food is still fabulous! Our opportunity chair is working on making sure that there are opportunities which are sure to pique everyone’s fancy.

Start your day with a cup of coffee and pastry from the hotel’s Starbucks Coffee Bar or head to The Orchard Grill for their breakfast buffet. The Orchard Grill offers lunch and dinner and an extensive California wine list too. You can also grab lunch, dinner or a cocktail at The Canal Street Sports Bar.

The reception will again be poolside on Friday evening, and we have ordered up a tempting array of appetizers for your tasting pleasure (please remember, it’s NOT meant to be a meal).

As usual, the Legal Specialization Sections Coordinator and Section Leaders will be bringing you an interesting slate of classes to attend, as well as the California Certified Legal Secretary and Continuing Education Council educational workshops. SSJCLPA is working with the Section Leaders to provide another set of exceptional speakers and topics.

As everyone is aware, the Hilton has in the past and will continue to provide us with delicious meals. We have chosen a variety of options for each meal, including a chicken option as well as a vegetarian for dinner this time, which should accommodate all needs. We are again having our breakfast buffet on Sunday (by special request).

We are working on a lot of areas to try to make your



weekend fun and educational and, as you know, there is a wealth of options in Stockton and the surrounding areas for shopping, dining and a little outside entertainment, if your schedule allows. There are many restaurants, shopping areas, wineries, etc., all within a short driving distance of the hotel, so get out there and explore if you have a little time. Our SSJCLPA members will be able to direct you to anywhere you want to go!

We look forward to greeting you when you arrive and making your stay a fun, exciting and educational one.

LS

August 18, 2018



Legal Specialization Sections Seminars
THE HILTON STOCKTON • 2323 GRAND CANAL BLVD.

11:00AM - 12:00PM

Probate and Estate Planning

Estate Planning 101

Jeffrey E. Prag
Law Offices of Jeffrey E. Prag

Law Office Administration

Government Claims - Do's and Don'ts: A Look Into the Gov. Code

Charles Torretta, SCLA, MCSA
George Hills Company, Inc.

3:00PM - 4:00PM

Federal Law

Cannabis: State Laws v. Federal Laws

Stephen Munkelt, Esq.
Munkelt Law Office

Criminal and Family Law

Recent Criminal Law Developments

Adam Grace, Esq.
Deputy Public Defender, San Joaquin County

4:30PM - 5:30PM

Specialty Law

The Basics of Corporate Entities in CA: What's Available and What's the Differences

Patricia A. Wenthe
Legal Document Assistant

Civil Litigation

Subrogation

Tammy L. Hunt, CCLS
Subrogation Supervisor, George Hills Company, Inc.

REGISTER ONLINE AT WWW.LSI.ORG

The Legal Specialization Sections are a program of Legal Secretaries, Inc., an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.0 hours each, by the State Bar of California unless otherwise specified.



MAY, 2018 | NORTH HOLLYWOOD, CA

LSI Annual Conference





CONGRATULATIONS!

MEMBERSHIP GAIN CONTEST WINNERS

- **Group A (0-15)**
 - Marin County LPA - (27% Gain) and Conejo Valley LPA - (27% Gain) - Even tie for first place and each had 3 new members and 11 continuing members for total of 14 members.
- **Group B (16-30)**
 - Imperial County LPA - (80% Gain)
- **Group C (31-45)**
 - San Gabriel Valley LSA - (220% Gain)
- **Group D (46-65)**
 - Orange County LSA (31% Gain)
- **Group E (66-150)**
 - Fresno County LPA (153% Gain)
- **Group F (150 +)**
 - San Diego LSA (90% Gain)

CHAPTER ACHIEVEMENT CONTEST WINNERS

- **Group A (0-10,000)**
 - Contra Costa County LPA (9,925 Points)
- **Group B (10,001-20,000)**
 - Merced County LPA (19,975 Points)
- **Group C (20,001-30,000)**
 - Orange County LSA (27,650 Points)
- **Group D (30,001-40,000)**
 - Stanislaus County LPA (30,100 Points)
- **Group E (40,001-50,000)**
 - Sacramento LSA (46,225 Points)
- **Group F (50,001 +)**
 - San Diego LSA (55,950 Points)

BULLETIN CONTEST WINNERS

CATEGORY A (0-15 MEMBERS):

- 1st Place - Conejo Valley LPA

CATEGORY B (15-30 MEMBERS):

- 1st Place - Placer County LPA
- 2nd Place - Alameda County LSA

CATEGORY C (31-45 MEMBERS)

- 1st Place - San Gabriel Valley LSA
- 2nd Place - Merced County LPA

CATEGORY D (46-65 MEMBERS)

- 1st Place - Orange County LSA
- 2nd Place - Los Angeles LSA

CATEGORY E (66-150 MEMBERS)

- 1st Place - Sacramento LSA
- 2nd Place - San Francisco LPA
- 3rd Place - Santa Clara County LPA

CATEGORY F (151+ MEMBERS)

- 1st Place - San Diego LSA

PLAN A- HIGH SCHOOL SENIOR

(7 applications were judged)

1ST PLACE (\$2,000)

- Emily McElroy
- Sponsoring Association: Alameda County LSA

2ND PLACE (\$1,000)

- Navreet Hundal
- Sponsoring Association: Stanislaus County LPA

1ST ALTERNATE

- Morgan Yen
- Sponsoring Association: None

2ND ALTERNATE

- May Wang
- Sponsoring Association: Orange County LSA

PLAN B - COLLEGE STUDENT

(5 applications were judged)

1ST PLACE (\$2,000)

- Hayley Finetti
- Sponsoring Association: Mt. Diablo LPA

2ND PLACE (\$1,000)

- Kate Polezhaev
- Sponsoring Association: Orange County LSA

1ST ALTERNATE

- Krystle Miller
- Sponsoring Association: Los Angeles LSA

2ND ALTERNATE

- Lauren Hull
- Sponsoring Association: Santa Clara County LPA

PLAN C - CAREER CHANGE

(3 applications were judged)

1ST PLACE (\$2,000)

- Karen Bellantoni
- Sponsoring Association: Santa Clara County LPA

2ND PLACE (\$1,000)

- Amber Westphal
- Sponsoring Association: Los Angeles LSA

1ST ALTERNATE

- Ashby Anderson
- Sponsoring Association: Alameda County LSA



BEGINNING LEGAL SECRETARIAL TRAINING CLASS



LSI will be offering its Beginning Legal Secretarial Training Class online. This class will be an eight-week, work-at-your-own-pace online session commencing September 10 and ending November 5, 2018. During the classes, the following topics will be covered:

Introduction to the Law Office
Duties of the Legal Secretary
Effective Telephone Skills
Effective Oral Communication Skills
Calendaring and Timetables
Basic Grammar Skills
Transcription and Proofreading Techniques
Court Structure
Citations

Service of Legal Documents
Preparing a Proper Caption
Preparation of Documents Filed with the Court
Basics of Civil Litigation Interrogatories
Demand for Production of Documents
Requests for Admissions
Depositions/Deposition Subpoenas
Demand for Physical Examinations
Discovery Timelines, Service and Verifications

CLASS SESSION OPENS ON MONDAY, SEPTEMBER 10, 2018

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

The cost of the training class, which includes the Legal Secretary's Reference Guide, is \$180 for LSI members/\$250 for non-LSI members. Each individual must register separately. Upon completion of the class, students will receive a certificate from LSI.

