

Desert Palm Legal Professionals Association

Presents

Full Disclosure Newsletter



November 2010 – Issue 1 – www.dplpa.org

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Desert Palm LPA Officers

President: Dave Tennison – The Mack Law Offices – 760.346.1800

Vice President: Becki Canela – Virginia S. Criste, Esq. – 760.345.3325

Secretary: Elva Rizzo – Slovak, Baron and Empey, LLP – 760.322.2275

Treasurer: Donna Bleyl – 760.360.8889

Governor: Donna Ellis – Brian M. Lewis Law Office – 760.568.9200

Parliamentarian: Florence Ross – Schlecht, Shevlin and Shoenberger –
760.320.7161

LSI Officers

Executive Committee:

President: Brooke Atherton, CCLS
Executive Secretary: Mary J. Beaudrow, CCLS

Vice President: Sandra T. Jimenez, CCLS
Treasurer: Jennifer L. Page, CCLS

Appointed Chairmen:

Executive Advisor: Christa Davis
Editor-In-Chief: Lugene Borba, CCLS

Parliamentarian: Julie Edsill, CCLS
Editor, The Legal Secretary: Deborah
Rickert, CCLS

LSS Coordinator: Leslie Ames, CCLS
Educational Program Coordinator: Doro Nesbitt, CCLS

Historian: Carrie Hughes, CCLS



Desert Palm Legal Professionals Association

November Meeting

Installation of New Members

Speaker: Barbara Baron, Esq
Desert Bar President

Date: Tuesday, November 9, 2010

Time: 6:00PM Promptly

Place: Desert Falls Country Club
(Corner of Cook Street and Country Club Drive)

Dinner Price: \$26

(Includes Coffee, Decaffeinated Coffee, Tea and Iced Tea)

RSVP: Please RSVP by Friday, November 5, 2010

A Reservation Made is a Reservation Paid!

RSVP to: Becki Canela – 760.345.3325

bcanela@viriginascristeplc.com



Announcements

Diabetes Walk 2010 – November 13, 2010 - La Quinta Hotel – If you would like to join a team, contact Gail Irwin – girwin@wpwlawps.com

Phyllis Cohen is looking for a paralegal opportunity. Ms. Cohen recently moved to the desert and works mainly with real estate law. Please contact her at pcohen48@gmail.com if you know of any opportunities.

Birthdays



Jennifer Ellis - 10/7
Elva Rizzo - 10/9
Susan Sartain - 10/8



Celina Aleman



Special Birthday Wishes to Mr. President
David Tennison – 11/18



President's Message

Greetings All:

Desert Palm would like to take this opportunity to thank David Baron for being our speaker at the September meeting. Barbara Baron, the newly installed President of the Desert Bar Association, will be our speaker at the November meeting and Ms. Baron will provide us with some insight as to what she expects to achieve in her new position.

Ms. Baron will also be installing the new members of the Desert Palm Legal Professionals Association and those members are: Celina Aleman and Alice Wardlaw. Please plan on attending this meeting to make the new members feel welcome. If you are a member and for some reason you were not previously sworn in and did not receive your LSI pin, please let me know so that we can include you in this year's installation.

The website for Desert Palm has been updated and we would like everyone to check it out: www.dplpa.org. If you have any ideas for the website or if you would like to post any job openings or if you are looking for a job and would like to be included on our website, please contact Donna Ellis.

Please do not forget that Florence Ross will be hosting our annual Holiday Party in December and I would like to see a lot of new faces at this activity.

I look forward to seeing everyone at the November 9th meeting.

Respectfully Submitted,

Dave Tennison
President

MINUTES OF SEPTEMBER 14, 2010 MEETING

The meeting was called to order by President, David Tennison, on September 14, 2010, at 6:00 p.m. at the Desert Falls Country Club. All members and guests present were introduced and the President led the Pledge of Allegiance.

Introductions were made and the President introduced the speaker, David Baron from the law firm of Slovak, Baron & Empey who gave an MCLE-accredited presentation about mediation.

Minutes of the June 8, 2010 meeting were distributed, accepted and approved.

Treasurer's report was distributed, accepted and accepted.

Old Business:

Treasurer's Report:

After a discussion regarding the association paying for LSI conference expenses, a motion was brought, seconded and passed as follows: DPLPA would continue to pay for all of the Governor's expenses at all conferences. For all other conference attendees, payment will be limited to script tickets and the names and number of attendees will be determined by a confidential written vote at the association meeting preceding the conference. A separate motion was brought, seconded and passed that the association will continue to pay all expenses for the 3 delegates and 3 alternate delegates at the Annual Conference.

Website Status:

Will check with Donna Ellis on status of updating website.

New Business:

Grammar Conference:

Sylvia Chernick will send out flyers to all law firms on the court's auto-fax account. Seminar will be held on November 6th at Desert Falls Country Club. Becki Canela is in charge of reservations.

Discussion on bidding for upcoming conferences - the board would make inquiries with membership to see if there was enough interest in submitting a bid.

