

# Hearsay

*"Soar to Your Highest Potential Through Education and Community"*

## San Francisco Legal Professionals Association



## Celebrate Our Past and Soar Into the Future

**By Kate Cochran, Hearsay Editor**

Welcome, new members, and welcome all to the 2021-2022 fiscal year! Celebrating our 85th anniversary, we look back at the history of service, education, and excellence in law that are hallmarks of this Association and the extraordinary professionals who helped shape the SFLPA as we know it today.

As we reflect on our history, we recognize the amazing 2020-2021 SFLPA Board. This Board went above and beyond the call of duty during a challenging year. They dealt with unprecedented situations with enthusiasm, and found creative solutions to weather the pandemic, grow, and even thrive within the storms. Thank you for your service—you are superheroes!

This fiscal year, the SFLPA inspires us to soar to our highest potential. While there will be obstacles, whether technology-related...like the Court Zoom Cat Filter!...or personal challenges, the SFLPA is here to help overcome them and not just achieve our goals, but also dream big and make new ones. We are stronger together and can make the impossible, possible. Join us to make new goals, use your voice, and soar!

*In This Historical Issue...*

**Feature Article:  
Celebrating 85 Years  
History of SFLPA**

**Stay Connected:  
Keep Up With  
SFLPA Events**

**Return to Work Tips:  
Are You and  
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VOLUME 85 - ISSUE 1

APRIL - MAY 2021

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*Cover Photo: Cable car turnaround at Powell in 1945.*

*Photo Above: Municipal Cable Car 517 at Washington & Jackson, San Francisco in 1947.*



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# San Francisco Legal Professionals Association

## 2021-2022 Elected Officers

**President,**  
**Francie Skaggs**  
[president@sflpa.org](mailto:president@sflpa.org)



**Vice President,**  
**Jenny Ha**  
[vicepresident@sflpa.org](mailto:vicepresident@sflpa.org)



**Secretary,**  
**Lorri Nicolini**  
[secretary@sflpa.org](mailto:secretary@sflpa.org)



**Governor,**  
**Christine Flores,**  
**CBA**  
[governor@sflpa.org](mailto:governor@sflpa.org)

**Treasurer,**  
**Sally Mendez**  
[treasurer@sflpa.org](mailto:treasurer@sflpa.org)

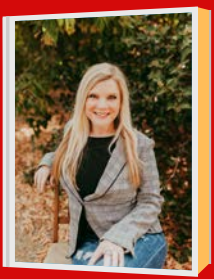
## Appointed Officers, Chairs & Committee Members

Executive Advisor: May Sene - [executiveadvisor@sflpa.org](mailto:executiveadvisor@sflpa.org)  
Hearsay Editor: Kate Cochran - [editor@sflpa.org](mailto:editor@sflpa.org)  
Parliamentarian: Christine Flores, CBA - [governor@sflpa.org](mailto:governor@sflpa.org)  
CCLS Program: Melissa Dallas, CCLS & Lorri Nicolini, Co-Chairs - [ccls@sflpa.org](mailto:ccls@sflpa.org)  
Chapter Achievement: Christine Flores, CBA - [governor@sflpa.org](mailto:governor@sflpa.org)  
Education Committee: Jenny Ha & Lillian Wong - [education@sflpa.org](mailto:education@sflpa.org)  
Historians: May Sene & Lillian Wong, Co-Chairs - [histornia@sflpa.org](mailto:histornia@sflpa.org)  
Interclub: Lillian Wong, Chair - [interclub@sflpa.org](mailto:interclub@sflpa.org)  
Membership: Jenny Ha, Chair - [membership@sflpa.org](mailto:membership@sflpa.org)  
Professional Liaison/Day-in-Court: Lillian Wong, Chair - [dayincourt@sflpa.org](mailto:dayincourt@sflpa.org)  
Programs: Terralyn Graff, Chair - [program@sflpa.org](mailto:program@sflpa.org)  
Career Promotions & Scholarship: Felicia Masters, Chair - [scholarship@sflpa.org](mailto:scholarship@sflpa.org)  
Ways & Means: Lillian Wong & May Sene, Co-Chairs - [waysandmeans@sflpa.org](mailto:waysandmeans@sflpa.org)  
Website: Kristen Craig-Reed, Chair - [website@sflpa.org](mailto:website@sflpa.org)

### Open Positions:

Employment, Historian, Legal Procedures, Marketing/Public Relations, and Social Media





# PRESIDENT'S MESSAGE

**FRANCIE SKAGGS**

## **Soar to Your Highest Potential Through Education and Community**

Dear Valuable Members:

Welcome to the new fiscal year! It is my honor to serve you as San Francisco Legal Professionals Association President for another year. SFLPA is now entering its 86th year.

Adapting to conform to the changes in our environment is what gives our organization strength and longevity. Last year threw us some unprecedented surprises. Our ability to work together to adapt, and continue to find a way to bring events to our members while being isolated and separated at home, is one of the reasons we are still standing strong. Now that we have built the strength and endurance, it's time to soar.

### POTENTIAL

You all have a wealth of potential! If you are taking the time to read this President's message, it's because you care enough about developing and advancing yourself and your skills. You are interested in connecting and dedicated to learning what you need to know to succeed and are part of an organization that will support you. You seek the knowledge it takes to commit to the success of your profession. Those are all qualities of someone with a great amount of potential!

### EDUCATION

Knowledge is empowering. SFLPA has so many educational events to offer its members.

Legal professionals can continue to learn the most recent updates to adapt to the constant and changing demands in our legal community by reading our Hearsay, attending monthly Brown Bags, visiting our website, and meeting and networking with other members. In addition to all that SFLPA has to offer, our parent organization, Legal Professionals, Inc., has an abundance of ongoing education, beginning legal secretaries classes, a chance to become a California Certified Legal Secretary, training videos and endless opportunities to build its members professionally.

### COMMUNITY

Last year I learned the value of community. San Francisco Legal Professionals Association is a community and a positive place to learn and feel safe about admitting that you do not know something—that is what we are here for. We are here to learn and teach and support each other.

# *President's Message Cont'd.*

When I was first new to SFLPA, I remember working with a demanding attorney. I remember being very scared and stressed because I thought I would fail. I called the President at the time, Chris Flores, who had over 30 years of experience as a legal secretary. She comforted me and told me how she had worked for so many difficult attorneys and assured me that everything will be ok. When I thanked her, she said, “I will always be available.” I think that sums up the spirit of SFLPA, we are all here and available.

## DIVERSITY

SFLPA is committed to diversity. In the upcoming year, SFLPA will be more proactive in showing our support for diversity. Vice President, Jenny Ha, will be leading a committee that will be dedicated to supporting our diverse culture, which is one of the traits of San Francisco that makes it such a beautiful and unique city.

Again, I am looking forward to the new year and all the upcoming events SFLPA will be bringing to its members. Together, let's make this year a success; let's all soar to our highest potential!

How do we SOAR?

