



- ▶ Introduction/Welcome...1
- ▶ Food For Thought..... 1
- ▶ Good Reading..... 2
- ▶ News (Calendar)..... 2
- ▶ Board of Directors (DPLPA/LSI).....3
- ▶ Code of Ethics.....3
- ▶ My Voice/Posting 3
- ▶ Superior Court Updates.....4
- ▶ CCLS Program.....4
- ▶ Photos(8/2009 Conference).....4
- ▶ Advertisements & More.....5
- ▶ Parliamentary info/Quiz.....5
- ▶ LSI Benefits..... 6

Full Disclosure

DPLPA

Newsletter

ADDRESSING THE NEEDS OF LEGAL PROFESSIONALS FOR A SECURE FUTURE.

Intro:

Desert Palm Legal Professionals Association's primary purpose is continuing legal education. DPLPA and LSI provide members with many opportunities to increase knowledge and improve skills.

WELCOME!!

MESSAGE FROM PRESIDENT

By David Tennison

These changing times demand a commitment by those in the legal field to achieve the highest degree of excellence in every phase of personal and professional growth. Take a step in the right direction. Advance your legal career; improve your professional and personal skills. Become a Member of Palm Desert Legal Professionals today!

Membership is open to anyone within the legal profession. In addition to legal

secretaries, the membership includes court clerks, court reporters, paralegals, legal assistants, legal administrators, banking/trust department personnel, and attorneys.

See everyone at the next meeting!!!



FOOD FOR THOUGHT

Growth

The perfecting of one's self is the fundamental base of all progress and all moral development.



GOOD READING



R-E-S-P-E-C-T

BY SALLY RIVAS

I've heard and read a lot recently about respect for secretaries. Some complain that we don't get enough respect; others say that things are improving, our jobs are changing, and that secretaries get much more respect than in the past.

Personally, I don't get it. I have been a legal secretary for more than 30 years. During that time I have held a variety of positions, at firms of every size, and I have always felt respected. Even when I worked for a temporary agency, I felt I provided a valuable service that was appreciated by attorneys, administrators, and others with whom I came in contact. Often not much is expected of temps (a mistake in my opinion) so I found that my employers were often pleasantly surprised.

Has our job changed over the years? Certainly, there have been some changes brought about by technology. We no longer use carbon paper, and our computers have made it a breeze to correct errors and produce perfect-looking documents. It has made the attorneys more prone to editing for precisely the right phrase or word, and I'm sure it has resulted in better written documents. But these changes are more indicative of how we perform our duties rather than what those duties are. As long as I can remember—long before anyone ever thought of the term "paralegal"—I carried out assignments which today might be considered paralegal duties, being careful not to cross the fine line into the attorney's duties. Still, it was always my job to do everything I was capable of to assist the attorney, to give the attorney more time to do those things requiring the knowledge and analytical skills of an attorney. Often just getting a draft started was help enough. I could do the skeleton, and the attorney could ensure that everything needed from a legal standpoint was included, and that all information was accurate. I could help by reviewing the mail and drafting responses to routine things, which would then be reviewed by the attorney and approved or corrected. In those instances where I was plugged into my transcriber, I listened to what was being said. I tried to absorb the information, to listen for possible errors and call them to the attention of the attorney, and most of all, I learned the meaning of numerous legal terms and phrases so that in the future I could use and spell them correctly.

I do not believe that I am that different from many, many legal secretaries. The duties described above are carried out every day, and have been for years, by dedicated legal secretaries. On the other hand, some seem to think a secretary's duties are merely to do exactly as told—not to think at all. Most of us are paid fairly good salaries considering our education and training. I believe those salaries call for us to do whatever is necessary to assist an attorney—that's really what a legal secretary is—a confidential assistant. Yes, sometimes, it even means the most dreaded chore in all of secretarydom, getting a cup of coffee. I fail to see how getting a cup of coffee for our boss or a client in any way diminishes us as persons. In my opinion the person who deserves no respect is the one who thinks he/she is too good for such menial tasks.

We must always be mindful not to gossip about the things we learn in our positions of trust. We must demonstrate to the attorneys that we are trustworthy professionals. We can make sure that we keep up to date by taking seminars and reading professional journals. We can take certification examinations to demonstrate our skills and abilities.

