

ADJUDICATE

May 2023
Volume 2023-2024, Issue 1

www.mclpa.org

A Monthly Publication of Marin County Legal Professionals Association
Member Legal Professionals, Inc. Founded 1955

Editor, Kristi L. Edwards, CCLJ

President's Message By Amber Kennedy

Thank you for electing me as your president for the upcoming year. I'm excited to take on this new role for myself for our organization. I hope I can fill the shoes of past presidents and add to what they have accomplished.

A few of my goals this year include holding at least 2 fundraisers, providing accessible educational opportunities, updating our website, training a new governor, and keep increasing our membership with new faces.

It really takes a team effort to keep our local association going strong and to reap of the benefits that LPI has to offer. I genuinely thank our membership and board for taking the time to attend meetings and help keep our association strong.

Let's make this a great year!

LPI Code of Ethics

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 communications, acting with loyalty, integrity, competence, and diplomacy, in accordance with the highest standards of professional conduct.

Dedicated in memory of Joan M. Moore, PLJ, CCLJ, LPI President 1980-1982.

Upcoming Meetings

Board Meeting

Date: May 25, 2023 @ 6:00 p.m.

Membership Meeting

Date: June 8, 2023 @ 6:00 p.m.

Place: Sam's Place – Novato

Rsvp: starla@calpacificreporting.com

Everyone Welcome!



Marin County
Legal Professionals Association

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CONGRATULATION TO OUR NEW BOARD MEMBER!!!

It is with great pleasure that I announce the following members were elected to our Board of Directors at the Annual Meeting on April 23, 2023. One member is stretching her wings and taking on a new position. Another member is brand new to the Board, bringing fresh ideas and new energy. This election means that our association is maintaining continuity and growing, gaining strength and momentum. As past president, I offer each one my support and wish them every success in the coming year.

President: Amber Kennedy

Vice President: Starla Cooper

Secretary: Siobhan Friedgood

Treasurer: Jennifer L. Page, CCLS

Governor: Sabrina Quilici

Please send them your congratulations and your ideas for MCLPA in 2023-2024!

Minutes from April 13, 2023 Membership Meeting

April 13, 2023

The meeting was called to order at: 6:10pm.

Members in attendance: Kristi Edwards, CCLS, Amber Kennedy, Cheryl Cornett, Starla Cooper, Jennifer Page, CCLS, Sabrina Quilici, Siobhan Friedgood

Guests in attendance:
Tracy Wilson

Announcements: none.

Vice President Report: The year has been pretty okay, especially getting speakers with everyone's help.

Secretary Report: A lot of words were spoken and written down over the last year.

Motion to approve the minutes for the February meeting as printed in the March newsletter (moved by Jennifer, seconded by Amber) and were approved.

Treasurer Report: We have \$409.89 in the bank, but we also have a bill from webmaster Scott for \$117. Dues are due (\$55), and Jennifer will be sending out an email regarding same.

Governor Report: Amber attended the conferences – her goal was to get reports out timely & hopes that the charts she shared were an easy way to understand the information that needed to be shared because there was a lot this year.

Kristi thanked Amber for creating all of the fundraisers over the last year & thanked Jennifer for purchasing and wrapping all the gifts for Adopt-A-Family, especially since Emma wasn't here to help.

Unfinished Business: Potentially holding our own conference at the Sheraton?
They don't seem to answer the phone or return calls, so we'll need to schedule a time to go over and talk to them in person. Discussion about same

Governor's Report Addendum: 100% Club – we have a member in the 100% club: Kristi
There had been a proposal to change the name of the CCLS, but there was a conflict with the name, so that has been dropped.

New Business:

Bylaws: motion to approve as posted in the newsletter: (Jennifer moved and Amber seconded)-Approved as posted.

Standing Rules: motion to approve as posted in the newsletter: (Jennifer moved and Amber seconded)-Approved as posted.

Kristi will finalize & we will post updated Bylaws and Standing Rules on our website

Election of officers:

President: Amber Kennedy

Vice President: Starla Cooper

Secretary: Siobhan Friedgood

Treasurer: Jennifer Page

Governor: Sabrina Quilici (nominated from the floor, discussion regarding duties)

Slate was accepted by acclimation.

