

THE Legal Secretary®

AUGUST 2020



IN THIS ISSUE:

**10 Questions You Might Have
As Your Employees Return to Work** — See Page 12

Legal Services & Document Retrieval Nationwide - Worldwide



Legal Document Preparation



Legal Document Service



Record Retrieval



National and International



Professional One-on-One Assistance

Electronic Record Delivery
Exceptional Turnaround
Medical Summaries by Our Nurses
User-Friendly Website
Secure and HIPAA Compliant
Significantly More Records

macro **pro**
www.macropro.com 800-696-2511

Features

President's Message By Heather Edwards	2
LPI's Annual Conference Hybrid Meeting - "2020 - Seeing Changes in our Future" By Colleen Young	7
10 Questions You Might Have as Your Employees Return to Work By Heidi C. Quan, Esq.	12
Conservatorship Accountings: How to Get Started - What to Tell Your Clients Before It is Too Late! (Part 1) By Patricia Wenhe	18
Planning Association Events in a Time of Uncertainty By Monica Montanari	26

Educational Opportunities

LOOKING AHEAD

LPI November 2020 Hybrid Conference	9
LSS Webinar: Changes re Medi-Cal and Long-Term Care Programs in California (Noon on 8/13/2020)	10
LPI Day of Education (8/15/2020 - 9:00 a.m. - 3:30 p.m.)	11
LSS Webinar: Fiduciary Accountings - The Basics (Noon on 8/20/2020)	16
LSS Webinar: Social Media Ethical Evidence Collection & Use (Noon on 10/1/2020)	17

Miscellaneous

Membership Tip	3
Application to Take CCLS Examination	4
NEWSFLASH - September 2020 CCLS Exam Cancellation	5
CCLS Quiz: Legal Computations - Math	8
Quarterly Assignments for The Legal Secretary	14
CCLS Quiz Answer Key	15
LPI Benefits	29
LPI Order Form	30
2019-2020 LSI Roster	40

Advertisers

Macro Pro	IFC
Rhino Attorney Service, LLC	6
Redroman Creative	15
Direct Legal Support	25
The Rutter Group	28
First Legal Network	IBC
Janney & Janney	Back Cover

THE LEGAL SECRETARY MAGAZINE

is published Quarterly by Legal Professionals, Incorporated

Editor: BARBARA BARREGAR | Designer: LORI MCELROY, REDROMAN CREATIVE | Printer: INSERVIO3

Cover Photo: New San Joaquin County Superior Courthouse - Photo by Colleen Young

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

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

Copyright © 2019 by Legal Professionals, Incorporated, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. All rights reserved. Reproduction in whole or in part without the express permission of Legal Professionals, Incorporated is prohibited. "The Legal Secretary" is a registered trademark of Legal Professionals, Incorporated.

THE LEGAL SECRETARY, published quarterly by Legal Professionals, 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 LPI Corporate Office, 2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833. 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 Professionals, Incorporated.

President's Message

BY HEATHER EDWARDS, LPI PRESIDENT



HEATHER EDWARDS is LPI's 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's President Mary S. Rocca presented Heather with the President's Award. Heather resides in Northridge, California with her husband of 28 years Ernie, and their 4 children, Kennedy, Koree, Kaden and Kamden.

"Hope is a good thing, maybe the best thing, and no good thing ever dies."

- Shawshank Redemption

My term as LPI President is about to come to an end. These past two years and three months have been the most prolific. We encountered many challenges, difficult moments, and many firsts. Each and every experience has helped LPI grow as a corporation. As your president, I have grown both personally and professionally in ways I never could have imagined.

My goals originally set more than two+ years ago could not have been realized without the service of our hard working and dedicated Executive Committee (EC). Lynne, Rod, Donna, Jennifer, and Kristi have been my rock. They each have brought their own creativity to their respective and dedicated LPI roles. I thank each of them for their commitment and friendship. Our great synergy enabled us to do many unimaginable things.

To the Officers and Chairmen who I asked to serve LPI two+ years ago, you have been our backbone. You are the very definition of the word T.E.A.M. Thank you for going above and beyond the call of duty to help move LPI forward. I am very grateful and appreciative of their service to this great corporation.

My sincerest gratitude to our Past Presidents. You are our legacy. This corporation could not have existed without you and we appreciate your past service. I personally appreciate your mentorship during these past two years.

I would like to extend my personal thanks to the members of LPI for having the confidence in me to preside over this esteemed corporation. You are our future. We need you to survive and move our corporation forward.

We have accomplished so much in these past twenty-seven months during my term as LPI President. Goals have been achieved. Lessons learned. Many firsts. Let me share with you a small sampling of what we have achieved together:

- In August 2018, the Marketing Committee, through the leadership of Lynne Prescott, CCLS, Marketing Coordinator, moved LPI forward with the committee's massive two year #MeetLSI (now #MeetLPI) Marketing Campaign.
- In August, 2018, the eSubscriber was introduced. At the click of a button, you can now sign up at no cost to receive our notification and important information directly into your inbox.
- In May 2019, through the incredible efforts of the Legal Specialization Sections (LSS) Coordinator, Dawn R. Forgeur, CCLS and LSS Webinar Chair, Renee Evans, CCLS, you are now able to purchase Webinars on Demand to view past educational webinars for MCLE credit.
- In August 2019, the re-introduction of the www.lsi.org website, currently known as www.legalprofessionalsinc.org, was introduced.
- In October, 2019, through the amazing T.E.A.M. effort of our Publications Revision Committee (PRC) our LPI Publication, Legal Professionals Handbook, became available electronically through Westlaw. Subscribers of Westlaw are able to access our LPH publication generating another avenue of royalties to our corporation and expanding our growth, virtually, into the law office.

Continue on page 3

PRESIDENT'S MESSAGE

Continued from page 2

- In March, 2020, when the world shut down, LPI did not. We continued to “show up” for our members and the legal community. For the health and safety of our members, we postponed our May Annual Conference to August 2020. A first in the history of this corporation. We postponed the CCLS March 2020 exam, postponed Per Capita Dues, postponed LSS Dues, moved due dates, and continued to further expand our online education through webinars and classes during this unprecedented time. We were there for our members and the legal community by offering a free two-part webinar series, “Making Remote Work, Work” with speaker Marni Beach, Legal Resource Manager at Meyers Nave. We have proven that we are the go-to organization for online legal education at a reasonable price.
- In order to meet the needs of the ever changing legal market and at the same time preserve our reputation in providing stellar California legal education and professional development for the legal professional past, present, and future, LSI changed its name to Legal Professionals, Inc. (LPI) on May 1, 2020.
- Due to the Covid-19 worldwide pandemic, the first ever LPI Hybrid Meeting (in-person and virtual) will take place on Saturday, August 21, 2020, another first in the history of this corporation.

I am truly humbled by all the support given to me as LPI President these past two+ years. We are in a very different world than we were more than two years ago. We joined together as a T.E.A.M. to make the impossible possible and I think we have done just that. Extraordinary times take extraordinary people and we have all risen to the challenge.

Together, we can reimagine LPI at all levels as the go-to resource to better educate and professionally serve the members of our legal community. I am proud to be a member of this professional organization, and it has been my absolute privilege and honor to serve as your LPI President. We are, and continue to be, a T.E.A.M. Together we continue to Empower and Accomplish More as one.

LS



MEMBERSHIP TIP: FINDING YOUR “FOREVER FANS”

In the last issue of *The Legal Secretary*, we talked about tips for identifying your target audience. In addition to identifying your target audience, don't forget about your “forever fans.” These are the people who already love you. These members actively participate or regularly attend your events and meetings, always renew their membership, sign up for classes and workshops, etc. They may also be some of your most dedicated volunteers, officers, chairmen, and conference attendees.

When you think of the “forever fans” in your association, who comes to mind?

Take the time to “interview” these folks. Seriously. Do it. Ask them things like how did they find you, what do they love about you, what other brands/organizations do they love? Why is being a member important to them? Why do they keep coming back? What would

they like to see your association work on? What do they think you're really good at?

You will find common themes/words that come up over and over. Don't shy away from any feedback that is negative. Use that to honestly evaluate whether what you are doing is working. Use the positive feedback to inspire you and motivate you to continue doing the things that are keeping those members coming back and to attract new members. Remember, your forever fans are walking, talking testimonies for your association!

Let your forever fans know how valued they are and how much you appreciate their contributions and input. Let's face it - these are the folks who have kept your association going. Your biggest fans = Your biggest supporters!



California Certified Legal
Secretary
A Program of LPI®



APPLICATION TO TAKE CCLS® EXAM

Mail Application, copy of LPI Membership Card (if applicable), and fees to:
Vivian L. Shreve, CCLS, c/o WSGR, 650 Page Mill Road, Palo Alto, CA 94304

- (Select one) (Select one)
- | | | |
|--|---|---|
| <input type="checkbox"/> Northern California | <input type="checkbox"/> Saturday, March 20, 2021 | <input type="checkbox"/> Saturday, September 18, 2021 |
| <input type="checkbox"/> Southern California | <input type="checkbox"/> Saturday, March 20, 2021 | <input type="checkbox"/> Saturday, September 18, 2021 |

- **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 "LPI" 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.
LPI Members <input type="checkbox"/>	Non-LPI 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) 45.00	Late Fee (if applicable) 45.00	
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): _____
LPI Member: <input type="checkbox"/> Yes (enclose copy of LPI Membership Card) <input type="checkbox"/> No	
Name of Local LPI 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. April 2020



*California Certified Legal
Secretary*
A Program of LSI®



NEWSFLASH

September CCLS Exam has been cancelled due to the ongoing Covid-19 Pandemic.

Everyone currently registered to take the exam in September 2020, will automatically be registered for the exam to be held March 20, 2021.

