



LEGALITIES

May/June 2010

Volume XXI No. 2

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<http://www.nalsoc.org>

NALS of Orange County President, 2010-2011
Andrea Hughes



We have had some great events this year - starting with January and February, State and Federal Updates; March, Code of Civil Procedure with an Emphasis on E-Discovery in a game format; April, Calendaring with Excel and our Saturday 4/24 Technology Seminar.

I want to thank each committee member for all their planning. It truly takes a lot of people and a lot of effort to make it seem effortless to the attendees. Also, the attendees should be proud of themselves for furthering their education. I know it is so hard to schedule educational events when such personal time is so scarce. Kudos to all!

NALS of Orange County has scheduled the next two events:

May 12th, "Bring on the Violins - One Day in the Life of an Overbooked Bankruptcy Judge" with Judge Erithe Smith of the Bankruptcy Court; and

To kick off summer, on June 9th, we will be having Vicki Gunvalson of the Real Housewives of Orange County and owner of Coto Insurance. She'll be selling her book, *More than a Housewife*. Check it out at www.morethanahousewifebook.com.

We hope to see you there! Our monthly events are the second Wednesday of the month from 6-8pm at the Radisson Hotel, 4545 MacArthur Blvd. in Newport Beach.

Website Update: The NALS of Orange County website is outdated. We should have that fixed by mid-May. In addition, NALS of Orange County now has a [Facebook](#) page. We are trying to connect with all of our members.

Work Tip: As most of you know, when you are preparing a Legal Solutions document, in the lower right hand corner will be the corresponding Code of Civil Procedure section or other legal authority. Take a look at what it means. The following website has 29 different California code sections and statutes: <http://www.leginfo.ca.gov/calaw.html>. Otherwise, I look it up the old fashioned way and find the book in the firm library or an attorney's office.

Feel free to shoot me an e-mail at andreajhughes@aol.com. Your input is invaluable.

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2010-2011
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NALS MISSION STATEMENT

NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. NALS accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials;
- Networking opportunities at the local, state, regional, and national levels;
- Commitment to a *Code of Ethics* and professional standards; and
- Professional certification programs and designations.

NALS CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall:

- Encourage respect for the law and the administration of justice;
- Observe rules governing privileged communications and confidential information;
- Promote and exemplify high standards of loyalty, cooperation and courtesy;
- Perform all duties of the profession with integrity and competence; and
- Pursue a high order of professional attainment.



SAM'S CLUB ANYONE?

NALS has announced another affinity program offered to its members. If you would like to join Sam's Club, now is the time. Log onto the NALS website, www.nals.org, and click on the link under "Association News." From there, you will be prompted to log onto the "Members Only" portion of the website, and you will need to enter the membership password. If you do not know what the password is, please email any of your officers or chairs.

Sam's Club Advantage Members can enjoy discounts on merchandise, services, and more, and annual Advantage Membership (two membership cards) is just \$40. Once you log in, you can print out a coupon which will give you a \$10 gift card when you join or renew your membership, and it's valid only for members of NALS!



Birthdays:

- o Carolyn McCoy - 5/10
- o Vicky Robinson - 6/16
- o Kristina Hanson - 6/27



Anniversaries:

- o Dee Beardsley, PP, PLS - 35 years
- o Elma Werner - 2 years
- o Estelle Pete, PLS - 5 years
- o Lynn Kellum, PLS - 20 years
- o Susan Greer - 2 years



NEWS FROM



NALS . . . the association for legal professionals

THE NALS FOUNDATION

The NALS Foundation puts your dollars to work for YOU! Annual Investment Circles are a tax-deductible opportunity for you to support the NALS Foundation's efforts to expand educational and networking opportunities for all professionals.

Individual Gift Circles:

- Friends - \$100 or more
- Visionaries - \$250 or more
- Founders - \$500

Organizational Gift Circles:

- Bronze - \$400 or more
- Silver - \$1,000 or more
- Gold - \$2,500 or more
- Platinum - \$5,000 or more

You can make a contribution to the NALS Foundation as an individual or an organization. your support of the NALS Foundation qualifies as a charitable contribution and is deductible for federal income tax purposes to the maximum extent provided by law.



NEWSLETTER ADVERTISING

If any of our readers or vendors are interested in advertising in this bi-monthly publication of NALS of Orange County, please contact:

Maria Hernandez / Joanne Swanson
 P.O. Box 17721, Irvine, CA 92623-7721
advertising@nalsoc.org

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Business card	\$15.00
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Half page	\$30.00
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BRING ON THE VIOLINS . . . ONE DAY IN THE LIFE OF AN OVERBOOKED BANKRUPTCY JUDGE

Speaker:

HONORABLE ERITHE A. SMITH
UNITED STATES BANKRUPTCY COURT

Wednesday, May 12, 2010

Registration/Networking: 5:30 p.m. / Dinner: 6:15 p.m. / Program: Immediately following

LOCATION: Radisson Hotel, 4545 MacArthur Boulevard, Newport Beach

COST: Members/Students: \$29 / Prospective Members: \$33

CLE CREDIT: One (1) hour

☆☆

Reservations may be made by calling Sharon Olson at Legal Staffing Group at (949) 252-1133 or by sending your check made payable to NALS of Orange County to Legal Staffing Group, 1001 Dove Street, Suite 270, Newport Beach, CA 92660. Vegetarian or fruit plates available but must be requested in advance.