I can't think of any position where a person is automatically respected because of the position. That was formerly true of the office of President of the United States, but recent events have caused many people to lose respect even for that high office, unless it is deserved by the office holder. Why should legal secretaries be any different? The position itself deserves neither respect nor disrespect.

Perhaps we need to look into our own attitudes. Do we believe we deserve respect? In short, we can command, and yes sometimes even demand, respect. No, our jobs are not the same as an attorney's, but that does not mean we are any less professional. I think it is time we stopped the Rodney Dangerfield routine about "getting no respect." Instead, to paraphrase an old TV commercial, I think we should get respect the old fashioned way—EARN IT.

Sally Jarvis is a legal secretary in the Litigation Department of the Washington, D.C., office of Winston & Strawn and is Director of Marketing for Legal Secretaries International Inc.



DPLPA EVENTS

Meetings
(2nd Tuesday of the months listed below)

- November 10, 2009
- January 12, 2010
- March 9, 2010
- April 13, 2010
- June 8, 2010
- September 13, 2010

DPLPA'S Christmas Party
December 11, 2009

Meetings will be held at the
Desert Falls,
Commencing at 6:00 p.m. (If any changes, members will be notified by Email.)

LSI® EVENTS

November 13 - 15, 2009
2nd Quarterly Conference
Sacramento Marriott - Rancho Cordova

February 26-28, 2010
3rd Quarterly Conference
San Diego

March 20, 2010
CCLS Examination

NOVEMBER BIRTHDAYS

A birthday is just the first day of another 365-day journey around the sun. Enjoy the trip.

Happy Birthday!!!!!!
From the DPLPA Members

Meet Our New DPLPA Boards of Directors (2009/2010)

David G. Tennison, President
The Mack Law Offices
Dave@TheMackLawOffices.com

(Vacant), Secretary

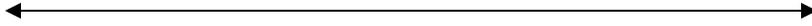
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Elva R. Rizzo, Treasurer
SLOVAK BARON & EMPEY, LLP
rizzo@selawyers.com

Florence Ross, Parliamentarian
Schlecht, Shevlin & Shoenberger
(760) 320-7161

To become a member of the DPLPA, please fill out the attached application and submit it at any DPLPA events along with the annual fee payable to **DPLPA**. *Please visit our Website.*



Legal Secretaries Incorporated (www.lsi.org) Elected/Appointed Officers

If you would like to get in contact with any of the people listed below, please e-mail info@lsi.org or call (800) 281-2188.

The day-to-day operation of the corporation is done by the Executive Committee consisting of four elected officers and two appointed officers as follows:

Executive Committee:

President: Christa Davis
Executive Secretary: Sandra T. Jimenez, CCLS
Executive Advisor: Lorraine Bettencourt, PLS, CCLS

Vice-President: Brooke Atherton, CCLS
Treasurer: Mary Beaudrow, CCLS
Parliamentarian: Kay Bliss, PLS

Appointed Officers:

Editor-in-Chief of the Publications Revisions Committee: Dorothea (Doro) Nesbitt, CCLS	Editor of <i>The Legal Secretary</i>® Magazine: Deborah Rickert, CCLS
Educational Program Coordinator: Jennifer Page, CCLS	Historian: Denise Lopes, CCLS
Legal Specialization Sections Coordinator: Margaret Tovar, CCLS	

The LSI Chairmen oversee the various programs and committees of LSI:

Advertising: Michelle Tice	2009 Annual Conference: Debbie Tankersley, CCLS
CA Certified Legal Secretary: Astrid Watterson, CCLS	Career Promotion/Scholarship: Sally Mendez
Director of Public Relations: Debra Clark Nejak	Editor of the LSI® Legal Professional's Handbook: Lugene Borba, CCLS
Editor of Law Office Procedures Manual: Maria Bishop, CCLS	Legal Procedure: Barbara Barregar
Legal Secretary Training/Seminar: Cindy Illum Jones	Marketing Committee Coordinator: Brooke Atherton, CCLS
Nominations and Elections: Lorraine Bettencourt, PLS, CCLS	Professional Liaison/Day In Court: Georgia Peterson
Special Advisor to the Law Practice Management And Technology Section of the State Bar of California: Heather Edwards	



Code of Ethics

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

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



To post job opportunities, please send us an email. Thank you.

MY VOICE COUNTS

Please submit any comments, questions, concerns, opinions, ideas, job opportunities, and/or photos to MY VOICE at Erika.garduno@hotmail.com to be posted on the next issue.