If questions, please feel free to reach out to:

Vivian Shreve, CCLS
CCLS Certifying Board Chair
cclscertifyingboard@gmail.com
certifyingboard@legalprofessionalsinc.org

RHINO ATTORNEY SERVICE, LLC.

WWW.LLLEGALASSISTANCE.COM

VISIT OUR WEBSITE

\$7 E-FILE

(per filing)

{self-service Portal only}

PROCESS SERVING / E-FILE / LOCATES

SPECIAL OFFER

EXCLUSIVE TO LSI MEMBERS

Corporate Contact

855-452-4624

E-FILE DISCOUNT DOES NOT INCLUDE ADDITIONAL COURT COSTS OR ADMINISTRATIVE FEES)



COLLEEN YOUNG previously worked for a criminal defense attorney and is currently volunteering at the local library teaching people how to use computers and teaching classes on Microsoft program. She is also a Master Food Preserver through the University of California Cooperative Extension.

LPI'S Annual Conference Hybrid Meeting "2020 - Seeing Changes In Our Future"

BY COLLEEN YOUNG – SUBMITTED BY STOCKTON-SAN JOAQUIN COUNTY LPA

Wow, what a year! Not only has Covid-19 affected all our lives in one way or another, August conference has lived through two major changes in a short time as well. So many changes but the theme we had chosen a couple years ago is still so appropriate. Not only have there been changes in LPI's history, which was to be our focus, but we are making LPI history with this conference.

Our plans for this conference have changed several times in the last year. We had planned to celebrate Lynne's first quarterly conference as usual, then we were a modified Annual Conference because Annual Conference in May had to be cancelled. So, plans changed to include modified versions of annual and quarterly conferences. And then in late May, we were notified by the hotel that their policy regarding social distancing was in place at least until the end of August. Again, we had to make changes, or we would only be allowed to have twenty-four people at banquet – 2 people at each round table!

After much collaboration between the LPI Executive Committee, President Heather and Vice President Lynne, Jan Kuykendall, myself, and the hotel, we think we have a workable conference planned.

So, we will be hosting LPI's first in-person and virtual conference! The conference will be one day only, Saturday, August 22 and it will be a packed day. We will have the business, lunch, more business, elections, and go home. There will be a modified installation that will take into consideration social distancing but at least LPI will have its new officers. I believe it was Heather Edwards that said, "Business, elections, post, and done."

Even though the conference is officially one day, the hotel will be honoring the hotel rates just as if it were a regular conference, so if you need to come on Friday or stay over Saturday night the rates will be the same. We will be having boodle bags, and our snack bags as well. There will not be an official coffee break, but we are working with the hotel to have coffee available, possible at the back of the ballroom. We will also have a raffle table for those that attend in-person. Unfortunately, there will not be vendors



and the LPI marketing table will not be at conference either. If you must attend virtually but want to attend the conference, you can bring your laptop and use your hotel room or the lobby for the virtual presentation yet still be involved and see all the action first hand.

We will start registration Friday afternoon for those that will be coming in Friday and we will start registration earlier on Saturday so we can get everyone processed as quickly as possible before business begins.

This might be the start of many more virtual and in-person conferences, but we hope as many of you attend as possible. Like everything else, change happens, and we need to learn to embrace it.

We hope you can join us for this historic event. Please remember to bring and wear face masks since the virus is again spiking, and we want everyone to be well and be safe.

"Courage is the power to let go of the familiar" Raymond Lindquist

LS

CCLS QUIZ:

LEGAL COMPUTATIONS - MATH

DIRECTIONS: USING THE TABLE PROVIDED BELOW, DETERMINE THE CORRECT EXECUTOR FEES FOR EACH ESTATE VALUE LISTED. YOU MAY USE A CALCULATOR FOR THIS EXERCISE.

1. \$13,954,573
2. \$736,598
3. \$9,287,529
4. \$243,756
5. \$1,000,072

On the first	\$100,000 of the estate, 4%
On the next	\$100,000 of the estate, 3%
On the next	\$800,000 of the estate, 2%
On the next	\$9,000,000 of the estate, 1%
On the next	\$15,000,000 of the estate, ½ of 1%, and
All Over	\$25,000,000 to be determined by the Court

DIRECTIONS: PERFORM THE CALCULATIONS NECESSARY TO ARRIVE AT THE CORRECT ANSWER FOR EACH QUESTION BELOW. YOU MAY USE A CALCULATOR FOR THIS EXERCISE.

6. You purchased your house for \$450,000, and it was later reassessed for \$300,000. What is the documentary transfer tax if the tax rate is \$1.10 per \$1000 of the purchase price?
7. You have taken a loan of \$19,000, with interest at 12% per annum. Your minimum payments are \$500 per month. What is your principal balance after six months?
8. What is the daily rental rate for a property whose monthly rent is \$1,032?
9. On March 15, 2017, your salary was \$63,900 per year. You will receive a 3% rate every year on January 1. What will your annual salary be on March 15, 2019?
10. If your client does not pay settlement funds of \$32,456 to plaintiff within 30 days of settlement, interest will accrue in the amount of \$15% per annum for each day the payment is late. Your client pays the settlement funds on the 63rd day from the date of settlement. What is the total payment being made?

CCLS QUIZ ANSWERS ON PAGE 15



LPI NOVEMBER 2020
HYBRID CONFERENCE
hosted by LPI



Date and location to be determined



STAY TUNED FOR FURTHER DETAILS!





CHANGES RE MEDI-CAL AND LONG-TERM CARE PROGRAMS IN CALIFORNIA

The Governor of California enacted emergency orders regarding Medi-Cal due to COVID-19 that may have lasting impact on the Medi-Cal program. Ms. McGonigle will go over these emergency orders, will discuss Long-Term Care Programs available in California, including how to meet the medical and financial eligibility criteria, how to plan for eligibility, how to avoid estate recovery, and the impact of COVID 19.



AUGUST 13, 2020, 12:00 PM

**PRESENTED BY: CHRISTINA MCGONIGLE, ESQ., CELA
MCGONIGLE & HUNSAKER, LLP**

MEMBERS OF ALL SIX (6) LEGAL
SPECIALIZATION SECTIONS

FREE!

LSI MEMBER OR LOCAL
ASSOCIATION MEMBER

\$15

NON-LSI MEMBER
OR ATTORNEY

\$25

A \$5 late fee will be added after 7.30.2020. Registration closes on 8.6.2020.

REGISTRATION

Online registration and payment available at:
<https://www.legalprofessionalsinc.org/events/>
or

Click Here

The Legal Specialization Sections are a program of Legal Professionals, 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.





Save the Date!

**August 15, 2020
9:00 AM to 3:30 PM**

**Welcome to “LPI University” and Our Very First
*Day of Education!***



Four live webinars presented by:

- Legal Specialization Sections
- Continuing Education Council

**Offering a total of *four (4) hours of MCLE/CCLS credit*
*(one of which will be ethics credit)***

Details and registration information coming soon!

Put it on your calendar NOW!



HEIDI C. QUAN is a Partner in the San Francisco office of Murchison & Cumming, LLP. She has been a litigator and trusted advisor to clients for over 20 years handling matters involving employment, premises liability, product liability and cannabis. She is a board trustee for the Junior Center of Art & Science in Oakland where the mission is to bring STEM and art to all children in the area. She is an avid sports fan and foodie.

10 Questions You Might Have As Your Employees Return to Work

BY HEIDI C. QUAN, ESQ. - SUBMITTED BY ORANGE COUNTY LSA

(Reprinted with the permission of Murchison & Cumming, LLP)

With COVID-19 shelter-in-place orders easing restrictions for businesses to re-open across California, employees and employers alike will have questions about returning to workplaces. Each city and county will have its own specific guidelines to follow related to when and how you can re-open your business so you should be sure to check your own regional requirements.

Generally, in California, before reopening, all facilities must do the following:

1. Perform a detailed risk assessment and create a site-specific protection plan.
2. Train employees on how to limit the spread of COVID-19. This includes how to screen themselves for symptoms and when to stay at home.
3. Set up individual control measures and screenings.
4. Put disinfection protocols in place.
5. Establish physical distancing guidelines.

There may also be specific guidelines for your business depending upon the industry. For example, California has specific guidelines for restaurants, hair salons and barbershops, construction, child care, office workspaces, and retailers. Whether you are getting ready to re-open or have been operating, we provide 10 FAQ's to help facilitate a safe and compliant operation for your business in this new COVID era.

1. Do employees have to come in?

The short answer is yes, with caveats. You have the right to request that your employees return to work. If they qualify for certain leaves, they can take that. If they require accommodations, these need to be considered. Otherwise, if an employee has no special consideration and you need them in order to operate, you can take action if they refuse to return.

However, the practical reality is that many people are hesitant and afraid to return to work especially without

knowing how they will be protected. Flexibility should be considered regarding when and how employers are bringing employees back to the workplace, especially if employees have been successful with working from home, have childcare issues, or are in a vulnerable population.

Always remember that there is a difference between someone saying that they don't want to return to work because they are afraid and someone saying "I'm afraid to come back because I am immunocompromised." As before, remember that an employee does not need to specifically ask for an accommodation. Simply advising that they are immunocompromised triggers your requirement to engage in the interactive process, which could be modified hours, a special mask, moving a workspace, continued telecommuting or a leave.

2. How can you keep employees safe?

With a pathogen as contagious and lethal as the coronavirus that causes COVID-19, employees will rightly want to know how they will be protected. To reassure employees, communicate all safety steps that are being taken to maintain a safe work environment. Of course, each workplace is unique and will require different policies tailored to their specific sites.



CONTINUED ON PAGE 13

10 QUESTIONS YOU MIGHT HAVE...

Continued from page 12

General policies should include enforced safe distancing policies, temperature and/or daily question screenings, and continued education on the importance of frequent hand-washing, cleaning and sanitizing of workspaces, minimal face touching, staying home when sick and self-monitoring of symptoms. Some examples to help maintain a safe worksite include having ample hand sanitizers available throughout the worksite, keeping office doors closed, wearing appropriate face coverings, marking off 6-foot spacing with tape or other indicators, designating hallways and stairways as one-way, propping open doors to eliminate the need to touch handles, adding Plexiglas barriers at workspaces.