DEADLINE FOR RESERVATIONS IS NOON ON THE MONDAY PRIOR TO THE MEETING.

Reminder About Our Monthly Meetings: We are required to guarantee a number of attendees to the hotel, which is determined by the number of reservations made. We enforce a 48-hour cancellation policy, so if you fail to cancel your reservation within 48 hours of the meeting, or don't attend, you will be charged the cost of the meeting. If you have any questions, please contact Legal Staffing Group at (949) 252-1133.

THINK BIG!



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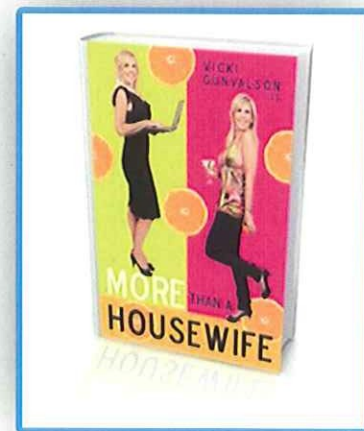
NALS of Orange County Presents:

Vicki Gunvalson: "Be More Than a Housewife"



When: Wednesday, June 9, 2010
6:00-8:00 pm

Where: Radisson Hotel
4545 MacArthur Boulevard
Newport Beach, CA 92660



Please join us for a presentation by Vicki Gunvalson, owner of Coto Insurance and Financial Services, and reality television star of *The Real Housewives of Orange County*. Vicki will be sharing some of her secrets to success and discussing her book. Don't miss out on this informative and fun evening.

www.morethanahousewifebook.com



Name: _____ Firm Name: _____

Address: _____

Telephone: _____ Email: _____

Amount enclosed: _____ (\$29 members; \$33 not yet members; \$29 student members. Be sure to specify whether you prefer a veggie or fruit plate instead of regular plate.)

Where to send registration: Please send your registration no later than Friday, June 4, 2010 to: Sharon Olson, Legal Staffing Group, 1001 Dove Street, Suite 270, Newport Beach, CA 92660. We have a strict refund policy. You must cancel within 48 hours of the meeting or you will be charged. Any questions, contact Sharon Olson at (949) 252-1133 or email solson@legalstaffinggroup.com.



COMPLEX LITIGATION E-FILING IN OCSC

The Orange County Superior Court will initiate an e-filing system hosted by a private company to process litigation deemed as “Complex” by the respective Judge in a particular case. The actual mandate to e-file in complex litigation has been in place since April 1st, 2007 and this change only represents a change in the system being used. The “Complex” litigation term is an outgrowth of a judicial study initiated in 1996. Per the court, this test data will be used in determining the long-term viability of a private vendor hosted Complex Litigation Filing protocol.

It's worth noting, recent statistics state that the Orange County Superior Court opens in excess of 17,000 unlimited cases per year, of which approximately less than 3% or 500 cases are annually deemed Complex Litigation.

Also on the table, customers will have the **option** to e-file unlimited (over \$25,000) civil case filings through this system. We emphasize that it is only an ‘option’ and not mandated by the court.

RELOCATION OF UNLIMITED CIVIL DEPARTMENTS W11 AND W12

The Superior Court of California, County of Orange, is announcing the relocation of Unlimited Civil Departments, W11 and W12 to the Central Justice Center, 4th floor, located at 700 Civic Center Drive West, Santa Ana.

Effective April 26, 2010:

Judge Linda Marks of Dept. W11 will relocate to Dept. C7; and

Judge Josephine Tucker of Dept. W12 will relocate to Dept. C9.

All future hearing notices and document filings for their assigned cases must be filed at the Civil Division, first floor, Room D-110 of the Central Justice Center, beginning April 26, 2010.

Further information regarding the department calendaring and directions to the new location may be obtained from the Court’s website at: www.occourts.org.

A MESSAGE FROM CARRIE L. GAGNÉ YOUR VICE PRESIDENT

My name is Carrie L. Gagné and I am your 2010-2011 Vice President. For those of you who don't know me, I love to talk, I am happily married, and I have a four-year old daughter. I love selling raffle tickets and raising money for charities, I have been a litigation secretary for over 12 years, and I love my profession. Most importantly, I am very passionate about NALS and our chapter, NALS of Orange County.

I have been a member of NALS of Orange County since 2005 and have served on the board for the last two years. As many of you know, I just recently returned from the NALS 2010-2011 Leadership Conference that was held in Tulsa, OK. While I was in Tulsa, I consumed a great amount of information that I know will benefit this chapter during my term as Vice President.

As I officially start my term as Vice President, I would like to make sure NALS of Orange County members are aware of the benefits their membership holds for them. Do you know what the benefits of being a NALS member are? If not, no need to worry; NALS offers a variety of benefits to its members. These benefits include the following:

- Sams Club membership at a discounted price;
- FedEx discounts;
- Liberty Mutual discounts;
- Avis discounts;
- Hertz discounts;
- Journey House Travel discounts;
- Aflac discounts;
- Premiere conferencing discounts;
- National Notary discounts;
- Online Learning Center (OLC);
- Online Study Group (OLSG);
- WebEd Programs; and
- Publications which include: @Law, the docket, E-Learn and E-news.