Installation: Kristi installed the 2023-2024 officers.

Selection of Governor for annual conference: Kristi volunteered to serve as governor at the annual conference.

Selection of Delegates for conference: Kristi and Jennifer will both be at the conference and should be able to serve as delegates.

Voting at conference: Treasurer choice is either Rita Burnett or Erika Garduño. Discussion regarding same.

Instructions to governor are to vote for Rita Burnett, so she can finish out her term.

LPI President Gift: we have an amount set in our standing rules that determines this gift, which will be forwarded in time for annual conference.

Next Board Meeting: Thursday, 5/18/23

Next membership meeting: Thursday, 6/8/23

Meeting adjourned at 7:45pm

Respectfully Submitted,

Siobhan Friedgood

MCLPA Secretary

2023-2024

Treasurer's Report

After payment to our webmaster, our balance is \$292.89. 2023-2024 Dues are now due - \$55 to MCLPA. Contact Jennifer for online payment or to send her a check.

Questions? Please contact: Jennifer at jlpage@ix.netcom.com

Governor's Report

GOVERNOR REPORT - 2023 ANNUAL CONFERENCE

Legal Professionals Inc. held it's 89th Annual Conference at the D Hotel in Las Vegas on May 11-14, 2023, and I attended as Governor Pro Tem and as a Delegate.

I arrived on Wednesday, as I was also part of the 2023 Annual Conference Committee, and my work started right away. The hotel was located right at the beginning of the Fremont Street Experience, and it truly was an experience. My room was on the 16th floor and immediately below on the street, a rock concert blasted pounding music continuously from about 1 pm to 3 am – absolutely non-stop and LOUD! Sleeping was a challenge. Somehow, the noise did not infiltrate into the meeting rooms, all of which were on the 12th floor and very convenient. All meals were served buffet style and everyone seemed to enjoy the food.

Thursday was dedicated to various LPI committee meetings and set-up for registration and drawing prizes. Friday morning, I attended the Officer/Chairmen Workshops which were held in the 'speed-dating' format introduced last year. I highly recommend this to anyone attending an annual conference. There were 8 tables and the following officer/chairs visited each table for a quick 15 minute rundown of duties and Q&A: Governor, Legal/Secretary Training, Marketing, Membership, Parliamentarian, Programs, Social Media, and Treasurer. I will share the handouts I received with our local counterparts.

Friday Roundtable Lunch gave us all a chance to discuss the Executive Committee Resume, which is a list of the items covered at the EC meeting on Thursday. Membership is up, due in large part to LPI marketing efforts and changes to the website which shuffle people signing up for classes to local associations. A new instructor, Bethany Ensz, is being contracted to teach new legal research classes. New membership packets with the new educational silo information will be available from corporate office soon.

Two Continuing Legal Seminar classes followed lunch and then came the Welcome Reception which featured the campaign tables of Rita Burnett, CCL and Erika Garduño, who were both vying for the treasurer position. The Backstage Pass Party followed immediately thereafter, with lots of folks dressing up as Rock Stars. We had a couple Stevie Nicks, Cher, Flea, Elvis and groupies, Axel Rose, to name a few, but Marci Frazier, 2023 Conference Committee Chair, took the prize dressed immaculately as Prince.

Saturday morning, I attended the Pre-Annual Governor's meeting. Because of all the work during the past year, there was not much business to handle. Two, small local associations have unfortunately decided to

dissolve: Humboldt (which has been inactive for quite some time) and Rio Hondo District (which lost their non-profit status with the IRS for lack of proper reporting).

The Annual Meeting followed immediately thereafter with the opening formalities and reports. Jennifer L. Page, CCLP and I sat as Marin Co LPA delegates. At least half a dozen people were attending conference for the first time. That is a lot in my experience, and they were all a lot younger than I am – Yay! Erika Garduño was elected LPI Treasurer. The Conference adjourned for lunch and more CLE classes.

I attended the CCLP lunch: four new CCLPs passed the last exam and two were on hand to be honored for their achievement. In the afternoon, I attended the CLE class on Corporations.