- S** – Step Out of Your Comfort Zone
- O** – Opportunity to Grow
- A** – Act with Accountability
- R** – Rise to the Occasion

## Historical Landmark:

*The old Candlestick Park for a San Francisco Giants game back on June 9, 1983.*







# VICE PRESIDENT'S MESSAGE

JENNY HA

Hello SFLPA members,

We made it to the end of our 2020-2021 fiscal year in one piece! Thank you for adjusting to the conditions of the pandemic as well as you could, and dealing with Zoom fatigue to spend some time with your fellow SFLPA members. To those we haven't seen as much of this past year, I hope you're doing well and will join us in the next fiscal year (coming soon in May!).

One of my goals as VP for the 2021-2022 fiscal year is to put up a diversity, equity, and inclusion (DEI) statement on our website. I want SFLPA to publicly and explicitly endorse embracing people of all diverse backgrounds in the legal field. I'm also brainstorming what actionable steps SFLPA can take to support DEI within our association and within the local legal community.

If you have any thoughts and feelings on the above that you're comfortable sharing, please do email me at [vicepresident@sflpa.org](mailto:vicepresident@sflpa.org). I'm still fairly new to SFLPA, nonprofits, the legal industry, and DEI, so your comments and perspectives are valuable, welcomed, and much appreciated.

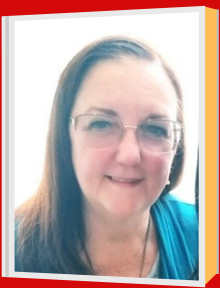
To my wonderful board members—Francie, Chris, Sally, Kristen, Larry, May, Kate, Lorri, Lillian, Melissa, Terralyn, Felicia, Gloria, and Amy—it's been an honor and pleasure to serve with you this past year. Thank you all for helping make the past year bearable, and I look forward to working with you in the next year.

Take care, everyone, and if there's anything we can do to help you, please don't be shy and do let us know!



*It's that time again. The new fiscal year has begun effective May 1, 2021.*

*Be sure to submit your Membership Renewal if you have not already done so.*



# GOVERNOR'S MESSAGE

**CHRISTINE FLORES, CBA**

The Annual Conference of Legal Professionals, Inc. (LPI) will be held as a hybrid conference on May 22 and 23, 2021. For those who are able to attend in person, the conference will be held at the Arden Hilton in Sacramento, CA. All LPI members should have received an email from the Executive Secretary with the Official Notice and related information. Further information is also available on the LPI website under “Events.”

There is no registration fee for this conference—so attending virtually over Zoom is an easy way to participate! Please also consider attending the Virtual Vendor Tribute which will be held on the night of Friday, May 21. As we all know, we could not accomplish quite as much without the support of our business partners—those who work for legal support services companies—affectionately known as Vendor Members. Please feel free to contact me if you require further information.

I am not aware of any matters to be voted on at this conference, and I will advise the membership if I get any notifications in the meantime.

At the Annual Meeting, SFLPA will be represented by delegates Francie Skaggs, Larry McGrew and me. Lillian Wong will be our alternate delegate, attending virtually. I will be representing SFLPA as Governor at the Board of Governors Meetings held on Saturday morning before the Annual Meeting and on Sunday afternoon after the continuation of the Annual Meeting—which will include an installation of the LPI officers.

Please remember that I am your voice at the meetings of LPI. If you ever have any questions or concerns regarding any matter, please contact me so we can discuss it. It will be my pleasure and privilege to continue to represent the members of SFLPA for the coming year!



## Historical Moment:

*A photo of the California Federation of Legal Secretaries Conference from 1940.*





Vonciel Gaines, Jenny Cano, Lillian Wong, Francie Skaggs, and Amy Van Nest take a group photo from our 2019 Quarterly Conference hosted by SFLPA.

# Join us for the 87th Annual Meeting of Delegates and Board of Governors

**Saturday, May 22, 2021**

Register online at  
[www.legalprofessionalsinc.org/events](http://www.legalprofessionalsinc.org/events).

**The deadline to register is May 15, 2021!**



LPI'S TECH COMMITTEE PRESENTS

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▼  
**YOU MUST REGISTER BY MAY 18, 2021, IN ORDER TO RECEIVE**  
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**[WWW.LEGALPROFESSIONALSINC.ORG/EVENTS](http://WWW.LEGALPROFESSIONALSINC.ORG/EVENTS)**





## 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](mailto:kim@legalprofessionalsinc.org); [www.legalprofessionalsinc.org](http://www.legalprofessionalsinc.org). Find us on Facebook, Instagram, LinkedIn & Twitter!**

Take a step in the right direction. Advance your legal career, improve your professional and personal skills.  
**BECOME A MEMBER OF LPI TODAY.**



## Stay SFLPA Connected. March Membership Meeting Report.

On March 16, 2021, the Membership Meeting for Election Night was held virtually on Zoom.

Secretary Kristen Craig-Reed presented the minutes from the virtual January 19 membership meeting. There being no corrections, the minutes were approved.

Treasurer Sally Mendez reported the following figures from the February Treasurer's Report:

- Bank of the West Operating Account: \$1,873.96
- Bank of the West General Savings Account: \$5,079.33
- Total for all our Accounts: \$6,953.29

Governor Chris Flores asked that everyone send her chapter achievement information, and encouraged everyone to attend the LPI conference on May 21. She pointed out that LPI offers perks like Hertz discounts which can count towards chapter achievement.

Vice President Jenny Ha reported that for the 2020-2021 fiscal year, SFLPA reached 52 annual members, with 12 of those being new members.

Ways and Means Committee members May Sene and Lillian Wong reported that SFLPA will receive \$4,071 from our DoubleGood popcorn fundraiser.

Nominations Committee members May Sene, Lillian Wong, and Felicia Masters presented the name of the candidate, and below are the election results:

- Francie Skaggs – President
- Jenny Ha – Vice President
- Lorri Nicolini – Secretary
- Sally Mendez – Treasurer
- Delegate – Larry McGrew
- Alternate Delegate – Lillian Wong

Announcements:

There are pending bylaws revisions, which the membership will be able to vote on in the new fiscal year (after May 1, 2021). Thank you to the 2020-2021 board members for your demonstrated service. Thank you to the 2021-2022 board members for your upcoming service.



# UPDATES FROM THE BOARD ROOM



On April 6, 2021, the SFLPA held its April membership meeting virtually by Zoom. Treasurer Sally Mendez presented totals below from the March 2021 Treasurer's Report:

- Bank of the West Operating Account: \$5,357.21
- Bank of the West General Savings Account: \$5,079.37
- Total for all our Accounts: \$10,436.58

Minutes from our March 2, 2021 meeting were approved, pending edits.

Vice President Jenny Ha reported we received a new member application. Governor Chris Flores moved that if an individual submits an application for membership from March 16 to April 30, they will have all the rights of membership to SFLPA for that six-week period. The motion passed unanimously. Jenny noted changes to the membership application.