3. Does the company have the right to ask about employee health history and take temperatures? Can an employer send employees home if they display COVID-19 symptoms?

Yes. Employers are allowed to ask about coronavirus-related symptoms (fever, chills, cough or sore throat) and take the temperatures of employees under guidance from the Equal Employment Opportunity Commission (EEOC), and some states now require it. The EEOC also permits employers to mandate that employees be tested for the virus before entering work under certain circumstances. Employers may also ask employees to go home if they display COVID-19 symptoms. Employers must provide paid sick leave and compensate the employee under paid sick leave laws. If sick leave is exhausted, employees may be entitled to other paid leave (including vacation or paid time off) or job protected unpaid leave.

Testing should be administered in the least invasive way possible, like utilizing temperature guns or forehead temperatures. If a medical professional or person with medical training is available, have them administer the temperatures. If somebody with medical training is not available or onsite, the company should consider whether managers or HR employees may be trained to administer and read the test results.

If temperature taking at the workplace is mandated, the time spent being tested and waiting for a test should be considered part of the workday, and the process should be well thought out to eliminate crowding. Consideration must also be given for notice requirements related to the temperature screening process, data being collected and kept (if any) and the consequences for failing a screening.

4. Do employers need to obtain employees' consent or provide any notice before taking their temperatures?

Employers do not need a written consent to take employees' temperatures during a pandemic if the test is not invasive. However, in California, employees of businesses covered by the California Consumer Privacy Act (CCPA) may be entitled to Notice before or at collection. This Notice must describe at the time of collection, what information is being collected (body temperature) and the purpose(s) for which the information will be used (maintain a safe work environment). This may be done through a general notice to all employees or by posting a disclosure at the site where temperatures are being taken.

5. If an employee is sent home after screening, can employers require temperature testing or a doctor's note to confirm they are no longer infected?

Yes. If someone has been sent home due to symptoms, administering a temperature test before allowing the employee to return to work is appropriate as the CDC recommends individuals be fever-free for at least 24 hours to ensure they have recovered. Additionally, the EEOC has clarified that the ADA permits employers to require employees returning to work to provide a doctor's note stating they are fit for duty because the inquiry would not be disability related or would be a justified business necessity. The EEOC notes, however, that "doctors and other health care professionals may be too busy during and immediately after a pandemic outbreak to provide fitness-for-duty documentation. Therefore, new approaches may be necessary, such as reliance on local clinics to provide a form, a stamp, or an e-mail to certify that an individual does not have the pandemic virus."

6. Can employers require employees to wear masks or other personal protective equipment (PPE)?

Yes. Some localities have required face coverings in order for businesses to re-open. Be sure to check your specific region for your own requirements. Keep in mind that employers may be required to either provide employees with PPEs or reimburse them for the expense if required in order to do their jobs.

CONTINUED ON PAGE 14

10 QUESTIONS YOU MIGHT HAVE...

Continued from page 13

7. What happens if an employee gets sick with COVID-19? What happens if someone in an employee's family gets sick with COVID-19 and the employee is the caregiver?

Employers need to understand state laws and federal programs which have been enacted to deal with this pandemic. The Families First Coronavirus Response Act (FFCRA) provides paid sick leave for people affected by COVID-19, as well as paid emergency family leave under certain circumstances. Employees may be entitled to up to 12 weeks of job-protected leave under the California Family Rights Act (CFRA) for their own serious health condition, or to care for a spouse, parent, or dependent child with a serious health condition.

8. What kind of certification is required if an employee requests leave under the CFRA?

In general, employees are expected to give employers notice as soon as practicable when a CFRA leave request is made. Employers may require a medical certification of the serious health condition from a health care provider within 15 days of the request, unless it is not practicable for the employee to do so. Given the current health crisis, it may not be practicable for employees to obtain certifications depending on the availability of their health care provider. Employers should use their judgment and consider waiving certification requirements when considering leave requests.

9. During a pandemic, may an employer ask employees why they have been absent from work if the employer suspects it is for a medical reason?

Yes. Asking why an individual did not report to work is not a disability-related inquiry. An employer is entitled to ask why an employee has not reported for work. Should an employee disclose an illness or medically-related reason for absence, employers must maintain that information as a confidential medical record.

10. What if an employee gets sick after having been at work?

Privacy rights must be maintained, but employers must also maintain a safe workplace. If temperature screening reveals a fever, that employee should be immediately sent home with return-to-work instructions. If an employee calls in sick specifically with COVID-19, the employer should find out who they worked with, all the locations they worked and any other information to be able to notify all individuals who the employee came into contact with and comply with the most current local, state and federal public health recommendations. Actions may include closing the worksite, doing a deep cleaning and/or requiring employees to work from home for a period of time. Under no circumstances should sick employees be identified by name. Notification to affected employees must not reveal any personal health-related information of an employee.

LS

BOLD SIMPLE MEMORABLE



TRIAL GRAPHICS | PRESENTATIONS | MARKETING

REDROMAN creative

LORI M'ELROY
Creative Director

redromancreative@gmail.com | www.redromancreative.com | **619.772.3335**

FROM QUIZ ON PAGE 8

CCLS QUIZ ANSWER KEY

- | | |
|-----------------|-----------------|
| 1. \$132,772.87 | 6. \$495 |
| 2. \$17,731.96 | 7. \$17,140 |
| 3. \$105,875.29 | 8. \$34.40 |
| 4. \$7,875.12 | 9. \$67,791.51 |
| 5. \$23,000.72 | 10. \$32,896.22 |



August 20, 2020; Noon

FIDUCIARY ACCOUNTINGS -THE BASICS

This webinar will review each schedule used in an accounting for probate, trust and conservatorship cases along with an overview of the purpose of each schedule and how they work together to provide a balanced accounting.

**PRESENTED BY: PATRICIA A. WENTHE, SR. PROBATE
PARALEGAL AND LICENSED LEGAL DOCUMENT ASSISTANT**

Members of ALL Six (6) Legal Specialization Sections (LSS) - FREE!

LSI Member/Local Association Member - \$15

Non-LSI Member or Attorney - \$25

The price increases \$5 after 08.06.2020; Registration closes 08.13.2020.

Online registration and payment available at: <https://www.legalprofessionalsinc.org/events/>
OR

Click here to register!

The Legal Specialization Sections are a program of Legal Professionals, 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.



October 1, 2020; Noon



Social Media Ethical Evidence Collection & Use

Presented by: Joseph Jones, Bosco Legal Services, Inc.

Members of ALL Six (6) Legal Specialization Sections (LSS) - FREE!

LSI Member/Local Association Member - \$15

Non-LSI Member or Attorney - \$25

The price increases \$5 after 09.17.2020; Registration closes 09.24.2020.

Online registration and payment available at:
<https://www.legalprofessionalsinc.org/events/>
or

CLICK HERE TO REGISTER!

The Legal Specialization Sections is a program of Legal Professionals, Inc., an approved provider, and certifies that this seminar has been approved for minimum continuing education credit in the amount of 1.0 hours, of which includes 1.0 hours in Ethics, by the State Bar of California.



**LEGAL
SPECIALIZATION
SECTIONS**



LPI

*Educating California's
Legal Support Professionals*



PATRICIA A. WENTHE is a Sr. Probate Paralegal, licensed Legal Document Assistant and Notary Public. In total, Ms. Wenthe has over 35 years' experience in the legal field and 25 years as a probate paralegal. After 15 years employed by law firms, she became an independent contractor and formed a legal support services business in 2005, and currently continues to own and operate Probate & Estate Services, Inc. In 2017, she obtained her Legal Document Assistant license through the State of California which permits "self-help" legal document preparation services *directly to the public*. These services are available in her same field of expertise. She is a State Bar approved-presenter and regularly gives seminars to the LPI, Inc. community, as well as attorney and support staff training, on various probate-related subjects.

Conservatorship Accountings: How to Get Started - What to Tell Your Clients Before It is Too Late! (Part 1)

ORIGINALLY PUBLISHED IN STATE BAR OF CALIFORNIA TRUSTS AND ESTATES QUARTERLY, VOLUME 22, ISSUE 3 - 2016

SYNOPSIS:

This article provides a discussion of the practicality of preparing for conservatorship accountings and the real world issues involved that are usually only discovered after years of experience handling conservatorships or preparing fiduciary accountings for conservators. As the title suggests, the article reviews actions and client discussions that should take place at the beginning of fiduciary representation that will result in a less complicated administration and efficient accounting process.

I. ESTABLISHING THE CONSERVATORSHIP

Initially counsel is involved with the excitement of meeting new people, including the prospective new client, hearing their story and family history, then deciphering the facts from the fiction, important details, and of course, the plethora of minutia. This is then followed by, hopefully, forming a connection so counsel and the client can be effective and achieve the needed objectives for all parties, including resolving issues and safeguarding people and assets. The objectives appear to be accomplishable in order to help the family and achieve well-being for all. The attorney and his staff commence the collection of the information needed to complete a number of Judicial Council forms, and soon thereafter, your client has morphed into a fiduciary. Months quickly pass by and someone mentions that the conservator's accounting is due to be filed in 60 days!

Often times the establishment of the conservatorship (especially when a matter involves litigation) is so labor intensive that the long-term administration basics are minimized, overlooked, or set aside for a future agenda. However, advising the conservator on the many tasks required of a fiduciary and the appropriate manner to handle the conservatee's assets, financial institutions,

maintaining a mountain of financial documents, ensuring the required original financial documents are in hand, and recording transaction details, requires diligence and planning sooner rather than later. These administration tasks for fulfilling the requirements that will become due can be assigned to staff members and/or the account preparer so the attorney can focus on other aspects of the conservatorship. The tasks, activities, misunderstandings and real world issues, along with certain conservatorship requirements that cause delays (which could otherwise be avoided) are described below.

