

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

### *In This Issue...*

**What Have We  
Been Up To?  
Popcorn Fundraiser!**

**Feature: SFLPA Is  
Grateful!**

**Feature: True Story of  
The First Thanksgiving**



## Grateful for SFLPA!

By Judy Nakaso and Kate Cochran, Co-Editors

As we enjoy the holiday season and make plans with friends and family or enjoy quiet days at home, let's take the time to be grateful for all we have, whether it's the opportunity to see loved ones and enjoy delicious meals together, or to rest and recuperate on precious days off.

We have much to be grateful for in SFLPA--from the fun we all have at many events and member meetings over the year, to job opportunities and vendor relationships that help us succeed, to educational webinars that help us grow and soar in our careers, but most importantly, for the treasured friendships we share that have begun and flourished so beautifully in SFLPA's community.

Thank you for being part of SFLPA's community. We are grateful for all of you! Let's continue to SOAR, together.



# San Francisco Legal Professionals Association 2021-2022 Elected Officers



**Frances Skaggs, CCLS**  
President



**Jenny Ha**  
Vice President



**Lorri Nicolini, CCLS**  
Secretary



**Sally Mendez**  
Treasurer



**Christine Flores, CBA**  
Governor

## Appointed Officers, Chairs & Committee Members

Executive Advisor: May Sene - [executiveadvisor@sflpa.org](mailto:executiveadvisor@sflpa.org)  
Parliamentarian: Christine Flores, CBA - [governor@sflpa.org](mailto:governor@sflpa.org)  
Career Promotion and Scholarship: Felicia Masters - [careerscholarship@sflpa.org](mailto:careerscholarship@sflpa.org)  
CCLS Program: Melissa Dallas, CCLS & Lorri Nicolini, CCLS - [ccls@sflpa.org](mailto:ccls@sflpa.org)  
Chapter Achievement: Christine Flores, CBA - [governor@sflpa.org](mailto:governor@sflpa.org)  
Education: Frances Skaggs, CCLS Chair & Lillian Wong - [education@sflpa.org](mailto:education@sflpa.org)  
Hearsay Editors: Kate Cochran & Judy Nakaso, Co-Chairs - [editor@sflpa.org](mailto:editor@sflpa.org)  
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Website: Kristen Craig-Reed, Chair - [website@sflpa.org](mailto:website@sflpa.org)

Open Positions:  
Social Media & Public Relations





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# PRESIDENT'S MESSAGE

**FRANCIE SKAGGS, CCLS**



Dear Members:

November is the month when we celebrate Thanksgiving and remember all the things for which we are grateful. Practicing gratitude is something that can guarantee a lift in one's optimism. How can you not see the fullness of the glass when you are grateful?

We just celebrated Veteran's Day and I always try to be mindful to never take anything that was achieved through the sacrifice of others. No matter whether fighting on the front line means fighting against the Nazis, against the virus, or against oppression. So many have worked, endured and given their lives for us to live a better, more peaceful and healthy life.

I follow Heather Monahan and listen to her podcasts. I have also read her book *Confidence Creator*. She encourages people to write down three things they are grateful for every day. This can mean a simple kiss on the cheek from your child, grandchild, niece or nephew, or a compliment from someone you admire. Though I don't always write down my gratitude list every day, when I do, I can't help being in an enlightened mood immediately after I write down those three things. I challenge every one of our members to practice writing down a gratitude list as often as you can.

Right now, I am so grateful for being in a career where I can work safely from home, yet still continue to do my job. I am grateful to be employed by a law firm that cares about its employees. I am also grateful for so many of the friends I have made throughout my journey since joining SFLPA in 2012. I have met so many wonderful and inspiring people, and I have also seen so many of those around me grow in so many ways. They have elevated. They have soared.

## Education

I am so grateful for passing the CCLS exam! I received so much support and kudos and feel so honored to be part of a group of people I know also had studied very hard. There were also so many who supported me during the studying process. I thank all of those people. The first time I took the exam down in Palo Alto in 2019, I met Lorri Nicolini, CCLS, and now she is the SFLPA Secretary and a good friend. There are seven sections of the exam, and we both passed all but one. The pandemic kept us from being able to take the one section we missed until September 2021, which was the first time the exam had been given since March 2019.





# PRESIDENT'S MESSAGE CONT'D.



## Community

I am looking forward to our SFLPA Holiday party on December 14. Because it is the flu season, and many are still being cautious, we decided to keep the party virtual again this year. We want to make sure that everyone will be healthy enough to be able to spend time with their families. There will be many years to come when we will be together again, however, I don't want to have to exclude anyone from our celebration this year. We scheduled it on a day when other associations were not having their parties to make it possible for all to be able to make it.