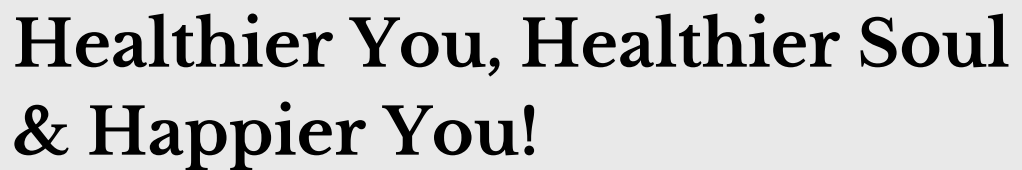
Governor Chris Flores reported no news from LPI Parliamentarian regarding our proposed Bylaws. We should be on the lookout for the LPI Conference email survey as to whether we will have a hybrid in-person and virtual conference, or a one-day vs. two-day conference. Survey results will reflect conference expenses. Chris suggested Board members who attend receive a \$25 day per diem for lunch. Francie will address an informal poll as to whether we want to attend in person at the May Board Meeting.

Education Chair Francie Skaggs reported on April brown bag events.

Programs Chair Terralyn Graff noted efforts to increase registration for April 7 Ati Nutrition wellness seminar. The Officer Installation Tea will be held on April 17; all those who sign up before April 9 receive a special package in the mail in time for the tea party.

Special guest Erika Garduno presented on security measures and promotion through the website and social media accounts. Erika's suggestions included not having just one person as the social media chair, and using official organization emails instead of personal emails. Erika reminded us to promote and be constant with posts on all platforms, do contests, like, follow, share, and comment. Encourage members to promote social media and events. Keep personal opinions and politics off social media. Erika confirmed we can link Canva to social media sites except for Instagram.

Vice President Jenny Ha discussed releasing a diversity statement in the new fiscal year. This could be a page on diversity and inclusion in the About section of our website. Jenny and Kate Cochran will work on a statement for the website and Secretary Kristen Craig-Reed will assist when back from leave. Chris Flores shared ABA suggested language by chat for review and inclusion in the website statement.

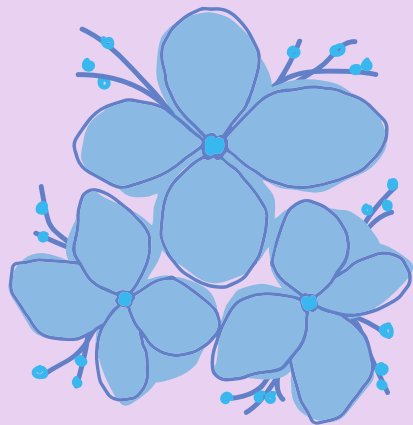


On April 7, we had the privilege of having food scientist and health and wellness coach, Ati Farmani, present to our organization. Ati is the founder of Ati Nutrition, and she has been providing personal and corporate wellness coaching for large and small teams. As a food scientist, she combines her advanced knowledge of how food is grown, what it's made up of on a molecular level, and what its nutrient values are, with her personal experience of eating her way to wellness. She is fascinated by the art of cooking and the healing powers of whole food, and believes that the right food is medicine.

- Ati's Website: [www.atinutrition.com](http://www.atinutrition.com)
- Instagram: [atinutrition](https://www.instagram.com/atinutrition)
- Facebook: [atinutrition](https://www.facebook.com/atinutrition)
- Twitter: [AtiNFarmani](https://twitter.com/AtiNFarmani)
- LinkedIn: [Ati Nazari-Farmani](https://www.linkedin.com/in/AtiNazari-Farmani)

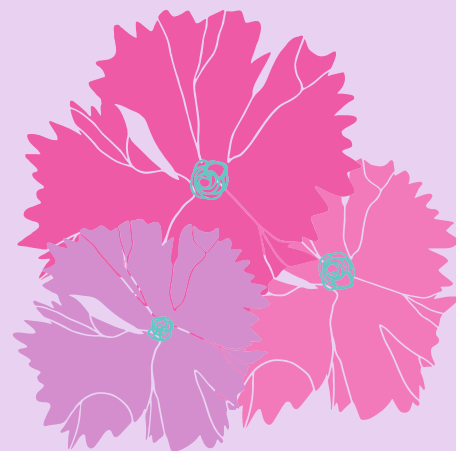






# Tea Time

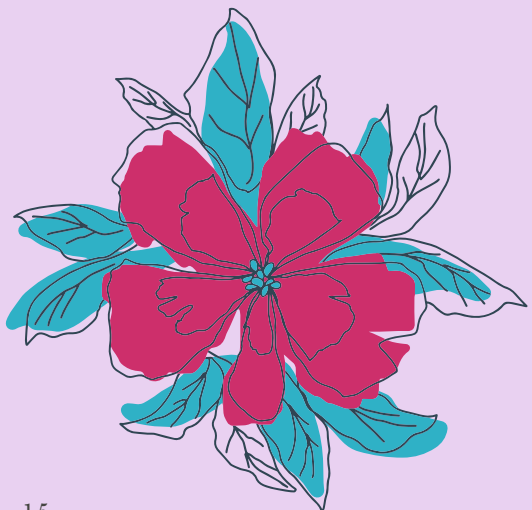
By Kate Cochran, Hearsay Editor



*SFLPA attendees received tea snack packets, shown above.*

On April 17, 2021, the SFLPA held an Afternoon Tea Party in celebration of the installation of our newly elected 2021-2022 officers. Members were encouraged to come dressed in their finest fit for a proper English high tea, and all embraced the challenge, whether in hats and gloves worthy of the Derby, dresses and slacks we hadn't worn since before COVID-19 hit, or even outfits styled by (or including!) their children. Some members went all out with full tea service sets for the occasion—Congratulations to Sally Mendez on winning the vote for Best Tea Attire for her sophisticated and expertly staged tea service, and an honorable mention to Corene Rodder, LPI Historian and veteran, for her exquisite hat, elegant outfit, and lovely tea setup! We showed off family china and shared fond memories as we enjoyed the delicious sweets and tea snacks that member Judy Nakaso generously worked so hard to put together and ship to everyone who signed up in time for our special virtual Tea Party.

After a fun game of trivia, the 2021-2022 SFLPA officers were sworn in and then presented by Marci Frazier, President of Sacramento Legal Secretaries Association (SLSA), in a beautiful and touching ceremony which featured butterflies—a fitting representation of SFLPA's theme for our new fiscal year, SOAR! We all cheered and welcomed our new 2021-2022 officers: President Frances "Francie" Skaggs, Vice President Jenny Ha, Governor Christine "Chris" Flores, Secretary Lorri Nicolini, and Treasurer Sally Mendez. Lorri's message during her swearing-in ceremony "Your wings already exist, all you have to do is fly." (quoting Wendy Mass) is a perfect summary of SFLPA's message for this new fiscal year: we all have amazing potential, and it's time to step out of our comfort zone and fly!





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# VIRTUAL EVENT CALENDAR

## Educational & Networking Opportunities!!

### May

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- 1st - SFLPA Membership Renewals Due
- 4th - SFLPA Board of Directors Meeting
- 4th & 19th - Microsoft Word Table of Authorities (LPI Webinar)
- 6th - Strategies to Stand Out in the Current Job Market (LSS Webinar)
- 13th - The Joys and Challenges of Providing Legal Service Family Law (LSS Webinar)
- 15th - Registration Deadline for 87th Annual LPI Conference
- 18th - Special Bylaws Revision Membership Meeting
- 22nd & 23rd - 87th Annual LPI Conference - Sacramento, CA
- 25th - SFLPA Educational Brown Bag Presentation Webinar
- 27th - Understanding the Value of Estate Planning and Probate Administration (LSS Webinar)

### June

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- 1st - SFLPA Board of Directors Meeting
- 3rd - Legal Ethics: The Most Recent Developments (LSS Webinar)
- 22nd - SFLPA Educational Brown Bag Presentation Webinar

### July

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- 6th - SFLPA Board of Directors Meeting
- 20th - SFLPA Membership Meeting
- 27th - SFLPA Educational Brown Bag Presentation Webinar

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All SFLPA events are posted on our website. You will also find some of the flyers published in this issue of our newsletter. Please visit us at [www.sflpa.org](http://www.sflpa.org) - click on the Events tab for more information.

