

Hearsay

"Soar to Your Highest Potential Through Education and Community"

San Francisco Legal Professionals Association



PO Box 2582, San Francisco, CA 94126
www.SFLPA.org

In This Issue...

**What Have We
Been Up To?
Luncheon & Facial**

**Feature: Celebrating
The Olympics**

**SFLPA's Scholarship
Program**



Superheroes of SFLPA, Here to Save the Day!

By Judy Nakaso and Kate Cochran, Co-Editors

It's now August in the Bay Area, which means it will be a sunny summer in about two months for those of us in San Francisco! Karl the Fog is paying us a lot of visits, and surprising the tourists who are slowly making their way back to the beautiful City by the Bay. As we navigate the often-changing plans of local law firms to return to work in person, many are choosing to carefully leave our homes and return to modest gatherings with family and friends, dining out at our favorite restaurants, and connecting with people again.

We are superheroes doing work wherever we have a Wi-Fi connection. We can easily e-file court documents, circulate closing documents for execution, or attend events from home with a cup of whatever strikes our fancy. Simply click a button and documents fly through the internet to their destinations. Click "join" and we are in the meeting...but maybe not wearing pants!

(Continued)



Yes, life is getting better with high-tech solutions—at least when Zoom and Webex work and Comcast doesn't go out.

With most enjoying more flexible work schedules, we can use time not spent commuting to ramp up self-care: more sleep, quick cardio walks during 10-minute breaks, cooking and enjoying healthy meals during lunch breaks—the simple delights in life. Log off the laptop and within seconds, we can take off our work hats and chill out at home, with our furry companions beside us (or on top of us!). How great is that?

Many of us are enjoying Zoom and virtual gatherings to the max: team workouts from the comfort of our living rooms, attending family celebrations without the ridiculous plane fare (Hawaii wedding, no problem), or a baby shower complete with baby games, party favors and grandmothers. My family's favorite shower game, the baby bottle chugging contest, translates just fine to the small screen.

Want more socials and excitement in your life? This issue of the Hearsay has flyers and announcements of upcoming events. Go to SFLPA.org and click the EVENTS tab to register for our next Brown Bag lunch presentation, Coffee Social or the September 16 Trivia Night to support SFLPA's scholarship program! Fill in your Outlook calendar with exciting events to look forward to in the coming months.

We invite you to make 2021 a great year for yourself, starting today! Kick fear to the curb, have fun, and please stay safe.



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Jenny Ha
Vice President



Lorri Nicolini
Secretary



Sally Mendez
Treasurer



Christine Flores, CBA
Governor

Appointed Officers, Chairs & Committee Members

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Parliamentarian: Christine Flores, CBA - governor@sflpa.org
Career Promotion and Scholarship: Felicia Masters - careerscholarship@sflpa.org
CCLS Program: Melissa Dallas, CCLS & Lorri Nicolini - ccls@sflpa.org
Chapter Achievement: Christine Flores, CBA - governor@sflpa.org
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Ways & Means: Lillian Wong, Chair & May Sene - waysandmeans@sflpa.org
Website: Kristen Craig-Reed, Chair - website@sflpa.org

Open Positions:
Social Media & Public Relations



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PRESIDENT'S MESSAGE

FRANCIE SKAGGS

How Our Heroes Teach Us That We Can Soar, Even When There Are Obstacles

Dear Members:

For the past few weeks, the world united for poignant and unprecedented moments during the 2020 Tokyo Olympics (which were finally held this year). For 16 days, we took a break from the news of the ubiquitous pandemic and lived through the joy and heart-felt emotions of our American athletes who won an overall 113 medals, including 39 gold medals.

The Olympians experienced additional anxiety of the changing schedule of the 2020 Tokyo Olympics. Many had been training their whole lives for this opportunity. Most could not physically be with their families for much-needed support during this intense time, yet they persisted. In the face of so many obstacles, they persevered and soared to peaks that had never been reached. That's what makes them our heroes.

Though Caeleb Dressel, Katie Ledecky and Sunisa Lee all broke milestones, a special hero was born when gymnast Simone Biles spoke her truth. She made the revolutionary decision to make her physical and mental health a priority. Kudos to Ms. Biles for having the strength to set a new standard of knowing when it's time to take a step back and evaluate the big picture.

EDUCATION

SFLPA will have a Brown Bag presentation on August 24, "Civil Rights, Past Present and Future" with David Helbraun. On September 28, attorney Sophie Calderón from the Federal Trade Commission will give an overview on what the FTC does, with an emphasis on consumer protection and how to avoid common scams.

SCHOLARSHIP

SFLPA will have an upcoming Trivia event on September 16 at 6 pm to raise money for our scholarship fund. SFLPA is fully dedicated to supporting education in every way, and that includes helping others pay for their education in preparation for the legal field. Our Scholarship Chair, Felicia Masters, herself, has a daughter in law school and is very passionate about helping raise money towards our scholarship fund. SFLPA has set a goal to raise \$500 of its own scholarship to add to the existing Eula Mae Jett Scholarship that LPI offers.



PRESIDENT'S MESSAGE

CONT'D.

COMMUNITY

So many of us have not seen each other in a very long time, and like Diane Camacho mentioned in her LPI webinar, "Returning to Work Means Returning to Different Personalities," we are social creatures. Isolation is not healthy for people.

SFLPA had our first in-person event on August 14 at Hunan Home's Restaurant in San Francisco's historic Chinatown! We were delighted to be able to finally have this long-awaited social event. We could not have done it without two of my heroes, Lillian Wong and May Sene of our Ways and Means Committee.

SFLPA is aware of the recent increase in the Delta variant of the coronavirus and we are watching the charts closely; however, we worked diligently to ensure that everyone who attended was safe. All employees of the restaurant were fully vaccinated and were wearing gloves.

Lindon Lilly from Rhino Processing, LLC graciously donated \$200 to help support this event and we made sure to have hand sanitizers available for everyone. Ms. Yumi Bennett with Soap Art of San Francisco also gave all attendees a facial demonstration and offered all attendees a 25% discount.

I truly enjoyed seeing many I had not seen in over a year!



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VICE PRESIDENT'S MESSAGE

JENNY HA

Hello SFLPA,

By the time this is published, many of you will have attended the August 14 luncheon and facial event. I hope you enjoyed the food, enjoyed the facial demo and products, and that you all had a great time in each other's company. Many thanks to May Sene for planning and executing!

