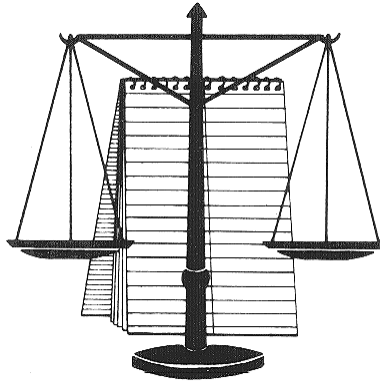


BAY AREA
LEGAL SECRETARIES FORUM
A NONPROFIT CORPORATION
PRESENTS



CALENDARING FOR THE LAW OFFICE – EFFECTIVE
TOOLS, TIPS & TECHNIQUES
AND
WHO’S AT THE DOOR? SUCCESSFULLY SERVING
SUMMONS AND SUBPOENAS

A QUARTERLY WORKSHOP
Presented by Santa Clara County Legal Professionals Association

Saturday, July 31, 2010

Four Points Sheraton
5115 Hopyard Road
Pleasanton, California 94508
(925) 460-8800

MCLE CREDIT. The Bay Area Legal Secretaries Forum has been approved as a provider of MCLE credit by the State Bar of California. All programs are qualified for MCLE credit by the State Bar of California in an approximate amount of 5.25 hours. The Forum certifies that the designated activity conforms to the approved standards for education activities prescribed by the Rules and Regulations of the State Bar of California governing minimum continuing legal education.

**CALENDARING FOR THE LAW OFFICE – EFFECTIVE TOOLS, TIPS & TECHNIQUES
AND WHO’S AT THE DOOR? SUCCESSFULLY SERVING SUMMONS AND SUBPOENAS**

Presented by Santa Clara County Legal Professionals Association

This workshop will focus on the importance of proper calendaring and how the latest rule and code changes affect how you calendar and how to do it right. The program will provide a step-by-step approach to litigation calendaring from pre-litigation through trial. Learn how to identify the trigger event to calendar and all related deadlines. After attending this workshop, you will be able to master calendaring on your own. This workshop will also focus on the methods of serving summons and subpoenas and will answer such questions as: How do I serve these documents? Who do I serve? Can the party serve these documents? Can my little brother serve these documents? What do I serve? What is “reasonable” service? What is “proper” service? What form do I use? What is a proof of service? And finally, does it really matter how I calendar or serve a document?

SPEAKERS

Julie A. Goren, Esq.
Attorney and Author of
Litigation By The Numbers®-4th Ed.
California Civil Litigation and Discovery

Elizabeth M. Spence
Senior Paralegal
Somach Simmons & Dunn
Sacramento, CA

Melissa Notari
Senior Sales Representative
Deadlines On Demand LLC

Mark L. Schwartz
Product Manager
One Legal LLC

Saturday, July 31, 2010

Registration: 8:30 a.m.

Workshop: 9:00 a.m. to 4:00 p.m.

Price: \$125 (if registration is postmarked on or before July 21, 2010)

\$150 (if registration is postmarked on or after July 22, 2010)

Four Points Sheraton

5115 Hopyard Road

Pleasanton, CA

(925) 460-8800

(Includes morning coffee/rolls, lunch and program materials)

CANCELLATION-REFUND

ADVANCE CANCELLATION IS REQUIRED. If you enroll and then cannot attend, a refund, less a \$10 service charge, will be granted if your written cancellation request is received three (3) days prior to the date of the program.

DRIVING DIRECTIONS:

From West: Take Interstate 580 East to the Hopyard Road Exit and proceed south for two blocks and the hotel will be on the left.

From South: Take Interstate 680 North to Interstate 580 East. Exit at Hopyard Road, proceed south for two blocks and hotel will be on the left.

From North: Take Interstate 680 South to Interstate 580 East. Exit at Hopyard Road, proceed south for two blocks and the hotel will be on left.

From East: Take Interstate 580 West to the Hopyard Road Exit and proceed south for two blocks and the hotel will be on the left.

REGISTRATION FORM
A Quarterly Workshop

CALENDARING AND SERVICE OF PROCESS

Saturday, July 31, 2010

RESERVATIONS **MUST BE POSTMARKED BY**
July 28, 2010

CANCELLATION-REFUND

ADVANCE CANCELLATION IS REQUIRED. If you enroll and then cannot attend, a refund, less a \$10 service charge, will be granted if **written** cancellation request is **received** three (3) days prior to the date of the program.

MAIL TO: Registration Chairman, Nancy McMahan-Frick
2124 Connie Lane
Oakley, California 94561

For Registration and Workshop Information, please phone Nancy McMahan-Frick: (415) 561-9706

Fee: \$125.00 (if registration is postmarked on or before **July 21**, 2010)
\$150.00 (if registration is postmarked on or after **July 22**, 2010)

Make checks payable to:
"BAY AREA LEGAL SECRETARIES FORUM"
BALSF Tax Identification No. 94-2338260
(Please submit a printed or type-written form for each registrant)

*The Forum offers a group discount of ten percent (10%) for (1) six or more registrations **submitted with a single payment**; and (2) members of Legal Secretaries, Incorporated ("LSI"). Members of LSI must submit a photocopy of their current membership card with the registration form to receive the discount. Only one discount per attendee. **California attorneys, please include your State Bar Number.***

Name: _____ State Bar No.: _____
Address/City/State/Zip: _____
Phone: (____) _____ E-mail: _____
(required for electronic notification of registration)

REGISTRATION CONFIRMATION: please include an addressed and postage paid postcard or envelope or your e-mail address with your registration

PLEASE PROVIDE SPECIAL DIETARY LUNCH Yes No

Restrictions: Please check: Vegetarian No Dairy Diabetic Other **Specify other:** _____
Physical Disability State any special needs _____

PLEASE NOTE THE FOLLOWING:

- ABSOLUTELY NO RECORDING OF ANY TYPE IS ALLOWED DURING THE WORKSHOP
- SEATING IN THE WORKSHOP MEETING ROOM IS FOR REGISTRANTS ONLY
- NO SMOKING IS PERMITTED IN MEETING ROOM
- MCLE/CCLS/CLA CREDIT HOURS ARE CERTIFIED AT THE CONCLUSION OF WORKSHOP. PLEASE BRING YOUR REQUIRED CERTIFICATION FORM (CLA and CCLS).

INFORMATION

Quarterly Workshop Coordinator	Heather H. Adler, MSAJ	Heatheradler10@yahoo.com
Alameda County LSA	Donna Day	(415) 984-8255
Livermore-Amador Valley LPA	Sharon Beall	(925) 447-1222
Mt. Diablo LPA	Ana Fatima Costa	(925) 323-7691
Napa County LSA	Connie Brennan, CCLS	(707) 299-1110
San Francisco LPA	Margaret Landsborough	(415) 587-5747
San Mateo County LSA	Pilar Marquez	(415) 282-9035
Santa Clara County LSA	Patricia Russell	(831)-295-9845

FUTURE WORKSHOP DATES

OCTOBER QUARTERLY

October 30, 2010

CHANGES IN THE LAW

January 23, 2011

ANNUAL SEMINAR

April 2011

[Hilton Pleasanton at the Club](#)

See Web site: www.BALSF.org