We are asking people to RSVP by December 6 so that we can send out a little something special for everyone to receive before the party. We will have fun games, prizes and lots of cheer!

I am wishing everyone a Happy Thanksgiving and hope to see you all soon at the Holiday Party! Remember to write down your gratitude list!



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# VICE PRESIDENT'S MESSAGE

JENNY HA



Hello SFLPA,

Happy November and Happy Native American Heritage Month!

I recently heard from my work mentor that I can expect things to get busier for us during the holiday season. If any of you also anticipate having a similar schedule, I wish you the best of luck. Hang in there! We're still in the middle of a pandemic, and the holiday season can be stressful beyond work-related things, so please do remember the oxygen mask rule and take care of número uno.

Thank you so much for your interest in our coffee hours throughout this year. I'm grateful for the conversations, anecdotes, and fun facts I've heard from y'all. We'll resume them after January and I look forward to seeing you then!

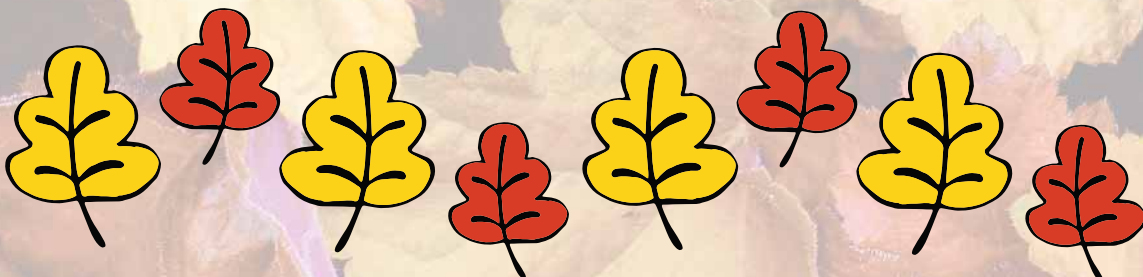
Meanwhile, I hope to see you at our annual holiday party on the evening of Tuesday, December 14! It'll be a great chance to catch up and mingle, and I've heard rumors that attendees may receive a little something special this year...Please RSVP online at: <https://www.sflpa.org/events-calendar/>.

I also have a note regarding my October VP message – someone ghostwrote a joke into my message about people having the opportunity to “work (or more realistically procrastinate) on our personal projects” at our coffee hours. Please know that I wasn't aware of and never approved of this joke, as I think there's no need to make judgments on productivity during a global pandemic.

Be well, everyone!

Best regards,

Jenny Ha







# VICE PRESIDENT'S REPORT

## JENNY HA



### Membership Statistics

Below is our current membership composition, as of November 20, 2021:


Membership Class	Membership Type		
	Renewal	New	Total (per Membership Class)
Active	35	7	42
Associate	1	1	2
Student	0	0	0
Total (per Membership Type)	36	8	<b>44</b> <b>TOTAL annual members</b>

### Veep News

- Come to our holiday party on Tuesday, December 14! It'll be merry and bright and very fun! See the Holiday Flyer on page 15 for details.







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# SFLPA Out and About Photos



Larry McGrew with Donna Day, Dawn Forgeur, and Bettina Jacobson at LPI Conference.



Eric and Izzy Cervantes and Chase enjoy the beach and view of the Golden Gate Bridge.



# SFLPA Out and About Cont'd.



Bougainvillea on Octavia Street in San Francisco.



LPI Conference, San Diego Town & Country Resort.



Co-Editor Kate Cochran walks Chase on an SF pier.



Halloween decorations and Owlette in the Richmond.



# SFLPA Out and About Cont'd.



President Francie Skaggs and LPI friends share a fun moment at Conference.



SFLPA members chatted during Coffee Hour, hosted by Vice President Jenny Ha.



# SFLPA Out and About Cont'd.



**LPI Conference, San Diego Town & Country Resort.**



**Flowers at Grace Cathedral in San Francisco.**



**President Francie Skaggs at Bean Hollow.**



**Bean Hollow, south of Half Moon Bay, CA.**



# SFLPA Out and About Cont'd.



Larry McGrew, Gov. Chris Flores, Pres. Francie Skaggs, and Secty. Lorri Nicollini celebrate at Conference--Francie and Lorri passed the CCLS exam!



Sally Reyes' cousin Enrique Lopez; Half Moon Bay sunset; and Rae Perez's Veritext pen.





## 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.**





CELEBRATE THE  
HOLIDAY SEASON WITH US!