Thank you to Eduardo Cerpa for letting SFLPA present to prospective SFSU paralegal program students! On Tuesday, August 3, President Francie Skaggs and I gave a quick presentation to prospective students on the benefits of joining SFLPA. I hope that we'll see some students joining us in the near future.

To those of you who missed the luncheon and want another chance to mingle, SFLPA's August Coffee Hour will be on Wednesday, August 18 at 6 p.m. Please RSVP no later than Tuesday, August 17, by emailing vicepresident@sflpa.org if you're interested. I will distribute the meeting link in the morning/early afternoon of August 18. As a reminder, this is a casual open-door Zoom session where everyone is free to socialize, or work on a personal project with some friendly company. I look forward to seeing you there!

Oh, the SFLPA board has been thinking more about marketing lately, so please don't be shy if you have any suggestions for us. Non-marketing suggestions and feedback are more than welcome, too!

The air quality hasn't been good lately, so for this month, I'll sign off wishing you all extra good health.

Best regards,
Jenny Ha



VICE PRESIDENT'S REPORT

JENNY HA

Membership Statistics

Below is our current membership composition, as at August 11, 2021:

Membership Class	Membership Type		Total (per Membership Class)
	Renewal	New	
Active	29	6	35
Associate	1	1	2
Student	0	0	0
Total (per Membership Type)	30	7	37 TOTAL annual members

Veep News

- Got some news to share? Want to talk about the news? Please come to our virtual coffee hour and do share! This is a recurring monthly event where members can stop by for low-key fun and/or low-pressure productivity. Please see the flyer for more details, and do email vicepresident@sflpa.org if you're interested so that I can send you the meeting link.
- Our DEI Statement has now been live for at least a month. Please feel free to email any feedback to vicepresident@sflpa.org.
- President Francie Skaggs, Website Chair Kristen Craig-Reed, and I are still working on consolidating our different membership applications into one.
- Keep renewing and invite your friends to SFLPA!



TREASURER'S REPORT

SALLY MENDEZ



2021-2022 Proposed Budget

Hello SFLPA Members:

Our board and members have agreed to the proposed budget for the 2021-2022 Fiscal Year. We expect another stable year and despite the pandemic, our association has been a very active organization.

Thank you to our board members who have spent countless hours organizing and putting together activities for everyone to enjoy. Thank you to the Budget Committee which consisted of Francie Skaggs, Lorri Nicolini, and me. Of course, along with feedback from all our board members, we accomplished getting the budget together as a team.

Our budget will be posted in the "Members Only" section on SFLPA's website (<https://www.sflpa.org/members-only/>). We also appreciate the members who assisted in getting involved and want to make sure we have a successful chapter of LPI.





SFLPA Out and About Photos



Early morning view of the gorgeous Suisun Bay.



Francie, her cousin, and a friend at The Dead Fish in Crockett, CA.

SFLPA Out and About Cont'd.



Izzy Cervantes and Kate Cochran in Golden Gate Park.



A cargo ship traveling through the Carquinez Strait.



Transamerica Pyramid from a cruise ship in the SF Bay.



Sally Reyes and Rae Peres enjoy a beautiful day.

SFLPA Out and About Cont'd.



Sally Reyes, Larry McGrew, and Francie Skaggs on Paint Nite.



The beautiful Carquinez Bridge at twilight.

SFLPA Out and About Cont'd.



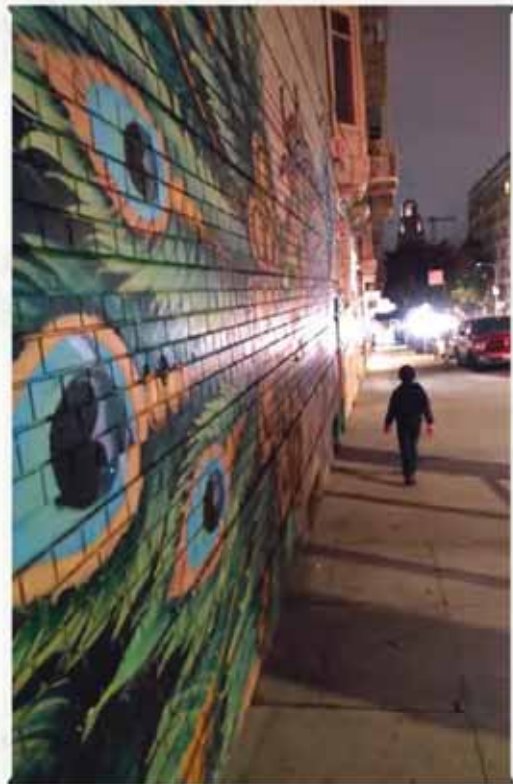
Izzy Cervantes and Officer Darren McCray at City Target.



A lovely sunset over Suisun Bay.



Art by Kate Tova near Union Square, San Francisco.



The famous peacock mural at Star Market on Geary Street.

SFLPA Out and About Cont'd.



Cable Car Tour at November 2019 Conference in San Francisco..



Enjoy lovely Mt. Diablo...and enjoy LPI Quarterly Conference starting 8/27!

San Francisco Legal Professionals Association

Brown Bag Webinar



"Civil Rights Litigation, Past, Present -- and Future?"

Presented by:

David M. Helbraun, Esq.

August 24, 2021

12:30 pm to 1:30 pm

Register by emailing education@sflpa.org

One Hour of MCLE and CCLS Continuous Education Certificates Available. This event is open to anyone in the legal industry. Feel free to share with your colleagues and friends.

About the Presenter

David M. Helbraun specializes in professional liability, copyright and trademark, construction and commercial litigation, and civil rights matters. Mr. Helbraun has also served as a lecturer on legal ethics and avoiding legal malpractice, written articles on Internet domain name infringement, and co-authored the Insurance Settlement Handbook. Mr. Helbraun also serves as an Arbitrator for Kaiser Arbitration matters and a founding Board Member of the National LGBT Bar Association and the Lavender Law Conference.

David M. Helbraun is a principal in the firm and a graduate of Yale University and Hastings College of the Law, University of California at San Francisco.

For more about Mr. Helbraun, please visit the website by clicking **HERE.**



The SFLPA is an accredited MCLE Provider through Legal Professionals, Incorporated. For more information about the programs offered through the SFLPA, visit our website at: www.SFLPA.org.