BEGINNING LEGAL SECRETARIAL TRAINING CLASS REGISTRATION

(Please type or print clearly)

Name: _____ Email: _____

Address: _____

City/Zip: _____ Telephone: _____

\$180 LSI Member _____ Association: _____ LSA/LPA

\$250 Non-LSI Member _____

Payment: Check # _____ (made payable to LSI)
(Note: Checks must clear before books will be mailed and may cause a delay in access to the class.)

Name on Card: _____

Visa/MC Credit Card # _____

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

Email registration form NO LATER THAN September 4, 2018, to LSI Legal Professional Training/ Seminar Chair, training@lsi.org or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at www.lsi.org with PayPal. Keep in mind books will not be mailed until registration is processed. For further information or inquiries, email training@lsi.org. No refunds after September 10, 2018. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.

LSI – Educating California's Legal Professionals



RACHEL KAYHAN, CCLS, has worked as both a legal assistant and a paralegal, primarily in civil litigation. She holds a B.A. from U.C. Berkeley and pursued graduate studies in drama at SF State. When not honing legal skills, she is active in the Bay Area theatre scene. She is a proud member of the Alameda County Legal Secretaries Association and is immensely grateful to its members for inspiring her to attain her CCLS earlier this year.

My Improbable and Wonderful Adventure from CCLS to Hogwarts

BY RACHEL KAYHAN, CCLS – SUBMITTED BY ALAMEDA COUNTY LSA

Flying home late on Sunday night following the LSI Annual Conference in North Hollywood, I saw the familiar contours of bridges and shorelines sketched in twinkling lights as our plane approached the Bay Area. A couple of months earlier, I had awakened at dawn on a Saturday morning to speed across one of those bridges, ensuring my timely arrival in a posh law office conference room. There, I'd spent eight hours taking the rigorous California Certified Legal Secretary ("CCLS") exam covering a wide range of subjects and procedural details—including areas such as Real Estate and Corporations in which I had absolutely no experience. I'd been studying for several weeks, and my memory was filled to bursting with legal terminology, citation formats, calendaring and grammar rules—and most daunting for me, calculating such things as executor compensation and common shares versus preferred shares. I did my best to orient to the first section of the exam, summoning the only resources at my disposal: a quick prayer to focus my foggy morning-brain, a handful of No. 2 pencils, and a calculator. As the hours passed, I gained a modicum of confidence that at least some of the studying was paying off. There was a sense of camaraderie among the test-takers, and our proctors were gracious and encouraging. After we turned in our last section at the end of the day, one of the proctors, herself a CCLS, told us about her own experience taking the exam: she'd felt ambivalent about how she'd done, the interval of waiting for the results seemed interminable, but ultimately she was ecstatic to learn she had indeed passed—on the first try, no less. I could only wait and hope for a similar outcome.

The proctors' pleasant demeanor was most appreciated, but it did not surprise me, as it resembled the warmth and professionalism exhibited by the members of my local association. I found the Alameda County LSA ("ACLSA") about a year earlier, after taking two valuable on-line courses from LSI, and I hoped to access additional job-enhancing training. I walked into my first ACLSA meeting and met a truly lovely group of people who practiced an ethos of mutual support and information sharing. It turned out that their monthly meetings were convenient to the



downtown Oakland office where I worked as a Legal Administrative Assistant, so I continued to show up and eventually joined myself. Several of the members indicated they had a special designation of "CCLS" attached to their names. I was curious about that, and also impressed with the competence they exuded, so I explored the LSI website to understand what those letters signified. The more I learned about the CCLS credential, the more intimidating an undertaking it seemed. But I was intrigued and thought perhaps I would take a "slow track" to pursuing it. When the on-line study group formed in January, I decided to enroll with a vague plan of taking the exam in September. Ambition got the better of me, and I signed up for the March exam instead.

Then the study materials arrived, and the sheer dimensions of those massive blue binders (Law Office Procedures Manual and Legal Professional's Handbook), not to mention various style manuals and endless practice exams, all convinced me that I'd never master that much information in a matter of weeks. The game changer was

the on-line study group led by Terrie Quinton, CCLS, and her supremely well-organized presentation and distillation of the voluminous material. I came to rely on her weekly lessons and the structure they offered. She also had a knack for knowing when to offer a note of encouragement, when to “demystify” particularly challenging material—and she was extremely responsive to students’ individual inquiries. Her endorsement of an old-school study technique—custom flashcards—proved effective. (I recommend the use of a flashcard app like “Quizlet” so they are always available on various devices.) I am quite certain that I would never have gone through with taking the exam, let alone passing it, without Terrie’s instruction.

As the date of the exam approached, however, insecurities crept in and I began to second-guess whether I was sufficiently prepared. Two days before, I had more or less resolved to skip it and re-apply for the September exam. Feeling very conflicted, I looked at the word “TEST” written in red on the calendar—it was on March 17th, St. Patrick’s Day. Some remaining shred of optimism summoned all my lucky Irish DNA to the front of my brain, and fortified with caffeine, I dug in to an intensive review of the material. The night before the test, on auto-pilot, I set out everything I’d need, and made sure the early alarm was set. A month later, the whole experience was a distant memory—and then the email with the word “Congratulations!” arrived. It’s hard to describe the feeling of being so overwhelmed with a combination of joy, relief, and satisfaction. I happened to be alone when I read the email, and that’s a good thing, because I must have looked pretty silly dancing around the room! In retrospect, I think the main benefit of undertaking the CCLS exam is much greater than the sum of the subjects it covers; in fact, it instills an enduring sense of confidence and expertise about approaching material—no matter how arcane or voluminous—and being able to access information across a wide spectrum of legal topics. In addition, it confers an elite distinction on one’s professional profile and garners respect from colleagues and employers.

Soon after the big news, I received several kind notes from LSI members acknowledging my achievement and inviting me to attend the upcoming annual conference. At this point, I was very interested in learning more about the organization and wanted to meet some of the people whose names I’d come to know. And I’d also have an opportunity to earn some of those continuing education credits I would need now that I was a CCLS. The conference—in terms of tone, setting, quality, and content—far exceeded any expectation I may have had. It was clear that this was a gathering of friends as well as a community of professionals. I was very touched by how universally welcoming people were, and by the special recognition given to the new

CCLSs. I was particularly delighted to share the weekend with the wonderful ladies from my own ACLSA, and deeply appreciated their warmth and generosity in honoring me with an over-the-top tiara and boa for the reception, and the elegant CCLS pin that I wear with gratitude and pride. The eloquence and professionalism exhibited by all of the speakers, both in seminars and in meetings, were truly inspiring. It was a privilege to have been a part of that event, and I look forward to growing and contributing more within this impressive group.

Descending into the Oakland airport on that Sunday night, I reflected on how my initial decision to study for the CCLS led to that extraordinary weekend attending my first LSI conference. As a celebratory bonus, I spent several hours after the conference at Universal Studios. Now I am not the biggest amusement park enthusiast, but I had grown to love the Harry Potter novels I’d read to my son years ago and could not pass up the opportunity to experience Universal’s monument to the world of wizardry. The cobblestone avenues of this section of the park lead to the looming turrets of Hogwarts itself, and to the elaborate virtual-reality-enhanced roller-coaster inside its walls. As I approached, I began to read the long list of “warnings” about this ride, which could be summed up as a strong admonition against all but the most robust constitutions embarking on it. This sparked enough self-doubt that I began to walk away. Then I recalled the journey that had brought me to this point, and how I’d almost discouraged myself from taking the CCLS exam. But I had pushed through that resistance and succeeded. And so too, I could manage to summon my inner wizard and get on that roller-coaster! And, oh my, it was a ride! We whooshed past all manner of menacing supernatural creations, then took a high-velocity swan-dive into the vortex of a virtual quidditch match—thrilled and breathless, the pursuit was pure joy. The aftermath offered another, more enduring reward: an abiding confidence for having stepped outside a comfort-zone, accepted a challenge, and mastered something new. A trace of that magical and exhilarating ride will always come to mind whenever I share the story of how I came to acquire my CCLS.