*The San Francisco Legal  
Professionals Association  
invites you to a*

# Virtual Holiday Party

DECEMBER 14, 2021 | 6 PM

Cost for Members is \$10/ Guests \$15.  
Please make sure that you RSVP by  
Monday December 6th, so that we can  
get your special gift out to you . There  
will be fun games, prizes & socializing!  
We hope you can join us!

For questions email [program@sflpa.org](mailto:program@sflpa.org)



*What have we been up to?*



May Sene's nieces Crystal and Christina love their popcorn!



## Recent Events

### Double Good Popcorn Fundraiser!

**By May Sene, Ways & Means Committee**

The long awaited day finally arrived! Our SFLPA's Double Good Gourmet Popcorn Fundraiser commenced on Friday, Oct. 22, 2021. With just four short days to sell as much popcorn as we can, we were off to the races! We had a total of 11 members that set up their creative and festive Double Good pop-up stores. The gourmet popcorn sale was exciting and exhilarating since we were able to track each of our sales in real time. Every time we made a sale on our pop up store, we would get a "Ka-Ching!" email from Double Good indicating that someone has just made a purchase from our store. Woohoo!!

After four days of diligent selling, the final results were in! Drum Roll, please!! The top prize in the Vendor category went to Terralyn Graff with Barkley Court Reporter with an impressive \$721.00 in sales. Not to be outdone, SFLPA's Treasurer, Sally Mendez got top billings in the Board Member category with \$525 in sales. Last but not least, member Danya Gonzales won in the General Member's category with \$546 in sales. Each of these winners received gift cards with a \$75 value each.





*What have we been up to?*

## Double Good Popcorn Fundraiser! (cont'd.)

KUDOS to all our winners and to ALL that participated in this fun fundraiser! A special THANK YOU to our beloved members who helped our fundraising efforts by purchasing the delicious popcorn. SFLPA sold a total of \$6,139 in gourmet popcorn in four short days! SFLPA got 50% of the net proceeds in the amount of \$3,069. We reached across 5 states and got 112 supporters. WELL DONE, TEAM SFLPA!!



**Danya's Pop-Up Store**

SFLPA

17



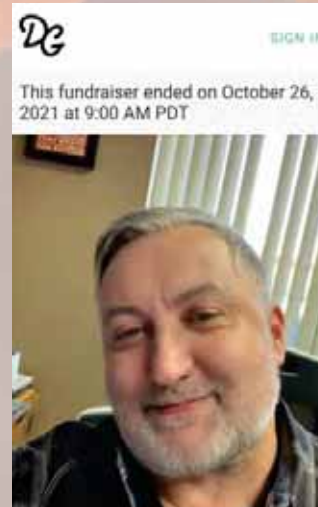
**Francie's Pop-Up Store**

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**Kristen's Pop-Up Store**

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**Larry's Pop-Up Store**

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**Jenny's Pop-Up Store**

SFLPA





*What have we been up to?*

## Brown Bag: Coping with Workplace Violence

By Francie Skaggs, President

### COPING WITH WORKPLACE INTIMIDATION AND VIOLENCE: NEW LAWS, RECOMMENDATIONS, AND TOOLS

*Presented by Lindon Lilly, Licensed PI*

On October 26, 2021, Lindon Lilly presented the Brown Bag webinar, *Coping with Workplace Intimidation and Violence*, about the real threat of workplace. Anyone who has watched or read the news knows that this is an ongoing and escalating issue.

Mass workplace shootings is something that we don't like to think can happen to us. Unfortunately, it's real. The good news is that workers are not completely helpless and there are steps that can be taken to prevent these tragedies, as Mr. Lilly taught us in his presentation. Three key things that someone should always remember is to always be aware of your surroundings, know your workplace and have an escape plan in place, just like the ones in case of a fire.

It could have been prevented.

Another precaution that companies can take is to pay attention to someone displaying "leakage behavior." Some of the examples of the signs of leakage behavior are showing empathy for individuals who commit violent acts, an increased interest in firearms and other weapons, or paranoid type behavior. These are examples of the kind of behavior many shooters expressed in person as well as through social media, including VTA shooter, Samuel Cassidy. (1)







# What have we been up to?

## Coping with Workplace Violence (cont'd.)

Employers have an ethical duty to ensure their employees work in a safe environment. According to OSHA, though at this time there is no standard “on workplace violence, workers have a right to a safe workplace. Your employer must provide a workplace free of known health and safety hazards.” (2) This concern is being addressed by OSHA, and will hopefully continue to evolve.

