

**OFFICIAL NOTICE**

**February 2019 Quarterly Conference  
Legal Secretaries, Incorporated**

TO: All LSI Members.

The February 2019 Quarterly Conference of the 2019-2020 Board of Governors of LEGAL SECRETARIES, INCORPORATED, will be hosted by San Diego Legal Secretaries Association (“SDLSA”) on February 15, 16, and 17, 2019, in Alpine, California.

**HEADQUARTERS:** Viejas Casino & Resort  
5000 Willows Road  
Alpine, CA 91901  
619.445.5400 - Telephone  
619.659.5335 - Facsimile

**HOTEL RESERVATIONS:** Via Internet: <https://viejas.com/>

or

Make reservations directly with the hotel by calling  
1-800.938.2532

**Group Code: 190214Legal**

**DEADLINE FOR HOTEL  
RESERVATIONS:** **January 21, 2019**

**RATES:** \$149 per night (Single/Double)  
\$169 per night (Triple)  
\$189 per night (Quadruple)

**ROOM DEPOSIT REQUIRED:** None. (Credit card must be used to guarantee the reservation, but no changes will incur at time of booking.)

**TAX:** 12.5%

**CHECK IN/OUT:** Check in time is 4:00 p.m.  
Check out time is 12:00 p.m.

**PARKING CHARGE PER DAY:** Free self-parking or valet

**HOTEL AMENITIES:** Viejas Casino and Resort offers eight dining venues, and of course—a casino! Right across the street you

will find an outlet mall, additional dining options, an outdoor roller rink, bingo, bowling alley, and arcade. There is complimentary WiFi in guest and meeting rooms.

**SCRIP TICKET:**

\$150 (includes registration, reception, banquet and brunch); \$160 after January 19, 2019

Individual tickets may be purchased as follows:

Registration:	\$ 25.00
Registration after 1/19/19:	\$ 35.00
Reception*:	\$ 30.00
Banquet*:	\$ 73.00
Brunch*:	\$ 38.00

\*Registration not required to attend these functions

**DEADLINE FOR RESERVATIONS:**

January 18, 2019

**NO REFUNDS AFTER:**

January 19, 2019

**LUNCHEON RESERVATIONS:**

Governors' Luncheon\* \$32.00  
\*(open to Governors only)

Presidents' Luncheon\*\* \$32.00  
\*\*(open to Presidents only)

Open-Newcomers Luncheon\*\*\* \$32.00  
\*\*\*(open to all LSI members)

**TICKET AND LUNCHEON RESERVATIONS:**

Use registration form published in the November 2018 issue of *The Legal Secretary*, or online at [www.lsi.org](http://www.lsi.org).

Checks should be made payable to:

**“SDL SA FEBRUARY 2019 CONFERENCE FUND”**

Ticket reservations should be mailed to:

Cynthia Halvax, CCLS  
c/o Neil Dymott  
110 West A Street, Suite 1200  
San Diego, CA 92101

**TRANSPORTATION**  
**(This Conference Has Been Designated as a Remote Location)**

**Flying and Renting a Car:**

San Diego International Airport is approximately 39 miles from Viejas. There is no hotel shuttle service. Super Shuttle <http://www.supershuttle.com/default.aspx?GC=CT8WB> -- A shared ride shuttle offers 5% discount one way; 10% discount round trip. Reserve online or call 1-800-Blue-Van and use the code: CT8WB. Rental car services are available at the airport.

**DRIVING DIRECTIONS:**

**From the North:**

*Via Interstate-5*

Head South to I-8 East. Take the Willows Road exit (exit 36) and take a left. Destination will be on the left.

**From the South:**

*Via Interstate-5*

Head North to I-8 East. Take the Willows Road exit (exit 36) and take a left. Destination will be on the left.

## **SCHEDULE OF EVENTS**

### **Thursday, February 14, 2019**

- 1:00 p.m. - 5:00 p.m. Executive Committee Budget Meeting  
(EC Members Only)  
Location: Arcadia Board Room
- 7:30 p.m. – 9:00 p.m. Marketing Committee Meeting  
(as set by Marketing Committee Chair)  
Location: Manzanita Board Room

### **Friday, February 15, 2019**

- 8:30 a.m. – 5:00 p.m. Executive Committee Meeting  
(EC Members Only)  
Location: Arcadia Board Room
- 8:30 a.m. – 5:00 p.m. Continuing Education Council  
(CEC Members Only)  
Location: Manzanita Board Room
- 1:00 p.m. – 5:00 p.m. Legal Specialization Section Leaders Meeting  
(Section Leaders Only)  
Location: Willow Room 2
- 1:00 p.m. – 6:00 p.m. Registration  
Location: Oak Pre-Function area (in front of Oak Ballroom)
- 2:00 p.m. – 7:00 p.m. Exhibitors  
Location: Oak Pre-Function area (in front of Oak Ballroom)
- 5:15 p.m. to 6:15 p.m. CEC Educational Program  
Speaker: Edward C. Walton  
Procopio Cory Hargreaves & Savitch, LLP  
Topic: “Some Unusual Jurisdictional and Procedural Aspects  
of Admiralty and Maritime Law”  
Location: Willow Room 1
- 6:30 p.m. – 8:00 p.m. Reception and “Meet & Greet Out Sponsors and Vendors”  
event (Prizes will be given out every 15 minutes)  
You must be present to win!  
Location: Oak Pre-Function area (in front of Oak Ballroom)  
and Patio (weather permitting)