There being no further business; meeting adjourned until November 9, 2010.

Respectfully submitted, Elva Rizzo, CCLS/Secretary



Who's Who!

Barbara R. Baron

President of the Desert Bar Association

Ms. Baron grew up in Palm Springs since the age of 13 and graduated from Palm Springs High School. She went to the University of California, San Diego for undergraduate school and attended Hastings College of the Law in San Francisco following her graduation from UCSD. Ms. Baron practiced for 10 years with Pillsbury, Madison & Sutro in San Francisco. Her areas of expertise were Labor and Employment Litigation and Advice for Fortune 500 companies and general business litigation. Following her position with Pillsbury, Madison & Sutro, Ms. Baron practiced for 6 years with Best, Best & Krieger in Rancho Mirage. Ms. Baron opened Law Offices of Barbara R. Baron in Palm Springs 12 years ago and where she currently practices. She has been on the board of the Desert Bar Association for the last 9 years, participating in and conducting programs for Senior Law Day, Mediation, Fee Arbitration, etc. Ms. Baron is currently involved as Judicial Liaison with Riverside County Bench to promote and sponsor judicial applicants in the desert. She sits on a three person Appeals Panel of the Agua Caliente Tribe for employment related appeals and has participated as a Member of Inns of Court, the association that promotes civility in the legal community.

In her free time, Ms. Baron loves exercising and anything outdoors. She is an avid runner and also likes to swim, hike and bike. She is very active. Ms. Baron loves to travel and her favorite spots are Martha's Vineyard, New England and Europe. And, of course, she loves to cook and eat!



Parliamentary Procedure

Questions and Answers

- [What's a point of information?](#)
 - [What's a point of personal privilege?](#)
 - [What's a point of order?](#)
 - [What's a point of parliamentary inquiry?](#)
 - [Who answers these points of order, information, etc.?](#)
 - [What does *Robert's Rules of Order* say about "Decorum in Debate?"](#)
-

What is Parliamentary Procedure?

Parliamentary Procedure can sometimes appear intimidating and confusing. However, what Parliamentary Procedure sets up is a specific set of rules for the easy and orderly conduct of meetings. It allows every person within the organization to be heard which helps members to make decisions. In short, this time tested method of conducting business is a way to insure democratic rule, protection of rights, flexibility, and a fair hearing for everyone.

1. What's a point of information?

A point of information is a **question, not an answer**. If you need some information in order to know how you want to vote on a motion, you request the information by asking a point of information. Since red cards are used for points of information, they are called on ahead of green (debate, main motions) or yellow (amend, call the question, etc.) cards. Points of information should, therefore, not be used as a disguised form of debate because it's unfair to members who are waiting to debate using [green cards](#). An example of debate disguised as a point of information is a question that begins with "Is it not true that...?"

2. What's a point of personal privilege?

Points of personal privilege have to do with the person's rights as an individual. For example, if you are having trouble breathing because the [ventilation system](#) in the room isn't working properly, it's appropriate to bring that to the attention of

the chair using a point of personal privilege.

Another kind of personal privilege is when someone has described your position on an issue (by naming you specifically) and has misstated your viewpoint. If this happens, it's appropriate to correct it using a point of personal privilege. If, however, a speaker in debate says something about a general group, like NOW members, it's not appropriate in that case to respond using a point of personal privilege. To do so (using a red card) would place you unfairly at the head of the line for debate. The proper way to respond in that situation would be by using a [green card](#) for debate.

3. What's a point of order?

A point of order is used to call a violation to the rules to the attention of the chair and the conference. For example, if the adopted rules say that the aisles and the microphone lines shall be cleared during a vote, it's appropriate to use a point of order if this procedure isn't being followed.

Similarly, if *Robert's Rules of Order, Newly Revised* (our parliamentary authority) says that a particular kind of motion is not debatable, it's appropriate to use a point of order if the conference is in fact debating such a motion.

4. What's a point of parliamentary inquiry?

A point of parliamentary inquiry is used to ask that chair how to go about doing something properly using our parliamentary procedure.

For example, if you want the conference vote separately on two parts of a motion so that one portion could pass and one portion could fail, but you don't know how to do that, it's appropriate to use a point of parliamentary inquiry to ask the chair how to do so. (The chair will advise you to use a green card to request a "division of the question" and that it requires a second, is not debatable, but is amendable.)

5. Who answers these points of order, information, etc.?

The chair rules on whether a point is being properly used. For example, if a member is using a point of information to debate rather than request information, the chair will rule that the member is out of order. (Rulings of the chair can be appealed; appeals require a second and are debatable).

The chair responds to all points of order and points of parliamentary inquiry. Parliamentarians do not make rulings. They advise the chair who makes all rulings.

The chair responds to the points of information for which s/he knows the answers. When it is appropriate, the chair will ask that maker of the motion to provide the information requested.