Governor Newsom recently signed a bill that went into effect in January of 2020 called the “Gun Violence Restraining Order Assembly Bill” or “GVRO.” This allows employers, co-workers and teachers to ask for a court order to remove firearms from a person they perceive as potentially dangerous or who has made threats of violence or intimidation. Information about his new law can be found at the California Courts’ website. (3)

Mr. Lilly finished his presentation by offering resources and websites with helpful information about managing a volatile workplaces situation as well as reading material about new laws and changes currently addressing this issue, including guidance on the FBI website. (4)

If you would like any education or training that will be beneficial to you or others in the legal community, please email [education@sflpa.org](mailto:education@sflpa.org) and we will do what we can to make it happen in one of our upcoming Brown Bags.

### Sources:

(1) <https://www.cnn.com/2021/06/10/us/san-jose-shooter-disciplinary-action/index.html>

(2) <https://www.osha.gov/faq#v-nav-workplaceviolence>

(3) <https://www.courts.ca.gov/33961.htm?rdeLocaleAttr=en>

(4) <https://www.fbi.gov/file-repository/making-prevention-a-reality.pdf/view>

*Lindon J. Lilly, a California licensed investigator, active shooter response trainer and Registered process server, is the president and founder of Rhino Investigation and Process Serving. Reach Lindon at: [info@illegalassistance.com](mailto:info@illegalassistance.com) or 833-922-6742.*





*What have we been up to?*



## (Re)discovering the Love of Reading

**By Jenny Ha, Vice President**

For a couple of years, I used to set New Year's resolutions like "I will read X number of books this year" and always fell far short of the goal. Now, I don't "set goals" like that and pressure myself. Instead, I just keep adding books and authors to my "to read" list, all of which and whom I'm excited about, and so simply look forward to getting to it sometime, when I can, and this lack of pressure and addition of excitement has helped me read almost as much as I used to when I was a bookworm child.

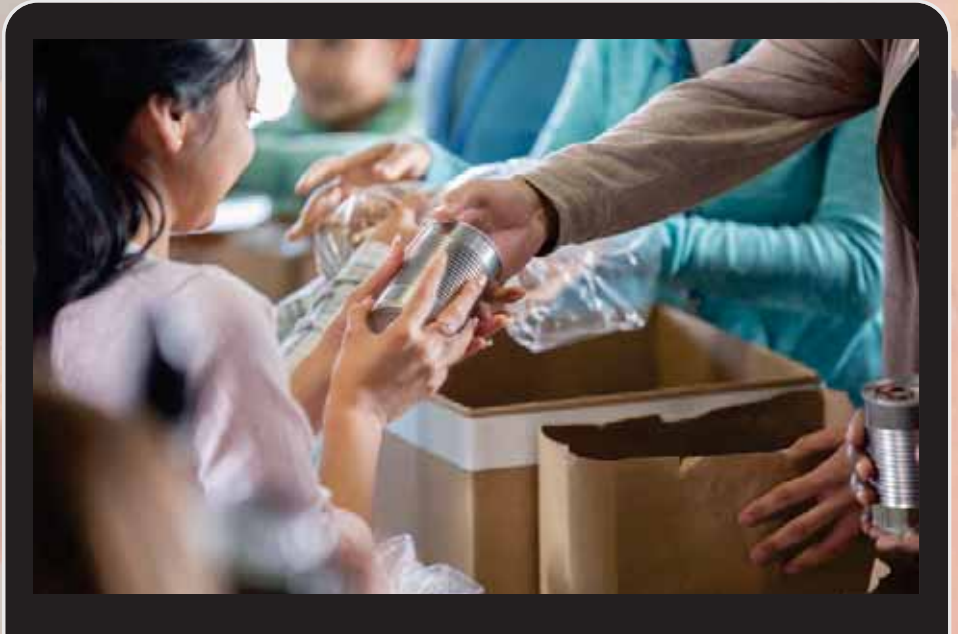
*We encourage you to create your own "to read" list. Not sure where to start? A local bookstore, public library, or even online bestseller lists like the New York Times and Amazon Books are good resources. What a great time of year to cozy up with a book!*







*What have we been up to?*



## Contra Costa County Food Bank

**By Leanne Ruesink, Legal Procedure Chair**

For the past 10 years, I have participated in organizing and working the annual neighborhood food drive. We set up our designated corner with the “Sleigh” and collection bins, in hopes that we can attract contributors throughout the day by jingling our bells and waving signs. It’s for a good cause—collecting food and monetary donations to support those in our community struggling to put a nutritious and satiating meal on the table. However, until last week, I don’t think that I’ve ever considered what happens to the food or monetary donations, or how it gets to those who need it most.