We also invite you to visit LPI's website at [www.legalprofessionalsinc.org](http://www.legalprofessionalsinc.org) to keep up with all their educational webinars, other local association events, and information on upcoming LPI Conferences.



# San Francisco Legal Professionals Association **Brown Bag Webinar**

May 25, 2021

12:30 pm to 1:30 pm



## Important E-filing Updates in California



*Presented by:*

Don Hoefnagel and  
Sabrina Rodriguez  
of First Legal

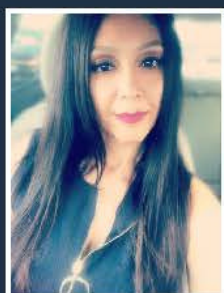
One Hour of MCLE and CCLS Continuous Education  
Certificates Available. This event is open to anyone in  
the legal industry. Feel free to share with your  
colleagues and friends.

Register by emailing [education@sflpa.org](mailto:education@sflpa.org)

### About the Presenters



Don has been with First Legal for 20 years and now serves as the Executive Vice President of Business Development. His high level of client-vendor interface ensures that First Legal is up to date and responsive to all client needs. He holds a Bachelor's of Science in Business from Biola University.



Sabrina has been with First Legal for 20 years and now serves as a Client Training Specialist. Her experience in Electronic Court Filing began back in early 2001 when the Federal CM/ECF system came online for Bankruptcy and Civil cases. She received her Paralegal Certificate from Pasadena City College.

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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](http://www.SFLPA.org).





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# *Celebrating 85 Years: History of SFLPA*

By Kate Cochran, Hearsay Editor

Many of us know that the San Francisco Legal Professionals Association (SFLPA) has been working for the good of its members since we all began our legal careers fresh out of college, or maybe after another job that didn't work out so well—but did you know the SFLPA was founded over 85 years ago in 1936? The long and storied history of the SFLPA as a chapter of Legal Professionals, Incorporated (LPI) inspires us all and makes us proud to carry on the tradition of excellence that our forebears began close to a century ago in San Francisco, the city that would emerge as a leader of innovation in legal practice and support in the early 20th century and beyond.

It all began in 1929 when Eula Mae Jett, a fairly new secretary at a Long Beach law office, had an unfortunate experience with an incorrect legal document that needed correction by the clerk's office before filing. She was embarrassed and did not want that to ever happen again, to her or to any other secretary. The clerk at the time thought it would be a great idea for local legal secretaries to get together to learn all the requirements to prepare and file legal documents in Los Angeles County. Eula Mae enthusiastically agreed and spread the word, and soon met with a group of like-minded assistants in talks to organize and create a space to share knowledge, learn rules, and standardize requirements for filing and preparation of legal documents. By 1934, meetings were taking place throughout California in cities with a substantial legal community like San Diego, Pasadena, Los Angeles, and of course, Long Beach. Organizers from these cities decided to meet to discuss creating a single, parent organization, and the California Federation of Legal Secretaries (CFLS) was established after a two-day meeting in 1934—the first unofficial LPI Conference! By 1936, legal secretaries in San Francisco established their own chapter known as the San Francisco Legal Secretaries Association (SFLSA), later known as SFLPA, and one year later, SFLSA was proud to host the third annual LSA Convention in beautiful San Francisco, and would host again in 1952, 1974, 1986, and 2000. Our parent organization, Legal Secretaries, Incorporated (LSI), was officially created in 1940 as a nonprofit mutual benefit corporation and later known as LPI.

As all of these organizations were created in response to the need to standardize and expand legal secretary knowledge and skills, an important topic of discussion at earlier Board of Governors meetings was the creation of an official professional program, exam, and title for California legal secretaries who sought certification in various legal disciplines. In 1955, LPI formed a committee to prepare their certification plan. The LPI committee contacted both the Institute for Certifying Secretaries and the State Bar of California in an effort to work together to develop the plan and study how to implement it. It soon became evident that this program and standards should be implemented nationally, not just in California, so the LPI committee disbanded in 1956 in favor of referral of the certification issue to the National Association of Legal Secretaries (NALS). A plan was adopted two years later to create an exam in multiple legal practice areas. The exam would take place over two days at specially designed testing centers. Participants could later retake any part of the exam they did not pass until all sections were completed, and then would receive certification upon passing the final section. The first exam, called PLS, was held in 1960 in the new San Francisco testing center and taken by 12 LSI members. SFLSA members Catharine Ryan, PLS, and Virginia Haines, PLS, along with Bernice Tabbert, Stanislaus County, passed all sections of the exam on their first try and received certification—the first SFLPA members and first secretaries to become PLS/CCLS certified!



LPI now hosts a Mock PLS/CCLS Examination and organizes seminars in California legal communities to educate the local community on the need for PLS/CCLS certification. PLS changed its name to California Certified Legal Secretary (CCLS) in 1988. San Francisco again influenced this process as our own Peggy Vota, professor at City College of San Francisco, was appointed to the CCLS Certifying Board in 1987. The CCLS Mock Exam was even dedicated in honor of SFLSA's Virginia Haines, PLS—one of the first three secretaries to become certified.

In order to raise enough funds to keep LSI and all its chapters operating, a secretary suggested that LSI create and sell a legal secretary's dictionary in 1964. The Board of Governors accepted the proposition and appointed SFLSA's Virginia Haines, PLS, as editor. Virginia created a frequently used words list and tasked 18 LSI members with review. It took from 1964 to 1971—six years!—for the review process to conclude with the first printed copy of LSI's Blue Book for legal secretaries, a small book bound with a hard blue cover and pretty gold lettering. This edition included a staggering 7,735 defined words that might be used in the legal community. The significant royalties paid to LSI from the proceeds of Blue Book sales not only helped to fill LSI's coffers for years to come, but it also gave LSI and SFLPA a positive image in the greater legal community, as attorneys, clerks, and judges alike all appreciated and used our Blue Book and recognized the critical need it filled in our community.

SFLPA also had a hand in shaping the ethics policy that LPI and all of our sibling organizations adopted after it withdrew from its parent organization, NALS. In 1981, LSI's Board of Governors had voted to withdraw from NALS due to "insurmountable differences" i.e. money and politics. LSI then had no choice but to create its own Code of Ethics, and it tasked a committee of three including SFLSA's own Virginia Haines, PLS, with drafting a brand-new policy. A year later at the 1982 Board of Governors Meeting, the new Code of Ethics was accepted and adopted (below). It shall be the duty of each member of LEGAL SECRETARIES, INCORPORATED, to observe all laws, rules and regulations now or hereafter in effect relating to confidentiality and privileged communications, acting with loyalty, integrity, competence and diplomacy, in accordance with the highest standards of professional conduct.