NALS is also currently offering an opportunity for its members to get their national dues waived for one year. It's simple: all you have to do is get five new members to join NALS and NALS will waive your dues for the following year. You just have to name each new member you brought in after November 2009 on your renewal notice. It's easy, it's simple and it will benefit YOU!

Did you also know that, since we are a national organization, you can reach out to other NALS members in other states to obtain information or to get answers to questions you may have pertaining to an out-of-state case? This is just another added value to your membership with NALS.

Moving on from benefits, I wanted to share with all of you what one of my goals is during my term. This year, my goals are to Recruit, Retain and Recognize NALS members and I believe I can reach this goal with the help of each of you and the other members of this chapter.

Having this goal in mind, David J. Schwartz, Ph.D. once said, "Think little goals and expect little achievements. Think big goals and win big success."

In conclusion, I ask that each of you join me in the journey and assist me in reaching my goals by helping me recruit, retain and recognize those who need to be recognized.



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FUTURE LEADER SCHOLARSHIPS

NOW ON LINE--the application for the NALS Foundation scholarship to the 2011 NALS Professional Educational Conference to be held in Tulsa, OK at the DoubleTree Warren Place Hotel from March 10-12, 2011.

Scholarships—

- are available to Members-at-Large, Chapters and State Associations;
- are limited to one scholarship per Member-at Large, Chapter or State Association;
- if application is faxed or mailed, the application must be signed by the nominating Chapter or State Association;
- if application is faxed or mailed, the application must be signed by the Nominee; and
- will be dated as received by the Resource Center.

The scholarship will include early-bird registration fees and the networking dinner, an estimated \$350 value).

ORANGE COUNTY SUPERIOR COURT

NEW PHONE NUMBERS

Central Justice Center,
700 Civic Center Drive West
Santa Ana, CA 92702-1994

Court General Information	(657) 622-6878
Civil Unlimited - Santa Ana	(657) 622-7524
Civil Limited - Santa Ana	(657) 622-7513
Small Claims - Santa Ana	(657) 622-7553
T**D**D	(714) 834-4164
Court Reporter-Interpreter Services	(657) 622-7292
Criminal Operations Felony Processing - Santa Ana	(877) 872-2122
T**D**D	(714) 834-2104
Court Reporter/Interpreter Services	(657) 622-7292
Criminal Operations Felony Processing - Santa Ana	(877) 872-2122
T**D**D	(714) 834-2104
Grand Jury Services Information	(714) 834-3320
Jury Services Information	(714) 834-7000
T**D**D	(714) 834-5410
Self-Help Center	(657) 622-7577
Traffic Information	(877) 872-2122
T**D**D	(714) 796-0210

Civil Complex Center
751 West Santa Ana Blvd
Santa Ana, CA 92702-2028

General Information	(657) 622-5300
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Community Court
909 North Main Street
Santa Ana, CA 92701

Court General Information	(657) 622-5800
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Harbor Justice Center - Laguna Hills Facility
23141 Moulton Pkwy
Laguna Hills, CA 92653-1206

Court General Information	(657) 622-5700
Civil Information	(657) 622-8670
Small Claims Information	(657) 622-8671
Traffic Information	(877) 872-2122

Harbor Justice Center - Newport Beach Facility
4601 Jamboree Road
Newport Beach, CA 92660-2595

General Information	(657) 622-5400
Criminal Information	(877) 872-2122
T**D**D	(949) 476-4690
Traffic Information	(877) 872-2122

Lamoreaux Justice Center
341 The City Drive
South Orange, CA 92868-1569

General Information	(657) 622-5500
Family Law	(657) 622-6069
T**D**D	(714) 935-6436
Family Court Services (Child Custody Mediation & Investigation)	(657) 622-5500
Family Law Facilitator	(657) 622-5077
Juvenile Information	(657) 622-5500
Probate Court Services (Probate Investigations)	(657) 622-5500
Probate - Mental Health General Information	(657) 622-5500
Self-Help Center	(657) 622-5079

North Justice Center
1275 North Berkeley Avenue
Fullerton, CA 92832-1206

General Information	(657) 622-5600
Civil Information	(657) 622-6641
Small Claims Information	(657) 622-6642
Criminal Information	(877) 872-2122
Traffic and Minor Offenses Information	(877) 872-2122

West Justice Center
8141 13th Street
Westminster, CA 92683-4593

General Information	(657) 622-5900
Civil Information	(657) 622-8690
Criminal Information	(877) 872-2122
Self-Help Center	(657) 622-6969
Small Claims Information	(657) 622-8691
Traffic Information	(877) 872-2122

MOTIONS TO COMPEL FURTHER RESPONSES IN CALIFORNIA -- APPLICABLE CODES AND RULES

By Julie A. Goren, Esq.

California civil litigation procedure is governed by the Code of Civil Procedure and the California Rules of Court. There is a rule for everything in California. For example, rules dictate the required format of a particular document (the type of paper which must be used, where on the page certain information must appear); the contents of a particular document (notice of deposition, good faith declaration, separate statement); time limitations within which to file and serve a document (discovery cut-off, motion cut-off, notice of motion deadlines); how to calculate deadlines (how to count days, extending time depending on service method), and much more.