In preparation of this year’s food drive, I was invited to take a tour of the 30,000 square foot warehouse in Concord where approximately 5,000-6,000 volunteers and 100 employees dedicate their days to facilitating the movement of food and resources to more than 250,000 recipients each month. The Contra Costa County Food Bank covers an area spanning East to the Sacramento Valley, North to Butte County and Northeast to the Oregon border.







*What have we been up to?*



## Contra Costa Food Bank (cont'd.)

I learned that the impact of the food and money collected from our community is enormous! With the kind and generous donations of our neighbors, the Contra Costa County Food Bank can provide the following services:

- Supply fruits and vegetables to families
- Groceries to single moms
- Senior distribution
- Food boxes for children and families where school meals are not available
- On-going advocacy

I'm thankful for having the ability to support an organization that is as impactful as the Contra Costa County Food Bank and look forward to ringing my bells and waving my signs to promote another successful drive. I encourage each of you to feel good about dropping a can or two into your local collection bins, knowing that every can matters!

To learn more about the Contra Costa County Food Bank, visit: <https://www.foodbankccs.org/>.



# SFLPA Coffee Hour



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

**SEE YOU IN  
JANUARY!**

RSVP to [vicepresident@sflpa.org](mailto:vicepresident@sflpa.org)  
for the Zoom link.



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# VIRTUAL EVENT CALENDAR

## Educational & Networking Opportunities

### November

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11/1-30 - Native American Heritage Month  
11/19-21 - LPI Second Quarterly Conference

11/20 - LPI Conference Education Presentations  
11/25 - Thanksgiving

### December

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12/2 - LPI Webinar Investment Strategy  
12/6 - Eye on LPI: Holiday Edition  
12/7 - SFLPA Board Meeting  
12/7 - Alameda LSA Membership Meeting  
12/10 - LPI Webinar Notice of Appeal Checklist

12/14 - SFLPA Holiday Party  
12/15 - Santa Clara LPA Holiday Party  
12/16 - CEC Webinar Lit. Support Service Providers  
12/16 - Sacramento LSA Mock Trial  
12/25 - Christmas Day

### January

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1/4 - SFLPA Board Meeting

1/18 - SFLPA General Membership Meeting

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](http://www.sflpa.org) and click on the Events tab.

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





SFLPA honors and celebrates

# NATIVE AMERICAN HERITAGE MONTH



Join us in celebrating the diversity,  
culture, and history of Native American,  
Alaskan Native, and Indigenous  
communities this November

Click below to learn about:

[Common culturally insensitive words to remove from your vocabulary](#)

[Cultural appropriation and Indigenous businesses you can support instead](#)

[Sharp v. Murphy, and the Indian Child Welfare Act from the "This Land" podcast](#)

["Prescribed fire is medicine": tribes using prescribed burning to manage CA forests and wildfires](#)

[Daybreak Star Radio, a Seattle-based station with the goal of having 90% Native American Music. They air music from all genres by Indigenous artists so check them out!](#)





# SFLPA Is Grateful!

Judy Nakaso, Co-Editor



## What Are You Thankful For?

These days the news has no lack of things to worry about. The crime blotter provides plenty of what's wrong with or negative snapshots of the world. Aside from the weather report or the latest sports victories, one would think it's safer living in our social bubbles. So how does one rise above the muck of bad news? Here's a simple life hack - count your gratitudes.

There are many studies about the effects of thankfulness on health that find that people feel better physically and mentally when counting their blessings. ("Counting Blessings Versus Burdens: An Experimental Investigation of Gratitude and Subjective Well-Being in Daily Life" by Robert Emmons, UC Davis, and Michael McCullough, University of Miami, published in the Journal of Personality and Social Psychology.)

They start with the Charles Dickens quote *"Reflect on your present blessings, on which every man has many, not on your past misfortunes, of which all men have some."*

They found that self-guided gratitude exercises led to emotional, physical, or interpersonal benefits. Feeling down? How many gratitudes can you list? You may find that your list continues to grow and grow.







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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.

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		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.
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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: <input type="checkbox"/> Yes (enclose copy of LPI Membership Card) <input type="checkbox"/> No	
Name of Local LPI Association: _____	

### Employment Information

Provide your legal secretarial employment information beginning with your most recent (or current) employment in order to confirm that you have at least two years' experience. Attach a supplemental page if you have not been in your current position for two years.	
Position: _____	Dates of Employment: _____
Employer: _____ (name and address)	
Supervisor: _____	Supervisor's Phone: _____
	Supervisor's Email: _____
Summary of Duties: _____	

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

Date: \_\_\_\_\_

Applicant Signature \_\_\_\_\_

\*Fees subject to change without notice.