Saturday's Banquet was a celebration of the accomplishments of the past year. Leanne Ruesink received the Rising Star Award for her work in marketing LPI. LPI Past President Patty Miller, PLP, CCLP received the Legacy Award as she continues to serve LPI well past her days as President. Past President Lynne Prescott, CCLP received the President's Award for the multitude of tasks she accomplished for President Rod Cardinale, Jr., including developing and teaching new classes, creating personalized power point presentations, and handling all the publication duties for the Annual Conference in addition to her duties as Executive Advisor on the EC. All awards were well deserved and each person spoke passionately about their commitment to LPI.

The Annual Meeting recommenced Sunday morning. A big highlight for me, was hearing Shaylene Cortez, (who was responsible for starting online classes way back when no one thought that would ever work) speak with such enthusiasm for Change and the positive things it can bring. It was the perfect message to hear following the past year's restructuring of the education LPI offers and looking forward to see how it all works. Rod then announced the leadership team for 2023-2024. There are four men and several young people on board – another Yay!

The Post Annual Board of Governor's meeting followed thereafter. With only a few questions answered, the annual budget for 2023-2024 was adopted. LPI will be hosting the conferences in the near future, but encourages local associations to co-host with them. Marin Co LPA won another scrip ticket – another Yay! for the next conference.

The next Annual Conference will be hosted by Alameda County in Newark on May 15-19, 2024. That is within driving distance and I would encourage all MCLPA members to circle those dates on their calendars and plan to attend. Annual Conference is special!

Respectfully submitted,
Kristi L. Edwards, CCLP
Governor pro tem

PLP.

My most favorite parts of attending conference is always the guest speakers. I have had the privilege of hearing many, many inspiring speakers and this conference was no different. Lynne Prescott, CCLP, LPI Past President 2020-2022 gave the Memorial Address at this Annual Conference and she gave me permission to reprint it below.

May 2023 Annual Conference Memorial Address
“You are the Best of Me”

By Lynne Prescott, CCLS

Of all the things I have done on this earth -- the work, the rewards, the lessons learned -- you are the best of me. My words, my face, my love, my friendship -- all of me still lives in you.

The time we shared together, the moments of brilliance and joy, the moments of heartache and discouragement, the tears and the laughter, all forever captured in heart and mind -- all of that -- all of me -- still lives in you. You are the best of me.

Wherever my name is written, spoken, or shared -- I am still remembered and my imprint is still stamped on this world -- because of you. And because of you, I still remain.

Don't you understand? The footprints I left in this life and on each of your hearts -- that part of me lives because you tell stories about me, share photos of me, repeat my words, and you preserve my legacy.

You refuse to let me be forgotten.

You refuse to let me be unloved and erased from this world.

I live on because of you.

What I leave behind is you -- and **you** are the best of **me**.

MCLPA NEW

No birthdays that I am aware of this month. If I missed your birthday, please let me know so we can all celebrate with you!

LPI NEW

Dates To Remember:

August 11-13, 2023, First Quarterly Conference – Costa Mesa

September 16, 2023 – CCLF Exam

November 10-12, 2023, Second Quarterly Conference – Santa Cruz

February 2023, Third Quarterly Conference, TBA

May 16-19, 2024, Annual Conference, Newark, hosted by Alameda County LPA

There will be several webinars this summer featuring various Courts around the state. Check out all the education offerings at www.legalprofessionalsinc.org

All About Education - Sample Questions from the CCLF Exam

California Certified Legal Secretary (CCLS) is a program of Legal Professionals, Incorporated, (LPI) providing educational programs and professional development.

Certification is achieved by passing a comprehensive examination. Candidates are tested in California legal procedures, legal terminology, performance skills, reasoning and ethics, law office administration, communications, and legal computations. A minimum of two years experience is required. Continuing legal education requirements must be met for recertification.

Here is a sample of questions from the Ability to Communicate Effectively portion of the exam:

Directions: From the following sentence pairs, select the one with correct punctuation. Assume that all other elements of the sentence are correct and cannot be changed. Darken the bubble corresponding to the letter on your answer sheet.

1. [A] Will you please file this document by noon today.
[B] We too may be able to take advantage of the offer.