A prime example is a motion to compel further responses to discovery.* As of January 2010, to prepare, file, and serve a motion to compel further responses to interrogatories in California state court, you would have to comply with *a minimum* of the following:

- California Code of Civil Procedure § 1005(b))
- California Code of Civil Procedure § 1013
- California Code of Civil Procedure § 2023.040
- California Code of Civil Procedure § 2024.020
- California Code of Civil Procedure § 2030.300
- Government Code §70617(a)
- California Rules of Court, Rule 3.1110
- California Rules of Court, Rule 3.1112
- California Rules of Court, Rule 3.1113
- California Rules of Court, Rule 3.1308
- California Rules of Court, Rule 3.1345

*Note that a motion to compel answers is brought where no responses are received at all; a motion to compel *further* responses is brought when the propounding party feels that the responses received were insufficient. The California state court procedures for bringing the two motions are very different.

Prerequisite to Bringing a Motion to Compel Further Responses

Motions to compel further responses to interrogatories in California state court must be preceded by a "reasonable and good faith attempt at an informal resolution of each issue presented by the motion." (C.C.P. § 2030.300)

Time in Which to Bring a Motion to Compel Further Responses

The motion to compel further responses has to be served within 45 days of service of the response. (C.C.P. § 2030.300) To calculate that 45-day deadline, you have to know how to calendar deadlines, which depends on C.C.P. §§ 12 and 1013, and possibly 12a. It also requires that you know all of the California state court holidays. If the motion involves non-expert discovery, it has to be heard before the 15th day prior to the initial trial date. (C.C.P. § 2024.020(e))

Requirements Common to Regular Motions

(1) **Notice** - The motion must be filed and served at least 16 court days prior to the hearing. (C.C.P. § 1005(b)) Service must be made earlier if the papers are not personally served:

- 5 extra days if served by mail to a party within California (C.C.P. § 1005(b))
- 2 extra (calendar) days if served by fax, overnight delivery, or express mail (C.C.P. § 1005(b))
- 2 court days if served electronically (C.C.P. § 1010.6(a)(6))

Fax and electronic service are only allowed by agreement of the parties. In the case of fax service, the agreement must be confirmed in writing. (C.R.C., Rule 2.306) A party agrees to accept service electronically either by filing and serving a notice that they agree, or by electronically filing a document. (C.R.C., Rule 2.260)

(2) **Format** - The motion must comply with the format requirements contained in C.R.C., Rules 3.1110 and 3.1112, e.g., what has to be in the title and below the title, what has to be in the opening paragraph, proper binding, form of exhibits, the required parts of a motion and what must be stated. The memorandum of points and authorities must comply with C.R.C., Rule 3.1113 with respect to contents, proper format of case citations, page limitations, and inclusion of a table of contents and table of authorities where required.

Format Requirements Specific to Discovery Motions and/or Motions to Compel Further Responses

If sanctions are sought, C.C.P. § 2023.040 requires that the notice specify the identity of the person against whom sanctions are sought and the type of sanction requested, that the motion be supported in the points and authorities, and the facts be set forth in a declaration supporting the amount of any monetary sanction. There must be a declaration stating facts showing that a reasonable and good faith attempt was made to informally resolve the issues presented by the motion to compel further responses. (C.C.P. § 2030.300)

All motions to compel further responses in California state court must include a separate statement in accordance with C.R.C., Rule 3.1345, stating the specific discovery request, the response given, the factual and legal reasons for compelling further responses, etc.

Miscellaneous Rules

- A \$40 check must be submitted with the motion. (Govt. Code §70617(a))
- To determine the court's tentative ruling and determine whether you have to appear at the hearing or to request an appearance, see C.R.C., Rule 3.1308.
- If you want to appear at the hearing telephonically, you have to comply with C.R.C., Rule 3.1308.

Then there are the codes and rules governing notice of ruling, proposed orders, etc. after the hearing .

Julie A. Goren, Esq. is the author and publisher of Litigation By The Numbers® - Fourth Edition, which includes all of these codes and rules in its simple, step-by-step discussion of Motions as well as a separate discussion in the Discovery chapter on motions to compel further responses to discovery. www.litigationbythenumbers.com.

YOU CAN GET YOUR NATIONAL DUES WAIVED!!

NALS members that sign up five NEW members within a 12 month period, beginning November 1, 2009, will get their national dues waived for the year (this excludes state and local dues). The five new memberships must be in the same category of membership as the waived member. For example if you are a regular member who pays \$98 national dues, then you must sign up five new members in that same category. The new members must report you as their sponsor when they submit their application to NALS and you must fill out the waiver that COMES IN your renewal notice when your dues are due. On the waiver form, you will indicate all five NEW members by name that you sponsored and submit it back to NALS. As long as everything matches up and all five new members have been acquired within a 12 month period then your national dues will be waived for the year and you will only be required to pay your state and local dues along with submitting the completed waiver form.

Then Pay It Forward: tell the five members you signed up that they too can get the following year's dues waived if they sign up five new members. Let's get excited about our association and share it with others that can benefit as well!