II. STATUTORY REQUIREMENTS AND ACCOUNTING PERIODS

A. Additional Statutory Requirements for Conservatorship Accountings

All accountings that are filed requesting settlement by the court must be in the format prescribed by Probate Code sections 1060 through 1064. However, conservatorship accountings must comply with these statutes and additionally, those set forth in Probate Code section 2620.

CONTINUED ON PAGE 19

B. First Accounting Period Commencement Date

Generally, a conservator's first accounting must cover the first year beginning with appointment and thereafter bi-annually. "Appointment" is the date letters of temporary conservatorship are issued. If the temporary conservator becomes the probate conservator, the expiration of the one year period would be on the anniversary of the issuance of temporary letters. If the matter did not include temporary proceedings, the appointment date is the date letters of conservatorship were issued.¹

Why is the commencement date *not* the date the order was issued or filed? The discussions for specifically what the "appointment date" refers are unclear. Various pleadings are filed when a conservatorship is requested to be established and others after the petition has been granted. The subsequent filings that can be filed after the hearing include the order, bond, and letters. The order is often filed immediately following the hearing, and the bond and letters filed at a later date.

To simplify this activity and eliminate confusion of the appointment date (which establishes the commencement date of the first accounting), the order, bond and the letters should be filed simultaneously. Letters cannot be issued until all three of these components are submitted to the filing clerk and the conservator will not have any authority to act until letters are issued. Most courts require that you present the bond at the hearing before the order will be signed by the judge.

If the order is filed after the hearing, but the bond and letters are filed on a subsequent date, the commencement date (or appointment date) remains the date letters were issued.

The commencement date for a conservatorship first accounting is often further confusing because the commencement date for the first accounting of a personal representative and trustee have different requirements altogether. A personal representative's first accounting commences on date of death, irrespective of when letters are issued. A trustee's first accounting commencement date is the date the court issues its order appointing the trustee, or the date the trustee accepts his/her trusteeship pursuant to trust administration documentation.

C First Accounting Period Ending Date

Generally, first accountings cover the first year of the conservatorship and are due thereafter not less frequently than bi-annually.² It is generally accepted to extend the ending date of the accounting period the few weeks or days

to the end of the month in which it occurs for purposes of coordinating with the conservator's end-of-month account statements. However, care must be taken to ensure timely filing of all accountings and if an extension of time to file is needed, a request to the court can be made for non-licensed conservators under Probate Code section 2620.2(B)(5).

Some courts local rules require the first accounting (and all future accountings) to be filed no later than three months from the ending date of the accounting, or the accounting must be brought forward to a more current ending period before filing. In other words, if the accounting period ending date is December 31, you must file it with the court no later than March 31.³

If both a temporary and probate conservatorship were established, and the temporary and probate conservator are the same individual, the first accounting is continuous from the date of issuance of the letters of temporary conservator without a break or change in the accounting period. If the probate conservator is not the temporary conservator, the ending date for the temporary conservator's authority is generally the date the probate conservator's letters were issued. A short-term temporary conservator must be careful to timely file their first and final accounting before the three months passes from the date their temporary conservatorship ended.

When a probate conservator is a different individual than the temporary conservator, the temporary conservator is required to account for the time period that they acted, unless the court orders otherwise. A temporary conservator would not be required to account if he/she was not appointed as the probate conservator *and* the temporary conservator never had authority to take possession of any assets of the estate. Additionally, an accounting is never required for a conservatorship of the person only.⁴

In most cases, the temporary and probate conservator are the same individual. Counsel and the client should calendar an initial tickler-type date for ten months from the date temporary letters were issued, as a reminder that preparation of the first accounting and compiling of documents, financial account statements (including originals), and transaction details should be commenced to meet the filing deadline in a few months.

III. ORIGINAL DOCUMENTATION

A. Original Financial Account Statements

Probate Code section 2620(c)(1) requires conservators to file supporting documents including original account statements from any "institution" or "financial

CONTINUED ON PAGE 20

institution” for the beginning period of the first accounting (specifically, the date immediately preceding the date of appointment) and the ending period of the first accounting, in which money or other assets of the conservatorship estate are held or deposited. Private professional conservators or licensed conservators must file both the beginning and ending period statements *plus* each monthly account statement covering the entire period of the accounting.⁵

Section 2890(c) describes an “institution” as being an insurance company, insurance broker, insurance agent, investment company, investment bank, securities broker-dealer, investment adviser, financial planner, or financial adviser. Section 2892(b) describes “financial institution” as being a bank, trust, savings and loan association, savings bank, industrial bank, or credit union.

Care must be taken to file the correct monthly statements that are required for the non-professional conservator versus the private professional/licensed conservator. The courts will remind you (usually in the Probate Examiner’s notes or tentative rulings) that they do not want each monthly statement that you have submitted for a non-professional conservator. Filing unnecessary documents with an accounting only increases review time and irritation on the part of the court reviewer and unduly increases the records the court must maintain, creating an economic inefficiency in the judicial community.

In addition, care must be taken not to file or lodge any account statements “confidentially” unless the conservatee’s social security number is shown on the account statement. It is rare for a financial institution to use or show the conservatee’s social security number on an account statement.⁶

1. What is an “original account statement?”

The first accounting commencement period original financial statements are usually the most difficult to obtain because the conservator does not have authority to take possession of the conservatee’s money or assets until *after* letters are issued. This means that the first accounting *original* statements that must be submitted when the accounting is filed are those for accounts in the conservatee’s name.⁷

Since the conservator will be unable to take possession or request these statements until after their appointment, this can result in confusion and misperceptions of what financial statements are needed. Providing the conservator with these details early on alleviates delay, especially if months have passed since the conservator’s appointment and none of the required original statements are on hand.

In contrast, the original account statements covering the end of the accounting period are those in the conservator’s name.

My client prints “original” account statements from their color printer. Do these comply with the statutes? The only answer is no, they do not. The printed statements from the client’s color printer certainly look authentic, and they were directly printed from the bank’s website, so why are these not originals? Unfortunately, even though it seems very logical to the client that this method produces an “original bank statement”, the courts do not agree. The only bank statement that is considered an original are those that the conservator receives in the mail from the financial institution.

An original is also not a re-print (photocopy) of a statement even when obtained in-person at the financial institution unless the financial institution authenticates the re-print as a true and correct copy of the original account statement. Most financial institutions lack this sort of procedure and leaves the client bewildered when other facsimile versions of what they perceive to be original account statements continue to be inappropriate to file. Keep in mind that the conservator is sufficiently occupied with caring for their conservatee and making unnecessary trips to the financial institution can be avoided by providing this instruction early-on in the representation.

Additionally, attempts at requesting re-prints for missing account statements from months prior can prove to be difficult. Generally, older account statements (even just a few months old) must be ordered using the financial institutions’ multi-level protocols or from other off-site statement processing locations. Any missing account statements causes delays in the accounting preparation process.

2. The Conservator’s First Visit to the Financial Institution

Virtually all financial institutions prefer to set up new accounts in an all-electronic or on-line environment in order to avoid the printing and postage costs to mail statements. Unless instructed otherwise, this usually appears to be a suitable manner for the conservator to set up the conservatorship accounts (given they can later print each monthly statement at their convenience, in color, from their home or office). However, the client must be initially and specifically instructed to use on-line banking services for purposes of viewing account activity, making transfers between accounts, or for printing statement copies, *if* all original statements will be mailed.

CONTINUED ON PAGE 21

These instructions are easily overlooked when a fiduciary is under pressure with their new activities as a conservator, especially when 24/7 care is needed for the conservatee.

The courts have accepted, in lieu of an original account statement, a photocopy of an account statement that is accompanied by a declaration executed under penalty of perjury by an official of the rendering financial institution which includes allegations that the photocopy attached has been verified and is a true and correct copy of the original statement.

B. Original Care Facility Statements

In addition to original financial account statements, Probate Code section 2620(c)(5) requires that all original care facility statements be filed with the first annual and all subsequent accountings when the conservatee lives in a residential care facility or long-term care facility during any part of the period of time the accounting covers. This does not include invoices or statements for payments to caregivers or other care giving or care management services, which are usually rendered when the conservatee resides in his or her own personal residence or the residence of a family member.

Often times the care facilities will automatically e-mail their invoice or statement to the fiduciary. However, the initial instructions that should be discussed with the client should include the direction to receive the care facility statement originals, either in person from the facility or in the mail, and discourage any e-mailing of statements or invoices.

C. Original Closing Escrow Statement

Court authorization is required to sell a conservatee's real property, including the personal residence of the conservatee and other real property owned by the conservatee held in the estate.⁸ When an accounting is filed that includes a real property sale, the Seller's Original Closing Escrow Statement must be included. It is very common for title companies to e-mail the closing statements to parties and counsel, however an original must also be provided for this purpose.

IV. TRANSACTIONS AND MANAGING ACCOUNT STATEMENTS

A. Transaction Details

Never assume that first-time conservators will properly or sufficiently keep track of all funds coming in and going out. They are often of the mindset that they know how to properly do their jobs as a fiduciary but will not know

they are lacking in transaction details until they produce their records for preparation of the accounting and are then informed that many important details are missing. By this time, it will be difficult and time consuming to reconcile history and it will be the attorneys fault.

In the initial meetings with the client, an explanation emphasizing the level of detail that is required and necessary to be provided to the accounting preparer, along with suggestions to organize this new onslaught of paperwork and transactions is essential and usually welcomed.

After a few months have passed, ask the client to submit their worksheets and/or check register for review by the accounting preparer to determine that the appropriate level of detail is being maintained. An organized conservator greatly reduces the cost of accounting preparation and bad habits can be identified early on and corrected.