Directions: Look at the following divided words or phrases. Mark the letter of the word or phrase that has been correctly divided. A (/) indicates the division of a phrase. A (-) indicates the division of a word.

2. [A] Recrea-tion
[B] Recre-ation

Directions: Review the following sentences. Some may contain errors in punctuation, grammar, and capitalization. If the sentence is correct, darken the “A” bubble on your answer sheet; if the sentence is incorrect, darken the “B” bubble on your answer sheet.

3. Mr. and Mrs. Morris’ plane tickets were held at the airline’s customer service counter.

Directions: Review each of the following sentences for spelling. If all the words in the sentence are spelled correctly, darken the “A” bubble. If any word is misspelled, darken the “B” bubble.

4. Every attorney has their own idiosyncrasy when it comes to questioning witnesses.

Directions: From the following pairs of words, choose which word is spelled correctly.

5. [A] sargeant
[B] sergeant

Directions: Review the following word groups for correct spelling. Choose the incorrectly spelled word.

6. surreptitious mischevious perseverance souvenir

Directions: Review the following sentences. Select the correct word by darkening the letter of the correct word on the answer sheet.

7. [A] Who [B] Whom shall I say is calling?

Directions: Review the following sentences. Select the correct word form by darkening the corresponding letter on the answer sheet.

8. The attorney asked for [A] up to date [B] up-to-date medical records, including billing information.

Directions: Review the following sentences for correct number usage. If the sentence is correct as written, darken the “A” bubble. If the sentence is incorrect, darken the “B” bubble.

9. Last year we collected \$32,567,500 in revenues; so far this year, we have collected \$20 million.

Marin Court News

The Marin Court has a new website format which is clean and easy to navigate. I attended the Marin County Bar Association webinar on May 24th, where Executive Officer James Kim and staff helped the attorneys understand the difference between eDelivery, eCourt, ePortal, and eFiling which is slated to start sometime in late 2023 or early 2024. The new case management system (eCourt), which will be accessed by attorneys through the ePortal will be easy to use and have much more information than we are used to seeing on the Register of Actions. We will be able to download filed documents and minutes from court hearings. It looked far superior to other counties systems, in my opinion. It's taken forever to get this in place, but it looks like it is well worth the wait.

Sonoma Court News

Pursuant to [Local Rules](#) 17.22 et seq. effective January 1, 2023, all represented parties, and other represented persons, are required to electronically file documents for the following Case Types/Categories:

1. All Civil Matters;
2. All Probate Matters;
3. All Family Law Matters (including Department of Child Support Services matters).” Note that “Self-represented parties, or other self-represented persons, are exempt from mandatory electronic filing requirements....” Note that fees associated with e-filing are waived for individuals who have a demonstrated inability to pay court fees.

Electronically filed documents can be submitted until 11:59 pm on the day that the filing is due, and will be considered timely pursuant to Code of Civil Procedure section 1010.6 subdivision (d)(1)(D), except that if same day service of a document is required, the document shall be filed by 5 p.m. on the court date that the filing is due. A document is deemed “filed” on the date and time the court receives it, and the confirmation of receipt is created. See Cal. Rules of Court, rule 2.259(a)(1). Any electronically filed document received by the Court after 11:59 pm will receive a file date of the next court day.

MCLPA Officers and Chairs

President	Amber Kennedy	andooley22@yahoo.com
Vice President	Starla Cooper	starla@calpacificreporting.com
Secretary	Siobhan Friedgood	sfriedgood@keeginharrison.com
Treasurer	Jennifer L. Page, CCLF	jlpage@ix.netcom.com
Governor	Sabrina Quilici	squlici@hansonbridgett.com
Parliamentarian	Jennifer L. Page, CCLF	jlpage@ix.netcom.com
Bulletin Editor	Kristi L. Edwards, CCLF	kledwardscccls@gmail.com
CCLF	Your name could be here!	
Continuing Education	Or here!	
Historian	Or here!	
Inter-Association	Or here!	
Professional Liaison	Or here!	
Scholarship/Career Promotion	Or here!	
Social Media/Marketing	Or here!	