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Dates to Remember in 2018

- August 13, 2018** Registration deadline for Legal Specialization Sections Seminars at LSI 1st Quarterly Conference
- August 14, 2018** Registration deadline for CCLS Workshop ("Legal Computations – Calendaring") at LSI 1st Quarterly Conference
- August 17-19, 2018** LSI 1st Quarterly Conference
Stockton Hilton, Stockton, CA
Hosted by Stockton-San Joaquin County LPA
- September 1, 2018** Last day to submit articles for November 2018 issue of The Legal Secretary
- September 4, 2018** Deadline to register for Beginning Legal Secretarial Training Class (online class)
- September 10, 2018** Beginning Legal Secretarial Training Class begins
- September 24, 2018** Deadline to register for Overview of California State Court Discovery (online class)
- October 1, 2018** Overview of California State Court Discovery class begins
- October 8, 2018** Registration deadline without late fee for LSI 2nd Quarterly Conference
- November 9-11, 2018** LSI 2nd Quarterly Conference
Silver Legacy Resort, Reno, Nevada
Hosted by Santa Clara County LPA

Quarterly Assignments

THE FOLLOWING ASSOCIATIONS ARE EXPECTED TO SECURE ARTICLES FROM GUEST WRITERS FOR PUBLICATION IN THE MAGAZINE ISSUES SPECIFIED BELOW.

- **A. AUGUST ISSUE (TO BE SUBMITTED NO LATER THAN JUNE 1ST):**
Alameda County, Beverly Hills/Century City, Conejo Valley, Contra Costa County, Desert Palm, Fresno County, Humboldt County, Imperial County
- **B. NOVEMBER ISSUE (TO BE SUBMITTED NO LATER THAN SEPTEMBER 1ST):**
Livermore-Amador Valley, Long Beach, Los Angeles, Marin County, Merced County, Mt. Diablo, Napa County, Orange County, Placer County
- **C. FEBRUARY ISSUE (TO BE SUBMITTED NO LATER THAN DECEMBER 1ST):**
Rio Hondo District, Riverside, Sacramento, San Diego, San Fernando Valley, San Francisco, San Gabriel Valley, San Mateo County, Santa Barbara
- **D. MAY ISSUE (TO BE SUBMITTED NO LATER THAN MARCH 1ST):**
Santa Clara County, Santa Cruz County, Santa Maria, Sonoma County, Southern Butte County, Stanislaus County, Stockton-San Joaquin County, Trinity County, Ventura County



JEREMY YOHE is the Vice President of Communications at American Land Title Association

Bitcoin Bonanza Hits Real Estate

BY JEREMY YOHE – SUBMITTED BY FRESNO COUNTY LPA
REPRINTED WITH PERMISSION BY TITLE NEWS MAGAZINE

It has been reported that more than 100,000 merchants worldwide accept Bitcoin. Companies such as Microsoft, Expedia, Newegg, Overstock and Subway all accept Bitcoin payments. The cryptocurrency is no longer just a risky investment opportunity for the adventurous. It's becoming an alternative way of paying for regular things, like real estate. It was only a matter of time before the cryptocurrency made its way into real estate closings on everything from land in Lake Tahoe, California to Manhattan condos.

Bitcoin has gained traction in areas such as Miami, which is a hotbed for foreign investors. These buyers are much more comfortable with the cryptocurrency than American companies. A Miami penthouse was listed in December for 33 Bitcoins- a value of around \$544,500 at the time. The seller specified they would not accept any other form of payment. In Seattle, a homebuyer just used Bitcoin and other cryptocurrencies for the down payment on a home in January.

In September 2017, Kuper Sotheby's International Realty reportedly became the first brokerage in Texas to close on a home purchased entirely with Bitcoin. Sheryl Lowe of Kuper Sotheby's International Realty, the agent who represented the buyer in the sale noted, "In all of my 33 years closing transactions, I honestly couldn't have expected something so unique to go so smoothly. In a matter of 10 minutes, the Bitcoin was changed to U.S. dollars and the deal was done."

Title Company Essential to Process

Lowe pointed to the team at Independence Title for keeping everything together. Jay Fitzgerald, general counsel for Independence Title has educated its escrow officers on what they need to be aware of when facilitating transactions involving cryptocurrency.



"For our purposes, it's the same as having anyone come in with some sort of currency that doesn't constitute good funds under Texas regulations," he said. "There has got to be a conversion. It doesn't matter if its pesos or Bitcoin."

While the Bitcoin satisfies the agreed-upon price of the property, Fitzgerald says difficulty can arise when handling the other settlement costs that require payment in U.S. dollars.

"There is some doubling back, and it can cause some timing issues for loan payoffs," he added. There are two general ways to convert Bitcoin to cash: buyers may use a payment vendor service like Bitpay or use a Bitcoin investment account. Fitzgerald said Independence Title is considering developing a relationship with Bitpay or other vendors. This would eliminate each seller having to register with the payment vendor service.

"Maybe we can arrange to work within the vendor system so the money from the Bitcoin conversion can be deposited with us," Fitzgerald said. "That will facilitate seller payoffs or any other fees that need paid. The buyer would still tender the Bitcoin to a conversion service, which would then wire the money to us."

While the use of virtual currency continues to gain traction, there remains plenty of nervousness around the lack of regulations and understanding as to how gains in Bitcoin are taxed.

In March 2014, the Internal Revenue Service (IRS) issued a notice on how virtual currency is treated as property for U.S. federal tax purposes. General tax principles that apply to property transactions apply to transactions using virtual currency. Among other things, this means: Wages paid to employees using virtual currency are taxable to the employee, must be reported by an employer on a Form W-2 and are subjected to federal income tax withholding and payroll taxes. Payments using virtual currency made to independent contractors and other service providers are taxable and self-employment tax rules generally apply. Normally, payers must issue Form 1099. The character of gain or loss from the sale or exchange of virtual currency depends on whether the virtual currency is a capital asset in the hands of the taxpayer. A payment made using virtual currency is subject to information reporting to the same extent as any other payment made in property.

Things to consider: With more consumers coming to the closing table with some version of a cryptocurrency, it's important for title and settlement companies to have policies and procedures in place to handle these transactions. Alan Fields, director of underwriting for WFG National Title Insurance Co., said the first question a title company must ask is about the type of transfer. The deal could either require the conversion of the Bitcoin to cash or be a Bitcoin-for-Bitcoin land exchange between buyer and seller. If the buyer has Bitcoin, but the seller wants cash, Fields said the transaction is no different than a "normal transaction".

As title professionals, we are not concerned with what legal assets (stocks, bonds, other land, or Bitcoin) may have been sold to generate the funds which are ultimately wired into our trust account. Our concern is receipt of "good funds". It gets tricky when it's a Bitcoin swap for land because escrow laws in most states say funds must be held by a title agency in federally-insured accounts. "If you have a buyer that says they want Bitcoin, a seller's property and a seller that wants Bitcoin, we treat it as a property-for-property swap," Fields said. "This is how 1031 exchanges were originally handled." In this scenario, the title agent will want to make sure the buyer and seller both have Bitcoin wallet, a software program that "stores" the virtual currency. The sale consideration would be handled between the Bitcoin wallets, and outside of the title agent or escrow officer. The parties would still need to deposit funds for charges and costs that are applicable to the transaction. Fields encourages title agents to talk with their underwriters if such a deal arises. Although it's not within the scope of your agency agreement, underwriters are available to help agents work through the special and very detailed escrow agreements unique to a Bitcoin transaction.

