ORANGE COUNTY CHAPTER, ASSOCIATION OF LEGAL ADMINISTRATORS

THE Orange APPEAL

November 2000

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Harvest your blessings - Take pleasure in reaching out and giving to others.

Surprise someone from your heart today.

Success Is Not A Gamble

by Diane Crandall

ALA Conference ~ Regions 4 & 6

"I've never won anything in my life, but somehow I have a real good feeling about this contest." These were my words as I returned from the August ALA meeting. Less than 24 hours later, Vicky Berry called to let me know that I had, in fact, won one of the trips to the ALA Regional Conference in Las Vegas. I was thrilled, and it seemed like a perfect match ? the excitement of Las Vegas combined with the excitement of being able to attend my first ALA Conference.

The conference on Friday began with the keynote speaker, Eileen McDargh. Eileen's enthusiasm is nothing less than contagious. It was the perfect way to kick off the conference. From there I made my first visit to a vendor exhibit hall. It was overwhelming. I came away with a ton of much?welcomed information, as well as a bunch of free goodies. For me, the afternoon was then spent in an employment law update. Speaker Richard J. Simmons was completely entertaining. "If a schizophrenic holds a gun to his/her head, is it a hostage situation?" I don't think listening to labor law will ever again be as pleasurable. Saturday was just as empowering. I learned how to bridge the gap between the four generations now in the workforce and received as much information as I could possibly hope for regarding privacy issues in the electronic workplace. The conference concluded with John Powers, a truly remarkable and motivating gentleman.

The days were wonderful, and I came away with a wealth of information. However, as I returned to my room each night, something stood out for me. I finally figured it out. It was the people. Uplifting, positive, successful people surrounded me. I met administrators from Texas, managers from Colorado and directors from Oregon. We shared stories and experiences. It was comforting to hear that my firm isn't the only one out of office space or the only one having a hard time finding litigation secretaries. The networking, supporting and bonding experience equaled, if not surpassed, the educational experience. Each new person I encountered had something to offer, and it's not limited to just the office. An accounting manager from Nevada is going to fax me her grandmother's famous brownie recipe!

I'd like to extend a special thanks to Vicky Berry, Toni Vigil and Janet Rossman

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Mission STATEMENTS & GOALS

Orange County Chapter Mission Statement

To promote the Association's mission statement and goals and strengthen it by creating and implementing the Chapter's objectives and procedures in congruence with Region 6 and the International Association;

To meet the needs of our members by providing opportunities for quality education, networking and the exchange of information;

To enhance the visibility and credibility of the profession and the Association through community service projects and alliances with bar associations and other law-related professional associations;

To be flexible and meet the needs of our membership;

To promote and achieve the Performance Objectives for Chapters and for Members of the Association of Legal Administrators, respectively, the ALA and Chapter Bylaws, respectively, the Chapter Standing Rules and the ALA Code of Professional Ethics.

ALA Mission Statement & Goals

The Association of Legal Administrator's mission is to:

Promote and enhance the competence and professionalism of legal administrators and other members of the legal management team by providing high quality, competency-based educational programs in legal management;

Represent professional legal management and managers to the legal community and to the community at large; and

Improve the quality of management in legal services organizations.

* * * * *

Develop and deliver programs and products that will provide high quality, competency-based education to members of the legal management team.

Increase the visibility and credibility of the association and its members in the legal community through effective marketing and communication and through liaison with the bar and other law related associations at local, state and national levels.

Enhance the services and benefits available to members.

Retain and recruit from all components of the legal management team.

Strengthen the association's economic base.

Increase sensitivity to cultural diversity within the association and in the legal management community.

Implement an organizational structure which separates the policy and operational roles and responsibilities of volunteers and staff to assure that organizational resources are used appropriately to achieve the association's goals.