California Certified Legal Secretary Program ("CCLS")



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 bookkeeping. A minimum of two years experience is required. Continuing legal education requirements must be met for recertification. For more information, please visit: <http://www.lsi.org/ccls.php>

Moments Captured at the LSI's 1st Quarterly Conference
(Don't miss next event)



Superior Court Updates

- Court Closure
- Pay Fax Filing Registration Online
- Important Notice Regarding Procedural and Fee Changes Effective October 2, 2009
- Establish an Attorney Account with Riverside County Superior Court
- New Are Code / 760 area code split

The Next Move Is Up To You

- Set your goal
- Register for the exam
- Study for the examination
- Pass the examination!

For more detail information, please visit:

<http://www.riverside.courts.ca.gov/>



<http://www.dplpa.org>

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NATIONWIDE COURT REPORTERS

Robert's Rules of Order-Summary Version

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation. The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

How about a Parliamentary Puzzler? Test your knowledge

Puzzled by parlipro? Tongue-tied by motions? Perplexed by whether a motion is *debatable* or *amendable*? Who came up with the rules of parliamentary procedure anyway? Even the most parli-wise among us are occasionally stumped by a parliamentary puzzler. Here's a chance to show that you learned a thing or two about motions and procedure.

1. _____ is used to obtain information about meeting procedure
2. Previous Question means _____.
3. Other than the Articles of Incorporation, the highest body of rules in an organization are _____.
4. A quorum is _____
5. A main motion _____
6. If a member makes a motion that is not in order, _____
7. If the bylaws require an election to be by ballot, _____
8. Division of the question means _____
9. The motion to Lay on the Table can be used to _____
10. A meeting at which the proceedings are secret is called _____



View results by visiting <http://www.rulesonline.com/home/Quiz.htm> Enjoy!!!

Legal Secretaries, Incorporated (LSI) Membership Benefits

Advantages of Membership

LSI® provides educational, professional, and personal development information to legal support staff throughout the state of California. Many educational opportunities are available to members (and non-members, for a nominal fee) throughout California.

- Monthly educational programs and newsletters are provided by local associations
- General educational programs are offered at each LSI conference free to anyone wishing to attend. Topics vary among specialized areas of law, ethics, law office products and management, and personal development. Click on LSI Events for more information about upcoming LSI Events.
- Members (and non-members) are given the opportunity to join one or all six Legal Specialization Sections. Each specialization section offers seminars and newsletters on specific areas of law. Seminars are presented at each LSI quarterly and annual conference free to LSI section members and at a reduced cost to non-section members. For more information, click on "Legal Specialization Sections."
- Many local associations offer study groups for members interested in preparing to take the California Certified Legal Secretary (CCLS®) examination. Information on the CCLS examination can be found by clicking on "California Certified Legal Secretary."

These programs are designed to provide current material and educational tools to enable law office support staff to remain current with the changes in general law, as well as in their respective areas of practice.

Why Become a Legal Professional?

- Why Become a Legal Professional?
- Competitive salaries and benefits
- Knowledge and skills allow the freedom to work anywhere
Competent legal professionals are well respected in the legal community
- Legal professionals fulfill a vital and meaningful roll for law firms and attorneys
- Continuing education enhances legal professionals, making them an asset to every employer

How you can become a Legal Secretary Professional?

- Learn basic secretarial and computer skills
- Enroll in a legal secretarial or paralegal course through business schools and college courses
- Enroll in a training course offered by a Legal Secretaries, Incorporated, association in your area
- Legal Secretaries, Incorporated, offers scholarships to non-members interested in pursuing a career in the legal field

Why Join Legal Secretaries, Incorporated?

- Become one of the 2000 elite legal professionals in California
- Build a network of knowledge by meeting other legal professionals
- Continuing education is the main focus of Legal Secretaries, Incorporated
- Our motto: Excellence through Education
- Expand your personal and professional development and skills through a multitude of educational opportunities offered statewide
- Enjoy discounted educational benefits through the Continuing Education of the Bar
- **Become a California Certified Legal Secretary (CCLS®) through a course of study and a comprehensive examination**
- Easily maintain your CCLS credits and your MCLE credits through workshops and seminars sponsored by the Legal Specialization Sections of Legal Secretaries, Incorporated

MAKE A CAREER CHOICE - BECOME A LEGAL PROFESSIONAL