An issue with Bitcoin is that its value has been very volatile. After hitting a record high close to \$20,000 in December, Bitcoin's value slipped below \$6,000 in January. It hovered around \$10,000 in March but fell below \$7,500 at the end of March. While the parties can agree on the terms of their Bitcoin for land swap - "I'll give you 20 Bitcoins for your house" - the title agent is still expected to make various tax and governmental reports. Fields said that the title agent has some responsibility to make sure the agreed value to be reported to the government is "within reason" for the fluctuating values as of the date of closing. Field says a title company needs thorough escrow instructions that covers all the variables to protect itself. Instructions should specify that the seller agrees to accept a certain amount of Bitcoin. They should also indicate the Bitcoin wallet to which the currency should be sent. Additional concerns include: Having enough money in U.S. currency to pay-off loans, pay taxes, releases, payoffs, recording fees, and other things that require cash, and, of course, your fees; What value to enter on the federally mandated Closing Disclosure; Reporting to FinCen, the IRS and state tax authorities.

Evolving Buyer

Ben Shaoul, president of Magnum Real Estate Group, said the buyer has evolved. They are now younger and want to pay in various ways. "Cryptocurrency is something that has been asked of us: 'Can you take cryptocurrency? Can we pay that way?' he said. "And, of course, when somebody wants to pay you with a different form of payment, you're going to try and work with them and give them what they want, especially in a very busy real estate market." Shaoul was among the first to adopt Bitcoin for commercial real estate transactions. He recently developed hipster condos that he allows buyers to purchase using Bitcoin. In the hopes of attracting younger tenants, development company Brookliv accepts Bitcoin rental payments for its brownstones. Beverly Hills based Hubilu Venture Corp. accepts Bitcoin rental for apartments it acquired near the University of Southern California. A little over a year ago, in a first for Southern California, a buyer used roughly 3,300 Bitcoins to buy a Cape Cod style mansion in Manhattan Beach for \$3.225 million. Had the buyer waited until later in the year, that same number of Bitcoin could have bought multiple beach houses, a few penthouse condos and a private island in the Caribbean. Sites like Open Listings are making it easier to find properties you can purchase with Bitcoin with a search tool that allows you to look for the words "Bitcoin" or "Ethereum."

CONTINUED ON PAGE 22

Experts warn that buying real estate with Bitcoin won't be simple in every case. Open Listing notes, "Even if you are able to find a seller that willing to accept Bitcoin, it can be tricky to find title insurance and escrow companies who feel comfortable handling virtual transactions. To take on your home purchase, they may require you to cash out your Bitcoin so that your transaction can be treated more like a traditional house purchase." Ethereum is another digital currency that could disrupt the real estate industry. Ethereum is known for its "smart contracts" that are written on the Ethereum blockchain, the technology behind the cryptocurrency. Ethereum is the second most adopted cryptocurrency after Bitcoin, according to Joel Leslie, co-founder and partner of

Propify, a blockchain based real estate marketing solution platform. Unlike Bitcoin, when investors use Ethereum to purchase property, they can stipulate things within the smart contract that are binding and enacted as soon as buyers pay up. For example, Leslie said sellers can stipulate Ethereum coins are to be transferred immediately following the transaction, and it will happen instantly. "The evolution of cryptocurrencies will be exciting to see as time goes on," Shaoul said. "Much like the Internet, we are seeing more of a commonality with just how important cryptocurrency is in the world, rather than without."

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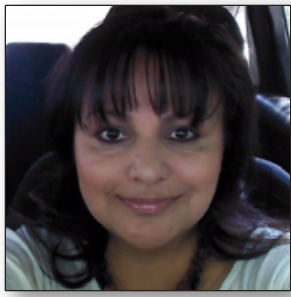


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For more information, please contact the Legal Specialization Sections Coordinator, at lss@lsi.org.



MICHELLE PEREZ received her Associates of Science Degree in Paralegal Studies through Fresno City College. Michelle is currently employed at Old Republic Title Company in Clovis, CA. She is also Fresno County LPA's new Governor.

Personal Health and Safety Behind the Desk

BY MICHELLE PEREZ – SUBMITTED BY FRESNO COUNTY LPA

Positivity is essential in all aspects of our life, whether it be at work or at home. Where do we spend most of our time, at work, in an office glued to our dual computer monitors (because of efficiency, we're told), pounding away at the poor helpless keyboard, for some no window to look outside to gaze, and sigh or perhaps sharing an office with a co-worker. Are you thinking how can this possibly be "thinking positively?" It's all in your frame of mind, think about this, if you didn't have dual monitors how many times would you have to "minimize" your top screen to get to the bottom one. Maybe you are easily distracted and a window won't do, but you would rather go outside and take a walk anyway. Sharing an office isn't so bad, more times than not, you can bounce ideas off each other or have the other proofread a memo or letter before giving it to your attorney (help us if there is a typo he/she finds first). There is nothing we can do to save the poor keyboard, other than getting a brand new cordless keyboard. We just turned negatives into a positive outlook. Paul Dudley White, a Physician and Cardiologist said, "A vigorous walk will do more good for an unhappy but otherwise healthy adult than all the medicines and psychology in the world."

Sitting behind a desk all day, or eating lunch at our desks does nothing for our mental health, in fact, it's harmful. Our mental health and well-being should be a top priority in our daily lives. We want to boost morale in the office yes, but we must start with ourselves first, self-confidence is the key. Make a plan to leave your desk for a 10 minute break. Walk around outside the office, walk to your car, but get moving, leave the comforts of your chair and move. Sooner or later you will take pleasures in your breaks or lunches and love the feeling of being free that it will become second nature and you will feel motivated and healthier.

I have included some tips or ideas that may be useful:

- Try yoga
- Take a dance class
- Join or invite friends for walks on trails
- Hike or bike on trails

A positive thinker
sees the invisible,
feels the intangible,
and achieves the
IMPOSSIBLE.

Winston Churchill

Any one of these activities are considered stress relievers and will help guide you to a more positive approach regardless of the circumstance, whether it's a challenging project at work or resolving issues at home.

"It doesn't pay to get discouraged. Keeping busy and making optimism a way of life can restore your faith in yourself", Lucille Ball.

Be resilient, be confident. Don't waste your time on negative feelings or energy. Be optimistic, focus on your strengths, learn to improve on your mistakes, take one step at a time, and surround yourself with positive people. Remember positivity is infectious. Have you ever wondered why some people are just so positive all the time regardless of their circumstances, it's called attitude. If you have a great attitude you can reverse the negative, it's up to you.

Finally, learn to laugh at yourself, often. Laughter can reduce tension, relieve stress, depression and potentially improve your overall health. We all make mistakes, and life happens, humor helps people find common ground. Spread the cheer, be the change you want to see in yourselves.