MEMBERSHIP

Established in 1934, Legal Professionals Inc., also known as "LPI," is a nonprofit, mutual benefit corporation organized for the purposes of providing educational, professional, and personal development programs to its members.

Membership is open to anyone within the legal profession. In addition to legal support professionals, the membership includes court clerks, court reporters, paralegals, legal assistants, legal administrators, banking/trust department personnel, legal support vendors, and attorneys.

Local associations, located throughout the state, offer monthly educational and professional programs. Many sponsor lunchtime learning, evening, and weekend long-term educational workshops.

Advantages of LPI Membership:

- Continuing education and professional development
- Local association educational meetings
- Networking with other legal professionals
- *The Legal Secretary* magazine (published quarterly)
- Benefits available to members on an individual basis:
 - Discounts on LPI's Rutter Group publications
 - Financial consulting
 - Disability income plan
 - Long-term care plan
 - Medical plan
 - Credit union memberships
 - Rental car discounts

LPI Conferences:

Conferences are held May, August, November, and February at various locations throughout California. Continuing educational seminars and workshops are offered at each conference, conducted by respected attorneys, judges, and educators. Updated materials are provided for each workshop.

Membership-At-Large:

There are over thirty associations within the State of California. Legal professionals may join LPI as a Member-at-Large if a local association is not within a reasonable distance. Members-at-Large are eligible for all of the benefits of membership, but joining LPI through a local association provides instant access to the benefits of the local association as well as LPI.

LPI Publications:

Legal Professional's Handbook – This best-selling, two-volume publication sets out procedures and forms in most areas of law in a clear, concise manner.

Law Office Procedures Manual – This publication, an excellent training tool, contains completed Judicial Council forms, procedural guidelines and a glossary formulated for legal procedure.

Legal Secretary's Reference Guide – The essential, handy desk reference guide for busy legal professionals.

The Legal Secretary – This quarterly magazine, published by LPI and distributed to all members, contains educational and professional development articles from LPI officers, chairmen, members, and guests.

LPI Programs:

California Certified Legal Secretary – Become more valuable in your office, maintain and increase your skills, gain more confidence, earn more respect, and achieve greater financial security by achieving certification through the CCLS program. Online study courses are offered.

Legal Specialization Sections – Further your legal education by joining one or all of the Legal Specialization Sections: Civil Litigation, Criminal/Family Law, Law Office Administration, Probate/Estate Planning, Federal Law, and Specialty Law. Classes are offered free to members at each LPI conference, as well as online. Members receive a statewide roster of counterparts and quarterly newsletters.

Legal Secretary Training – Online classes are offered, including Beginning Legal Secretary and Advanced Discovery. Classes are work-at-your-own-pace, and are designed for legal staff at all levels.

For more information about membership or an association near you, contact LPI's Corporate Office: Kim Oreno, kim@legalprofessionalsinc.org; www.legalprofessionalsinc.org. Find us on Facebook, Instagram, LinkedIn & Twitter!

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Felicia Masters, SFLPA, Scholarship Chair | Lexitas Legal

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For more information contact careerscholarship@sflpa.org

What have we been up to?

Recent Events



All-natural soap by Yumi Bennett, @SoapArtSF.

SFLPA's Luncheon and Facial

By Kate Cochran, Co-Editor

SFLPA was pleased to host its first in-person event this year: its Luncheon and Facial Demo at Hunan Home's Restaurant on August 14, 2021. Members gathered for the 1:00 p.m. event, dressed for the occasion in their favorite business casual outfits. We were first treated to a presentation by Lindon Lilly, who shared about the excellent process service available at Rhino Process Serving, LLC. We thanked Lindon and Rhino for their generous sponsorship of the event's meal and swag bags.

We then feasted on a delicious eight-course meal of Hunan-style Chinese food (my favorite was the mu shu shrimp!), enjoyed a demonstration of a clay mask facial treatment, and were educated on skin care and natural products by Yumi Bennett (@SoapArtSF). Each attendee received a special gift from @SoapArtSF with their own clay mask treatment to take home—what a perfect ending to a wonderful event! It was so good to see each other again in person, and we hope to safely gather again sometime soon. Join us next time!

Please visit www.soapartsf.com to learn more about Yumi Bennett and the SoapArtSF mission.



What have we been up to?



SFLPA guests enjoyed a lovely 8-course meal.

SFLPA's Luncheon and Facial

By Heidi Chiao, SFLPA Member

Just came back from my friend Lillian Wong 's Legal Professional Association fundraiser at Hunan Home's Restaurant in San Francisco Chinatown. During a delicious eight course lunch, Rhino Process Serving LLC's representative introduced himself and explained what the company does (Attorney Support Services, Investigation and Corporate) and gave out complimentary masks and hand sanitizers to everyone. Also there was Soap Art SF (IG @SoapArtSF, FB: Yumi Bennett) who displayed gorgeous smelling hand made soaps, serums, bug sticks, salve, lotions bath bomb and clay masks for purchase. I decided to purchase three soaps for \$22 from Yumi Bennett, the owner of the company. It was great to see Linda, Lil's sister, and Ellen there as well. It was fun to talk with Lil's legal professional coworkers there. Well worth the time spent. 8/14/2021.



What have we been up to?



We are grateful to share smiles together again!

SFLPA's Luncheon and Facial

By Linda Wong, SFLPA Member

Dear SFLPA,

It was a pleasure to attend your hosted luncheon event at Hunan Home's Restaurant. The delicious 8-course meal and positive atmosphere were an absolute delight. It felt wonderful to witness and partake in the SFLPA's first in-person event since the fall of 2019.

During uncertain times like these, it is comforting to see some familiar as well as new attendees. The topics and flyer handouts were informational on SFLPA's upcoming events and trainings to educate our community and legal professionals.

I enjoyed the artisan handmade soap purchased from Yumi with SoapArtSF and her vast array of products, and thank her for gifting each of us a jar of her handmade clay mask. Also, thanks to Lindon Lilly with Rhino Investigations for speaking and the gifts (mask and hand sanitizer). Thank you to the committee—Francie, May, Lillian, and Judy—and many of the members for making events like this possible.



What have we been up to?