The SFLPA chapter has served as an integral part of LPI for many decades. Our members have served in many important roles at LPI including in LPI governance, on committees including the History Committee, and in LPI media such as bulletins, the website, and the LPI blog, The Podium. In 1982, SFLSA member Catharine Ryan, PLS, was the Chair of the Ad Hoc History Committee and worked with colleagues in sister LSA organizations to compile a comprehensive history of LSI, which can now be passed down to the next generation of legal professionals.

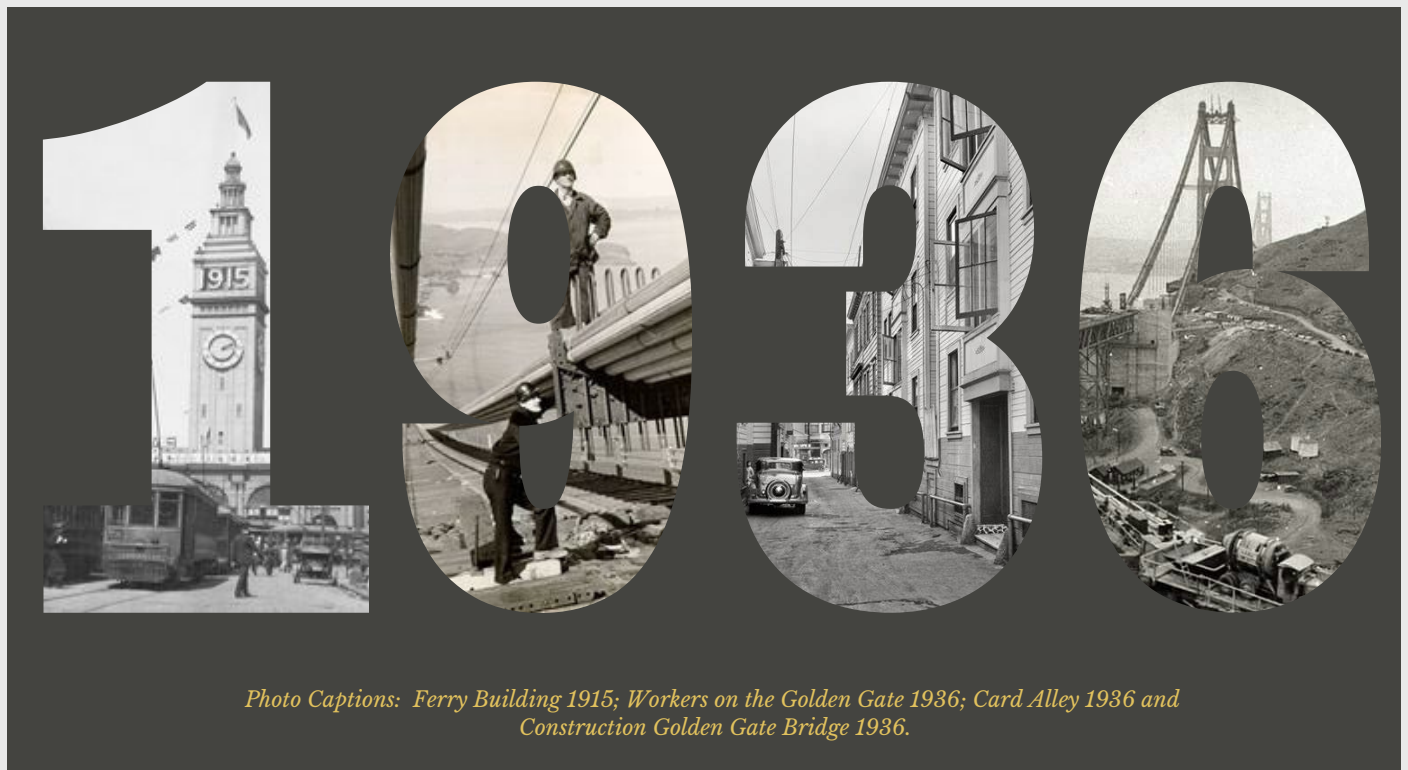
SFLPA has always been a leader in inclusive practices within LPI. SFLSA changed its name to San Francisco Legal Professionals Association (SFLPA) in the 2003-2004 fiscal year to more accurately reflect our amended bylaws that no longer restrict membership to only legal secretaries, and now include other support staff, such as paralegals and legal assistants, court reporters, attorneys, court clerks, and legal support services companies, affectionately known as vendor members. LSI eventually followed suit and changed its name to Legal Professionals, Incorporated (LPI) in 2020 in response to its expansion to allow membership to all who work in the legal industry.

# Celebrating 85 Years: History of SFLPA Cont'd.

Though SFLPA, along with the greater legal community, has seen many changes since its inception, one constant remains: SFLPA is here for us all, and will continue to educate us on important developments in the law, create spaces for us to network and develop our careers, and support our personal growth through the lifelong connections and friendships we enjoy through SFLPA. As we reflect on our history and the amazing professionals who made SFLPA what it is today, from our very first President, Alice O'Dell in 1936, to our beloved Governor Chris Flores, who also served as president no less than three times, starting in 1993!—to our newest President Francie Skaggs, who we proudly re-elected for the 2021-2022 fiscal year, we look forward to continuing to make connections and grow friendships as we soar into this new year.

## Sources

- Creating Connections – Building Bridges...Together SFLPA Brochure: <https://cel.sfsu.edu/sites/default/files/documents/interpretation/SFLPA-Creating-Connections-Brochure.pdf>
- LPI – Who We Are: <https://www.legalprofessionalsinc.org/history/>
- SFLPA – Who We Are: <https://www.sflpa.org/>
- History of Legal Professionals, Incorporated: <https://www.legalprofessionalsinc.org/wp-content/uploads/LPI-HISTORY.pdf>
- LPI History: <http://oclsa.org/lsi-history.html>



# We Honor the Legacy of our Past Presidents



*A group of former leaders participating at a Past President's luncheon at the St. Francis Hotel in 1995.*

1936 Alice O'Dell  
 1937 Lily Rasmussen Hutchings  
 1938 Florence Patterson  
 1939 Louise Cameron  
 1940 Louise Watters  
 1941 Gertrude S. Nestor  
 1942-44 Louise Cameron  
 1945 Helen Hoover  
 1946-47 Alma Wilken  
 1948-50 Margaret B. Avila  
 1951-52 Ione McGee  
 1953 Marguertite L. Wings, PLS  
 1954 Josephine W. Conway  
 1955 Dolores Cowles Bacon  
 1956 Mary Hazel Stephens  
 1957 Edna Dickinson  
 1958 Barbara Dahlstrom  
 1959 Olive Y. Hyde  
 1960 Margo Garbrecht  
 1961 Virginia Haines, PLS, CCLS  
 1962 Catharine Ryan, PLS, CCLS  
 1963 Betty Lou West  
 1964 Norma Norwood  
 1965 Florence Stevens Filene  
 1966 Nancy Deering  
 1967 Ellen K. Molick, PLS  
 1968 Connie Conner Paxson  
 1969 Ida B. Anderson  
 1970 Marguerite A. Bracy  
 1971 Helen C. Zachery  
 1972 LaVerne F. McCoy