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Please check if you are:

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SCRIP TICKET (includes Registration, Welcome Reception, Banquet and Brunch):

POSTMARKED ON OR BEFORE **October 8, 2018**

\$120.00 \$ _____

POSTMARKED ON OR AFTER **October 9, 2018**

\$130.00 \$ _____

INDIVIDUAL TICKETS:

Registration by **October 8, 2018**

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President's Luncheon (Saturday)

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☐ Chicken Ciabatta Sandwich ☐ Chicken Cobb Salad

Governor's Luncheon (Saturday)

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☐ Chicken Ciabatta Sandwich ☐ Chicken Cobb Salad

Open Luncheon (Saturday)

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Banquet (Saturday)

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Brunch (Sunday)

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GROUP CODE: ISSCCLP **Check in:** 3:00 p.m. - **Check out:** 11:00 a.m.

ACCOMMODATIONS: (plus applicable taxes and resort fee*): **\$110** per night, single/double**

TRANSPORTATION:

Airport: The Reno Tahoe International Airport (RNO) is 4 miles from the resort and a 12-15 minute drive by car.

Car rental: The Silver Legacy has arranged for discounted car rental rates for attendees. The Enterprise rental desk is located in the hotel lobby; cars can be rented and returned at the airport or the hotel. For Enterprise reservations, please call [\(775\) 322-4755](tel:7753224755) and use discount code L54H176.

Shuttle: The Silver Legacy offers airport shuttle service daily from 5 am-12 midnight, running every 30 minutes. The shuttle leaves the hotel valet on the hour and half hour and picks up at the airport at 15 and 45 minutes past the hour.

Parking: Self-parking garage and valet parking are both available.

Driving: The Silver Legacy, a landmark in downtown Reno, can be seen upon approach from any direction. The Silver Legacy is easily accessible from both the 395 and 80 freeways.

For additional information contact:

Elise Dresser/Linda Neuman

2018 2nd Quarterly Conference Co-Chairs

Email: edresser@gmail.com / neumanlinda@hotmail.com



* “Resort Fee” includes roundtrip airport shuttle service; valet and self-parking at hotel; unlimited local and toll-free telephone calls; complimentary in-room wireless internet for two devices per room and in-meeting spaces; property-wide high speed Wi-Fi, use of hotel’s health spa; and boarding pass printing at concierge desk.

** Guests are responsible for submitting a first night’s deposit to the hotel at the time reservations are made. Refunds will be issued if reservations are canceled 24 hours in advance of arrival date.



California Certified Legal Secretary
A Program of LSI®



APPLICATION TO TAKE CCLS® EXAM

Mail Application, copy of LSI Membership Card (if applicable), and fees to:
April K. Ignaitis, CCLS, CCLS Certifying Board, P.O. Box 2879, Cupertino, CA 94015

(Select one) ☐ **Northern California** ☐ **Saturday, March 17, 2018**
☐ **Southern California** ☐ **Saturday, September 15, 2018**

- **Deadline:** Applications must be received **60 days** prior to the examination date.
- **Late Application:** Late Fees apply when Applications are received less than **60 days** (but not less than 30 days) prior to the examination date, and accepted only if space is available.
- **Deferral:** Requests to defer to the next exam must be received at least **30 days** prior to the exam date.

EXAMINATION FEES (Select Payment Type)	Check <input type="checkbox"/> Payable to "LSI" Mail to above address	PayPal <input type="checkbox"/> Email exam application to CCLSCertifyingBoard@gmail.com . Payment link will be provided upon confirmation of eligibility to sit for exam.
LSI Members <input type="checkbox"/>	Non-LSI Members <input type="checkbox"/>	
On Time Registration Fee \$ 25.00	On Time Registration Fee \$ 75.00	
Examination Fee* 100.00	Examination Fee* 100.00	
Late Fee (if applicable) 30.00	Late Fee (if applicable) 30.00	
TOTAL DUE w/o Late Fee: \$125.00	TOTAL DUE w/o Late Fee: \$175.00	

Personal Information

Name: _____

Mailing Address: _____

Last 4 digits of SSN: _____ Email: _____

Phone (Day): _____ Phone (Evening): _____

LSI Member: ☐ Yes (enclose copy of LSI Membership Card) ☐ No

Name of Local LSI Association: _____

Employment Information

Provide your legal secretarial employment information beginning with your most recent (or current) employment in order to confirm that you have at least two years' experience. Attach a supplemental page if you have not been in your current position for two years.

Position: _____ Dates of Employment: _____

Employer: _____
(name and address)

Supervisor: _____ Supervisor's Phone: _____

Supervisor's Email: _____

Summary of Duties: _____

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

Date: _____

Applicant Signature _____

*Fees subject to change without notice.

Rev. February 2017

CCLS QUIZ:

LEGAL COMPUTATIONS - CALENDARING

DIRECTIONS: USING THE CALENDAR PROVIDED, DETERMINE THE LAST DAY FOR EACH ACTION BELOW (SHADED DATES ARE COURT HOLIDAYS).

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1. YOUR DISSOLUTION TRIAL DATE IS MARCH 26. WHAT IS THE LAST DAY TO SERVE YOUR FINAL DECLARATION OF DISCLOSURE?
2. YOUR MOTION IS BEING HEARD ON FEBRUARY 23. WHAT IS THE LAST DAY TO FILE AND SERVE AN OPPOSITION?
3. A COMPLAINT FOR UNLAWFUL DETAINER WAS PERSONALLY SERVED ON JANUARY 11. WHAT IS THE LAST DAY TO RESPOND?
4. GREAT AUNT BETSY DIED ON JANUARY 26. YOU FOUND OUT ON JANUARY 31. WHAT IS THE LAST DAY TO FILE THE ORIGINAL WILL?
5. YOUR CASE MANAGEMENT CONFERENCE IS SCHEDULED FOR MARCH 6. WHAT IS THE LAST DAY TO FILE YOUR CASE MANAGEMENT STATEMENT?
6. A SPECIAL MEETING OF SHAREHOLDERS HAS BEEN SET FOR MARCH 13. WHAT IS THE FIRST DAY YOU MAY PROVIDE NOTICE?
7. YOUR MOTION FOR SUMMARY JUDGMENT IN AN UNLAWFUL DETAINER MATTER IS SCHEDULED FOR MARCH 23. WHAT IS THE LAST DAY TO PERSONALLY SERVE THE MOTION?
8. YOUR CLIENT WAS PERSONALLY SERVED WITH A PETITION FOR DISSOLUTION ON FEBRUARY 1. WHAT IS THE LAST DAY TO FILE A RESPONSE?
9. YOUR PETITION FOR PROBATE OF WILL WAS FILED ON JANUARY 24. WHAT IS THE LAST DAY THE CLERK MAY SET THE PETITION FOR HEARING?
10. PLAINTIFF'S INCOMPLETE RESPONSES TO WRITTEN DISCOVERY WERE MAIL SERVED ON JANUARY 12. WHAT IS THE LAST DAY TO FILE A MOTION TO COMPEL FURTHER RESPONSES?

CCLS QUIZ ANSWERS ON PAGE 29



VIVIAN SHREVE, CCLS has worked in the legal field, primarily in civil litigation for more than 25 years. Vivian attended the paralegal program at DeAnza College and for the last 9 years has been employed at the Palo Alto office of Wilson Sonsini Goodrich & Rosati as an Executive Assistant, where she practices in IP, Securities and Commercial Business Litigation. She joined Santa Clara County LPA in 2013, currently serving as its Continuing Education Committee Coordinator and MCLE Coordinator. She obtained her CCLS certification in 2014 and is also a member of the CCLS Certifying Board.