LPI: Returning to Work & Personalities

By Francie Skaggs, President

Presented by Diane Camacho, CLM, Founder & CEO of DLC Consulting Services, LLC

On August 5, 2021, Diane L. Camacho, CLM, presented the webinar Returning to Work Means Returning to Different Personalities for the LPI Continuing Educational Council. Diane Camacho, who is the Founder and CEO of DLC Consulting Services, LLC, has over 25 years of experience in managing law firms and therefore is quite experienced with the dynamics of a law firm and its culture.

Diane stated that in the last year-and-a-half, we had to adapt to a more solitary environment allowing more freedom and control over our work and schedule. We have not had others looking over our computer screen to see what we are working on and have easily avoided difficult personalities by simply not having to engage with them. We will once again need to learn how to work with others and again face some of the challenges that come along with coworkers.

Diane recognized that some legal professionals have found working remotely easier while others found to be more difficult. We will now need to prepare for the big return, and that office environment will be different from the one we left in March, 2020. No longer will there be shared community space, free food, social events or greeting others with a handshake.

Diane explained how working remotely can also present many setbacks. Human beings are social creatures and isolation affects parts of our brain that control cognitive ability. A reduction in social interaction affects other regions in our brain that can lead to forgetfulness, dementia and depression. She shared some articles written by several professors at UC Riverside that explained the long-term consequences of social isolation in more detail and why returning to our social environment is important.

What have we been up to?



Returning to Work & Personalities Cont'd.

In her PowerPoint, Diane had an excellent list of bullet points to help prepare and soften the shock of returning to the office:

- Go to the office early
- Get a new plant and fix up your desk
- Buy a new outfit for your first day of work

These suggestions are a prudent way to make the acclimatization a little more comfortable. Diane presented the attendees with six important questions that received some interesting responses:

- Has your firm talked to you about Post-Pandemic remote work?
- Will your firm be allowing Post-Pandemic remote work?
- Are you working at the Office Full-Time now?
- Are you working at the Office Only Part-Time?
- Has your firm told you a requirement for coming back to work is vaccination?
- What would you like to do?

For the first of these questions, 41 percent of the responders said that “yes,” their firm had talked about Post-Pandemic remote work, “but very vaguely”; 34 percent said “no”; and only 25 percent said that they have been given “very clear guidelines.” For those who, like 75 percent of these responders, are unclear about the guidelines of post-pandemic work, it might be helpful to reach out to your Human Resources Department for more clarity to help your planned return.

What have we been up to?



Returning to Work & Personalities Cont'd.

We will be returning to an office where others have also been isolated for a long time. Many may have experienced much loss and stress from the tumultuous events of the past year. There will be anxiety and we need to remember to give each other a little slack, just like we do if someone's parent passes away.

Diane listed bullet points to remember when we return such as: be sincere, be honest, be open and listen. Remember to have a positive attitude and create a mantra. Amanda Smith, director of Medical Student Support & Wellness at UC Riverside said, "Remember that a sense of adjustment will take time just as it did with the initial experience of quarantine."

This webinar was free for everyone in the legal profession. I now feel like I have some new lessons to help me cope with the return and will be definitely buying a new outfit and plant for my desk. I highly encourage everyone to visit the SFLPA and LPI websites and look at the upcoming educational events like this one on the events pages. Your SFLPA membership allows for easy access and for the events that have a fee, SFLPA members receive a substantial discount.



SFLPA Coffee Hour



Come to our virtual Zoom café
to decompress, mingle, and/or
work on a personal project

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VIRTUAL EVENT CALENDAR

Educational & Networking Opportunities

July

7/4 - SFLPA Holiday: Independence Day
7/6 - SFLPA Board of Directors Meeting
7/6 - LPI Training: Excel in Excel
7/11 - SFLPA Fitness Challenge Ends
7/15 - LSS: Service By Publication

7/16 - LPI Webinar: Remove Cases Fed. Court
7/20 - SFLPA Membership/Back to the Office
7/21 - LPI Training: Excel in Excel
7/23 - LPI Webinar: Filing Unlawful Detainer
7/27 - SFLPA Brown Bag: Cybersecurity

August

8/3 - SFLPA Board of Directors Meeting
8/5 - LPI: Returning Workplace/Personalities
8/7 - LSS Day of Education
8/14 - SFLPA's Luncheon and Facial Event

8/18 - SFLPA Coffee Hour
8/19 - LSS: Real Estate 101
8/26 - LSS: Buckle Up for Safety
8/27 - 8/29 - LPI First Quarterly Conference

September

9/7 - SFLPA Board of Directors Meeting
9/16 - SFLPA Trivia Night

9/25 - Interclub Game: Oakland A's v. Astros
9/28 - SFLPA FTC Presentation, Sophie Calderón

All SFLPA events are posted on our website. You will also find some of the flyers published in this issue. Please visit us at www.sflpa.org and click on the Events tab.

We also encourage you to visit LPI's website at www.legalprofessionalsinc.org to keep up with all the educational webinars, other local association events, and information on upcoming LPI Conferences.



IT'S TIME TO

Renew Your Membership

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The sooner you renew, the
sooner you can receive benefits
of SFLPA and LPI membership.

Renew today!

Contact vicepresident@sflpa.org
with any questions



SFLPA Celebrates THE OLYMPICS!



My Favorite Athlete And Why: Sunisa Lee

by Lillian Wong, Interclub and Ways & Means Chair

As a teenager, I was a gymnast in high school and still love watching gymnastics. My favorite Olympian is Sunisa “Suni” Lee, gymnast. It took Suni 10 years to hone her athletic skills, which included a combination of flips, tumbling, and aerial cartwheels, and then she moved on to perform on various apparatuses. During the summer 2020 Olympics in Tokyo this year, Team USA Women’s Gymnastics won silver medals, while Suni won a gold medal for her solo performance in the Women’s Individual All-Around Competition. Suni’s triumphant Olympic win comes at a perfect time when the AAPI community has been targeted with hate across the U.S. In the past year and a half, during the pandemic, the U.S. has experienced much civil unrest, in particular related to the Black Lives Matter and Stop AAPI Hate movements. Suni has become an iconic American athlete fully representing the United States, and has helped dispel preconceived stereotyping of Asian Americans.