1973 Marjory J. Sullivan, PLS  
 1974 Eleanor F. Gettman, PLS  
 1975 Wilma Matheisl, PLS, CCLS  
 1976 Rae M. Reger  
 1977-78 Joyce M. Seymour, PLS, CCLS  
 1979 Faye Lee Bresler, PLS, CCLS, JD  
 1980 Karen Sonnenberg Thomas  
 1981 Cindy Wagner, PLS, CCLS  
 1982 Bonnie Stensler, PLS, CCLS  
 1983 V. Patricia Delgado, PLS  
 1984-85 Yvonne Waldron-Robinson, CCLS  
 1986 Iris M. Kiley  
 1987 Heather H. Adler  
 1988 Iris M. Kiley  
 1989 Lyn Cochran  
 1990 Kala Pohl  
 1991-92 Barbara A. Owens  
 1993-95 Christine J. Flores  
 1995-97 Mary Beaudrow  
 1997-99 Cornelia Bell  
 2000-02 Christine J. Flores  
 2002-03 Genevieve McKellar  
 2004 Diane Moreno  
 2005-07 Mary Beaudrow, CCLS  
 2007-09 Kathryn Newsome  
 2009-10 Sally Mendez Arevalo  
 2010-15 Christine J. Flores  
 2015-18 Larry McGrew  
 2018-19 Carol Romo  
 2019-20 May Sene  
 2020-22 Frances Skaggs





## 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:

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- 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](http://www.legalprofessionalsinc.org), or contact LPI's Corporate Office: Kim Oreno, [kim@legalprofessionalsinc.org](mailto:kim@legalprofessionalsinc.org).

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## 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)
- ☐ Northern California ☐ Saturday, March 20, 2021 ☐ Saturday, September 18, 2021
- ☐ Southern California ☐ Saturday, March 20, 2021 ☐ 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 <a href="mailto:CCLSCertifyingBoard@gmail.com">CCLSCertifyingBoard@gmail.com</a> . Payment link will be provided upon confirmation of eligibility to sit for exam.
<b>LPI Members</b>	<input type="checkbox"/>	<b>Non-LPI Members</b>	<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
<b>TOTAL DUE w/o Late Fee:</b>	<b>\$125.00</b>	<b>TOTAL DUE w/o Late Fee:</b>	<b>\$175.00</b>

### 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

## Court Chatter: Courts are Reopening, What to Expect?

By Larry McGrew, LPI Legal Procedure Chair

As the country begins to take steps to return to some degree of normalcy, one thing is for certain: that the COVID-19 pandemic has forever changed the way California Courts will interact with the public in the future. We all now know that technology has proven to be successful with the use of virtual hearings. Just be sure to steer clear of a filter fiasco, like the Texas attorney that became famous for all the wrong reasons.

So, if you do not see yourself as expert in using and preparing virtual meetings, you might consider becoming familiar with the various remote court platforms for the future. It appears that each court may have a preferred platform. As courts have begun to re-open, there are a lot of unknowns, especially when it comes to handling the public and providing services.

Recently Alameda Superior Court announced their re-opening plan for the George E. McDonald Hall of Justice (GEM) on Shoreline Drive in Alameda, and the Hayward Hall of Justice (HHJ) on Amador Street in Hayward. No food or beverages will be permitted in either location. The public will continue to adhere to health screenings, wear face masks, and social distance. Will any of these procedures change when the public becomes vaccinated?

San Francisco Superior Court opened the clerk's office to the public in February 2021, but for limited hours (8:30 a.m. – 12:30 p.m.), which means limited services. Drop boxes are available until 4:00 p.m. Solano County has also announced changes in their hours of operation for the clerk's office as well as their phone hours. But the million-dollar question is, how will the courts recover from the backlog of hearings and trials because of all the shutdowns?

Los Angeles Presiding Judge Hon. Eric C. Taylor has recently announced a new civil jury trial plan. This plan will reduce the number of people that will be in the court. Most of the services within Los Angeles Superior Court requires the public to make an appointment to enter the building, but this also depends on the department and the judge handling these cases in any court venue.

The important thing to remember as things slowly begin to ramp back up is to make sure you are continuously checking the court's website for any change of information. Some courts are very good about providing information as it becomes available. Some are not as good, but there are a variety of resources available to keep you informed as to what is going on within the California Courts.



# Legal Procedure

## California Court eFiling Updates

### Placer County Superior Court

Just in case you missed it, Placer County recently announced the transition to the Judicial Branch Statewide eFiling System effective March 29, 2021. The following case types are accepted: Civil, Family Law, Probate, Mental Health, Small Claims, and Unlawful Detainer. Cases must be submitted electronically. To view the full notice, go to the court's website [www.placer.courts.ca.gov](http://www.placer.courts.ca.gov) – on the lower bottom left of the home page, you will find the notice under Court News & Notices.

### Los Angeles Superior Court

E-Filing is often a pain point for many, especially in jurisdictions that you may not be as familiar with as others in which you regularly file. Los Angeles Superior is the largest court system in the United States and possibly the world. When they moved over to eFiling, there were many that had issues, and still have issues even to this date. As we look and try to get helpful information about processing deadlines, etc., especially now with COVID-19, it might be worth your while to check out their Tips for an Effective Electronic Filing that is posted on their website.

Although it was initially posted back in July of 2019, this information is still helpful to all that have cases in the LA Superior Courts, especially the top 10 reasons documents are rejected. Here is the list of those top 10 reasons:

- Information in the data fields is incorrect and/or does not match the document image.
- Case number does not match the document image.
- AKA or DBA is not entered in the separate date field.
- Incorrect case type or case category is selected.
- Document is submitted to the incorrect courthouse location.
- Motion requires a Court Reservation System (CRS) reservation.
- Document is defective, i.e., it does not comply with California Rules of Court, Rules 2.100-2.118.
- Documents are not submitted as separate PDFs in the same transaction/envelope.
- Premise address on the Complaint does not match the data entry field.
- Untimely submission, primarily Ex Parte documents.

If you have not checked out this document, we encourage you to go to the E-Filing tab on the court's website (bottom right) and select **Civil eFiling Tips for Reducing Rejection** tab.

# Extra Extra... Learn All About It!!

## The Return to Normalcy, Are You Prepared?



### Returning to Work?

Practically everyone was sent to work from home over a year ago due to the pandemic. Many of you will continue to work from home for a while as your law firm recovers for the remainder of the 2021 calendar year. As we all get vaccinated and your law firms come up with plans to bring employees back to work safely, are you mentally ready and know what steps you need to take to return to work?

The Centers for Disease Control and Prevention (CDC) has a section on their website that provides everyone with important information on 'what you need to know' about returning to work safely. Even if you are vaccinated, there are precautions to take to protect yourself and others around you. If you are one of those that will be returning to work in the very near future, be sure to read up on these very important and helpful tips.

### Preparing Pets for Return to Work

As we look to prepare ourselves to return to work, let's not forget about our fur babies who have grown accustomed to the 'stay at home' life of having their people parents around all the time. Some may encounter separation anxiety, and we need to make sure that our pets or four-legged children are prepared as well.