Protect Your Clients . . .

Protect Yourself.

When a current or prospective client needs counsel outside your area of practice, direct them to the OCBA's **Lawyer Referral & Information Service (LRIS)**. Your referral to this trusted non-profit service protects both your client and your reputation.

- ➔ LRIS is the only referral service sponsored by the **Orange County Bar Association**
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The Orange County Bar Association

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Lawyer Referral & Information Service

TULSA 2010

By Karen Becker, PP, PLS
Region 8 Director

The longer I belong to NALS, the more I enjoy the conferences. Perhaps it is because of the friendships I have made or perhaps it's because our education, activities and speakers just keep improving. For the first time in many years, certification exams were held prior to the official beginning of the conference, with a cram course offered on Wednesday prior to the exams being administered on Thursday.

I'll share a few highlights of the first day of the conference. Our keynote speaker was Pam Hemann. Pam is president of Association Management Services, Inc. (AMS). During her keynote presentation, Pam led us down the "Pathway to Leadership." She talked to us about the importance of engaging our members and discussed the latest trends in leaderships, what we should look for in the future, and issues we should be considering. She enumerated the steps to success and advised us to know our association and our resources. Pam enlightened us about the important conversations we should be having and how important it is that we Think Big. Pam told us that the best things in our association are free—our mission and brand. How long has it been since you read our mission statement?

The following announcements were made:

NALS Education Conference and National Forum, October 21-24, 2010, Branson, Missouri, at Branson Chateau on the Lake Resort & Convention Center (call 1.888.333.5253 for reservations).

On Thursday (October 21), there will be a bonus leadership training session with David Horowitz (speaker). Also, there is an optional event on Thursday evening to the Dixie Stampede (a ticketed, off-site event) with transportation provided to those who get their tickets through NALS.

On Friday morning Erick Burton, CSP [Certified Speaking Professional] (author of "The Leadership Accelerator"), will be the opening keynote speaker. He will also offer an additional ticketed Executive Coaching session.

On Saturday David Horowitz, as the closing keynote speaker, will enlighten us on The Value of Showing Up.

The 2011 NALS Education Conference and National Forum will be held October 13-16, 2011, at The Hyatt Regency Cincinnati, with a room rate of \$115.

To increase the ROI—return on investment—of our membership, a very important change will take place in the NALS Online Learning Center immediately following the conference. The OLC and the sessions held there will be available only to NALS members. The education offered in the OLC will be exclusively available to NALS members. Members will access the OLC by logging on to the NALS Web site through the "members log in here" link on the home page.



CM/ECF Tips

Uploading Correct PDF's Remember to review the pdf when filing electronically to ensure the correct documents are being uploaded. To review a pdf prior to uploading, right click on the pdf you wish to upload and select "Open (with)..."

SURPRISING SYMPTOMS OF STRESS

See if your body is telling you that you're too anxious and what you can do about it

When was the last time you went through a period of stress? Can you remember the way your body reacted? Chances are you didn't feel quite like yourself. Health experts say that stress can come with some pretty surprising symptoms -- from forgetfulness to nausea to skin rashes. Is your body sending you an S.O.S. that you shouldn't ignore? Read on to find out if stress is taking a toll on you -- and what you can do to reverse the effects.

Tweaked Muscles

The pain in your neck that you attributed to long hours at the computer could actually be a symptom of stress. "Stress definitely affects our musculoskeletal system, resulting in tight, contracting muscles and/or spasms in muscles," explains Elizabeth Lombardo, PhD, MS, PT, a psychologist and physical therapist in Wexford, Pennsylvania, and author of *A Happy You: Your Ultimate Prescription for Happiness*. "It gets us ready for fight-or-flight, although unlike our cavewomen ancestors, we don't actually need our bodies to react like this." If you're experiencing what you believe to be stress-related muscle symptoms, try this exercise: Take 5 to 10 deep breaths and focus on relaxing the tense area of your body, says Dr. Lombardo. For the neck, try gentle neck rolls or enlist your husband to give you a quick shoulder rub.

Eye Twitching

Have you ever had an eye twitch? The often temporary condition can be annoying and worrisome, and for some, can be triggered by stress. "This condition is known as blepharospasm," explains Debbie Mandel, MA, a stress and wellness expert and author of *Addicted to Stress: A Woman's 7-Step Program to Reclaim Joy and Spontaneity in Life*. "Closing your eyes and visualizing your happiest place on earth will help." Also, avoid stress-related eye issues by giving your peepers a break now and then. "If your eyes get stressed from detailed work at the computer, 'stretch' them every 20 minutes by looking out the window at a larger landscape," suggests Mandel. "If you have no view, close your eyes and imagine a panorama."