Suni’s inspiring story of overcoming many challenges and struggles in order to compete in the Olympics, all the way from humble beginnings in Minnesota, is a dream come true! Every four years, the Olympics unite countries all over the world with the very best athletes competing to win the coveted gold medal. It’s important to recognize that Suni represented Team USA—not as an individual based on her Asian ethnicity, but simply as an athlete—an “All-American Athlete.” As a rising star, Suni will be an influencer like her teammate, Simone Biles, on social media (3M+ followers). Suni represented our country proudly by winning a gold medal with her skillful competition and in attaining the highest honor possible in Olympic competition. Her Olympic success has turned her into an overnight superstar, and she will become a household name and the face of America for the next four years. We need smart and talented athletes, like Suni, to show the world the American Dream and that we truly are a united nation!





SFLPA Celebrates THE OLYMPICS!



My Favorite Olympian: Simone Biles

by Rae Peres, SFLPA Member

Simone Biles. As someone who suffers from Depression and General Anxiety Disorder, seeing her take a proactive stance by observing self-care meant a great deal to me. I care more about her mental health than about her winning a medal. She took time off, focused on herself, and she **still** came back to win a medal. To me, she is an unsung hero.

Rae Perez can be found on Twitter: @415bayareabrat707





CALIFORNIA CERTIFIED LEGAL SECRETARY

The California Certified Legal Secretary (CCLS®) program offers you the opportunity to take a major step forward in your career now! As a CCLS®, you become increasingly valuable to the California legal community. CCLS® is a program of Legal Professionals Incorporated, a non-profit mutual benefit corporation providing educational programs and professional development. When you become a CCLS®, you may:

- Qualify for professional, personal, and economic rewards
- Improve your knowledge of California legal practice and procedure
- Broaden your opportunities for job advancement
- Enhance your self-confidence and self-esteem
- Gain further recognition and respect within the legal community
- Increase your marketability to potential employers



To attain certification, examinees must demonstrate knowledge and ability in the following areas:

- California Legal Procedures
- Legal Terminology
- Legal Computations
- Skills
- Ability to Communicate Effectively
- Reasoning & Ethics
- Law Office Administration

Requirements:

- Examinees must have two years of full-time experience as a legal secretary, or the equivalent, as approved by the CCLS Certifying Board
- Membership in LPI is not a requirement
- Examinees must pass the 8-hour CCLS Exam
 - Given twice a year in March and September
 - Exam locations both Northern and Southern California.
 - Passing is either 75% overall or 70% on every section
- CCLSs must recertify every three years by meeting recertification requirements. Satisfactory completion of a minimum of 15 hours of CCLS-approved seminars, programs, or academic courses over a three-year period that focus on the duties of legal support staff will satisfy the requirements

Study groups are available online through LPI, or through local associations of LPI. For more information and to get your CCLS application form and information kit, visit LPI's website at www.legalprofessionalsinc.org, or contact LPI's Corporate Office: Kim Oreno, kim@legalprofessionalsinc.org.

CROSS THE BRIDGE TO SUCCESS – BECOME A CCLS®



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"/>	PayPal <input type="checkbox"/>
		Payable to "LPI" Mail to above address.	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: ☐ Yes (enclose copy of LPI Membership Card) ☐ 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: _____

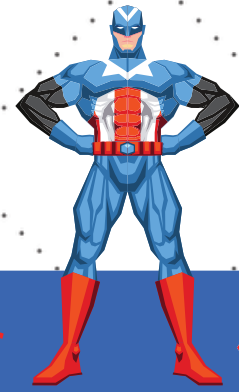
Applicant Signature _____

*Fees subject to change without notice.

Rev. April 2020



Legal Procedure



California Court Chatter

PREPARING YOUR LAW FIRM FOR EFILING

If your office has not yet made the shift to eFiling, it may be time to start! Although different courts will adapt to eFiling at different speeds, some offices may have trouble keeping up with more rapid implementation timetables if they haven't laid the groundwork beforehand.

When you fully shift to eFiling, it will require some changes in technology, training, and organizational flow. To help your office adapt, we've put together a few tips:

Attend all training opportunities

Oftentimes, individual courts will offer some training opportunities. It's best to be on the lookout for these and participate in training from your eFiling service provider. For example, many eFiling service providers offer their own training and webinars!

Keep in contact with the court

Although this is a simple step, it can be invaluable! Ensure you're on your local court's mailing list. When you work with a California eFiling service provider, they can help keep you informed about changes statewide!

Upgrade to the right technology

If you've been avoiding a technology upgrade, it could be time to make the change! When it

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LPI
Educating California's
Legal Support Professionals



Legal Procedure



Court Chatter Cont'd.

comes to eFiling, the most important tool in your arsenal is a good scanner! You'll be required to scan documents at a certain DPI minimum. You'll also need professional PDF software that will allow you to comply with court requirements. You may be asked to apply optical character recognition or add bookmarks throughout your exhibit, for which you'll need full-service software.

Learn more about fees and accounting

As your law firm makes the transition from paper to electronic filing, more of the court filing fees will be paid through the eFiling portal. Most eFiling service providers (EFSP) require a credit card or direct access to your checking account. This can cause issues with cash flow, credit card limits and overdrafts. At some eFiling service providers, you don't have to worry about limits or errors in staff reporting because they advance the fees. Make sure to research and choose an eFiling service provider with a flexible accounting system, so you get to choose the options that best fit your business needs.

It's not too late to prepare your office for eFiling! For additional tips, don't hesitate to contact Leanne Ruesink at: legalprocedure@sflpa.org or 415.707.9221. Leanne and the eFiling service provider she represents are always happy to advise you on eFiling, as well as any other services!





Legal Procedure



Court Chatter Cont'd.

COURT UPDATES

- Alameda Superior Court Reinstates Mandatory Face Covering Requirements -click here to view the full notice.
- San Francisco Superior Court Expands Mandatory e-Filing to Civil Complaints, Petitions, and Probate Trusts click here to view the full notice.
- Contra Costa Superior Updated Masking and Social Distancing Changes - click here to view the full notice.

SFLPA Legal Procedure Chair
LEANNE RUESINK
legalprocedure@sflpa.org
415.707.9221



Founded in 1969 Pathways Personnel uses its strong regional network of legal and corporate professionals built from our stable and continuous presence in the bay area employment industry for over 50 years to find the highest quality candidates for our clients. All Pathways recruiters are legal and corporate industry veterans. Our experience lets us better understand the challenges that our clients and candidates face working in and running a law firm or corporate legal department.



LEGAL
SPECIALIZATION
SECTIONS

REAL ESTATE 101



Presented by
Paul DeAngelis, Esq.