Points of personal privilege generally do not require a specific "response". If it is a question of the ventilation system, for example, the chair will ask someone to attend to the problem. If it is a question of an individual's view being misstated in debate, the person raising the point of privilege is given the opportunity to correct the misstatement.

6. What does *Robert's Rules of Order* say about "Decorum in Debate?"

Robert's Rules of Order are designed to promote debate in a smooth and orderly manner. They specifically provide that "when a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, **but [s/he] must avoid personalities and under no circumstances can [s/he] attack or question the motives of another member. The measure, not the member, is the subject of debate.**" *Robert's* further provides that the chair normally should first warn the member who isn't abiding by these rules, but with or without such warning, the chair or any other member can "call the member to order."

Sometimes it's hard to believe, but when used properly and in good faith, red card points can actually improve the flow of the proceedings instead of bringing them to a grinding halt. May the process be with you.

Information provided by former *NOW Bylaws/Rules Chair Judith Knee*

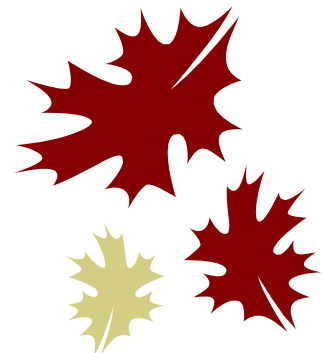
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Quiz Time!

1. A corporation must have a minimum of two directors when there are two shareholders. If there are more than two shareholders, the corporation must have a minimum of how many directors?
 - a. One
 - b. Two
 - c. Three
 - d. Four
2. In discovery, a propounding party, upon receipt of a response to interrogatories, may compel further response when:
 - a. An answer to a particular interrogatory is evasive or incomplete.
 - b. An objection to an interrogatory is with merit.
 - c. The response is timely received.
 - d. The party's failure to serve a timely response was the result of mistake, inadvertence, or excusable neglect.
3. Netiquette is the name given to a code of behavior for people who send and receive email messages.
 - a. True
 - b. False
4. The following are all types of notarial services performed by a notary public, EXCEPT:
 - a. Signature by mark
 - b. Subscribing witness
 - c. Jurat
 - d. Notarization of Will
5. Keeping track of exactly what's happening with a client's money is your persona, non-delegable ethical responsibility.
 - a. True
 - b. False

- Answers on next page



Law Changes

New Mechanic's Lien Requirements

According to a blurb in the most current issue of the California State License Board's (CSLB) newsletter, recent changes to the California mechanic's lien law will soon require contractors, subcontractors and suppliers to provide property owners with a Notice of Mechanic's Lien. In addition, a Proof of Service Affidavit must also be completed, signed and delivered to the property owner. The new requirements will take effect January 1, 2011, and failure to comply with them will render the mechanic's lien unenforceable.

The changes come about as a result of Assembly Bill 457.

CA SOS Revises LLC-5 & LP-2 Forms

At the beginning of September, the California Secretary of State rolled out two new forms: the LLC-5, which is the Application to Register for Foreign LLCs form; and the LP-2, which is the Amendment to Certificate of Limited Partnership for California LPs form. While the old forms will still be accepted, the CA SOS will no longer provide them. The new forms are available on the.

CA SOS's Proposed Remedy for Increased Processing Times

As many of you are aware, the California Secretary of State (CA SOS) has been experiencing processing delays due to budget cuts made during the past two years. The Legislature's Budget Conference Committee recently adopted a measure (Budget Conference Item 0890-001-0228) to help improve processing times at the CA SOS. Secretary of State Debra Bowen is requesting the authority to use business filing fees to make technological upgrades, pay staff overtime and hire temporary staff to help process backlogged filings. Currently, the use of these fees is restricted. Bowen is urging Californians to submit support letters to the Governor's office in an effort to get the measure preserved in the final budget.

Senate Bill 857

Senate Bill 857 was signed into law on October 19, 2010. Its components include an increase to the Criminal Security Fee. The fee will increase from \$30 to \$40 for each convicted count. The court will begin imposing this increased fee on felony and misdemeanor convictions that occur on or after October 25, 2010. For infractions, the \$40 security fee will be imposed on all convictions for violations occurring on or after October 23, 2010.

Riverside Superior Court – Court Transcripts Online

Superior Court of California – County of Riverside

The court is pleased to announce that its Internet web site has been enhanced to allow interested parties to request transcripts of court proceedings online. This convenient new service can be accessed at <http://adr.riverside.courts.ca.gov/tr/TranscriptRequest.php>.

Quiz Time Answers: 1) c. 2) a. 3) a. 4) d. 5) a.

Question and Answer Section

Billable Hours

For those of you who are expected to reach a certain number of billable hours annually, are those hours comprised of client-billable work only, or does your firm also include certain activities that are not billed to clients, such as firm meetings, required continuing legal education or other employee training, etc.? If time for certain administrative activities is included in the billable hours requirement, which activities are included and are they counted separately?