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TIPS/TRICKS: 10 SIMPLE GOOGLE SEARCH TRICKS

1. Use the "site:" operator to limit searches to a particular site. It's particularly handy because many sites' built-in search tools don't return the results you're looking for (and some sites don't even have a search feature). If you're looking for Newport's address, for example, you could try this search: **newport site: company name.com**.
2. Use Google as a spelling aid. Entering a word into Google is a quick way to see if you have the right spelling. If it's incorrect, Google will suggest the correct spelling instead. Additionally, if you want to get a definition of a word, you can use the "define:" operator to return definitions from various dictionaries (for example, **define: parasymphathetic**).
3. Use Google as a calculator. Google has a built-in calculator — try entering a calculation like **110 * (654/8 + 3)**. Yes, your computer also has a calculator, but if you spend most of your day inside a browser, typing your calculation into the browser's search box is quicker than firing up your calculator app.
4. Find out what time it is anywhere in the world. This one's really handy if you want to make sure that you're not phoning someone in the middle of the night. Just search for "time" and then the name of the city. For example, try: **time New York**
5. Get quick currency conversions. Google can also do currency conversion, for example: **100 pounds in dollars**. If you would like to convert minor currencies, be sure to be specific about the country. So, if you want to find out how many *nuevos soles* your dollars might buy, you could try: **100 dollars in Peruvian nuevos soles**.
6. Use the OR operator. This can be useful if you're looking at researching a topic but you're not sure which keywords will return the information you need. It can be particularly handy in conjunction with the "site:" operator.
7. Exclude specific terms with the "-" operator. You can narrow your searches using this operator. For example, if you're looking for information about American Idol but don't want anything about Simon Cowell, you could try: **"american idol" -cowell**
8. Search for specific document types. Google can search the web for specific types of files using the "filetype:" operator. If you're looking for PDF files about Google, for example, you could try: **"google" filetype:pdf**
9. Search within numerical ranges using the ".." operator. Say, for example, you want to look for information about Olympic events that took place in the 1950s, you could use this search: **Olympics 1950..1960**
10. Area code lookup. Need to know where a phone number is located? Google will let you know where it is, and show you a map of the area, too. For example: **949**



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ALL TECHNOLOGY, ALL THE TIME
By Caryn Wolchuck, PP, PLS, CPS/CAP

On Saturday, April 24, 2010, NALS of Orange County presented its annual spring seminar, where we presented four technology sessions (Adobe Acrobat, Excel, Outlook, and Tables of Contents/Authorities) and a bonus session on the upcoming optional electronic filing of documents in Orange County Superior Court.

We had 41 very interested attendees who were excited to learn several new things throughout the day. Here are some comments we received:

Once again, NALS of Orange County has done a fabulous job of providing excellent and knowledgeable speakers on relevant topics in the legal profession. I enjoyed the way the speakers involved the audience and also were able to provide practical tips and shortcuts that relate directly to the type of work I do. I can't wait till next year's seminar and will encourage my friends to also attend.

Becky Neidhardt, PLS, San Diego, CA

I went to Orange County today for a NALS conference that focused on technology program use, tips and tricks. This is one the very best conferences I have attended as a NALS member and I learned things I had been curious about for some time now. I really appreciate the Spring meeting that NALS of OC puts on each year and look forward to next Spring!

Sarah Easterly, ALS, San Diego

I want all of you to know that it was a great seminar this weekend. As computer savvy as I am, there is always something I don't know and I learned quite a bit this last weekend that will be quite useful in my work. I will do the CLE at the next membership meeting and share some of this with everyone.

Deborah Trujillo, Las Vegas

I came as a vendor but left with a better understanding of Excel, Outlook and Adobe Acrobat, programs that are crucial to my business. The instructors were extremely knowledgeable and kept a fast pace yet answered every question thoroughly!

Cindy Pellicano, Titan Legal Services

Thanks for letting myself and Veritext be involved with your conference on Saturday. The information presented seemed very helpful for your colleagues and I learned a little myself.

*Jeff Eastin
Veritext National Deposition and Litigation Services*

We presented the seminar with the assistance of a grant from the NALS Foundation, and our exhibitors included: Merrill Corporation, Nationwide Legal Services, Legal Staffing Group, Titan Legal Services, and Veritext. Carrie Gagne, your vice president, sold Cookie Lee Jewelry, and copies of the program were made by Skyline Document Solutions. Thanks to everyone for a great day of education and camaraderie. As Daniel J. Boorstin stated: "Education is learning what you didn't even know you didn't know."

Stay tuned for details about the 2011 NALS of Orange County spring seminar. If there are topics you would like us to include, please let us know.

Registration fees are \$35 for NALS members and \$50 for non-members for each CLE session. Registered attendees are provided the audio portion of the Webinar at no cost. A toll free number is provided with your registration. For special group rates or possible group discounts please email WebEd@nals.org. All attendees must register in order to receive Certificates of Attendance and CLE credit. If you have more questions please email WebEd@nals.org.

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Click on the registration link and complete as directed. A schedule of upcoming Webinars and a brief description is provided below. **REGISTER TODAY!**

May 13, 2010 - 8:00 p.m. Central - 1 hour CLE
[Excel Tips and Tricks - How You Can Work More Efficiently in Excel](#)
Instructor: Nancy Wright (Perkins Coie)

Excel is a powerful application that continues to gain wider use in law firms. Excel's capacity to handle large amounts of data makes it great tool for managing document indexes, address lists or other lists. Excel can also perform a wide variety of calculations on dates, financial information or other data. But how do you get started if you are not a seasoned Excel user? In this session, we will cover how to quickly input and format data, including the AutoFill and Format Painter features, and other tips and tricks that will have you working more efficiently and exploring the power of Excel!