August 19, 2021
12:00 - 1:00 pm



- Members of ALL Six (6) Legal Specialization Sections (LSS) - FREE!
- LPI Member/Local Association Member - \$15
- Non-LPI Member or Attorney - \$30
- The price increases \$5 after August 5, 2021
- Registration closes August 12, 2021

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



SCAN ME

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





LEGAL
SPECIALIZATION
SECTIONS



Buckle Up for Safety:

THE LAW FIRM'S GUIDE TO HANDLING CATASTROPHIC PERSONAL INJURY LITIGATION

Presented by Scott Herndon, Esq.

August 26, 2021
12:00 pm to 1:00 pm



SCAN ME

- Members of ALL Six (6) Legal Specialization Sections (LSS) - FREE!
- LPI Member/Local Association Member - \$15
- Non-Members or Attorney - \$30
- The price increases \$5 after 8.12.21
- Registration closes 8.19.21

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

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, by the State Bar of California.



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

LPI Members-Only Price.....\$191.10
Nonmembers Price.....\$273

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SFLPA's Scholarship Program

by Felicia Masters
Career Promotion & Scholarship Chair



Hi!

My name is Felicia Masters and I am the Scholarship Chair for SFLPA. As a single mother with a daughter in law school, I am very aware of the costs associated with higher education in California. Through this experience, I have become passionate about our scholarship awards as I recognized that there is a growing need for more financial support and assistance for those interested in pursuing careers in the legal industry.

LPI budgets for two scholarships a year for a total of \$3,000 and anyone in the legal field excluding law students is eligible. The funds that are awarded do not have to be used for just tuition or books, as we do not specify how your funds will be used. In addition, SFLPA awards a separate scholarship in addition to LPI's scholarships. Application deadlines are April 1, 2022. Below are the following scholarship categories:

(A) High School Student: Applicants shall be restricted to seniors who will have successfully completed high school by the end of June 2022 and will be enrolled in the fall semester, immediately following the school year, in college or business school, which offers a course of study in the legal field. All applicants must be living in California, considered legal residents of the State of California, and must attend an approved program or course of study of a legal nature during the scholarship year.

(B) College Student: Applicants shall be restricted to students who will have completed at least one year of college by June of the school year and will be enrolled in the fall semester, immediately following the school year, at a college or business school in a course of study in the legal field until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal-related program. All applicants must be living in California, considered legal residents of the State of California, and must attend an approved program or course of study of a legal nature during the scholarship year.

Felicia Masters



SFLPA's Scholarship Program Cont'd.



(C) Career Change Student: Applicants shall be restricted to students who will be enrolled in the fall semester in a college or business school in a course of study in the legal field and shall be an individual who either (a) desires to re-enter the workforce after a prolonged absence but requires training or specialized education in order to qualify as a candidate for a position in the legal field; or (b) has been in the workforce for a number of years but desires to enter the legal field and wants to receive the training or specialized education needed to do so. All applicants must be living in California, considered legal residents of the State of California, and must attend an approved program or course of study of a legal nature during the scholarship year.

Scholarship Checklist:

BIOGRAPHICAL LETTER FROM APPLICANT: Letter should state the reasons why applicant should receive a scholarship, academic achievement of the applicant, applicant's motivation to pursue a career in the legal field, applicant's future goals, and applicant's financial need. The letter should be typewritten on 8.5" x 11" paper and addressed "To Whom It May Concern."

THREE LETTERS OF RECOMMENDATION: Letters of recommendation should be from someone other than a family member or a member of LPI (e.g., long-term family friend, teacher, school counselor, employer, or co-worker) and should contain the author's relationship to the applicant. Additional items to include in the letter are a description of the applicant's personal traits (character, personality, and goals) and the applicant's school or work experience and ethic. Letters should be typewritten on 8.5" X 11" paper and addressed "To Whom It May Concern."

UNOFFICIAL SCHOOL TRANSCRIPT: LPI reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on original school letterhead. A copy of the

Future Advocate



SFLPA's Scholarship Program Cont'd.



transcript may be accepted if it contains either an embossed school seal or certification identifying the copy as a true copy of the original transcript.

RESUME (Category C only): The resume should list applicant's legal and/or secretarial experience, if any. Resume must include dates of employment, employer name and address, position, and reason for leaving.

We are excited for anyone interested in pursuing a career in the legal field! For more questions regarding scholarships, please contact the SFLPA Scholarship Chair Felicia Masters at: careerscholarship@sflpa.org. Please also visit our website at: www.sflpa.org.

Don't forget to join us for our Trivia Night, on Thursday, September 16, from 6:00 to 7:30 PM!

Future Of Hope





Become a Member

San Francisco Legal Professionals is a mutual benefit corporation formed for the primary purpose to provide its members with educational, networking, and personal development opportunities through a range of services. We have three different membership categories:

Active Membership

- You are currently employed by or have at least one-year experience, including temporary or freelance work, with a law firm, the legal department of a private company or government entity, a courthouse or other company that is legally entitled to provide legal advice and counseling to the public; employed by any business which provides legal support services
- Have attended at least one SFLPA function.
- Submit with your application dues in the amount of \$65.00 for the first fiscal year of membership. \$55.00 for renewal.

Associate Membership

- You are a student enrolled in a legal trade school or currently attend college and are enrolled in legal classes; are temporarily unemployed in the legal profession, or are actively seeking employment in the legal field.
- Have attended at least one SFLPA function.
- Submit with your application dues in the amount of \$55.00 per fiscal year. \$45.00 for renewal.
- Student Membership

Membership Renewals

- If you are a current member and wish to renew your membership, you may renew online or download a form to mail your renewal.

If you are interested and would like to learn more about the services provided within the SFLPA, please visit our website at: www.sflpa.org. To apply for membership, click on the Membership Tab and fill out our online application form. Payments can be made via credit card online.

Our application forms are also available to download. Applications and payments can be received by mail. Address information as well as who to make checks payable to are also provided on the forms.

If you have questions and would like to speak to someone, please send an email to our Vice President/Membership Chair: Jenny Ha. Send your email to: membership@sflpa.org.

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-secretaries-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>
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Revised 04/2020



LEGAL
SPECIALIZATION
SECTIONS

9:00 am - 10:00 am

CIVIL LITIGATION

UNLAWFUL DETAINERS-RESIDENTIAL

Presented by: Brian Skarbek, Esq.