The Orange Appeal

MANAGING EDITOR, Jani Wilson

SPOTLIGHT EDITOR, Jenny Cox; EDITORIAL CORRESPONDENT, Carolyn Smallwood & AD COORDINATOR, Diana Baker

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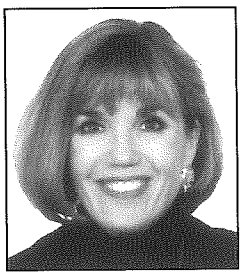
President's Message

by Vicky Berry



SHORT ORDER COOK, ICE CREAM SCOOPER OR SYMPHONY CONDUCTOR?

Am I the only administrator whoever asks "what is it I really do for a living?" A day in the life of a legal administrator brings many challenges and we are required to wear many different hats and costumes. Sometimes we do not have enough time to remove one hat before we are required to put on a different one. Last week while attending a social event, someone asked in what profession I worked. When I replied, "I am a legal administrator," the person who asked the question gave me a blank stare. So I attempted to depict "in words" to this stranger the "fine art" of legal administration.

Boy, what an out of body experience when my mouth was describing one picture of an administrator's job while my mind was forming a totally different vision with three different costumes! One costume requires a tall white paper hat and long white apron, the second commands a small visor hat and a 1950's apron and the third, a tuxedo with tails and a baton. Just the day before my life as an administrator was one of a short order cook, ice cream scooper and symphony conductor.

Order Up. The wardrobe calls for a white apron and tall paper hat today. So how would you like your eggs today . . . scrambled or sunny side up . . . toast (sour dough, wheat, rye or white) and would you like it dry or slathered with butter? Bacon, sausage or ham, fries or hash browns? Would you like to pay cash or charge your bill? Should a doggy bag be provided or the leftovers dumped? What do you mean you changed your mind . . . you didn't really want real eggs but eggbeaters and poached with cheese, no potatoes but fresh fruit instead. And... now your order got cold because you had to take a call on your cell phone that needs to be charged and could I charge it while I am whipping up another order right away! But wait one minute . . . your order was hot when I delivered it! Cooking days can be the pits but on some days, a perfect omelette does appear!

One Scoop or Two . . . Now Serving Number 54! Put on the small visor hat and 1950's apron and retrieve the ice cream scoop. Line forms to the right and take a number, please! Hey, do not cut in front of the person who has been patiently waiting for 30 minutes because you have to go to a meeting in five minutes and what you have to say can't wait. So what would you like today, one scoop or two, regular or sugar cone or would you prefer it in a cup? Chocolate, vanilla, strawberry or how about a combination Neapolitan for a change? Would you like sprinkles or chocolate syrup? What do you mean you don't want ice cream, you want yogurt . . . fat free, not sugar free, in a small cup with nuts on the side AND put them in a separate cup with a lid AND place it all in a bag to go! And hurry, hurry, hurry and you forgot to tell me you don't have enough cash so could I take the expense out of petty cash! As the scooper . . . days aren't always so sweet but once in a while you dispense the perfect ice cream cone!

Tap! Tap! Tap! Orchestra Ready! Tuxedo with tails and a baton marks the look of the conductor! Please sit down, stop tuning your horn and pay attention. Hey, person with the drums . . . your place is in the back row along the side of the individual with the cymbals. What do you mean you don't like the back row because no one can see you? Of course, you have to stand for more than 15 minutes and no you cannot have a different ergonomic chair in "designer red." You are not feeling well and have gotten the sniffles and can't breathe well enough to play today and could a temp be called to take your place as soon as possible. It appears your reed broke but can "I" fix it because you have not had enough training! Seniority not experience should place you in the lead chair in the horn section closest to the front of the stage. Hey, could you be seated long enough so we can get through one dress rehearsal! Or, were we actually playing musical chairs all day instead of trying to perform Beethoven's 5th! Conducting doesn't always bring music to our ears but one does occasionally experience a perfect crescendo!

So the next time a stranger asks you to explain a legal administrator's job, simply reply, "depends on the day . . . I am multi-talented . . . I cook short orders, scoop perfect ice cream cones and conduct the symphony in the afternoon!"