May 20, 2010 - 8:00 p.m. Central (FREE TO MEMBERS!)
[Think Big - Insights on the Knowledge Needed to Serve on the National Level](#) (Leadership Development)
Sponsored by the NALS Foundation Learning Center
Instructor: Julie Abernathy, PP, PLS



May 27, 2010 - 8:00 p.m. Central - 1 hour CLE
[PowerPoint...Pronto!](#)
Instructor: Melodi Pentico (Haynes & Boone, LLP)

We have all been asked to produce quality work on impossibly short deadlines: PowerPoint presentations are no different. Even PowerPoint pros feel the pressure when asked to complete an engaging, informative, and professional presentation by the end of the day.

*In PowerPoint...Pronto we will discuss effective ways to create presentations **fast**. We will begin with fundamental concepts of design and continue into a demonstration of powerful PowerPoint tools; such as slide designs, color schemes, slide masters, and custom templates. I'll even share with you some of my favorite resources when you are just flat out of creative ideas.*

June 10, 2010 - 8:00 p.m. Central - 1 hour CLE
[Copyright, Not Copy, Right?](#)

Mitigating Copyright Risks in the Business Enterprise

June 17, 2010 - 8:00 p.m. Central (FREE TO MEMBERS!)
[Setting Goals](#)

Instructor: Dee Beardsley, PP, PLS

June 24, 2010 - 8:00 p.m. Central - 1 hour CLE
[Word 7 \(topic may change\)](#)

Instructor: Mary Chesser, Director of Learning & Development (Shook, Hardy & Bacon)



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AN EXPERIENCE OF A LIFE TIME

By: Carrie Gagné

As I board the plane and head to Tulsa for the NALS 2010 Leadership Conference, I leave my family behind. I am nervous at first and I am not sure what to expect, yet I know this is going to be an experience of a lifetime.

As my plane lands and I arrive in Tulsa late at night, I am excited about what the conference has in store for me. I am optimistic about meeting new people and learning about leadership and membership and how I, as your Vice President, can make a difference in our Orange County chapter.

On Friday, March 12, 2010, Pam Hemann, CAE, of the Association of Management Services, opened up the Conference as the keynote Speaker. She was energetic and inspiring while discussing the importance of thinking big and how to get others actively involved in our organization. Pam demonstrated some examples of what we as leaders should be looking for in the future leaders of our organization. Pam kept the audience involved and excited by having group discussions among the tables and then by having the groups take turns sharing their responses.

After this first session, I was off to my next session. The next session was Leadership Training for Membership Chairs where we had the privilege of again hearing Pam Hemann. During this session Pam again opened up the group like setting and had the audience interact in groups to communicate. This session focused primarily on the decision to volunteer and how to get others involved. This session was a focus group that discussed the different types of volunteers. Overall, this was a great session and I walked away with pertinent information which will help me to motivate others and get them actively involved in our organization.

It was now time for our Region 8 meeting. Our very own Karen Becker, PP, PLS, NALS of Orange County member and Region 8 Director, conducted the meeting. Karen made announcements about our June cruise and conducted a drawing for the individual that has recruited the most new members. A much deserved congratulations is owed to Estelle Pete, PLS for her outstanding efforts in recruiting new members.

After the Region 8 meeting, we headed to lunch, where I was surrounded by newly motivated men and women. The food was great and the company was even better. The conversation was all about the morning sessions and how much everyone enjoyed the speakers.

Lunchtime was over and it was time to absorb some more leadership training. My next session was on Social Media. The speaker was NALS Marketing Director, Jay Moore. Jay's presentation about Social Media, "Join the Conversation," was incredible. His presentation consisted of everyday statistics and demonstrated how social media could be as simple as a conversation. An example of social media would be conversations that take place in blogs, MySpace, LinkedIn, Ning, Facebook, YouTube and Twitter. Jay encouraged his audience to become actively social by using social media. Jay expressed how valuable the conversations could be and the effect they could have on the organization. Jay informed his audience that NALS is currently connected to over 4,000 people through the websites listed above. If you

are not already involved with social media, I urge you make a difference and become actively involved.

After Jay's session, it was time for the President's reception. Everyone gathered for an exciting reception and enjoyed cake and champagne while past President Julie A. Alberntahy, PP, PLS gave her final farewell as NALS 2009-2010 National President and welcomed and congratulated Patricia E. Infanti, PP, PLS, NALS 2010-2011 National President. The speech Patti gave was incredible and her main focus was for everyone to leave the leadership conference with one thing on their minds and that was "THINK BIG"! Patti expressed that if you Think Big, good things will happen to not only you, but also in your organization.

As my first day at the leadership conference came to an end, I must say I was exhausted but it was a day I will remember forever. Not only did I meet new friends, I was invited to dinner with members of NALS of Oklahoma.

That night I went to dinner with my new friends from Oklahoma, with others from Alabama, Mississippi, and other southern states. That night turned into an evening filled with good Mexican food and lots of laughter. The highlight of my night was when the gals from Alabama decided it would be fun to throw tortillas in the Mexican restaurant. I'm sure those pictures are on Facebook or have been blogged about on Twitter. How much fun that night was!