Most accountings fail to meet the requirements for approval at the first review hearing due to the inappropriate manner that receipt and disbursement transactions are shown, there are omitted descriptions or altogether missing itemization and categorization of the transactions for credit card accounts. Listed below are suggested organization guidelines that can be followed to achieve a high level of efficiency in preparation of the accounting.

B. Receipts, Disbursements and Distributions

Probate Code section 1062(a), (b) and (e) describes the required transaction details that must be shown in the accounting for receipts, disbursements and distributions. Note that a "disbursement" is the payment to another for a service or product. A "distribution" is estate principal that is given to the conservatee or beneficiaries.⁹

Instruct the client to maintain a check register that includes the following transaction details for all disbursements and distributions:

Date of transaction, complete name of payee, nature or purpose of the transaction and amount. There are no statutory or local rule requirements that check numbers be included when payment is made by this method. Notwithstanding, this additional information can be set forth if doing so *would not* create an additional level of complication or excessive additional time in the overall preparation of the accounting. The Judicial Council form schedules for disbursements and distributions include columns for check numbers. In all events, the conservator should record check numbers for ease of reference.

Disbursement transactions include not only those made by check, but also debit cards, automatic pre-authorized withdrawals, payments by electronic means (usually shown as an “ACH” transaction on the account statement), and all other manners debits occur in each account. All of these transactions must be properly recorded and described.

For deposits into accounts, the following should be recorded:

Date of transaction, complete name of payor, nature or purpose of the transaction and amount. Combined deposits should be avoided (unless properly recorded) because they are shown on the account statement as a lump sum amount on a single date (notwithstanding there are numerous different payors, nature or purposes of the receipts, and differing amounts for each payor). The conservator should photocopy each check to be deposited before making the deposit and separately record the details of each check included in the group deposit in the register.

For example, the check register should never say: “1/21/15 Deposit \$2,500” when this deposit includes (1) a refund check from AT&T for \$18.00, (2) a dividend check from Apple, Inc. for \$1,500.00, and (3) an insurance refund check for a claim payment from State Farm for \$982.00.

After just a few months of group deposits without back up photocopies of the checks or details in registers, the conservator will have no idea what payors were included. The financial institution cannot be relied upon for clarification as not all institutions maintain deposit copies. This results in unidentifiable transactions in the accounting which could take hundreds or thousands of dollars in fees to substantiate in declarations (and worst case scenario, via subpoena). “Miscellaneous” and “unknown” are prohibited transaction descriptions.

Deposits include not only a check that is deposited, but also automatic payments. The most common are from the U.S. Treasury for social security income, pension payments, and retirement income. Most financial institutions include the payors of these types of deposits on the account statements however the conservator should still record all details for each of these payments. A pension payment cannot be shown in the accounting in this form: “1/21/15 pension income \$5,000” because the payor is missing. The correct manner to describe this transaction is: “1/21/15 Lockheed Martin – pension income \$5,000.”

The good news is brokerage statements are generally all inclusive and provide the necessary details for the accounting for the transactions pertaining to securities (purchases, sales, redemptions, dividends, reinvested

dividends, stock splits, security name changes, exchanges, other corporate actions, and so forth). The conservator should review the brokerage statements each month and immediately obtain clarifications from the securities firm or broker for any transactions that are difficult to understand from the statement itself.

C. Categorization of Transactions

The transaction descriptions are a pertinent factor for the accounting preparer to properly categorize each receipt, disbursement and distribution transaction in the accounting. Though some courts will allow for an accounting to be submitted in a chronological format, most require that the transactions be categorized. Categorization provides for ease of all recipients (and the court) to easily see the areas in which funds are spent for the conservatee. It provides for an efficient manner to reveal if expenditures are off balance in a certain category or to uncover poor management of funds. The Judicial Council schedules for receipts and disbursements provide many appropriate (and preferred) categories that should be used, and are summarized on the worksheet (GC-400(A) (C)).

The transactions in each category should then be set forth in a chronological fashion, and each category should include a subtotal.

D. Credit Card Transactions

The payments to credit card companies must be shown on the disbursements schedule and include a description similar to all other disbursement transactions (date of payment, payee (American Express, Chase, etc.) and amount). Payments on credit card accounts usually include a lump sum for a month’s worth of purchases, fees and credits. All credit card transactions must then be itemized and categorized on a separate (informational) schedule. This schedule is “informational” because it is a non-balancing schedule. The payment has already been included via the disbursements schedule. The informational schedule cannot be included in the balancing schedules because the transactions will be double-counted and the accounting will therefore not balance.

E. Bank Account Statements

If conservatorship bank accounts are opened mid-month, request that the bank issue a statement from the date the account was opened to the end of that month, and that all future statements are set up on a monthly basis. This ensures that each account statement covers the first day of the month and the last day of the month. Monthly

CONTINUED ON PAGE 23

account statements greatly assist in succinct accounting period ending dates as well as statement organization with corresponding back up receipts for each month's transactions.

In contrast, mid-month statements force an extended wait time: If the accounting period ending date is December 31, the monthly statement will be received in early January and the last day to file (to comply with the ending date not extending beyond three months when filed), would be March 31. If the statement regularity is mid-month, or ends on December 15, the monthly account statement that includes transactions through to the end of the accounting period, December 31, will not be received until the end of January (versus early January if the statement is monthly and cuts off as of December 31). The statement that is for a time period beyond the accounting period ending date is necessary because it is the statement that shows the balance at the end of the accounting period. The result of mid-month account statements creates a loss of time to complete the accounting, or a wait time that could be avoided. Mid-month statements contribute to confusion on the subsequent (or next) accounting by forcing the use of the same statement for two different accountings. Mid-month reconciliation is also required, which adds additional accounting preparation time.

F. Other Financial Statements

For brokerage accounts and other non-bank/credit union type accounts, the financial institutions' generally prepare and mail them on a monthly cycle. The originals for these types of accounts are also required to be filed for the beginning and ending periods of the accounting. Accordingly, all account statements should be received by the conservator in the mail so that this requirement can be satisfied.

V. ORGANIZING THE FINANCIAL STATEMENTS AND SUPPORTING DOCUMENTS

Many different organizing systems can prove to be sufficient but a system that provides for optimum function and efficiency for the account statements and supporting documents should be one where the statements are organized on a monthly basis, with the oldest first. This will provide efficiency for the accounting preparer as the raw data will coordinate with the input of the accounting transactions, which are set forth in a chronological manner within the categories. The conservator is required to maintain books, records and receipts for expenditures.¹⁰

Keep in mind that the conservator client will be extremely busy with their own personal life as well as

the countless new duties they will take on in caring for another person *and* their finances. An explanation of these simple organization methods will assist the conservator in reducing time spent in this area and is generally positively received.

- Instruct the client to set up separate file folders (or separate binders) for each account in the conservatorship estate including bank accounts, credit union accounts, credit card accounts, brokerage accounts, etc. and which initial set of folders should mirror the Inventory & Appraisal (for the assets on hand as of the date of appointment). Additional file folders should be set up as new accounts are opened and include notations of where funds came from to fund the new account.
- Prepare a separate file folder for each parcel of real property that includes deeds and other related ownership and encumbrance documents.
- Prepare a separate file folder for personal property lists, companion appraisals and title and insurance documentation including jewelry, antiques, collections, vehicles, boats, and so forth.
- The account statements should be organized with the oldest first (or on top) and all back up documentation, invoices and receipts for each month's transactions behind the monthly statement that includes the transaction. Sheet protectors are helpful here to hold statements and their companion back up documentation in a single location. Sheet protectors can be purchased three-hole punched and easily placed into binders. Receipts that are smaller than 8 ½" x 11" should be taped to a full sheet of paper for easy handling, reference, and copying, and not stuffed into envelopes.

If a detailed check register is maintained (either manually or electronically), the accounting preparer does not necessarily need to review any of the receipts. However, maintaining both the backup documentation and a handwritten or electronic register will best protect the fiduciary and keep them organized.

VI. MANDATORY USE OF JUDICIAL COUNCIL FORMS

Most accounting preparers use an electronic spreadsheet program for preparation of the schedules for an accounting. This format can only be used however if the estate value and/or assets meet the standards described in the Rules of Court. Otherwise, use of the Judicial Council form schedules is mandatory and must be used for all schedules.

In addition, when the electronic spreadsheet format is available, the Summary of Account remains mandatory to be prepared and submitted on the Judicial Council form (GC-400(SUM)/GC-405(SUM)). An “informational” Summary of Account can be added to set forth other schedules that are included (non-balancing schedules) because the GC-400 form does not provide for the listing of these informational schedules.¹¹

VII. FINANCIAL INSTITUTIONS’ REQUIREMENTS FOR NOTICE ON JUDICIAL COUNCIL FORM

Over the last two decades of preparing accountings and assisting with conservatorship administration, only a handful of times has the conservator frantically called indicating that the bank will not assist with account changes without a “GC-051.”

A GC-051 is a Judicial Council form titled “Notice of Opening or Changing a Guardianship or Conservatorship Account or Safe Deposit Box.” The completion and use of this form is the sole responsibility of the financial institution. However, it is helpful to arm the conservator in initial meetings with several blank GC-051 forms. This will enable the conservator to be effective with account changes at the various financial institutions eliminating the need for a second or further visit. The instructions for the conservator are simply to provide the blank form to the financial institution, upon request. The financial institution must then complete the form and file it with the court.

VIII. CONCLUSION

This article was intended to highlight recurring issues that are common and create delays pertaining to the initial activities in maintaining proper documentation and transaction details to prepare for the first accounting. Further articles on this subject will include details on market values versus carry values, why and how carry values change during an accounting period, gains, losses, liabilities, and more! It is possible to prepare fiduciary accountings in an efficient, organized, and detailed manner that provides readers with a clear view of all financial events, reducing questions and arguments.