Information UPDATE

AB 1761 ~ Celebration for California

(joining 26 other states which already have paralegal definitions in place)

On September 14, 2000, Governor Gray Davis signed AB 1761, introduced to enhance consumer protections by differentiating between those who work under the supervision of an attorney and those who work directly for the public.
See press release enclosed.

Orange County Chapter Website

Visit our website. Progress is being made and links are being activated. Your input is welcome.
Contact Jeannie Cabell at jcabell@brobeck.com.

OC Administrator Hotline

If you are seeking a job in the area of law office administration, please call 949.251.6846 for information on job opening in the Orange County area.

Recruiting INFORMATION

Legal Support Staff Job Bank

The Orange County ALA Chapter sponsors a legal support staff job bank for local legal personnel; secretaries, paralegals, word processors, MIS, etc. The job bank is a collective effort among the Orange County Legal Secretaries Association and the ALA. If you are looking for an applicant, call Donna Fouste at 949/440-6700, Ext. 300 and let her know of the vacancy and the skills needed. If you know of someone looking for a job in the legal community, have them forward their resume to Donna Fouste, ALA Job Bank, P.O. Box 17777, Irvine, CA 92713-7777. Feedback regarding the Legal Support Staff Job Bank is welcomed. Please refer talented individuals who applied to your firm, but to whom you did not extend an offer.

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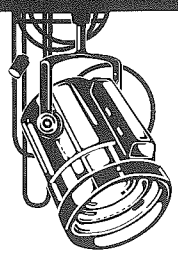

Administrator SPOTLIGHT

by Jenny Cox

This month's spotlight features Patti DeBenedictis from the firm of Campion, Rodolff & Van Riper LLP. Campion, Rodolff & Van Riper is a six-attorney firm specializing in PI Defense, Premises Liability, Business Litigation, Labor and Employment.

Patti became involved in the legal field as a legal secretary and had her own business as a legal/medical word processor. Just as she was returning to California from two years living in Georgia, an attorney she had worked for as a secretary asked her to take over as his administrator. Patti believes it was definitely fate stepping in because she had no employment plans upon returning to California.

A relatively new member of ALA, Patti joined in March of 1999. She hasn't yet become involved in any of the committees, but keeps current through the newsletters and ALA web site. She hopes to become more involved as time permits.

Patti is married and has a 21 year old daughter (Toni) who will be going in December to live in Amsterdam for a year to work as an au pair. Traveling is what Patti enjoys most outside of work.

She especially likes England and at present is planning a 12 day trip. She plans to spend eight days in the city and then the last four days in the country. Her last weekend in England will be well spent participating in a murder mystery put on by a Criminal Investigation Agent at a country estate. What fun! Patti and her husband Don have spent many enjoyable hours poring over travel books and maps to plan their England visit.

Patti's administrator advice is to pay attention to the details and know where to get answers; she believes that is what sets a really good administrator apart. Patti quotes Einstein as having said, "Genius is not knowing everything, but knowing where to find the answers to everything." She uses the Internet daily to answer questions and marvels at how we were ever able to function without it and thinks that must be how people felt getting the telephone.

Favorite book: It's very hard for Patti to pick just one book or movie, but she would have to say one of them is efinitely "A Woman of Substance." She also loves books by Maeve Binchy and is sad to hear that her new book "Scarlet Feather," is going to be her last.

Favorite movies: Moonstruck / Sliding Doors / It's A Wonderful Life

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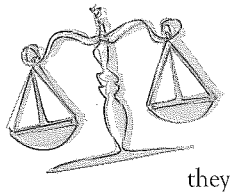
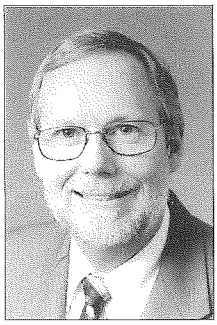
Employment Law Corner





By: Dale A. Hudson

We had all employees sign an arbitration agreement several years ago. This created some morale problems at the time. Now we would like to update the agreement. What can we do to avoid morale problems? Should we only require new employees to sign the new arbitration agreement?