The next morning came quick, as I was exhausted from the night before; I was excited about waking up to great sessions.

My first session of the day was on Leadership Training with Tina Boone, PP, PLS and Sherri Krawitz, PP, PLS. The ½-day session provided in-depth information about leadership and the nuts and bolts for the membership chair. The session covered what happens after an election is over and establishing a plan of action. The session also focused on goal setting and why it is important for the membership chair as well as the organization. Some examples of why goal setting is important are as follows:

- It establishes direction for your life/association;
- Identifies results;
- Challenges you to grow;
- Improves your self-image or the image of the association;
- Gives you confidence; and
- Forces you to be specific.

In addition to the above, Tina and Sherri discussed the important duties for the chapter membership chair and emphasized what the membership chair should have at every event.

This ½-day session was incredible. Tina and Sherri did a great job at presenting the nuts and bolts for the membership chair. I definitely walked away from this session with a lot of

information and feeling more confident about my important role I have with NALS of Orange County.

The afternoon session that I chose to attend was the NALS Jett Awards Founders Award session. This session was a more relaxed session where Brynne Williamson PP, PLS of Washington went over the highlights of Where's Eula Mae? Where's Eula Mae (named after the founder of NALS, Eula Mae Jett) was developed to be a monthly feature in NALS of Greater Seattle's newsletter. The project consisted of two traveling Eulas that traveled to different locations to snap a photo of Eula Mae. The locations ranged from national events to local destinations and readers of the monthly newsletter were asked to identify the Eulas' location by sending their guesses to a designated email address. The Where's Eula Mae project was originally developed to generate renewed interest and excitement among the chapter's membership. Much applause should be given to Brynne Williamson and NALS of Greater Seattle for an amazing job they did with the development of Where's Eula Mae.

Day two has almost officially come to a close. The ½-day session was incredible and listening to Brynne speak about her exciting experience and development of Where's Eula Mae was very interesting. I wish I would have come up with an idea like this to get others involved. The Where's Eula Mae program is going to be a tough one to compete with.

Saturday afternoon came fast. After the morning sessions were over, the attendees headed over to the closing and wrap-up session. The closing and wrap-up session were primarily the raffles from the weekend. Although I did not win anything from this year's raffle, I am hopeful that I will have better luck next year.

After the closing and wrap-up, the attendees had 90 minutes to change into casual clothes and to get ready for the networking dinner. The networking dinner was one of the final adventures for me in Tulsa. The food was excellent and the D.J. played some memorable favorites. I made sure I requested some of my all-time favorites. After all, what's a party without playing "Girls just want to have fun" and "Sweet Home Alabama"? What a great way to end my evening while dancing away to my favorite songs with some of my new friends.

As the evening came to an end, I was excited that I had obtained so much valuable information that I was able to bring back to California. While I was in Tulsa at the leadership conference, I met several people from all over the country. The conference was truly a great way for me as well as others to meet, network and to participate in extensive training on how to be successful when actively involved in a leadership role. I had the opportunity to sit through many training sessions and participate in many focus group sessions that were designed to help those involved in leadership. I hope to see you next year at the 2011-2012 Leadership Conference. This conference was an experience of a lifetime and I cannot wait to make a difference in our chapter as your current Vice President.



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What is the NALS Community?

It is an on-line community made up of legal professionals—Legal professionals who are eager to exchange information and ideas about anything or everything.

Who can join the NALS Community?

Anyone can join the NALS Community. To be a part of the NALS Community, go to: <http://nalsnet.ning.com/>

Does it cost anything to join the NALS Community?

The NALS Community was created using a free service called Ning to host the community. There is no cost to you for joining.

What kinds of topics are discussed on the NALS Community?

Topics range from future conferences, webinars, employment tips, marketing yourself, Major League baseball, etc. You can post comments to existing topics or you can start a new discussion on any topic.

What are the benefits of joining the NALS Community?

You can network with some wonderful people. You receive a lot of helpful information. You can check out the NALS Community 24 hours a day / 7 days a week.

What are other features of the NALS Community?

You can send a private email to anyone who is part of the NALS Community. You can post photographs of anything (please keep it clean). You can use Ning to host your own social network with your friends and co-workers. Also, the NALS Community is a good way to bounce ideas off of one another without anyone having to travel or to call someone which is, of course, a great feature during these tough economic times.

When you get there, search for the NALS of Orange County Group and join us!

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Who to nominate:

- Judges who remove impediments in the court systems to support access to legal assistance for low income persons
- Attorneys who provide pro bono services
- Attorneys and bar associations who develop high school mock trial programs
- Firms or legal professionals who make contributions to law-related education for youth
- Attorneys or bar associations who make contributions to law-related education for the elderly
- Firms, attorneys, or legal professionals who volunteer services to improve their communities
- Media (print and audio) who feature “good news” stories about judges, attorneys, legal professionals or the legal profession.

Who can submit nominations?

Individual members of NALS, chapters, or state associations can submit a nomination. The submitter will be named in all publicity (unless anonymity is requested). The process is easy and you can submit your application at any time. [You can submit the nomination online](#). If you prefer to mail or fax your nomination, use the nomination form in [PDF](#) or [Word](#) format. Submission instructions are included on the form.



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