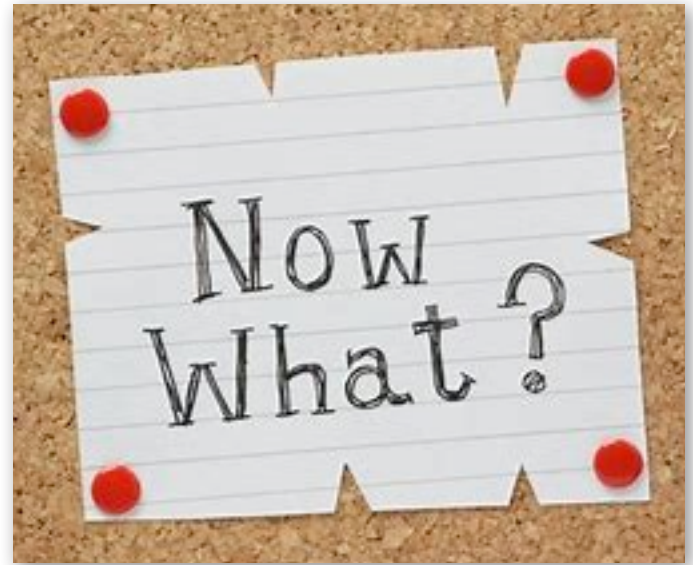
So You Are a CCLS! Now What?

BY VIVIAN SHREVE, CCLS, CCLS CERTIFYING BOARD MEMBER

Well, first of all, congratulations! You should be very proud of yourself for achieving this accomplishment.

Next, it is very important to remember that you need to stay in touch with the CCLS Certifying Board. If you move or change jobs, if your office moves, you change your phone number or your email address, it is crucial to inform the CCLS Certifying Board. We send out reminders about your recertification and other important information through email. If we don't have a current email address, we attempt to follow up by mail. But if you've moved, or have not provided your new contact information to the CCLS Certifying Board, we have no way to reach you. Many people count on the reminders for recertification, so if we can't get those out to you, and you fail to recertify, you lose your ability to use the certification that you worked so hard for. We send these notices out as a courtesy. Whether notice is sent or received, it is the responsibility of the CCLS to keep the CCLS Certifying Board informed, and to keep track of your recertification period.

As for recertification, it is important that you keep track of your recertification period. You have to recertify every three years by completing 15 hours of continuing education, 5 hours of which may be self-study. The educational program must focus on the duties of legal support staff. Of the required 15 hours, no more than 6 credit hours will be allowed if the education concerns administrative and/or mechanical functions performed by legal support staff (legal secretary science). Of those 6 hours, no more than 2 credit hours will be allowed for courses where the topics are not unique to work done by legal support staff (i.e., Notary refresher classes, Microsoft classes, Adobe classes, etc.) Therefore it is possible that courses approved for a specified number of credit hours will not be given full credit by the CCLS Certifying Board (CCLS Recertification Standards for Recertification, <https://www.lsi.org/ccls-certification>).



So, now you're asking "How do I get those 15 hours of credit?" It is actually pretty simple to obtain the CLE hours. LSI puts on numerous lunchtime webinars and seminars throughout the year that qualify for CLE. The local affiliated associations put on webinars, in-person workshops, and other events throughout the year that also qualify for CLE credits. The State Bar of California and its legal specialization sections, as well as many local bar associations, provide seminars and workshops. Courses and education programs approved for Professional Legal Secretary (PLS) credit by NALS are available. In addition, there are numerous court reporting firms that offer CLE-qualified programs. And don't forget about the opportunities for CLE from your local college programs. You should know that any educational program of one hour or more must provide substantive handouts. Programs of more than one hour without the handouts, may, in the CCLS Certifying Board's discretion, either be disallowed, or reduced to a maximum of one credit hour.

There has been a huge increase in the availability and popularity of lunchtime webinars and pre-recorded seminars. The difference between a webinar that qualifies for participatory credit and a webinar that qualifies only for self-study is pretty simple. A live webinar, where there is a live person giving the instruction, and allowing for questions and answers (via chat, etc.) is considered a live webinar and eligible for participatory credit. However, if the webinar is pre-recorded, available for download, and there is no opportunity to ask questions and have those questions

YOU ARE A CCLS! NOW WHAT?

answered at that time, is considered self-study. You are only allowed 5 hours of self-study credit in any recertification period.

Now you know how to get the credits. How do you prove that you attended? Applicants for recertification are encouraged to obtain and submit the standard CCLS Certificate of Attendance (available on LSI's website) whenever possible. Otherwise, the following types of certificates will be accepted:

- CCLS Certificate of Attendance (to be signed by the program provider);
- CCLS Certificates of Completion (self-study programs) to be co-signed by the provider or the CCLS's supervising attorney. (The provider must be an approved provider and the signatures must be made in wet ink – no signature stamps);
- CCLS Certificates for Instructional Credit Hours; or
- MCLE Certificates co-signed by the provider or the CCLS's supervising attorney. (Again, the signatures must be made in wet ink – no signature stamps)
- Please note: Applicants for Recertification MAY NOT SIGN THEIR OWN CERTIFICATES OF ATTENDANCE.

Finally, what is the process for recertification? On or before the expiration date of the current term, the recertifying CCLS will submit an Application for Recertification, along with the recertification fee, all of the completed and signed certificates of attendance, and any substantive handouts. The preferred method is electronic. The documentation may be sent via email to the CCLS Recertification Chair. The applicant may choose to make the requisite payment by check payable to LSI or by PayPal. The application has a place to make the choice. If PayPal is chosen, once the application and certificates have been reviewed, the CCLS Board Chair will send a PayPal link to the applicant. If preferred, the applicant may use First Class Mail for submission. If the applicant chooses to mail their application and documentation, they may contact the CCLS Certifying Board or the LSI Administrator to obtain the physical address.

For more complete and detailed information, please feel free to review the CCLS Standards for Recertification on LSI's website.

CONTACTS:

CCLS CERTIFYING BOARD: cclscertifyingboard@gmail.com

CCLS RECERTIFYING CHAIR: cclsrecertification@gmail.com

LSI: (916) 239-4089 / (800) 281-2188 / www.lsi.org

LS

ANSWERS FROM QUIZ ON PAGE 27

CCLS QUIZ: ANSWER KEY

- | | |
|----------------|----------------|
| 1. FEBRUARY 9 | 6. JANUARY 12 |
| 2. FEBRUARY 8 | 7. MARCH 16 |
| 3. JANUARY 16 | 8. MARCH 5 |
| 4. MARCH 2 | 9. FEBRUARY 23 |
| 5. FEBRUARY 20 | 10. MARCH 2 |

LEGAL SPECIALIZATION SECTIONS

2018-2019 Membership Form

MAY 1, 2018 - APRIL 30, 2019

Membership includes access to free quarterly workshops at LSI conferences for those sections you are a member of; quarterly newsletters that include changes to the law and forms; free webinars put on by the LSS; roster of all LSS members in each Section for easy access to local procedural information in other counties; and networking opportunities. The Legal Specialization Sections offer continuing legal education credit for California Certified Legal Secretaries and paralegals and California MCLE for attorneys.

JOIN OR RENEW AT WWW.LSI.ORG

PAY VIA CREDIT CARD OR PAYPAL

SECTIONS

(check which sections you are joining)

- ☐ Civil Litigation
- ☐ Criminal/Family Law
- ☐ Federal Law
- ☐ Law Office Administration
- ☐ Probate/Estate Planning
- ☐ Specialty Law
- ☐ All Six Sections

LSI Member Rates:

Individual Section: \$20

All Six Sections: \$75

Non-LSI Member Rates:

Individual Section: \$40

All Six Sections: \$150

If paying by check, make payable to "LSI" and mail to the LSS Coordinator. This information is distributed to all members of the Legal Specialization Sections on the LSS Roster.