Here are some tips to help you get your pets ready for that long-awaited day:

- Adjust Your Pet's Sleeping Schedule
- Change Their Feeding Routine
- Re-Teach Your Pet to Be Alone Again



Some may be glad to see you go back to work, but I bet the hardest thing about going back to work is that you, as pet owners, will be affected the most by the separation. This is especially true for those who relied on pets as co-workers in their home workspace.



## April Brown Bag Recap: Domestic Violence Crisis During COVID-19 Pandemic



Presenter:  
Jane Migachyov, Esq.

On April 27, 2021, the SFLPA hosted a Brown Bag lunchtime educational seminar to highlight the domestic violence epidemic that has worsened during the COVID-19 pandemic. Our featured presenter was Jane Migachyov, founding attorney of the Law Offices of Jane Migachyov, which provides family law services to the Northern California community and has served our community through pro bono work at local legal clinics.

Jane educated us on defining domestic violence, shared troubling statistics such as an 8.1% increase in U.S. incidents following stay-at-home orders, and explained it has worsened during the pandemic, when many victims believed the only option was to shelter in place with abusers. Jane emphasized that this is not true, detailed steps to take to get safe, and shared local resources.

Jane gave an overview of the process to file and obtain an Emergency Protective Order (EPO) or a Temporary Restraining Order (TRO), then to convert a TRO into a Restraining Order that lasts up to five years and can be renewed. Jane noted that police can grant an EPO to a survivor if they call the police, and a judge can grant a TRO with an *ex parte* hearing, where a victim doesn't have to tell an abuser first. It is important to collect all evidence of abuse.

Finally, Jane encouraged us to reach out at [jane@sfareafamilylaw.com](mailto:jane@sfareafamilylaw.com) if we or someone we know experiences domestic violence and needs assistance to obtain or serve restraining orders or navigate child custody and support issues. Visit Jane's website for more information: [www.jlmfamilylaw.com/](http://www.jlmfamilylaw.com/)

This relevant and important presentation addressed a serious issue that affects many in our community, no matter where we call home or how much is in our bank account. It inspired some of our members to share their own experiences, and other members responded with overwhelming love and support. This is exactly what the SFLPA strives to provide—a space where all feel safe, supported, and empowered to use their voice. This is an essential part of the healing process for survivors, and members who attended thanked Jane and the SFLPA for approaching this sensitive topic with a compassionate and solutions-oriented presentation.

If you experience domestic violence or are sheltering in place with an abuser, call the National Domestic Violence Hotline at 800-799-7233 or visit [www.thehotline.org](http://www.thehotline.org). Other community resources are listed below:

- La Casa De Las Madres: [www.lacasa.org](http://www.lacasa.org) 415-503-0500
- Cooperative Restraining Order Clinic: [www.roclinic.org](http://www.roclinic.org) 415-255-0165
- Community United Against Violence (CUAV): [www.cuav.org](http://www.cuav.org) 415-333-4357  
[info@cuav.org](mailto:info@cuav.org)
- Bay Area Legal Aid: [www.baylegal.org](http://www.baylegal.org) 415-354-6360
- BASF Justice & Diversity Center: [www.sfbar.org/jdc/](http://www.sfbar.org/jdc/) 415-989-1616
- San Francisco Women Against Rape: [www.sfwar.org](http://www.sfwar.org) 415-861-2024 24-Hour Crisis Line 415-647-7273
- W.O.M.A.N., Inc.: [www.womaninc.org](http://www.womaninc.org) 415-864-4777 24-Hour Crisis Line 415-864-4722 Toll Free 877-384-3578



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# 11 Interesting Facts About San Francisco



Photo 1: Construction of the first section of the Golden Gate Bridge. This photo was taken on January 5, 1936. The bridge was finally completed on April 19, 1937.

Photo 2: This is 3rd Street in 1953, the current location of the Moscone Center.

Photo 3: Montgomery and Market Streets in 1909.

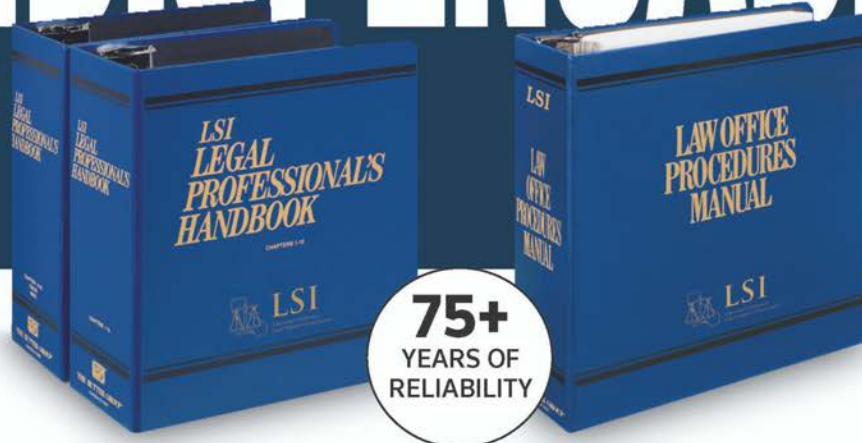
This article on the 11 Interesting Facts About San Francisco is courtesy of WorldStrides.com. WorldStrides is an Educational Travel and Experience Blog.

San Francisco is famous for its Golden Gate Bridge, steep streets, Alcatraz, and – you got it, dude! – Full House. The thirteenth largest city in the United States also has some pretty interesting historical facts. Check out these 11 interesting facts about San Francisco!

- During the Great Depression, not a single bank in San Francisco failed. In fact, business was so good that the city constructed the Golden Gate Bridge and the Oakland Bay Bridge during the Depression.
- The United Nations Charter was drafted and ratified in San Francisco in 1945.
- The Beatles gave their last full concert at Candlestick Park on August 29, 1966. 25,000 tickets were sold, although the park had a capacity for 42,000 people. The band played 11 songs and lost money on the concert.
- The Gold Rush resulted in San Francisco's port becoming packed with abandoned ships. With demand to build the city up, the ships were torn apart and repurposed for homes, banks, and businesses.
- In 1906, three-quarters of the city was destroyed by an earthquake and fire. The earthquake was the first natural disaster to be documented in photographs. The resulting fire burned for four days, and caused more than \$8 billion in damage in today's dollars.
- Redwood trees helped salvage the city from the 1906 fire. Redwood has low resin content and a porous grain, which takes in lots of water. When the fire reached a building made of redwood, it didn't burn as quickly.
- The U.S. Navy originally planned to paint the Golden Gate Bridge black with yellow stripes. The famed "International Orange" color was intended to be a sealant.
- San Francisco's cable cars are the only National Historical Monument that can move. The cables that pull the cars run at a constant speed of 9.5 MPH.
- The United States' first Chinese immigrants came to San Francisco in 1848. Perhaps ironically, the Japanese Hagiwara family invented "Chinese" fortune cookies at the Golden Gate Park's Tea Garden.
- San Francisco resident Joshua Abraham Norton self-declared himself the Emperor of the United States. When he died, 10,000 people turned out to pay their respects.
- Levi Strauss invented denim jeans in San Francisco for the Gold Rush miners who needed durable yet comfortable clothing.