Rev: April 2020





# Legal Procedure



## California Court Chatter

### Alameda County Superior Court

Superior Court of Alameda County to offer modified services the weeks of November 22 and December 27, 2021.

<http://www.alameda.courts.ca.gov/Resources/Documents/ExecOffice/Press%20Releases/2021/November%205,%202021%20VTOP%20Press%20Release.pdf>

### **Judicial Mentor Program**

The purpose of the Alameda County Superior Court Judicial Mentor Program is to assist in the recruitment and development of a qualified judicial applicant pool that is reflective of California's rich diversity. Through mentorship and outreach, the program is designed to both increase the pipeline of applicants and to demystify the judicial application process.

<http://www.alameda.courts.ca.gov/Pages.aspx/Judicial-Mentor-Program>

### Contra Costa County Superior Court

- The Court will be transitioning to a new case management system on March 28, 2022.
- We are conducting a mock go-live beginning November 8, 2021.
- There will be possible delays. Please be patient with our staff.

<https://www.cc-courts.org/>

### U.S. District Court, Northern District of California

The United States District Court for the Northern District of California has updated its Civil Local Rules effective November 1, 2021.

### **Summary**

**Revision to 3-2(b): Commencement of Action** - Actions may be commenced in any office of the Clerk; in cases that permit or require manual filings, subsequent filings may be filed in any division

**Revision to 3-2(c) – Assignment to a Division** – Clerk shall assign civil actions pursuant to the Court's Assignment Plan (General Order No. 44).

For those case categories which are not district-wide, the Clerk shall assign the case to the court division serving the county in which the action arises.

[https://www.cand.uscourts.gov/wp-content/uploads/general-orders/GO\\_44\\_01-01-2018.pdf](https://www.cand.uscourts.gov/wp-content/uploads/general-orders/GO_44_01-01-2018.pdf)







# Legal Procedure



## Court Chatter Cont'd.

### U.S. District Court, Northern District of California (cont'd.)

**Revision to 3-4(a): First Page Requirements** – fax number no longer required on caption page of documents.

**Revision to 3-4(c)(2): General Requirements** - Text must be double-spaced with no more than 28 lines; text, including footnotes and quotations, must be in a standard font (e.g. Times New Roman or Century Schoolbook) in 12-point or larger; spaced no more than 10 characters per horizontal inch

**Revision to 5-1(b): Electronic case filing** - All cases, including sealed cases, are designated for participation in ECF; unless exempted by court order

**Revision to LR 5-1(d)(7): Chambers Copies** - No longer required, unless the assigned judge continues to order/request them

**New LR 11-3(a)(4): Pro Hac Vice** – Adds the requirement to include in the application the number of times an attorney has appeared Pro Hac Vice in the Northern District in the 12 months preceding the application

**New LR 11-3(b): Pro Hac Vice** - An attorney seeking to appear pro hac vice must submit the application and fee at the time of filing a complaint or other first appearance

**Revision to LR 65-1: Temporary Restraining Order** – Addresses additional documents and declaration to be included when filing a motion for TRO; requirements for notice to counsel and the Court.

**Revision to LR 72-2: Motion for Relief from Nondispositive Order of Magistrate Judge** - Adds requirements for content of motion

**Revision to 77-2: Orders Grantable by Clerk** - allows the clerks to back-date orders when appropriate and as permitted by law







# Legal Procedure



## Court Chatter Cont'd.

### U.S. District Court, Northern District of California (cont'd.)

#### **Rewritten: LR 79-5 Re Filing Documents Under Seal in Civil Cases**

**LR 79-5(c)(1): Administrative Motion to Seal Filing Party's Material:** Addresses additional statements/content required for the Administrative Motion to File Under Seal when the filing party is seeking to seal its own confidential material; the motion must be filed at the same time as the document(s) sought to be sealed.

(Note: LR 79-5(a) requiring a declaration with the administrative motion was withdrawn; LR 79-5(c)(1)-(2) specifies the legal standards and reasons for requesting to seal a document shall be included in the motion and the filing party file any evidentiary support from declarations where necessary)

LR 79-5(c)(3) The proposed order shall list in table format each document or portion thereof that is sought to be sealed

LR 79-5(e)(2) Only the unredacted version of a declaration/exhibit (LR 79-5(d)) pleading/brief (LR 79-5(e)) sought to be filed under seal needs to be filed as an attachment to the Administrative Motion to File Under Seal. (The redacted version must still be e-filed in the public record.)