WELCOME OUR NEW MCLPA BOARD MEMBERS FOR THE 2023-2024 YEAR!

- PRESIDENT – AMBER KENNEDY
- VICE PRESIDENT – STARLA COOPER
- SECRETARY – SIOBHAN FRIEDGOOD
- TREASURER – JENNIFER L. PAGE, CCLF
- GOVERNOR – SABRINA QUILICI



PICTURES FROM 2023 LPI ANNUAL CONFERENCE
LAS VEGAS STYLE!



VENDOR & DRAWING PRIZES



ELVIS (LARRY MCGREW) IN THE BUILDING!



FLEA & AXEL ROSE WERE THERE TOO!



LPI OFFICER INSTALLATION



PRESIDENT ROD'S ACCEPTANCE SPEECH



NEW LEADERSHIP TEAM

Legal Research OVERVIEW

June 20, 2023

12:00-1:00 PM



MEET LPI'S
NEWEST
INSTRUCTOR!

Legal Professionals, Inc. (LPI) is happy to provide this webinar free of charge for all legal professionals.

**PRESENTED BY:
BETHANY S. ENSZ**



Legal Research Overview is focused on federal and state court structures, how law is made, and research strategies. With this focus, attendees will benefit from an interactive dive into understanding court structure, how and why laws are created, and come away with actionable strategies to more effectively navigate legal research.



To Register go to our website:
<https://www.legalprofessionalsinc.org/events>
or Click the QR code above.

ABOUT THE TRAINER

Bethany S. Ensz, M.S., works as a Legal Research and Analysis instructor at UCSD Division of Extended Studies. Before teaching, Bethany worked as a corporate paralegal and office manager for Breakwater Law Group, LLP. Prior to joining Breakwater, Bethany was with Sheppard, Mullin, Richter & Hampton LLP. She started her legal career with McKenna Long & Aldridge LLP (now Dentons). Bethany graduated from Indiana University with a Bachelor of Science in Criminal Justice and a minor in Psychology, and earned a Master of Science in Legal Studies from the University of San Diego School of Law. She earned her paralegal certification from UC San Diego Division of Extended Studies, where she was inducted into the LEX Honor Society.

BETHANY ENSZ IS AN AFFILIATE OF LEGAL PROFESSIONALS, INC., AN APPROVED PROVIDER, AND CERTIFIES THAT THIS SEMINAR IS APPROVED FOR MINIMUM CONTINUING EDUCATION CREDIT IN THE AMOUNT OF 1.0 HOUR BY THE STATE BAR OF CALIFORNIA.



CONTINUING LEGAL
EDUCATION

2023

Summer Court Series

JUNE 2023

Thursday, June 8 - Sacramento Superior Court
Thursday, June 29 - El Dorado Superior Court

JULY 2023

Thursday, July 13 - USDC, Central District Court
Thursday, July 20 - Placer Superior Court
Thursday, July 27 - USDC, Southern District Court

AUGUST 2023

Thursday, August 24 - San Francisco Superior Court

And More to Come!

THURSDAYS • 12:00 P.M. - 1:00 P.M.

- LPI MEMBER / LOCAL ASSOCIATION MEMBER - FREE!
- NON-MEMBER OR ATTORNEY - \$55
- LPI CLASS PASS

Online Registration & Payment
LegalProfessionalsInc.org/Events



LPI CONTINUING LEGAL EDUCATION IS A PROGRAM OF LEGAL PROFESSIONALS INCORPORATED, AN APPROVED PROVIDER, AND CERTIFIES THAT EACH OF THESE WEBINARS HAVE BEEN APPROVED FOR MINIMUM CONTINUING EDUCATION CREDIT IN THE AMOUNT OF 1.0 HOUR BY THE STATE BAR OF CALIFORNIA.





CCLS ON-LINE STUDY GROUP

June 22, 2023 – August 31, 2023



If you are interested in studying for the California Certified Legal Secretary (“CCLS”) Exam,** join LPI’s CCLS On-Line Study Group. During the Study Group, all topics covered in the CCLS exam will be reviewed (*Please see the CCLS Information Kit* on LPI’s website for a description of the sections covered on the exam).