Name: _____

Email: _____

(Important: please make sure your email is legible.)

LSI Member, Local Association/MAL: _____

Legal Specialty(ies): _____

Counties/Courts: _____

Newsletters are emailed to members, if you would like to opt out, please email the LSS Coordinator.

Dawn R. Forgeur, CCLS
LSS Coordinator

c/o Stoel Rives LLP
500 Capitol Mall, Ste. 1600
Sacramento, CA 95814

E-mail: dawn.forgeur@stoel.com
www.lsi.org



LEGAL SECRETARIES INCORPORATED (LSI) - BENEFITS

Note: This list is maintained for use by members of Legal Secretaries, Inc. Agents for insurance and financial providers are available as resources when members inquire about benefits. Please use this as a starting point; ask for information, compare policy coverage and prices. LSI wants its members to find the BEST coverage for each member's individual needs and location. For information, call these representatives directly.

<p>*NEW BENEFIT: LEGALSHIELD/IDSHIELD Contact: Courtney Coats, Independent Associate (925) 580-6446; coats8@legalshieldassociate.com LegalShield offers legal, identity theft protection, along with a massive Perks Program where you will have significant savings to over 500 local and national companies.</p>	<p>QUESTIONS AND CONCERNS CONTACT: Lynne Prescott, CCLS, LSI Vice President LSI Marketing Committee Coordinator (916) 398-0120 slprescott7@gmail.com</p>
<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, info@lsi.org, or LSI Vice President</p>	<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>
FINANCIAL PROVIDERS	
<p>CAPITAL INVESTMENT ADVISERS Emerson J. Fersch, CFP, ChFC, CLU, CASL 5000 E. Spring Street, Suite 200 Long Beach, CA 90815 Office: (562) 420-9009 or (877) 270-9342 Fax: (562) 420-9955 www.ciadvisers.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>	<p>LEGACY WEALTH MANAGEMENT Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance & Life Insurance, Annuities, Retirement, Investment & Estate Planning, Mutual Funds, & 401K</p>
<p>DAVID WHITE & ASSOCIATES Wealth Accumulation and Preservation 3150 Crow Canyon Place, Suite 2000 San Ramon, CA 94583 (800) 548-2671 Contact: Ryan Gonzales (ext. 2682), rgonzales@dwassociates.com, or Matt Kay (ext. 2628), mkay@dwassociates.com Offering Investments, Retirement Plans, Education Savings Accounts, Medical Insurance, Life Insurance, Disability Insurance, and Long Term Care Insurance</p>	<p>ATHLETES BUSINESS CONSULTANTS Jory Wolf, President/Founder 350 10TH Avenue, Suite 1000 San Diego, CA 92101 Office: (858)886-9842 Cell: (510)919-9062 jory@athletesbiz.com California Insurance License: 0E88330 10% discount on Long Term Care, call for information on life, long term, and disability insurance, as well as commercial and residential lending</p>
CREDIT UNIONS	
<p>LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p>PROVIDENT CREDIT UNION 303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>



OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY

NextGen
→ Legal

LSI will be offering an online class on an Overview of California State Court Discovery. This class will be a six-week, work-at-your-own-pace online session commencing October 1 and ending November 12, 2018. During the classes, the following topics will be covered:

Interrogatories
Demand for Production of Documents
Requests for Admissions
Depositions

Demand for Physical Examinations
Deposition Subpoenas
Discovery Timelines and Service
Verifications

CLASS SESSION OPENS MONDAY, OCTOBER 1, 2018

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

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

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

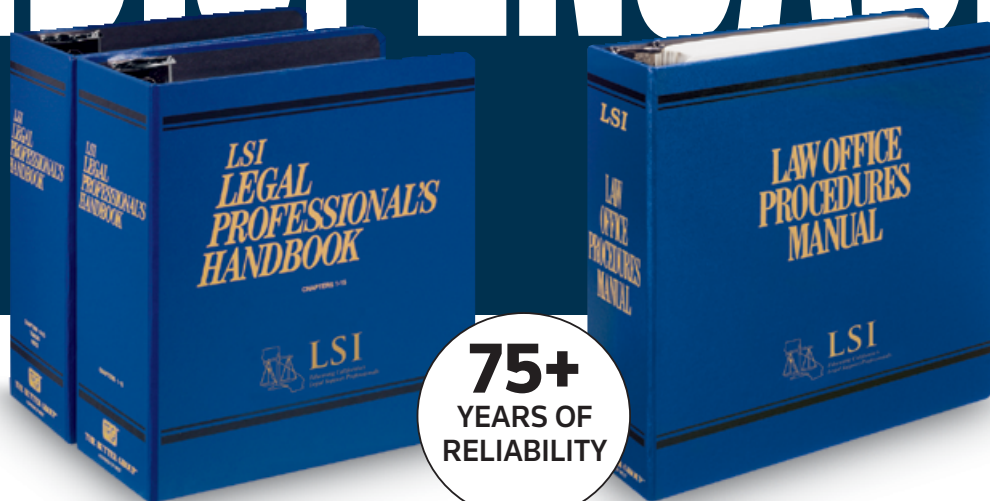
OVERVIEW OF CALIFORNIA STATE COURT DISCOVERY CLASS REGISTRATION

Name: _____ Email: _____
Address: _____
City/Zip: _____ Telephone: _____
\$30 LSI Member _____ Association: _____ LSA/LPA
(No abbreviations please; status is verified)
\$50 Non-LSI Member _____
Payment: Check # _____ (made payable to LSI)
Name on Card: _____
Visa/MC Credit Card # _____
Exp. Date: _____ 3-digit CVV No.: _____ Zip Code: _____

Email registration form NO LATER THAN September 24, 2018, to training@lsi.org or mail to LSI, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. Registration will also be offered online at www.lsi.org with PayPal. For further information or inquiries, email training@lsi.org. No refunds after October 1, 2018. CCLS credit has been approved under Section 1e of the Standards for Recertification re self-study.

LSI – Educating California's Legal Professionals

INDISPENSABLE



LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

Busy lawyers rely on their staff to handle many details of their practice. They look to you, as a professional, to know what to do, and when and how to do it. The **Legal Professional's Handbook** provides you with the answers ...just as it has for over 75 years! Each chapter contains detailed practice forms and step-by-step instructions covering every major area of California law practice. The Handbook is an invaluable resource to add to your entire reference library!

LSI MEMBERS-ONLY PRICE\$347.20

Nonmembers Price.....\$496

Price includes shipping. Add applicable sales tax.

This title is updated annually for subscribers by replacement pages.

LAW OFFICE PROCEDURES MANUAL

...THE IDEAL TRAINING MANUAL FOR NEW STAFF!

This Manual contains detailed practice forms for every major area of law practice, along with step-by-step instructions for completing them. This is a "must-have" forms guide for legal secretaries, paralegals and new lawyers; and it's a great resource for training your office staff. In fact, the Manual is frequently used in schools, workshops and legal secretaries classes. You'll also find handy miscellaneous aids, such as procedural checklists and guidelines, tips on transcription and proofreading, law office abbreviations and legal terminology, and a list of useful reference books.

LSI Members-Only Price.....\$191.10

Nonmembers Price.....\$273

Price includes shipping. Add applicable sales tax.