In August of this year, the California Supreme Court issued a major decision, Armendariz v. Foundation Health Psychcare Services, Inc. (2000) 24 Cal.4th at 83, which spelled out the conditions under which California courts will enforce arbitration agreements which are imposed upon employees as a condition of employment. The Supreme Court addressed the arbitrability of discrimination claims under the Fair Employment and Housing Act, and held that such claims are arbitrable only where the following conditions are met:

1. The agreement must provide for a neutral arbitrator.
2. The agreement must not contain provisions which limit the employee's remedies, such as by shortening the applicable statute of limitations or restricting the type or amount of damages the employee may recover.
3. The agreement to arbitrate must be mutual, i.e., the employer must also be required to arbitrate claims of the same type which the employee is required to arbitrate.
4. The agreement must grant the employee the right to conduct sufficient discovery to prove his or her claim, including access to key documents and witnesses.
5. The arbitrator must issue a written decision which will reveal "however briefly, the essential findings and conclusions on which the award is based."
6. The arbitration agreement cannot require the employee to bear the expenses of the type which the employee could not be required to bear if she were filing litigation in court. As a practical matter, this means the employer must pay the arbitrator's fees.

The Armendariz decision is not clear as to whether items 4 through 6 are conditions to arbitrability of all employment related claims, or only claims for discrimination under the Fair Employment and Housing Act. (It is clear that items 1-3 apply to all mandatory employment arbitration.)

Responding to your question, the Armendariz decision creates a perfect opportunity to request that all employees sign new arbitration agreements. You should explain that the arbitration agreements need to be updated to comply with recent changes in the law, and that the new arbitration agreements will provide that the employer will pay for the cost of arbitration. Existing employees who have already signed an arbitration agreement will probably not have any strong objections to the new agreements, which will presumably be more favorable to the employee in some respects.

On the other hand, if you have existing employees who have not signed arbitration agreements, requiring arbitration agreements may indeed create morale problems. While arbitration can be faster and less expensive than litigation, employees may feel that they would rather litigate any claims before a jury. Thus, while you can attempt to portray arbitration in a positive light in an effort to minimize morale problems, it may not be possible to completely avoid morale problems that arise from requiring employees to sign arbitration agreements. California courts have held that at-will employees may be terminated for refusing to sign arbitration agreements, but this would obviously be an extreme measure.

Our firm issues laptop computers to its associates. If a computer is lost or damaged due to an associate's negligence, can the firm require the associate to reimburse the firm for its loss?

As a general rule, the firm can require an employee to pay for losses occasioned by the gross negligence of the employee. Otherwise, the loss must be born by the employer. This rule is suggested by Labor Code section 2865, which provides:

An employee who is guilty of a culpable degree of negligence is liable to his employer for the damage thereby caused to the employer.

On the other hand, Labor Code section 2802 provides:

An employer shall indemnify his employee for all that the employer necessarily expends or loses in direct consequence of the discharge of his duties as such, or of his obedience to the directions of the employer . . . .

Read together, these two statutes provide that where an employee is guilty of mere negligence, the risk of loss must be born by the employer. However, where the employee is guilty of a "culpable degree of negligence" then the employee is responsible.

Unfortunately, even the above rule is subject to some doubt. In O'Hara v. Teamsters Union Local #856 (9th Cir. 1998) 151 F.3d 1152, 1160, the court focused on the word "guilty" in section 2865, and held that an employer was not entitled to indemnity from an employee where the claims against the employee arising out of the employee's alleged negligence were settled with no admission of wrongdoing. Thus, there is some doubt whether an employer can invoke section 2865 unless the employee has been actually found "guilty." However, the facts of O'Hara are somewhat unusual.

In any event, under no circumstances should an employer take a deduction from an employee's wages on account of such a loss, unless the employee gives written consent.

Dale A. Hudson is Special Counsel in the Orange County office of Sedgwick, Detert, Moran & Arnold, where he specializes in representing employers in all areas of employment law.