### **Saturday, February 16, 2019**

- 7:30 a.m. - 8:30 a.m. CCLS Workshop

Topic: CCLS Mini-Mock Exam- Legal Terminology, Legal Computations and Ability to Communicate Effectively presented by Terrie Quinton, CCLS  
Location: Willow Room 1

- 8:00 a.m. – 2:00 p.m. Registration  
Location: Oak Pre-Function area (in front of Oak Ballroom)
- 8:00 a.m. – 3:00 p.m. Exhibitors  
Location: Oak Pre-Function area (in front of Oak Ballroom)
- 9:00 a.m. - 10:30 a.m. Board of Governors Meeting  
Location: Oak Ballroom
- 10:30 a.m. – 11:00 a.m. Coffee Break  
Location: Oak Pre-Function area (in front of Oak Ballroom) and Patio (weather permitting)
- 11:00 a.m. – 12:00 p.m. Civil Litigation LSS Workshop  
Speaker: Leticia Ostler and Jeremy Ostler of Clarity Jury Consulting  
Topic: "Bull" Jury and Trial Consulting: The How's and Why's of Jury Consulting  
Location: Willow Room 1
- 11:00 a.m. – 12:00 p.m. Law Office Administration LSS Workshop  
Speaker: Lisa Hird Chung, Esq. of Schor Vogelzang LLP  
Topic: Defense of Wage and Hour Claims  
Location: Sycamore Room 1
- 12:15 p.m. – 1:15 p.m. Governors' Luncheon  
Location: Sycamore Room 2
- 12:15 p.m. – 1:15 p.m. Presidents' Luncheon  
Location: Willow Room 2
- 12:15 p.m. – 1:15 p.m. Open Luncheon  
Location: Manzanita Board Room
- 1:45 p.m. – 3:00 p.m. Board of Governors Meeting  
Location: Oak Ballroom

- Immediately After Board of Governors Meeting “Meet & Greet Our Sponsors and Vendors” event (Prizes will be given out every 15 minutes) You must be present to win! Location: Oak Pre-Function area (in front of Oak Ballroom) and Patio (weather permitting)
- 3:00 p.m. – 4:00 p.m. Probate and Estate Planning LSS Workshop  
 Speaker: Nicole Paschoal, Esq. of Withers Bergman LLP  
 Topic: Administering Trusts in Life and at Death  
 Location: Willow Room 1
- 3:00 p.m. – 4:00 p.m. Criminal and Family Law LSS Workshop  
 Speaker: Stefano L. Molea, Esq. & Elizabeth Molea, Esq.  
 Topic: Domestic Violence: Family Law & Criminal Aspects  
 Location: Sycamore Room 1
- 4:30 p.m. – 5:30 p.m. Federal Law LSS Workshop  
 Speaker: Joe Diaz, CM/ECF Coordinator USDC Southern District of California  
 Topic: Calendaring, Filing Motions, Trial Readiness  
 Location: Willow Room 1
- 4:30 p.m. – 5:30 p.m. Specialty Law LSS Workshop  
 Speaker: Attorney from Procopio Cory Hargreaves & Savitch, LLP  
 Topic: Tribal Law  
 Location: Sycamore Room 1
- 6:30 p.m. – 7:30 p.m. Reception  
 Location: Oak Pre-Function area (in front of Oak Ballroom) and Patio (weather permitting)
- 7:30 p.m. – 10:00 p.m. Banquet  
 Location: Oak Ballroom
- Sunday, February 17, 2019**
- 9:00 a.m. – 10:30 a.m. Brunch  
 Location: Oak Ballroom

**GENERAL CONFERENCE CO-CHAIRS**

Leanna Pierce  
619.248.0970 / [lpierce@morrislawfirmapc.com](mailto:lpierce@morrislawfirmapc.com)

Renee Evans, CCLS  
619.823.7332 / [renee.evans915@yahoo.com](mailto:renee.evans915@yahoo.com)

**AGENDA FOR BOARD OF GOVERNORS MEETING**

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1. Call to Order                      | 8. Reports of Elected Officers    |
| 2. Pledge of Allegiance               | 9. Reports of Appointed Officer   |
| 3. Code of Ethics                     | 10. Reports of Committee Chairmen |
| 4. Roll Call                          | 11. Unfinished Business           |
| 5. Approval of Minutes                | 12. New Business                  |
| 6. Correspondence                     | 13. Announcements                 |
| 7. Oral Resume of Executive Committee | 14. Adjournment                   |

**DETERMINATION OF QUORUM**

In order to determine whether a quorum will be present at the meeting, each Governor must advise the LSI Executive Secretary, in writing, or by e-mail, whether the local association will be represented by a Governor or Governor Pro Tem.

**CHAIRMEN OFFICIALLY CALLED**

**CALL OF CHAIRMEN FOR THE REMAINDER OF THE 2018-2019 FISCAL YEAR**

**85<sup>th</sup> Annual Conference – May 15-19, 2019 – Newark, CA**

All Officers and Chairmen are officially called to the May 2019 Annual Conference.

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Dated: December 19, 2018

*Rod Cardinale, Jr.*

Rod Cardinale, Jr.  
LSI Executive Secretary