ENDNOTES

- 1 Prob. Code, section 2620, subd. (a).
- 2 Probate Code, section 2620, subd. (a).
- 3 See Contra Costa County Superior Court, Local Rule 7.425, subd. (c)
- 4 Prob. Code, section 2600
- 5 Prob. Code, section 2620, subd. (c)(3).
- 6 Prob. Code, section 2620, subd. (c)(7).
- 7 Account statements that include the date of appointment also required for preparation of the Inventory & Appraisal
- 8 Prob. Code, section 2591, subd. (c)(1)-(2).
- 9 Gifts are prohibited without court order. See Probate Code, section 1870, et seq.
- 10 Prob. Code, section 2620, subd. (e).
- 11 California Rules of Court, Rule 7.575.

LS

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, 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

D. MAY ISSUE (TO BE SUBMITTED NO LATER THAN MARCH 1ST):

San Mateo County, Santa Clara County, Santa Cruz County, Santa Maria, Southern Butte County, Stanislaus County, Stockton-San Joaquin County, Trinity County



Serving the legal community since 1961

Simply login, submit, track, & manage your services using our client portal.

CONTACT US

📞 office:
(800) 675-5376

📠 fax:
(866) 241-0051

✉ email:
orders@directlegal.com

SERVICES

- Process Serving
- Skip Tracing
- Writ Levies
- Court Filing
- E-Filing
- Document Research and Retrieval
- Out of State Foreign Subpoena Service
- Photocopy & Reprographics



E-FILING

- Fast, Easy, and Reliable
- Certified EFSP
- Customer Support
- Secure 24/7 Access
- Detailed Reporting
- Competitive Pricing

🌐 WWW.DIRECTLEGAL.COM

📍 1541 Wilshire Blvd, Suite 550 Los Angeles, CA 90017



MONICA MONTANARI earned a Bachelor's in Business Administration from Menlo College in 2015, and a Master's in Sports Business from The University of Alabama in 2016. She is a Certified Paralegal at Michaelis, Montanari & Johnson. Monica is a member of the Conejo Valley Legal Professionals Association, and currently serves as its Secretary. She can be reached at mmontanari@mmjlaw.net.

Planning Association Events in a Time of Uncertainty

BY MONICA MONTANARI – SUBMITTED BY CONEJO VALLEY LPA

What a time to be alive. After months of utter chaos, the world is finally beginning to return to a state that we can recognize. But for those planning events for family, fun, or business, it has only gotten more difficult each day. With new places being opened up each day, civil unrest in American society, and two completely different ideologies on whether or not masks and virus precautions are necessary, how do we walk the line?

Right now, what we need more than anything are gatherings with the friends, family, and others we hold dear. Despite some adversity, this is an important time to show your association members how much they mean to you, and how important a spirit of community is within your group.

Test out the Waters

Talk to those *who would* be attending. Send out an email, create a quick survey, or personally call each person to find out what they're feeling right now. It's a great way to catch up with your members while seeing where each person stands in terms of comfort leaving their home currently.

Get Familiar with Your Local Rules

In an association where we're all very familiar with the law, this obviously reigns supreme. So having an event in accordance with the current legislation is paramount to our success. There are three places you'll need to be familiar with:

1. The State

California's best statewide resources can be found at <https://covid19.ca.gov/>.

2. The County

Check on the county where your association hopes to meet. The best way to access the most up-to-date reopening information is to check the county's website, which will likely have a link to a separate site completely devoted to the coronavirus and reopening.

3. The Venue

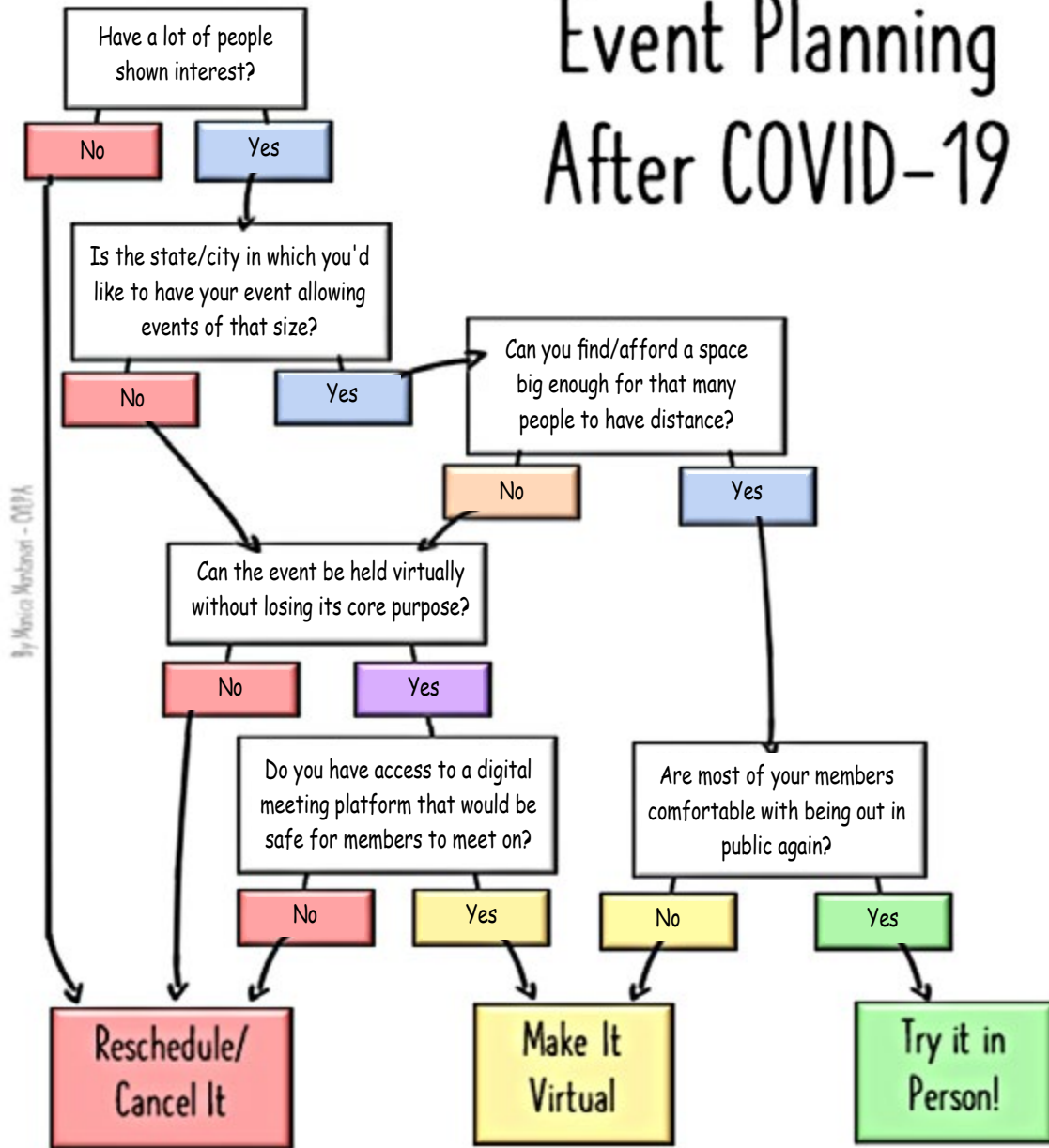
Call whatever venues you might consider to see if they are open, available, and allowing events at this time (as it changes every day). It is important to do this before going on to the next step as you need to know what options you do (or do not) have. This would be a great time to talk about any fees that would be associated with cancelling an event if another outbreak results in re-closures.

Decide on a Venue

Oh, that makes it sound so easy. But as we all know, there is no such thing as "easy" right now. These days, deciding on a venue requires the consideration of so many different questions: so I made a chart to make the decision-making process as simple as it can be:

CONTINUED ON PAGE 27

Event Planning After COVID-19



Remember that you can offer digital viewing (i.e. Zoom or Skype) or live stream (on Instagram or Facebook) to those who wish to be a part of the activities but still feel at-risk, while allowing others to congregate in-person.

Have a Good Time

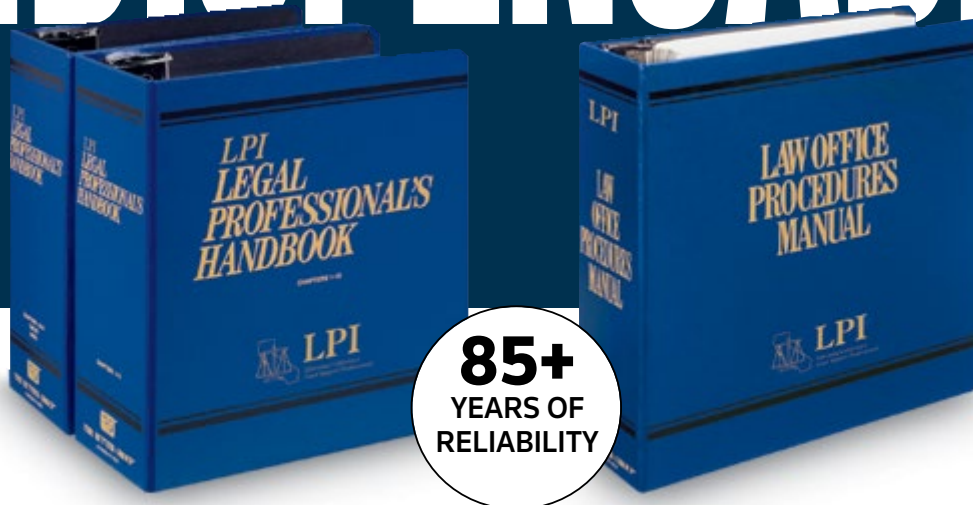
I know we aim for this every time we meet, but these days, it's more important than ever that we realize that the social aspect of our associations is just as important as our career development. Make it a fun event. People have been (or still are) cooped up in their houses for months with very little social interaction. So whether you decide to hold your event virtually or in person, make sure that you include some fun ways to break the ice, as well as ample time for people to socialize during or after the event.