Law Offices of Todd Rothbard

10:30 am - 11:30 am

SPECIALTY / LOA

LOA: CALIFORNIA WAGE & HOUR LAW - UPDATES

Presented by: Karen J. Sloat, Esq.

12:30 pm - 1:30 pm

FAMILY LAW

BREACH OF FIDUCIARY DUTY - WHAT HAPPENED
TO THE MONEY?

Presented by: Jane Aceituno

The Law Offices of Jane Aceituno

For our Events page and
Registration, use the
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the QR Code



SCAN ME

**Day of
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Saturday
August 7, 2021

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LPI Members - \$15/webinar

Non-LPI Members - \$30/webinar



The deadline to register is July 31, 2021.

**REGISTER AT WWW.LEGALPROFESSIONALSINC.ORG/EVENTS/ OR
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The Legal Specialization Sections is a program of Legal Professionals, Inc., an approved provider, and certifies that these seminars have been approved for minimum continuing education credit in the amount of 1.0 hours by the State Bar of California.

MDLPA and ACLSA are inviting you to an
OAKLAND ATHLETIC's Game



VS.



Mt. Diablo Legal Professionals Association and Alameda Co. Legal Secretaries Association are inviting you to an interclub event. We will be selling Oakland A's baseball tickets to the **Saturday, September 25, 2021**, game vs. Houston Astros. Game time is at 1:07 p.m.

Please RSVP to Natalie Chop, CCLS at nataliejchop@gmail.com or call/text her at 925-984-5418 to reserve your tickets.

Tickets are **only \$19 per person***, and the seats are located in the third deck behind home plate, Section 318, Rows 7, 8, 9, and 10, Seats 18-22 in each row (4 rows with 5 seats in each row).

Money for ticket(s) (***via check made payable to MDLPA**) should be sent to Natalie Chop, 1334 Louisiana Drive, Concord, CA 94521. You may also pay by credit card or PayPal through our website at: www.mtdiabloipa.info. If paying via credit card or PayPal, cost is \$20 (including a \$1 processing fee).

Covid-19 Rules at the ballpark can be found at [2021 COVID-19 Fan Oakland Coliseum Health and Safety Measures | Oakland Athletics \(mlb.com\)](https://www.oaklandathletics.com/covid-19)

Deadline for payment is August 25, 2021.

We hope you'll join us for this social event! ☺





Change of Address



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New Office Telephone _____

New Personal Email Address _____

New Work E-Mail Address _____

New Employer Name _____

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| <input type="checkbox"/> Taxation | <input type="checkbox"/> Other (Specify): |

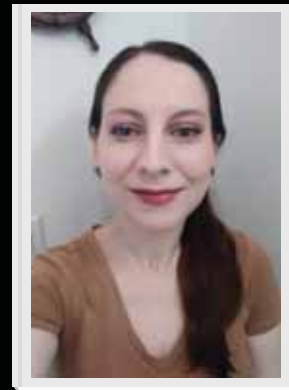
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P.O. Box 2582
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Message From Co-Editors

**Judy Nakaso &
Kate Cochran**



As we continue to find ways to live, love, laugh, and return to doing what makes us happiest and spending time with our fellow humans, we reflect on the everyday superheroes to whom we owe so much—those who make the impossible, possible. We are so grateful to May Sene and Lillian Wong, our fabulous and capable Ways and Means team, who worked tirelessly to put on SFLPA's first in-person event since the COVID-19 shutdown began: the sumptuous banquet and facial event at Hunan Home's Restaurant. Many don't know May wasn't able to be there in person to enjoy the beautiful celebration she helped create. Many thanks also to our President Francie, who already wears so many hats, but quietly stepped up to the plate when my health and the loss of a family member knocked me off my feet again. Francie has consistently helped plan, create, edit, and keep the Hearsay on track behind the scenes, not seeking recognition but simply wanting to be part of the team. These are just two of countless examples of the selflessness of our amazing SFLPA Board, who are all superheroes!

Let's give a round of applause for our amazing SFLPA members, who have had to be extremely creative on the job during the shutdown, many taking on new responsibilities after colleagues retired, but still expected to complete all their existing work between dropped Jabber calls with sometimes tenuous internet connections. Our heartfelt thanks goes out to the doctors and nurses who have faced incredible pain and loss, who have seen too many of our neighbors take their last breaths long before the pandemic seared a giant scar across our collective psyche and the talking heads fell all over themselves to display appropriate levels of adulation. Let's also not forget the parents who somehow managed to work full-time jobs at their kitchen table, homeschool multiple children, and still stay sane while Baby Shark blares for the 847th time as they frantically click the mute/video off Zoom buttons. Gina Tsai, Director of Business Development at Aptus Court Reporting, shared thoughtful insights and a sweet memory from the insanity of the pandemic last year:

"I think this year really made me realize that things can change in a heartbeat. As much as my kids drove me crazy this past year and a half, I think about the fact that I was able to

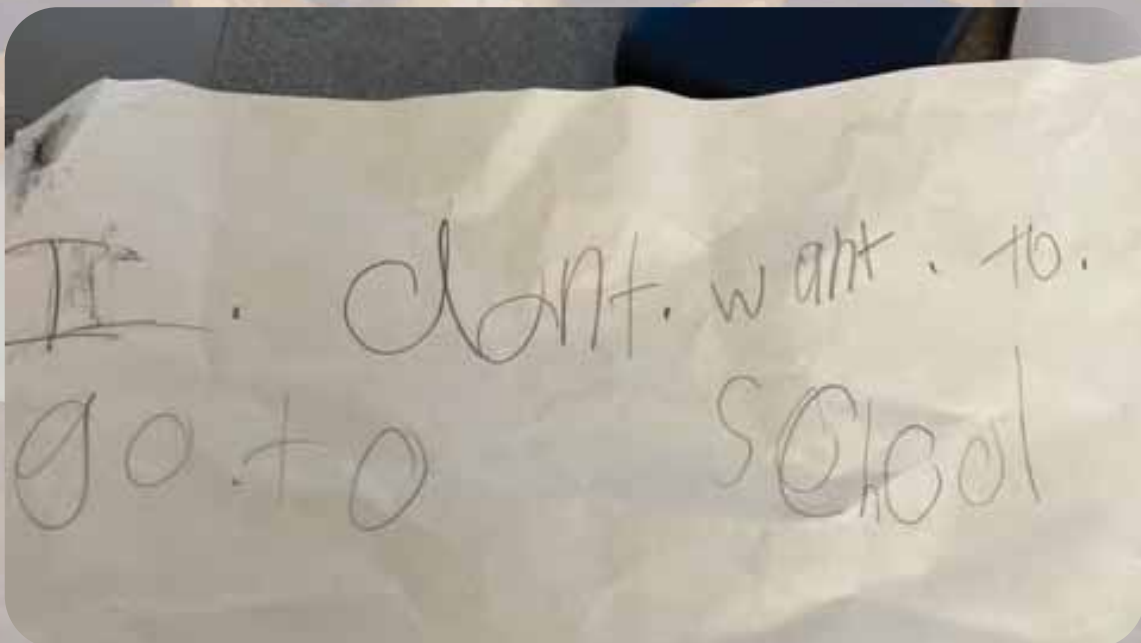


Message From Co-Editors Cont'd.