Lectures and materials will be posted by no later than 7 p.m. on Sundays. Students may complete the material at their convenience. Access information will be provided upon enrollment in the class.

Individual modules are available for purchase for each section covered.

If you only need to study for certain sections, you may purchase individual modules at any time during the then-current Study Group class. You may also purchase all sections if you prefer to study on your own.

Reminder – all material is intended for individual use only, and not for local association study groups

Students will be provided with homework and handouts. Students now have the option to include the ***Law Office Procedures Manual (LOPM) in their registration (see below for pricing)***. The other reading materials, such as ***The California Style Manual (4th Ed.)***, ***The Redbook by Bryan A. Garner***, and ***Pocket Guide to Legal Ethics***, (available on Amazon.com) are required NO LATER THAN the start of class: Students are also encouraged to have the CCLS Study Guide.

For full information, please go to LPI’s website here:

[Events Calendar - Legal Professionals, Inc. - LPI : Legal Professionals, Inc. – LPI \(legalprofessionalsinc.org\)](https://www.legalprofessionalsinc.org/events-calendar)

****All examinees must meet eligibility guidelines outlined in the CCLS Information Kit on LPI’s website.**

REGISTRATION FEES:

10-Week Study Group (without the Law Office Procedures Manual):

First time participation:	\$100 Members	\$150 Non-Member
Subsequent participation:	\$ 50 Members	\$ 75 Non-Members

10-Week Study Group (including the Law Office Procedures Manual):

First time participation:	\$219 Members	\$269 Non-Member
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****REGISTRATION MUST BE RECEIVED BY JUNE 8, IN ORDER TO RECEIVE THE LAW OFFICE PROCEDURES MANUAL PRIOR TO THE START OF THE CLASS**

Individual Modules: (\$15 each Members; \$25 each Non-Members)

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

DEADLINE TO REGISTER (no LOPM) IS JUNE 15, 2023. NO REFUNDS AFTER JULY 6, 2023.

If you have any questions, please contact Vivian Shreve, CCLS, cclschair@legalprofessionalsinc.org.

INTERMEDIATE LEGAL PROFESSIONAL TRAINING COURSE



Online Course Dates

June 13, 2023 to September 19, 2023
Tuesdays from 6:00 pm to 8:00 pm

LPI is offering this 15-week, Live Online Intermediate Legal Training Course.

Cost of Full Course*

\$425 LPI Members

\$525 Non-LPI Members**

Cost of Civil Classes Only

(Civil classes are in bold)

\$375 LPI Members

\$475 Non-LPI Members**

Individual Modules

\$50 LPI Members

\$75 Non-LPI Members

*The Law Office Procedures Manual will be used as the textbook for this course and is included with the cost of the full course and Civil Classes (the normal cost of book is \$341).

Each individual must register separately. Upon completion of the class, students will receive a certificate from LPI.

** Includes Local Association/LPI membership, subject to approval.

Each class will be live, real-time, interactive and conducted via Zoom. Students will have in-class group labs via breakout rooms, as well as outside class assignments. Weekly quizzes and the final exam will be administered via Google Forms.

SOME OF THE TOPICS THAT WILL BE COVERED:

- **State Court Versus Federal Court;**
 - **Electronic Calendaring Programs; Manual Calendaring; Master Calendar**
 - **Complaints/Cross-Complaints/Petitions; Service of Process; Ex Parte Proceedings; Case Management Conferences; Settlement Conferences**
 - **Responsive Pleadings; Default Proceedings; Alternative Dispute Resolution**
 - **Depositions; Discovery Shells; Motions to Compel; Best Practices**
 - **State and Federal Court Subpoenas and Subpoena practice**
 - **Styles; State Court Versus Federal Court; Marking Citations; Table of Contents; Table of Authorities**
- The **Full** Intermediate Course Also Includes the Following Topics:
- Intermediate Family Law
 - Intermediate Probate Law
 - Intermediate Estate Planning
 - Intermediate Corporate & Transactional Law
 - Intermediate Criminal Law

ONLINE REGISTRATION AND PAYMENT AVAILABLE AT:

WWW.LEGALPROFESSIONALSINC.ORG/EVENTS/
or Scan the QR code