Answer 1: I am supposed to get 1,300 client-billable hours per year. The paralegals do their own typing. We keep track of non-billable as well, and I usually have one to two hours of “office management” each day, which includes e-mailing, copying, faxing, talking with coworkers about various non-billable matters, etc. I am astounded at the high billable requirements that I hear about online. People must be so stressed all the time! Then again, I moved because I wanted a slower pace and more meaningful community ties.

Answer 2: We are required to bill for all our time, whether it is billed to a client or not. We have certain categories for each type of non-billable task. For example, I keep the majority of my non-billable time in a unique category. We also have a category for any accounting/book work we complete. I think it’s important to keep track of non-billable time to see where your company can outsource work or shift responsibilities among the office staff. You will be surprised by the numbers.

Answer 3: When I was still working as a paralegal in a firm, I was required to bill 1,500 hours annually. That was the norm in my area (at least for larger firms) at the time. It was a struggle at times – with all the administrative stuff we have to do. Then, if a partner decided to write your time down or off, you didn’t get credit for it. We learned to stay on top of the billing very carefully or we would end up short at the end of the year – and there went any hope of a bonus!

Answer 4: My firm requires 1,500 hours per year, broken down to 125 hours per month of client-billable hours.

Why become a CCLS?

Written by Mary J. Beaudrow, CCLS
San Francisco Legal Professionals Association

You've thought about taking the CCLS exam, but you've always come up with a reason why not to – it's too hard, I don't have the time, my boss won't care, or I'm not a legal secretary so I don't need to. All of those reasons were mine, and especially the last one, because I've worked in the legal field for over 30 years, but I've never been a legal secretary. My career started working in the attorney service business for over 25 years, and for the last five years I've been working as a Docket Clerk. I can't say that I never thought about being a CCLS, but I just wasn't sure if it would be of benefit to me.

Attending my first LSI annual conference in May 1993 was an overwhelming and incredible experience, but what I remember most is when these people were being acknowledged for passing the CCLS exam. Everyone got up on their feet and applauded these ladies for their accomplishment, and they all received beautiful corsages to wear for the weekend. I asked those around me, what was this CCLS exam and what did you have to do to achieve this status. When I heard it was a seven part exam that took all day to take it, I was very impressed and thought right then it was something that I would like to do someday.

Several times I was approached about joining a study group, at one time I even had a roommate who was part of one, but I always said not now. Finally in May 2005, my fellow co-worker, Allma Gilligan, CCLS told me she was starting a nineteen week study group, and it would be held in our Walnut Creek office. For me this sounded perfect, I worked in our San Francisco office, but on Wednesdays my supervisor let me leave early, so I get to class on time, and since I lived in Concord meant that I didn't have a long ride home after class. My woman's intuition told me it was time, everything was in place and I had no more excuses.

Now that I work in a law firm (for the first time in my life) that practices a variety of fields, I wanted to be exposed to other areas of law besides litigation, and studying for the exam was going to provide that for me. I was excited about learning such things as corporate law, probate terminology, and yes, to even learn what some of those Latin terms mean, like *sua sponte*.

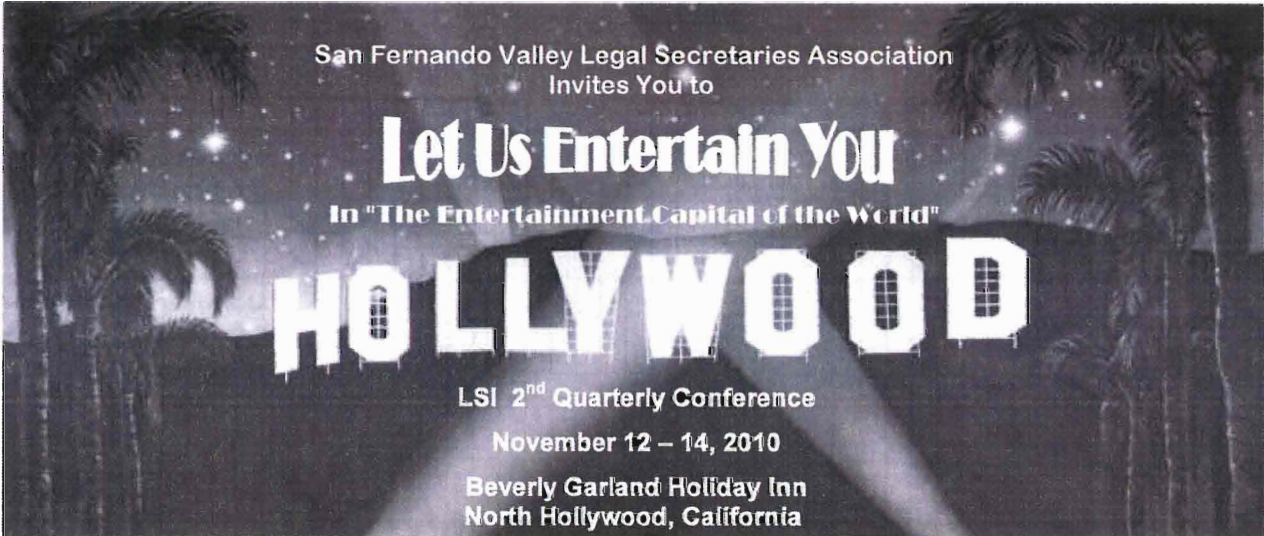
One of my strengths is that when I commit to something, I do everything that I have to do to accomplish the goal. So here I am in a study group every Wednesday night, doing homework assignments every week between classes, and at the same time I'm President and Governor of San Francisco LPA.