**LR 79-5(f)(1)-(4) Administrative Motion to Seal Another Party's Material:** The administrative motion to seal documents designated confidential by another party shall be titled Administrative Motion to Consider Whether Another Party's Material Should Be Sealed. The filing party must identify the portions for which sealing is sought, but the filing doesn't need to satisfy the showing required in LR 79-5(c). The designating party must file a statement/declaration in response, including the legal standards per LR 79-5(c)(1), within 7 days of filing of the motion. Any party who wishes to file a response to the designating party's statement/declaration, must file a response, not exceeding 5 pages, within 4 days of filing of the designating party's statement/declaration.

**LR 79-5(f)(5) Document Containing Material Designated Confidential by More Than One Party:** If a document includes information designated confidential by both the filing party and an opposing or a third party, the filing party must file two administrative motions regarding the sealed information pursuant to LR 79-5(c) and 79-5(f).







# Legal Procedure



## Court Chatter Cont'd.

### U.S. District Court, Northern District of California (cont'd.)

Each party must then satisfy its own burden with respect to that portion of the document that it seeks to seal.

### New and Revised Judicial Council Forms

Just in case you missed them, we have gathered some updated lists of the New and Revised Judicial Council Forms for 2021.

<https://www.legalprofessionalsinc.org/new-and-revised-judicial-council-forms-updated-list/>

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



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## Membership Meeting

# Working with Difficult People

*Presented by Diane L. Camacho, CLM  
DLC Consulting Services, LLC*

**Tuesday, December 7, 2021 - 6:00PM**  
**Join us on ZOOM!**

***Wear your favorite holiday sweater and toast with your favorite holiday cheer!***



Diane L. Camacho is the founder of DLC Consulting Services, LLC. She has spent more than 25 years as a legal manager in San Francisco for firms of various sizes. For the past five years she has consulted to small firms around the country on a multitude of management and operational issues. She speaks in the legal community on issues such as diversity, legal practice management software and legal staffing. In addition, she teaches law office management at the San Francisco State University. Diane is a Certified Legal Manager and holds a degree in Organizational Behavior and Leadership from the University of San Francisco.



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**CCLS CREDIT OFFERED:** ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION is a local association of LEGAL PROFESSIONALS, INC. (LPI®), and offers at least 1 hour of CCLS credit available to all California Certified Legal Secretaries.



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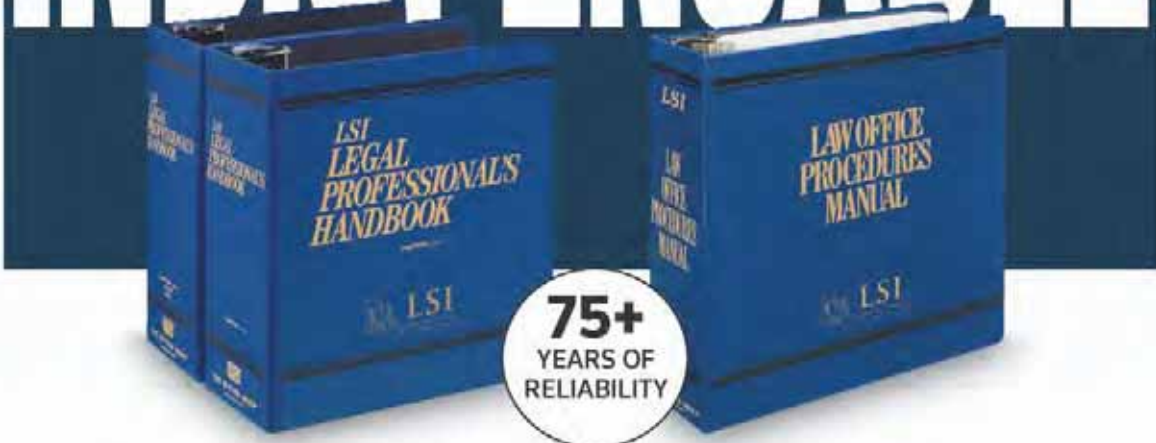
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# My Grandmother: A Working Class Hero

Ronald J. Shingler



## My Grandmother: A Working Class Hero

I trace my love for coffee back to those early morning conversations I shared with my grandmother while enjoying a cup of joe. I especially loved hearing stories from her early life. On December 7, 1941, she was just 21. Born in Oakland on March 23, 1920, she was a little girl when the 1920s roared and a teenager during the Great Depression. She married when she was nineteen, and at twenty, she delivered my mother into the world. She had married my Grandfather – a Portuguese immigrant born in Lisbon – in the Catholic Church in Sausalito.