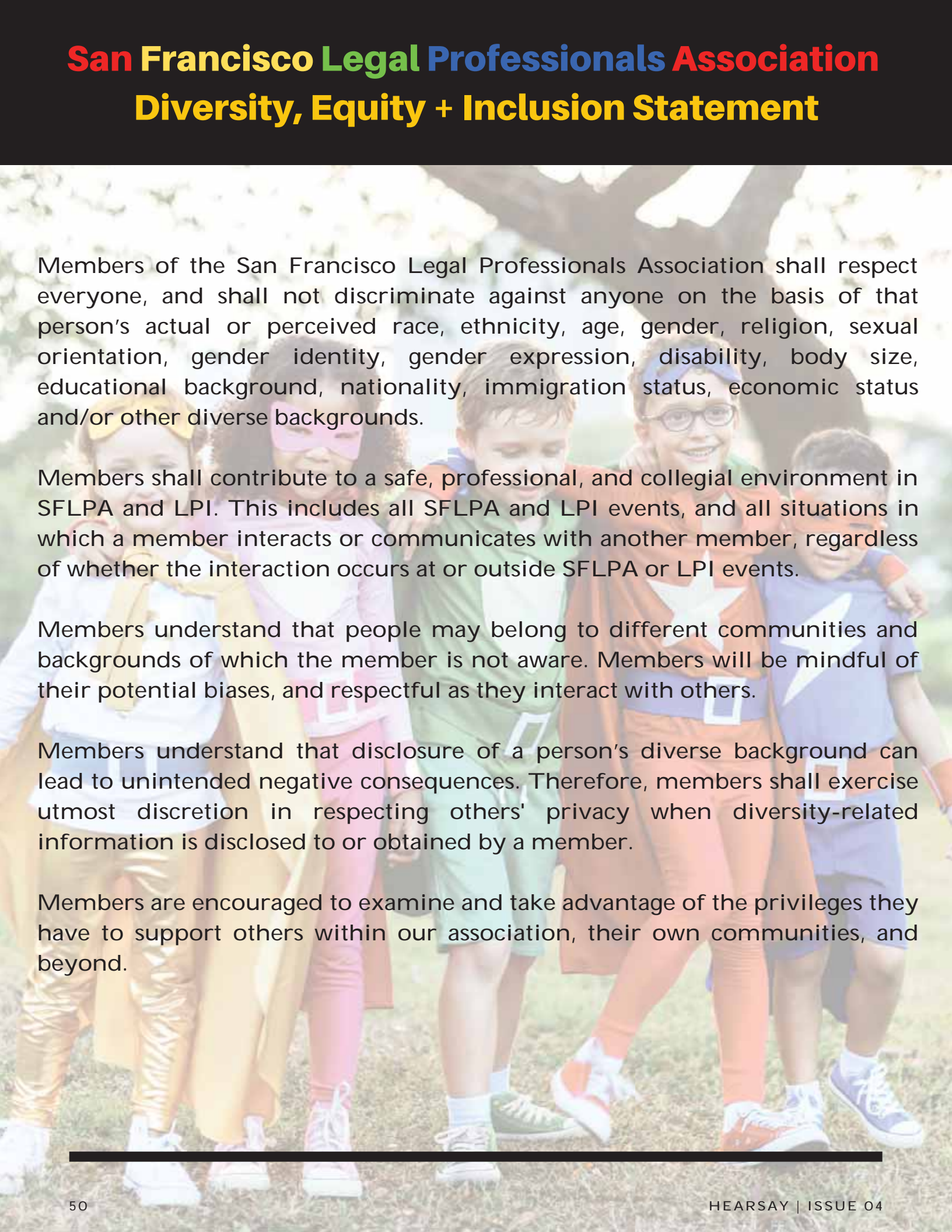
spend more time with them that I ever would and we made some unique memories. You might find this funny, day 3 of Zoom school last March, i realized I am not a good teacher because I got this from my youngest. She was in 1st grade at the time."

Gina's daughter Cameron decisively penned, "I. dont. want. to. go. to school" and summed up how many of us felt over the past year. We saw the world turn upside down and, well, sometimes we just didn't feel up to facing it all. We all had to find ways to keep going, try again, and take a different path when we hit a dead end. Gina found a new perspective, and Cameron did go to school after all...and just started third grade yesterday! Congratulations, Cameron—we know you'll go far, just keep up the good work! Here's to making more unique memories, together.



San Francisco Legal Professionals Association

Diversity, Equity + Inclusion Statement



Members of the San Francisco Legal Professionals Association shall respect everyone, and shall not discriminate against anyone on the basis of that person's actual or perceived race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, body size, educational background, nationality, immigration status, economic status and/or other diverse backgrounds.

Members shall contribute to a safe, professional, and collegial environment in SFLPA and LPI. This includes all SFLPA and LPI events, and all situations in which a member interacts or communicates with another member, regardless of whether the interaction occurs at or outside SFLPA or LPI events.

Members understand that people may belong to different communities and backgrounds of which the member is not aware. Members will be mindful of their potential biases, and respectful as they interact with others.

Members understand that disclosure of a person's diverse background can lead to unintended negative consequences. Therefore, members shall exercise utmost discretion in respecting others' privacy when diversity-related information is disclosed to or obtained by a member.

Members are encouraged to examine and take advantage of the privileges they have to support others within our association, their own communities, and beyond.



LPI Code of Ethics

Members of LPI adhere to the LPI Code of Ethics which is dedicated to an LPI Past President, Joan M. Moore, PLS, CCLS, and reads as follows:

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.