Taking the exam for the first time, I was feeling anxious that morning, and I was just hoping that I would pass at least four sections. Six weeks after taking the exam, I received the e-mail that told me that was close, but I didn't pass. My first reaction was to be upset, and then I realized that I had passed four sections, so I only three more to go. I was very lucky to have a lot of support to keep going on, so I did.

By the time I took the exam for the last time, I will say ***The Gregg Reference Manual*** became my best friend, which is what everyone told me would happen. Then the day came, November 21, 2006, I received the e-mail that started out with, "Congratulations!" It was the best day of my professional career and, passing the exam gave me such confidence that I didn't think it would. This past May I got to live my dream, I was in front of the room receiving the applause and the corsage, but what I remember was I didn't do this alone. Without Alma's support and encouragement, the support from my LSI friends, and my family I couldn't have done it.

In passing the exam, my supervisor saw me grow as a person and as a professional, and she admired the commitment and dedication that I showed to it. She has since then given me a promotion and encourages me in expanding my role at my job.

To those of you who are legal professionals, but not necessarily a legal secretary and use the excuse that you don't need to become a CCLS, because you're not a legal secretary, I say you're wrong. The exam is for everyone that is a legal professional. It provides the opportunity to expanding your knowledge, and it provides the opportunity to learn more about yourself as a person.



CONFERENCE REGISTRATION FORM

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

PLEASE INDICATE IF YOU ARE:

_____ State Officer _____	<u>Title</u>	_____ Governor
_____ State Chairman _____		_____ CCLS _____ PLS

SCRIP (Includes Registration, Welcome Reception, Banquet, and Brunch)
 POSTMARKED ON OR BEFORE OCTOBER 12, 2010 \$ 93.00 \$ _____
 POSTMARKED OCTOBER 13, 2010 OR LATER \$ 103.00 \$ _____

INDIVIDUAL TICKETS

_____ Registration PRIOR to October 12, 2010	\$ 15.00	\$ _____
_____ Registration AFTER October 13, 2010	\$ 25.00	\$ _____
_____ WELCOME RECEPTION (Friday)	\$ 20.00	\$ _____
LUNCHEONS Vegetarian Meal _____		
_____ Presidents' Luncheon (Saturday)	\$ 24.00	\$ _____
_____ Governors' Luncheon (Saturday)	\$ 24.00	\$ _____
_____ Membership Luncheon (Saturday)	\$ 24.00	\$ _____
_____ BANQUET (Saturday Evening)	\$ 42.00	\$ _____
_____ BRUNCH (Sunday)	\$ 22.00	\$ _____
	TOTAL AMOUNT ENCLOSED	\$ _____

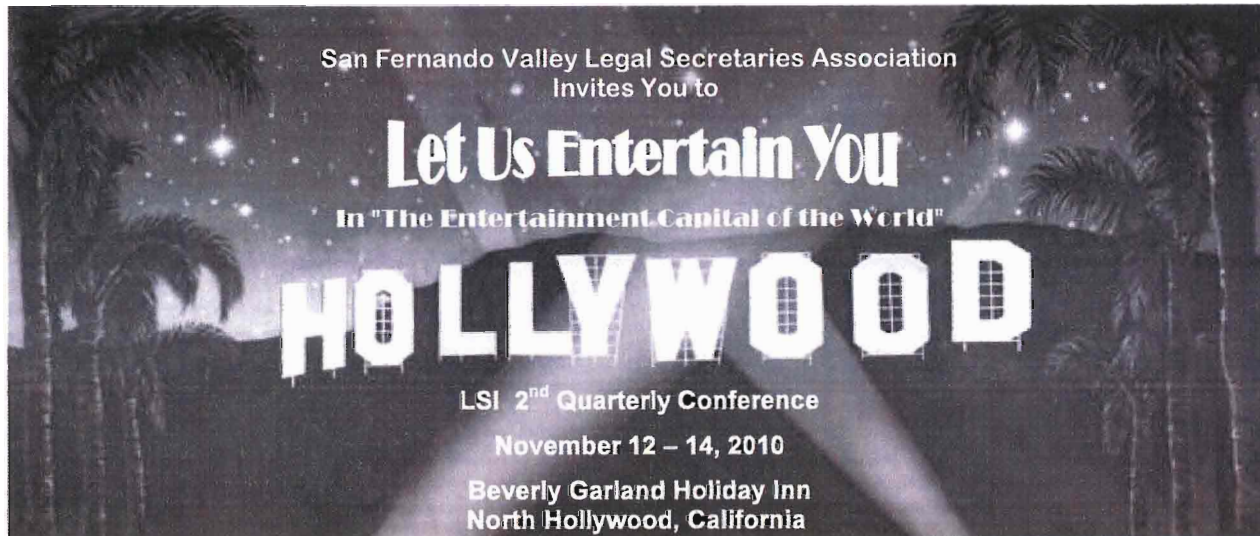
Please Indicate Dinner Choice: _____ Prime Rib _____ Stuffed Eggplant (Vegetarian)
 _____ Filet of Salmon