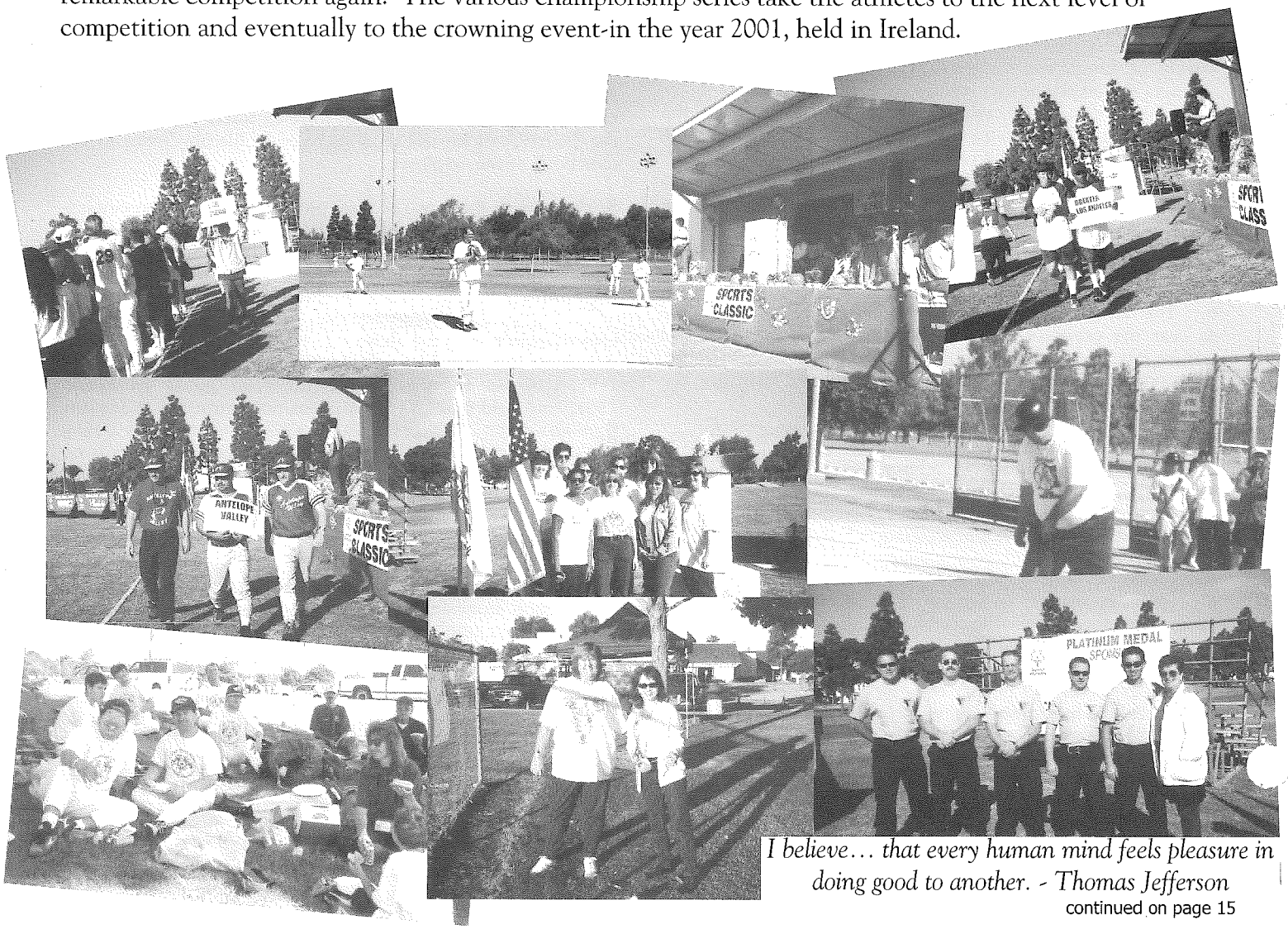
If you have a labor law question, please submit your question to vlb1@sdma.com and the question will be answered, by Dale A. Hudson, Esq., in a subsequent newsletter publication.