For a brief moment, in their home in Sausalito, my Grandmother was happy and optimistic about the life she shared with her husband and daughter. President Roosevelt championed a New Deal that would improve the lives of all Americans. He had proclaimed that we have nothing to fear but fear itself. Nonetheless, my Grandmother's happiness dissolved into fear on that day of infamy as the storm clouds of war enveloped the world.

She worried. If they could bomb Pearl Harbor, how difficult would it be to attack San Francisco? Indeed, there was no reason to attack Sausalito, that is until Bechtel built a shipyard called Marinship on the Sausalito shore, thereby making Sausalito a military target. Though still haunted by the fear of an aerial attack, my then 22-year-old Grandmother applied for a job as a shipyard worker at Marinship. She joined 60,000 other workers who would launch a new ship every 13 days. In all, they would build 15 Liberty ships and 78 tankers.

My Grandmother was a laborer, and her primary duty was to clean up after the other trades. She worked in every compartment of the ships. Women were new to shipyards, and the commander at Marinship was concerned for their safety. Among the large workforce, there were unsavory characters. He issued an order requiring all women to work in pairs for their protection. Any woman caught working alone would be terminated.



## A Working Class Hero (cont'd.)



Near the end of the war, the commander announced that every Marinship worker would have the opportunity to sail aboard a newly christened Liberty ship. My Grandmother had vivid memories of that day. Instead of coveralls, she wore a dress and heels. They sailed from Sausalito to the Bay Bridge and then under the Golden Gate and onto the open sea. Marinship provided free bag lunches to everyone and paid everyone their regular wage. Though she had helped build nearly 100 ships, she had never sailed aboard one until that day on a Liberty ship.

When the war ended, my Grandmother resumed her role of wife and mother, raising five children in all. In her 40s, she went to college to become a nutritionist. In her 60s, she retired from her job as the lead nutritionist and menu planner at the John Muir Medical Center in Walnut Creek.

Grandma rarely spoke of her years at Marinship. She never saw herself in heroic terms. Workers were needed to build ships that would help win the war, so she signed on, as did thousands of other women. I am proud of her for many reasons, including her time as a shipyard worker, and I will be forever proud to be her grandson. I think of her every morning as I pour my first cup of joe.

*Ron Shingler is the founder of Shingler Law, a firm in Walnut Creek comprised of seven professionals who represent people suffering from mesothelioma. Mr. Shingler is the son of an asbestos plant worker. He can be reached at [ronshingler@shinglerlaw.com](mailto:ronshingler@shinglerlaw.com)*

Feature Article







# 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](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





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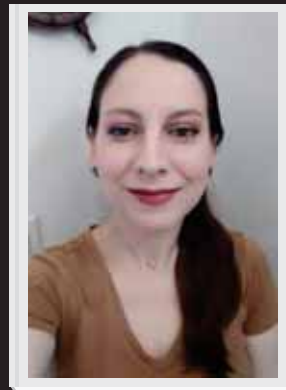
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# Message From Co-Editors

**Judy Nakaso &  
Kate Cochran**



## Thanks Giving

*To the soul, memory is more important than planning, art more compelling than reason, and love more fulfilling than understanding.*

— Thomas Moore, *Care of the Soul: A Guide for Cultivating Depth and Sacredness in Everyday Life*

Thomas Moore writes in *Care of the Soul* we can go within to see the treasures and lessons that the darkness teaches us. The weather has turned cold and rainy and chases us back into our warm abodes. We make comfort foods like chilis, curries, soups, and hot chocolate to warm us from the inside out. And we can call forth our inner mental, physical and emotional strength to succeed and SOAR amidst the real challenges facing us in the world.

We say “yes” to our highest priority projects and we simplify our lives to spend precious time on actions and people that support our core values. While COVID-19 has tested us for nearly two years, we are quickly adapting to get our lives and jobs under control and to keep our well-being a top priority. New vaccines are being approved every few months, and even pills will be available soon. Opportunities are blossoming as enterprises and facilities are re-opening and coming back from hibernation, bringing new jobs and fresh changes like seedlings reaching for the sun.

Karma is a generative act meaning we can create a new future life from where we are at present. We don’t have to keep running on the treadmill in life (unless that is part of your fitness program) to maintain a stasis state. We can pivot and go in a new direction at any moment.

Let us take a moment to be grateful for all that we have and to those family and friends, businesses, employers, and organizations that have supported us along the way.

Thank you, Team SFLPA, together we are succeeding!



# 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.**