Special Dietary Restrictions: _____

Please make checks payable to: SFVLSA November 2010 Conference Fund
Mail to: SFVLSA, c/o Annette Johnson, 1838 Amargosa Drive, Palmdale, CA 93551

For Questions/General Information Contact: Annette Johnson, Registration Chair - Annettejohnson8@aol.com OR
 Lisa De La O, Conference Chair - (818) 784-8700 / lisad@ssmlaw.com / www.sfvlsa.com

NO REFUNDS AFTER OCTOBER 31, 2010



HOTEL RESERVATION FORM

HOTEL INFORMATION:

Beverly Garland Holiday Inn
 4222 Vineland Avenue
 North Hollywood, CA 91602
 (818) 980-8000 / (818) 766-0112 Fax /
[/www.beverlygarland.com](http://www.beverlygarland.com)

ROOM RATES:

\$119.00 King Bed
 \$119.00 Two Queen Beds
 Plus 14% Room Tax Per Night and
 \$0.15 Tourism Tax Per Night

ROOM RESERVATIONS:

Please contact the hotel directly at 818-980-8000 ext. 7271 or book online at
<http://events.ichotelsgroup.com/DPRD-7ZY2GM/LAXBG/website/>

GROUP BOOKING CODE: LSI

CHECK IN/OUT:

Check-In Time: 3:00 p.m. / Check-Out Time: 12:00 p.m.

SELF PARKING:

\$7.00 per day / \$14.00 per night for overnight guests

AIRPORTS:

Burbank (Bob Hope) 5 miles from hotel
 Los Angeles International (LAX) 17 miles from hotel



SHUTTLE SERVICE:

Super Shuttle 1-800-BLUE-VAN (1-800-258-3826) or book online at www.supershuttle.com



QUESTIONS/GENERAL INFORMATION:

Annette Johnson, Registration Chair
Annettejohnson8@aol.com

Lisa De La O, Conference Chair
 (818) 784-8700 or lisad@ssmlaw.com

www.sfvlsa.com

DEADLINE FOR GROUP RATE IS OCTOBER 18, 2010

LEGAL SPECIALIZATION SECTION WORKSHOPS
2nd Quarterly Conference – November 2010 – Beverly Garland Hotel, North Hollywood
Host: San Fernando Valley LSA



REGISTRATION FORM - DEADLINE IS MONDAY, November 8, 2010

Registration **MUST** be **RECEIVED** by each Section Leader **on or before the deadline.**
Please make advance reservations so materials may be prepared. Please check appropriate boxes below.

Mail, Fax or E-Mail a copy of this form to each corresponding Section Leader.
 Send a self-addressed, stamped envelope if you wish confirmation of your reservation.

PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"

LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00	LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00	NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00
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Friday, November 12, 2010 – 7:30 p.m. to 9:00 p.m.

<p>TRANSACTIONAL: Topic: Entertainment Contracts Speaker: David Evans, Esq.</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Belinda Owens, Transactional Law Section Leader 3163 Easy Street, San Diego, CA 92105 (W) 858-410-8951 (C) 619-261-9323 (F) 858-410-7878 Email: bowens0913@aol.com</p>	<p>PROBATE: Topic: Are Your Elders Protected? Speaker: W. Todd Stevenson, Esq.</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Linda Moore, Probate/Estate Planning Section Leader c/o Stutz Artiano Shinoff & Holtz, APC 2488 Historic Decatur Road, Ste. 200, San Diego, CA 92106 Email: lmoore@stutzartiano.com</p>
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Saturday, November 13, 2010 – 10:30 a.m. to 12:00 p.m.

<p>FAMILY LAW Topic: Child Custody Litigation & Evaluations Speaker: Linda Grillo, Esq.</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Judith Williams, Family Law Section Leader 2368 Lincoln Street, Suite A, Oroville, CA 95966 (O) 530-534-8973 (F) 530-534-6551 Email: pwplgl2@yahoo.com</p>	<p>LAW OFFICE ADMINISTRATION: Topic: Developments in Employment Law for 2011 Speaker: Susan M. Steward, Esq.</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Sara Mull, CCLS, Law Office Administration Section Leader c/o Harris, Sanford & Hamman PO Box 908, Gridley, CA 95948 (P) 530-846-5691 (F) 530-846-5738 Email: Sara@sacvalleylaw.com</p>
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Saturday, November 13, 2010 – 4:00 p.m. to 5:30 p.m.