Side note: luckily, most venues are requiring social distancing, masks, or other safety precautions. That means that you might not have to be responsible for mandating whether your members should be wearing masks or not. That helps take some of the criticism off of you and your board, and foster more unity. In times like these, division is just not what we need.

Though some of us have come out shaken up or traumatized, here we are. You've made it through a pandemic, you've managed to avoid killer hornets, and just think: if you can successfully plan an event during this time, there's *nothing* you can't do.

LS

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!

LPI MEMBERS-ONLY PRICE\$364
Nonmembers Price.....\$520

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 must-have manual and forms guide contains detailed practice forms for major areas of law practice, both civil and criminal, along with step-by-step instructions for completing them. The manual includes Judicial Council forms and California recording laws. The manual also provides procedural checklists, transcriptions and proofreading tips, sample calendar notations, practice tips for filing documents with the court, and a glossary of legal terms.

LPI Members-Only Price\$209.30
Nonmembers Price.....\$299

Price includes shipping. Add applicable sales tax.
 This title is updated bi-annually for subscribers by replacement pages.

Buy both LPI books together and get a discount!
Combo price for both books.....\$573.30
 Price includes shipping. Add applicable sales tax.

COMPILED BY

LEGAL PROFESSIONALS, INCORPORATED

PUBLISHED BY

 **THE RUTTER GROUP™**

 **THOMSON REUTERS®**

40541696

TO ORDER OR FOR MORE INFO, CALL
(800) 747-3161 (EXT. 2)

www.RutterGroup.com™

LEGAL PROFESSIONALS INCORPORATED (LPI) - BENEFITS

Note: This list is maintained for use by members of Legal Professionals 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. For information, call these representatives directly. For questions and concerns regarding Member Benefits, please contact the LPI Vice President at vicepresident@legalprofessionalsinc.org.

<p>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 with significant savings to over 500 local and national companies.</p>	<p>EMPLOYEE AND MEMBER DISCOUNTS https://www.employeeandmemberdiscounts.com/employee-discounts-and-offers/legal-professionals-incorporated/ Discounts on auto and car, entertainment, financial, health and medical, home services, insurance and warranty services, travel and vacation, pet care, and other unique offers.</p>
<p>WORKING ADVANTAGE Toll Free: (800) 565-3712 www.workingadvantage.com Discounts on events, movies, theme parks, live theater, sporting events, ski tickets, hotels, family events, gift cards and more. Member ID: Contact LPI Corporate Office at info@legalprofessionalsinc.org</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 LPI members are eligible to join.</p>
<p>HERTZ CORPORATION Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	<p>LA FINANCIAL FEDERAL CREDIT UNION P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone working or living in L.A. County, or referrals from existing member.</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 Discounted John Hancock Long Term Car/Life Insurance, Annuities, Retirement, Investment & Estate Planning, Mutual Funds, & 401K</p>	<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 Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, Comprehensive Financial Planning</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 Investments, Retirement Plans, Education Savings Accounts, Medical/Life/Disability/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 Discount on Long Term Care/Life/ Disability Insurance, commercial and residential lending.</p>

LEGAL PROFESSIONALS INCORPORATED – ORDER FORM

ITEM	QUANTITY	PRICE	TOTAL
JEWELRY**			
MEMBERSHIP PIN* A 3/4" high oval gold-tone pin with blue and white enamel overlay. Logo in center and "Legal Secretaries, Incorporated" inscribed. For all members.		5.00	
PRESIDENTS' PIN* A 1.5" high oval gold-tone pin with blue and white enamel overlay. Logo in center and "Legal Secretaries, Incorporated" inscribed. For local association Presidents.		7.00	
GOVERNORS' PIN* A 3/4" high round gold-tone pin with white enamel overlay. Logo in center and "LSI Governor" inscribed. For local association Governors.		10.00	
CCLS PIN A 1/2" high, 10-karat gold filled pin with CCLS logo. For the CCLS.		35.00	
MISCELLANEOUS			
PORTABLE POWER BANK CHARGER Metal power bank with logo. Fits all phones and tablets with USB charging cord.		18.00	
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	
INK PEN Beautiful, medium-tip navy blue writing pen with contrasting logo in white. Removable cap with clip. Pen contains blue ink.		2.50	
WINDOW CLING Clear, vinyl inside window cling for cars, glass surfaces, etc., that reads "I'm a California Legal Professional – What's Your Superpower?" with full color logo. Size: 5"x4".		5.00	
LUGGAGE TAG Bright, neon yellow tag with logo on one side. ID tag insert, or use your own business card. Soft, pliable silicone material. \$3 each or 2 for \$5.		3.00/ 5.00	
CALIFORNIA CERTIFIED LEGAL SECRETARY**			
CCLS STUDY GUIDE Sample Q&As 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. (No Shipping Charges on CCLS Study Kit or Sections)		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 not 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 not 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 not 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 not included)		15.00	
EDUCATION**			
LEGAL SECRETARIES REFERENCE GUIDE Procedural guide designed to assist in conducting a training class. Also useful for training office staff.		30.00	
ADMIN DOCUMENTS			
BROCHURES Single-page brochures promoting LPI and its programs (Also available for pdf download on LPI website, www.legalprofessionslinc.org)		N/C	
LPI MEMBERSHIP BROCHURE Extolls the advantages of LPI 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 LPI 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 LPI History Book Competition.		5.00	
NEW MEMBER PACKET* A 2-pocket folder with letter from LPI President, 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 PROFESSIONALS HANDBOOK/LAW OFFICE PROCEDURES MANUAL FLYERS		N/C	
LPH FLYER 8.5x11" advertisement of the LPH. Includes contents list and order form		N/C	
LOPM FLYER 8.5x11" advertisement of the LOPM. Includes contents list and order form		N/C	
LPH/LOPM FLYER 8.5x11" advertisement for both LPH and LOPM. Includes contents list and order form		N/C	
LPI ROSTER* Booklet with current listing of LPI officers, chairmen, past-presidents, honorary members, scheduled conferences, local association presidents, governors, and treasurers.		N/C	
AVAILABLE FOR FREE DOWNLOAD (WWW.LEGALPROFESSIONALSINC.ORG)			
LPI BYLAWS AND STANDING RULES* As adopted by the LPI Governors.		N/C	
Brass Tacks* A guide instructing local officers and chairmen on how to perform their respective duties. Contains checklists, calendars, and forms. (No charge for pdf download)		N/C	
BROCHURES Single-page step brochures promoting LSI and its programs (Also available for pdf download on LPI website)		N/C	
LPI MEMBERSHIP BROCHURE Extolls the advantages of LPI 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 LPI CONFERENCES* An instruction guide, including forms and samples, essential to any association considering a bid to host an LPI conference		N/C	
GUIDELINES FOR PREPARATION OF A LEGAL EDUCATIONAL PROGRAM A guide with sample forms for planning and execution of a legal educational program (No charge for pdf download)		N/C	
LEGAL PROFESSIONALS HANDBOOK/LAW OFFICE PROCEDURES MANUAL FLYERS		N/C	
LPH FLYER An 8.5x11" flyer. Includes listing of contents and order form		N/C	
LOPM FLYER An 8.5x11" flyer. Includes listing of contents and order form		N/C	
LPH/LOPM FLYER An 8.5x11" flyer for both LPH and LOPM. Includes listing of contents and order form		N/C	
[#1] SUBTOTAL			
[#2] SHIPPING COSTS (15% OF SUBTOTAL)			
[#3] SUBTOTAL WITH SHIPPING			
[#4] 8.75% SALES TAX ON [#3] (SHIPPING IS TAXABLE IN CA)			
TOTAL AMOUNT DUE [Add #3 & #4]			

*Item available to LPI members only.

****Merchandise 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 PROFESSIONALS, 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.LEGALPROFESSIONALSINC.ORG.

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

METHOD OF PAYMENT: CHECK, PAYABLE TO "LPI" ENCLOSED ☐ VISA ☐ MASTERCARD ☐ AMOUNT CHARGED: \$

CREDIT CARD INFORMATION: NUMBER: _____ EXPIRATION: MO _____ YEAR _____

NAME ON CREDIT CARD: _____ CARD VERIFICATION NO.: _____

PER LPI STANDING RULES, CHECKS ISSUED TO LPI 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 LPI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.



2019-2020 LPI Roster



ELECTED OFFICERS

President
HEATHER EDWARDS
Cell: 818-482-7040
E-mail: president@legalprofessionalsinc.org

Vice President
LYNNE PRESCOTT, CCLS
Cell: 916-398-0120; Work: 916-551-3360
E-mail: vicepresident@legalprofessionalsinc.org

Executive Secretary
ROD CARDINALE, JR.
Cell: 408-461-0972
E-mail: executivesecretary@legalprofessionalsinc.org

Treasurer
DONNA DAY
Cell: 510-303-8725; Work: 415-984-8255
E-mail: treasurer@legalprofessionalsinc.org

APPOINTED OFFICERS

Executive Advisor (Nominations and Elections Chair)
JENNIFER L. PAGE, CCLS
Cell: 415-710-3402; Work: 415-526-0113
E-mail: executiveadvisor@legalprofessionalsinc.org
E-mail: nom.elections@legalprofessionalsinc.org

Parliamentarian
KRISTIL L. EDWARDS, CCLS
Cell: 415-497-9600; Work: 415-491-5000
E-mail: parliamentarian@legalprofessionalsinc.org

Editor-In-Chief, Publications Revision Committee (CEC)
LINDA LANE, CCLS
Cell: 818-434-6600
E-mail: editorinchief@legalprofessionalsinc.org

Editor, *The Legal Secretary* (Marketing)
BARBARA BARREGAR
Cell: 949-285-5271
E-mail: tleditor@legalprofessionalsinc.org