This title is updated bi-annually for subscribers by replacement pages.

Buy both LSI books together and get a discount!

Combo price for both books.....\$538.30

Price includes shipping. Add applicable sales tax.

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LEGAL SECRETARIES, INCORPORATED – ORDER FORM

ITEM	QUANTITY	UNIT PRICE	TOTAL
JEWELRY**			
MEMBERSHIP PIN* 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	
PRESIDENTS' PIN* A 1.5" high oval gold-tone pin with blue and white enamel overlay. LSI logo in center and "Legal Secretaries, Incorporated" inscribed in circumference. For local association Presidents.		7.00	
GOVERNORS' PIN* A 3/4" high round gold-tone pin with white enamel overlay. LSI logo in center and "LSI Governor" inscribed in circumference. For local association Governors. Pin back.		10.00	
CCLS PIN A 1/2" high, 10-karat gold filled pin with CCLS logo. For the CCLS		35.00	
MISCELLANEOUS			
LSI PHONE CHARGER LANYARD White lanyard for charging cell phone via USB port, with badge clip and "Legal Secretaries, Incorporated" printed in blue. Fits most iPhones, iPads, Android phones and Android tablets.		10.00	
CALIFORNIA CERTIFIED LEGAL SECRETARY**			
CCLS STUDY GUIDE Sample question and answers to assist in preparing for all sections of the CCLS Exam.		25.00	
CCLS STUDY KIT Contains all of the below listed sections, plus 10- and 18-week syllabi. Sections also available individually.		100.00	
CALIFORNIA LEGAL PROCEDURE (CLP) CLP section of the CCLS Study Guide, worksheets and answer keys, study tips, list of required references		15.00	
LEGAL TERMINOLOGY (LT) LT section of the CCLS Study Guide, worksheets and answer keys, study tips, list of required references (books no longer included)		15.00	
LEGAL COMPUTATIONS (LC) LC section of the CCLS Study Guide, worksheets and answer keys, study tips, list of required references		15.00	
SKILLS (SK) SK section of the CCLS Study Guide, worksheets and answer keys, study tips, list of required references		15.00	
ABILITY TO COMMUNICATE EFFECTIVELY (ACE) ACE section of the CCLS Study Guide, worksheets and answer keys, study tips, list of required references (books no longer included)		15.00	
LAW OFFICE ADMINISTRATION (LOA) LOA section of the CCLS Study Guide, worksheets and answer keys, study tips, list of required references (books no longer included)		15.00	
REASONING & ETHICS (R&E) R&E section of the CCLS Study Guide, worksheets and answer keys, study tips, list of required references (books no longer included)		15.00	
EDUCATION**			
LEGAL SECRETARIES REFERENCE GUIDE A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff.		30.00	
LSI ADMIN DOCUMENTS			
BROCHURES Single-page step brochures promoting LSI and its programs (Also available for pdf download on LSI website, www.lsi.org)		N/C	
LSI MEMBERSHIP BROCHURE Extolls the advantages of LSI membership and programs.		N/C	
LSS BROCHURE Lists sections offered and reasons for joining.		N/C	
CCLS BROCHURE Promotes the benefits of taking the CCLS Exam.		N/C	
HISTORY OF LSI A memory of people, places and events since 1929		5.00	
HISTORY/SCRAPBOOK RULES* A booklet with step-by-step directions, including rules and examples, for preparing a History Book for entry in the LSI History Book Competition. Created for local association historians and/or presidents.		5.00	
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 Handbook and Law Office Procedures Manual flyer, and Code of Ethics. Local associations may insert additional material. For new local association members only.		N/C	

LEGAL SECRETARIES, INCORPORATED – ORDER FORM

ITEM	QUANTITY	UNIT PRICE	TOTAL
LEGAL PROFESSIONALS HANDBOOK/LAW OFFICE PROCEDURES MANUAL FLYERS		N/C	
LPH FLYER An 8.5x11" advertisement of the LPH. Includes listing of contents and order form		N/C	
LOPM FLYER An 8.5x11" advertisement of the LOPM. Includes listing of contents and order form		N/C	
LPH/LOPM FLYER An 8.5x11" advertisement for both LPH and LOPM. Includes listing of contents and order form		N/C	
LSI ROSTER* Booklet with current listing of LSI officers, charimen, past-presidents, honorary members, scheduled conferences, local association presidents, governors, and treasurers		N/C	
AVAILABLE FOR FREE DOWNLOAD (WWW.LSI.ORG)			
LSI BYLAWS AND STANDING RULES* As adopted by the LSI Governors.		N/C	
Brass Tacks* A guide instructing local officers and chairmen on how to perform their respective duties. Contains check lists, calendars, and forms. (No charge for pdf download @ www.lsi.org)		N/C	
BROCHURES Single-page step brochures promoting LSI and its programs (Also available for pdf download on LSI website, www.lsi.org)		N/C	
LSI MEMBERSHIP BROCHURE Extolls the advantages of LSI membership and programs.		N/C	
LSS BROCHURE Lists sections offered and reasons for joining.		N/C	
CCLS BROCHURE Promotes the benefits of taking the CCLS Exam.		N/C	
GUIDELINES FOR HOSTING LSI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LSI conference		N/C	
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM A guide, with sample forms, to assist with the planning and execution of a successful legal educational program (No charge for pdf download @ www.lsi.org)		N/C	
LEGAL PROFESSIONALS HANDBOOK/LAW OFFICE PROCEDURES MANUAL FLYERS		N/C	
LPH FLYER An 8.5x11" advertisement of the LPH. Includes listing of contents and order form		N/C	
LOPM FLYER An 8.5x11" advertisement of the LOPM. Includes listing of contents and order form		N/C	
LPH/LOPM FLYER An 8.5x11" advertisement for both LPH and LOPM. Includes listing of contents and order form		N/C	

*Item available to LSI members only.

****Educational Materials/Jewelry Return Policy.** Individuals have thirty (30) days from the date the item(s) are delivered to you, based on the USPS tracking to return items in saleable condition. Original and return freight charges are the responsibility of the customer. Freight collect shipments will not be accepted. For your protection, we recommend using a traceable shipping method or insured Parcel Post. Shipping costs are non-refundable.

PLEASE LIMIT THE QUANTITIES OF NO-CHARGE ITEMS ORDERED TO MINIMAL IMMEDIATE REQUIREMENTS. COMPLETE PAYMENT INFORMATION BELOW AND MAIL COMPLETED ORDER FORM TO LEGAL SECRETARIES, INCORPORATED, 2520 VENTURE OAKS WAY, SUITE 150, SACRAMENTO, CA 95833, OR FAX TO (916) 924-7323. CHECK OR CREDIT CARD INFORMATION MUST BE INCLUDED. ORDER WILL BE MAILED OR SHIPPED WITHIN 10 DAYS OF RECEIPT, SUBJECT TO AVAILABILITY. ORDERS MAY ALSO BE PLACED ONLINE AT WWW.LSI.ORG.

DELIVER TO: NAME: _____ ASSOCIATION: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 DAY TELEPHONE: (_____) _____ EMAIL: _____

METHOD OF PAYMENT: CHECK, PAYABLE TO "LSI" ENCLOSED ☐ VISA ☐ MASTERCARD ☐
 CREDIT CARD INFORMATION: NUMBER: _____ EXPIRATION: MO _____ YEAR _____
 NAME ON CREDIT CARD: _____ CARD VERIFICATION NO.: _____

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.



2018-2019 LSI Roster



ELECTED OFFICERS

President
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