<p>CIVIL LITIGATION: Topic: Subpoena Laws of California Speakers: Jack Cambe & Tim Ayre</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Denise Aguilar, CCLS, Civil Litigation Section Leader 8279 Philodendron Way, Buena Park, CA 90620-2120 (H) 714-670-0210 (F) 714-670-0285 Email: daguilar57@att.net</p>	<p>CRIMINAL: Topic: Crime and Immigration Speaker: TBA</p> <p><input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only</p> <p>Send to: Cheryl Kent, CCLS, Criminal Law Section Leader 5534 Blackbird Drive, Pleasanton, CA 94566 (H) 925-462-3440 (O) 925-837-0595 (F) 925-523-3086 Email: clkcls@comcast.net</p>
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Name: _____ PLS/CCLS/CLA/Paralegal E-mail: _____
 Address/City/State: _____
 Phone: (Work) _____ (Home) _____ Local Assn.: _____ LSA/LPA
 Method of Payment: Check Credit Card Number _____ Expiration Date: _____
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 The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these workshops have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

2010/2011 APPLICATION FOR MEMBERSHIP IN DESERT PALM LEGAL PROFESSIONALS ASSOCIATION

COMPLETE AND DELIVER THIS APPLICATION WITH YOUR CHECK FOR \$40 PAYABLE TO "DPLPA" (which includes local dues and Legal Secretaries Incorporated (LSI) per capita tax from May 1 to April 30) TO:

Donna J. Bleyl
77-060 Indiana Avenue
Palm Desert, CA 92211

NAME OF APPLICANT:

EMPLOYER:

PREFERRED MAILING ADDRESS:

Home Telephone:

_____ Office Telephone: _____

Your Birthday (month and day) ____ / ____ E-Mail Address:

EMPLOYMENT IN LEGAL FIELD (Include positions, dates for last five years):

IF ACCEPTED AS A MEMBER, I AGREE TO BE BOUND BY THE BYLAWS OF AND THE STANDING RULES OF LEGAL SECRETARIES, INCORPORATED AND THE LOCAL ASSOCIATION TO WHICH I HEREBY APPLY FOR MEMBERSHIP, INCLUDING THE FOLLOWING CODE OF ETHICS:

It shall be the duty of each member of LSI to observe all laws, rules and regulations now or hereafter in effect relating to confidentiality and privileged communications acting with loyalty, integrity, competence and diplomacy in accordance with the highest standards of professional conduct. (Dedicated to the memory of Joan M. Moore, PLS, CCLS, LSI President 1980-1982)

SIGNATURE OF APPLICANT

DATE: _____

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LSI members are eligible for membership in the following LSI legal specialization sections:

ANNUAL DUES FOR LSI MEMBERS (AS OF FEBRUARY 2001) ARE \$20.00 FOR EACH SPECIALIZATION SECTION OR \$75.00 FOR ALL SIX SECTIONS:

**CIVIL LITIGATION
LAW OFFICE ADMINISTRATION**

**CRIMINAL LAW
PROBATE/ESTATE PLANNING**

**FAMILY LAW
TRANSACTIONAL LAW**

LSI LEGAL SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE WORKSHOPS; (3) REDUCED REGISTRATION FEES FOR REGIONAL SPECIALIZATION SECTION SEMINARS; AND (4) STATEWIDE ROSTER LISTING EACH SECTION MEMBER'S NAME, ADDRESS, TELEPHONE NUMBER, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR.

TO REQUEST LSI SPECIALIZATION SECTION MEMBERSHIP INFORMATION, COPY THIS ENTIRE PAGE AND MAIL THE COPY TO: LESLIE AMES, CCLS, LEGAL SPECIALIZATION COORDINATOR, 1500 4TH STREET, EUREKA, CA 95501.

LEGAL SPECIALIZATION SECTIONS

Of LEGAL SECRETARIES, INCORPORATED

2010-2011 MEMBERSHIP APPLICATION / ANNUAL RENEWAL FORM

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

Mail to: **LESLIE AMES, CCLS, Legal Specialization Coordinator,**
4248 Crestview Place, Eureka, CA 95503

Enclosed is payment of my dues for the fiscal year **8/1/10** through **7/31/11** for the following Section(s). Please check appropriate boxes below for the sections you are joining.