Educational Program Coordinator (CEC/Marketing)
J. CORI MANDY, CCLS
Work: 619-515-3256
E-mail: edprogramcoordinator@legalprofessionalsinc.org

Historian
LINDA BROWN, CCLS, CP
Cell: 209-534-1236; Work: 209-529-7254
E-mail: historian@legalprofessionalsinc.org

Legal Specialization Sections Coordinator (CEC/Marketing)
DAWN R. FORGEUR, CCLS
Cell: 916-601-1380; Work: 916-319-4786
E-mail: lss@legalprofessionalsinc.org

CHAIRMAN

2020 Annual Conference Co-Chair
CORENE RODDER
Work: 916-531-9641
E-mail: 2020annualconf@legalprofessionalsinc.org

2020 Annual Conference Co-Chair
CRYSTAL RIVERA
Work: 916-469-3813
E-mail: 2020annualconf@legalprofessionalsinc.org

Advertising (Marketing)
DEBORAH SCHMIDT, CCLS
Work: 714-957-5742
E-mail: advertising@legalprofessionalsinc.org

California Certified Legal Secretary (CEC/Marketing)
TERRIE QUINTON, CCLS
Cell: 951-294-1246; Work: 619-209-3056
E-mail: cclschair@legalprofessionalsinc.org

Career Promotion/Scholarship (Marketing)
RACHEL MALERBI
Cell: 916-217-5569; Work: 916-472-6228
E-mail: careerprom.scholarship@legalprofessionalsinc.org

Editor, *The Legal Professional's Handbook* (PRC)
LINDA LANE, CCLS
Cell: 818-434-6600
E-mail: lpheditor@legalprofessionalsinc.org

Editor, *Law Office Procedures Manual* (PRC)
LISA DE LA O
Cell: 818-590-3441; Work: 818-715-7025
E-mail: lopmeditor@legalprofessionalsinc.org

Legal Procedure (CEC)
BECKY J. NEIDHARDT, CCLS
Cell: 619-892-0197; Home: 619-334-2524
E-mail: legalprocedure@legalprofessionalsinc.org

Legal Professional Training/Seminars (CEC)
BECKY J. NEIDHARDT, CCLS
Cell: 619-892-0197; Home: 619-334-2524
E-mail: lptchair@legalprofessionalsinc.org

Professional Liaison/Day In Court (Marketing)
HEATHER NOWAK
Cell: 714-642-3985
E-mail: profliasion.dic@legalprofessionalsinc.org

Social Media (Marketing)
ERIKA GARDUÑO
Cell: 760-777-0380
E-mail: socialmedia@legalprofessionalsinc.org

LSI Liaison to the Law Practice Management & Technology Section of the California Lawyers Association (Marketing)
GWENDOLYN EDWARDS, CCLS
Cell: 310-228-8044
Email: lpmliasion@legalprofessionalsinc.org

LEGAL SPECIALIZATION SECTIONS

Coordinator (CEC/Marketing)
DAWN R. FORGEUR, CCLS
Cell: 916-601-1380; Work: 916-319-4786
E-mail: lss@legalprofessionalsinc.org

Civil Litigation
BELINDA OWENS
Cell: 619-261-9323; Work: 858-451-0291
E-mail: civil.litigation@legalprofessionalsinc.org

Criminal/Family Law
MARY LOU FLOYD, CCLS
Cell: 707-533-0128
E-mail: criminal.family.law@legalprofessionalsinc.org

Federal
BETTINA JACOBSON
Home: 916-616-8158
E-mail: federal.law@legalprofessionalsinc.org

Law Office Administration
ANNETTE DAVIS
Home: 661-839-3423; Work: 213-330-8899
E-mail: law.office.administration@legalprofessionalsinc.org

Probate/Estate Planning
CARMEN VASQUES
Phone: 805-757-2184
E-mail: probate.estateplanning@legalprofessionalsinc.org

Specialty
CYNDEE SAUCEDA, CCLS
Work: 510-861-2336
E-mail: specialty.law@legalprofessionalsinc.org

Webinars
RENEE EVANS
Cell: 619-823-7332; Work: 619-235-3437
E-mail: lsiwebinar@legalprofessionalsinc.org

PUBLICATIONS REVISION COMMITTEE

Editor-in-Chief (CEC)
LINDA LANE, CCLS
Cell: 818-434-6600
E-mail: editorinchief@legalprofessionalsinc.org

Editor, *The Legal Professional's Handbook* (PRC/Marketing)
LINDA LANE, CCLS
Cell: 818-434-6600
E-mail: lpheditor@legalprofessionalsinc.org

Editor, *Law Office Procedures Manual* (PRC)
LISA DE LA O
Cell: 818-590-3441; Work: 818-715-7025
E-mail: lopmeditor@legalprofessionalsinc.org

Assistant Editor
NORMA MARQUEZ
Cell: 714-900-2010
E-mail: prcassted6@legalprofessionalsinc.org

Assistant Editor
PAMELA SCHULD, CCLS
Cell: 714-797-5520; Work: 949-475-9200
E-mail: prcassted5@legalprofessionalsinc.org

Assistant Editor
ELISE DRESSER, CCLS
Work: 408-279-8700
E-mail: prcassted1@legalprofessionalsinc.org

Assistant Editor
SHAYLENE CORTEZ, CCLS
Cell: (951) 768-8370
E-mail: prcassted4@legalprofessionalsinc.org

Assistant Editor
ELIZABETH ADAME, CCLS
Phone: (760) 460-1916
E-mail: prcassted4@legalprofessionalsinc.org

CCLS CERTIFYING BOARD

Member (Chair)
APRIL IGNAITIS, CCLS
Cell: 408-373-3306
E-mail: ccls.cbchair@legalprofessionalsinc.org

Member
BARBARA HAUSSMANN, CCLS
Home: 805-527-0662
E-mail: ccls.cbm2@legalprofessionalsinc.org

Member
VIVIAN SHREVE, CCLS
Cell: 408-813-8272; Work: 650-849-5750
E-mail: ccls.cbm1@legalprofessionalsinc.org

Member
BRENDA BRACY, CCLS
Cell: (916) 628-0864
E-mail: ccls.cbm3@legalprofessionalsinc.org

Member
LINDA GUBBA-REINER, CCLS
Cell: (818) 722-1584
E-mail: ccls.cbm4@legalprofessionalsinc.org

Attorney Member
MARLENE MURACO, ESQ.
Work: 408-998-4150
E-mail: mmuraco@littler.com

Attorney Member
EMILY J. LYNCH MORISSETTE, ESQ.
Home Office: 619-437-8621
E-mail: elmorissette@cox.net

CORPORATE OFFICE

Administrator
KIM ORENO
Work: 916-239-4089 or 800-281-2188
E-mail: kim@legalprofessionalsinc.org

CONTINUING EDUCATION COUNCIL (CEC)

Educational Program Coordinator
J. CORI MANDY, CCLS

Editor in Chief
LINDA LANE, CCLS

California Certified Legal Secretary
TERRIE QUINTON, CCLS

Legal Procedures
BECKY J. NEIDHARDT, CCLS

Legal Professional Training/Seminars
BECKY J. NEIDHARDT, CCLS

Legal Specialization Sections Coordinator
DAWN FORGEUR, CCLS

MARKETING COMMITTEE

Coordinator/EC Liaison
LYNNE PRESCOTT, CCLS
E-mail: marketing@legalprofessionalsinc.org

Educational Program Coordinator
J. CORI MANDY, CCLS

Advertising
DEBORAH SCHMIDT, CCLS

California Certified Legal Secretary
TERRIE QUINTON, CCLS

Social Media
ERIKA GARDUÑO

Legal Specialization Sections Coordinator
DAWN R. FORGEUR, CCLS

Career Promotion/Scholarship
RACHEL MALERBI

Professional Liaison/Day in Court
HEATHER NOWAK

Liaison to the Law Practice Management and Technology Section of the California Lawyers Association

GWENDOLYN EDWARDS, CCLS

Editor, *The Legal Secretary*
BARBARA BARREGAR

LPI WEBSITE: www.legalprofessionalsinc.org



FIRSTLEGAL

CONNECT. STRATEGIZE. SIMPLIFY. TRANSFORM.

**You know the law.
We know the litigation process.
Stay focused on what you do best and let
us handle the rest File Thru Trial.**

 **Court & Process**

 **Investigations**

 **Digital**

 **Records**

 **Depositions**

**The First Legal team is ready to help!
Call 800.889.0111 or visit firstlegal.com.**



COURT & PROCESS



INVESTIGATIONS



DIGITAL



RECORDS



DEPOSITIONS





JANNEY & JANNEY

LEGAL SUPPORT SERVICE

NEW

JANNEY portal



**REGISTER YOUR NEW
ACCOUNT NOW AT**

janneyandjanney.com

[Portal features and functionality include]

- Electronic Filing and Electronic Service capable
- A "Route Pick-Up" delivery option for our Retainer Clients with a daily pick-up.
- User-friendly web interface tested by legal professionals and court approved.
- Securely create accounts and add users 24/7 using a completely paper-less process.
- Easily place orders and maintain a complete record of your cases & documents.
- View and share status communication updates with colleagues and clients.

Let us add you to the growing list of clients who are using the portal to make their jobs easier.

"I am LOVING the new system! Seriously...very user friendly."

- Alison (Orange County Client)

**"Just wanted you to know that I've now used the new portal for two filings and am
VERY happy with it. Super easy to use."**

- Darla (Los Angeles Client)

"I really like being able to see all cases in one location. It is really easy to use."

- Miguel (Orange County Client)



Los Angeles

1545 Wilshire Blvd. Ste. 311
Los Angeles, CA 90017
(213) 628-6338

Orange County

840 N. Birch Street
Santa Ana, CA 92701
(714) 953-9451

Inland Empire

455 W. La Cadena Ste. 17
Riverside, CA 92501
(951) 369-8369

Ventura

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