# INDISPENSABLE



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# 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:

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- 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.

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- 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](http://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](mailto: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](mailto:vicepresident@legalprofessionalsinc.org).*

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Revised 04/2020




# CONNECT WITH LPI

By Larry McGrew, LPI Legal Procedure Chair

One of the benefits this pandemic has brought to light is the ability for each of us to attend virtual events hosted by other associations throughout the state. As a local chapter of our statewide organization, Legal Professionals, Incorporated, referred to as LPI, members of the SFLPA can attend virtual events hosted by other associations.

If you are interested, you can go to LPI's website [www.legalprofessionalsinc.org](http://www.legalprofessionalsinc.org) – go to the Events tab. At the top, there is a link to click on and view *Local Association Events*. This is a wonderful opportunity to not only learn about other associations, but also to attend presentations on helpful information, especially when it has to do with their local courts. If you have not checked out what is currently available, we encourage you to do so. If you do attend other events, the SFLPA can receive Chapter Achievement points.

If you have questions about chapter achievements, contact us at [info@sflpa.org](mailto:info@sflpa.org). We encourage our members to not only be active within the SFLPA, but also as members of LPI as well. Your benefits are good for other association events as well. So, feel free to explore the other chapter events as well as those offered by LPI.



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.



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### JOIN NOW!

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\*Membership in the Legal Specialization Sections is separate from membership in LPI and requires a separate application and fee process.

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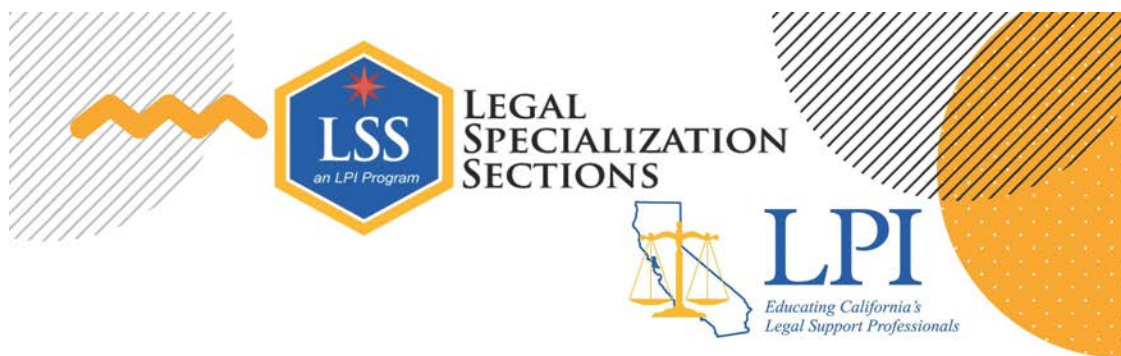


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#### SECTIONS

- Civil Litigation
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- Law Office Administration



## **LIFE IN THE EMOTIONAL TRENCHES: THE JOYS AND CHALLENGES OF PROVIDING LEGAL SUPPORT SERVICES IN FAMILY-LAW RELATED CASES**

**Panel Discussion Presented by:**  
**Attorney Celeste E. Liversidge, Founder of TruAdopt Law**  
**and Matthew Kessler, Legal Assistant, TruAdopt Law**

**Thursday, May 13, 2021**  
**12:00 pm to 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 April 29, 2021
- Registration closes May 6, 2021

**ONLINE REGISTRATION AVAILABLE AT:**

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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

Online Registration Available at:  
<https://www.legalprofessionalsinc.org/events/>  
or **CLICK HERE**



**May 27, 2021**  
**12:00 PM to 1:00 PM**

### UNDERSTANDING THE VALUE OF ESTATE PLANNING AND THE PROBATE ADMINISTRATION PROCESS

PRESENTED BY:  
ANDREW J. DIGNAN, ESQ.  
ATTORNEY AT BERLINER COHEN LLP

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.

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- **LPI Members/Local Association Member - \$15**
- **Non-LPI Member or Attorney - \$30**
- **The price increases \$5 after May 13, 2021**
- **Registration closes May 20, 2021**



# LPI

*Educating California's  
Legal Support Professionals*



**LEGAL  
SPECIALIZATION  
SECTIONS**

**June 3, 2021  
12 pm to 1 pm**

## **LEGAL ETHICS: THE MOST RECENT DEVELOPMENTS**



**Presenter: Alison P. Buchanan, Esq.**

- 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 May 20, 2021
- Registration closes May 27, 2021

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**Please submit to:**

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## Co-Editor's Message

**Kate Cochran &  
Larry McGrew**



**By Larry McGrew, Co-Editor**

I would like to take this opportunity to thank our President, Francie Skaggs, for asking me to help her achieve the goal of bringing back this award-winning newsletter, the Hearsay, for our members this past fiscal year. Those who know me, know I welcome a challenge, and this project helped me focus my energy during the height of the pandemic on something rewarding that I hope our members enjoyed over this past year.

While this newsletter may not be at the caliber of award-winning just yet, it is a work in progress. None of it could be possible without the hard work put in by my Co-Editor, Kate Cochran, and the rest of the SFLPA Board. I would like to thank them for all their support to get this bulletin back in circulation.

Unfortunately, I will be taking a step back this fiscal year to focus on my chairmanship with LPI as Legal Procedure Chair. I am confident that Kate and team will do a fantastic job as we begin to circulate this newsletter monthly beginning in the 2021-2022 fiscal year. It has been a pleasure to serve you, and I look forward to the days when we can once again meet in person.

**By Kate Cochran, Co-Editor**

What a year it has been, and what an honor and privilege to work alongside my incredible Co-Editor, Larry McGrew, our President, Francie Skaggs, and the SFLPA Board to reinstate our historic bulletin, the Hearsay. When Francie asked for help to bring back our prestigious and award-winning periodical, I was not sure I was up to the task, but Larry stepped up to take the reins—and with his guidance, and the enthusiastic support of the Board, we succeeded! I have learned so much about the SFLPA and all of you, our dear members, from working on this important tribute to our past as we celebrate our future together. Although this bulletin will continue to be a work in progress, we are pleased to announce monthly publication of even more great news in the new fiscal year. Hats off to Larry for his hard work and dedication in bringing the SFLPA's vision to life—Larry, we are grateful for your leadership and your service!

As we begin this new fiscal year, looking back at the past year, it has certainly been an adventure! Things seem to be looking up now and changing rapidly. As vaccination rates continue to rise, more businesses reopen and need legal services, and we now plan beyond the pandemic, questions remain about how post-pandemic normal might look. Will we all return to the office as before? Will we continue to work remotely, now that technology makes it not just possible but easily accessible, and most of us have been working remotely for over a year? Will we instead need to adjust to some sort of hybrid schedule, share office space, or be flexible with the days of the week we work, as has been suggested by some law firms?

It will be interesting to see how Bay Area law firms respond to the changing landscape, and if the sky-high price on local office space will inspire new perspectives on meeting and balancing the needs of clients, attorneys, and staff alike. However the post-pandemic landscape turns out, the SFLPA will be right here for you, as it always has, keeping you informed and helping you make the connections you need to continue to grow in your career.

# 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.