Method of Payment: Check, payable to "LSI," enclosed VISA MASTERCARD

Credit Card Information: Number _____ **Expiration Date:** Month _____ Year _____

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NEW RENEWAL

NEW	RENEWAL

- Criminal Law**
- Family Law**
- Law Office Administration**
- Litigation**
- Probate/Estate Planning**
- Transactional Law**



(PLEASE PRINT OR TYPE)

NAME: MR./MRS./MS _____ PLS/CCLS/CLA/PARALEGAL

ADDRESS/CITY/STATE/ZIP _____

LOCAL ASSOCIATION: _____ LSA/LPA

RESIDENCE PHONE () _____ BUSINESS PHONE: () _____

E-MAIL ADDRESS(ES): _____

EMPLOYER: _____

EMPLOYER'S ADDRESS: _____

PREFERRED MAILING ADDRESS: HOME OFFICE EMAIL

YEARS OF LEGAL EXPERIENCE: _____

SPECIALTY: _____

FAMILIAR WITH PRACTICE IN COUNTIES OF (Please indicate each County, not area):

Legal Publications



LSI Legal Professional's Handbook and Law Office Procedures Manual

- The most clear, concise procedural handbook for California courts on the market! Cross-references to code sections and other legal publications.
- Twenty-four separation chapters giving deadlines and step-by-step instructions on what to do and how to do it. Reviewed and used by professionals throughout the state. Updated and reviewed annually by working members of the legal profession.
- These books are published through The Rutter Group and may be ordered by contacting 800-747-3161 extension 2 or through its website at <http://www.ruttergroup.com/legalsec.htm>. Members of Legal Secretaries, Incorporated, receive a discounted rate for these publications.



Legal Secretary's Reference Guide



- A legal procedure guide designed to assist local associations in conducting a training class. Also useful for training office personnel and as a general reference for experienced staff.
- http://www.lsi.org/reference_guide.php

The Legal Secretary

- Become a member of Legal Secretaries, Incorporated, and you will receive this informative quarterly magazine. The magazine contains educational and professional development articles submitted by LSI officers, chairmen, members and guest writers; a list of all officers and chairmen; notification of upcoming conferences, workshops, seminars, dates for upcoming California Certified Legal Secretary examinations and much, much more!



BENEFITS

LEGAL SECRETARIES INCORPORATED (LSI)

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

<p style="text-align: center;">DISCOUNT THROUGH CEB</p> <p>Members of Legal Secretaries, Incorporated are offered a reduced cost for certain educational benefits (seminars, publications) through Continuing Education of the Bar. For more information, visit http://ceb.com/LSI/</p>	<p style="text-align: center;">WORKING ADVANTAGE</p> <p>Toll Free: (800) 565-3712 www.workingadvantage.com Discount on event tickets, movie tickets, theme parks, Broadway theater, sporting events, ski tickets, hotel certificates, family events, gift cards and more. Member ID: Contact LSI Corporate Office, lsiorg@suddenlink.com, or LSI Vice President</p>
<p style="text-align: center;">HERTZ CORPORATION</p> <p>Effective Date: June 1, 1996 CDP Card #447698 (800) 654-3131 www.hertz.com</p>	
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<p style="text-align: center;">AFLAC AND WORKER'S COMPENSATION QUOTES</p> <p>Steven C. Dannenberg (Independent Broker) 11091 Rhyolite Drive, Suite 4 Redding, CA 96003 Direct: (530) 339-5889 - Office: (530) 243-9879 Fax: (530) 243-9880 E-mail: dannenberginsurance@gmail.com Offering supplemental insurance for Accident, Sickness, Cancer, Dental, Hospital Indemnity and Heart Attack/Stroke.</p>	<p style="text-align: center;">CAPITAL INVESTMENT ADVISERS</p> <p>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.ciadviseurs.com Offering Retirement Planning/Investment Management, Pension and 401K Rollover Consulting, and Comprehensive Financial Planning</p>
<p style="text-align: center;">DWORKIN INSURANCE SERVICES</p> <p>Earl Dworkin 467 Hamilton Avenue, Suite 1 Palo Alto, CA 94301 Office: (650) 329-1330 or (800) 332-4313 Fax: (650) 329-9957 www.dworkininsurance.com Offering Individual and Family Medical Insurance, Travel Medical, Medicare Supplements, Dental Plans, and Part D Prescription Drug Plans</p>	<p style="text-align: center;">LEGACY WEALTH MANAGEMENT</p> <p>Daniel R. Henderson, MBA, CFP 3478 Buskirk Avenue, Suite 300 Pleasant Hill, CA 94523 Office: (925) 296-2853 or (877) 679-9784 Fax: (925) 944-5675 E-mail: daniel@legacywealthmanagement.biz www.legacywealthmanagement.biz Offering discounted John Hancock Long Term Care Insurance and Life Insurance, Annuities, Retirement, Investment and Estate Planning, Mutual Funds, and 401K.</p>
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<p style="text-align: center;">LA FINANCIAL FEDERAL CREDIT UNION</p> <p>P.O. Box 6015 Pasadena, CA 91102-6015 (800) 894-1200 www.lafinancial.org Open to anyone living, working or worshipping in Los Angeles County, or referral from existing member.</p>	<p style="text-align: center;">PROVIDENT CREDIT UNION</p> <p>303 Twin Dolphin Drive P.O. Box 8007 Redwood City, CA 94603-0907 (800) 632-4699 - (650) 508-0300 www.providentcu.org All LSI members are eligible to join.</p>

QUESTIONS AND CONCERNS CONTACT:
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 LSI® Marketing Committee Coordinator
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 Cell - (760) 604-3057
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