Community Challenge Weekend 2000

by Jani Wilson

Special Olympics
Southern California Series
October 15 & 16, 2000
Fountain Valley, California

What fun! Combined efforts of the ALA and the Orange County Bar Association volunteers were genuinely appreciated by coaches, athletes, spectators, and all associated with this special athletic occasion. The day was a heart-warming experience for all. The talent, sportsmanship and enthusiasm were banner. Saturday began with Opening Ceremonies, with Ed Arnold, Master of Ceremonies, commending many individuals and company sponsors who make it possible. Softball was the competition for Saturday and Sunday athletes competed on bowling teams. The weekend was topped off with Closing Ceremonies. Congratulations to all of the athletes and we look forward to volunteering our time for this remarkable competition again. The various championship series take the athletes to the next level of competition and eventually to the crowning event-in the year 2001, held in Ireland.



I believe... that every human mind feels pleasure in doing good to another. - Thomas Jefferson

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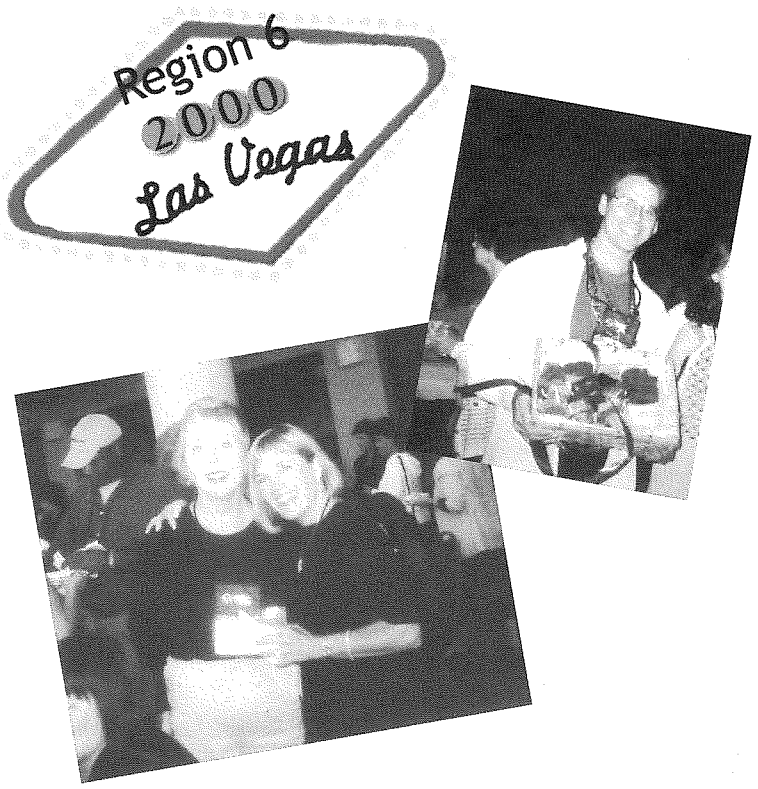
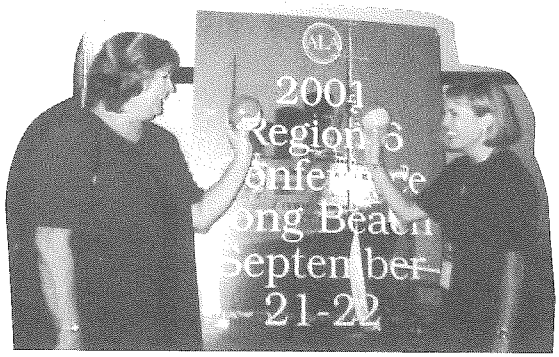
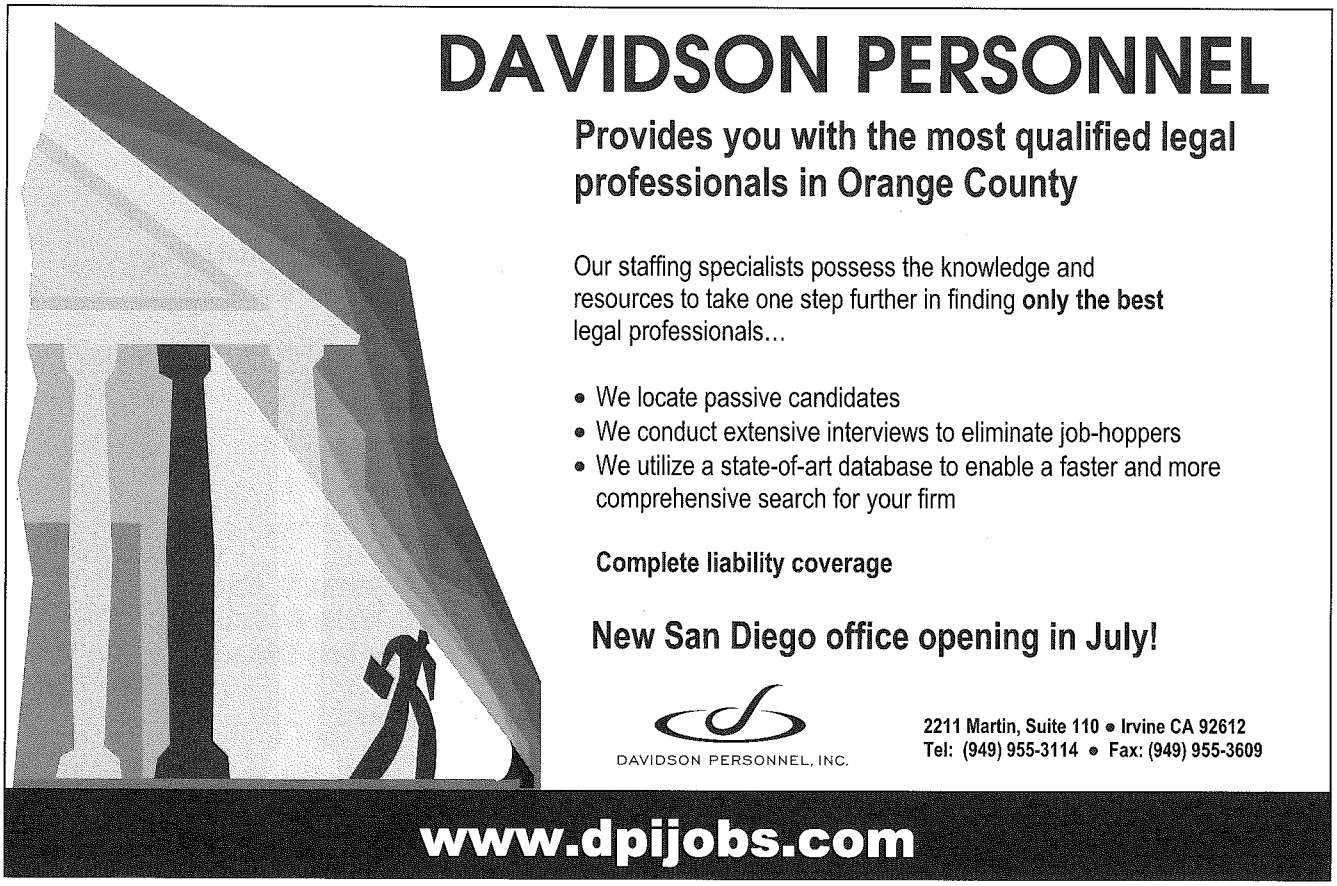
for each making a special effort to make sure that my first ALA Conference was a success. Thanks to them it certainly was, and I'm proud to have been included in the most?highly attended regional conference yet.
Thanks ALA!

Diane Crandall is the Office Administrator for the Irvine Branch Office of Nossaman, Guthner, Knox & Elliott, LLP, a 24-attorney firm, with branch offices in Los Angeles, San Francisco, Sacramento and Washington D.C.







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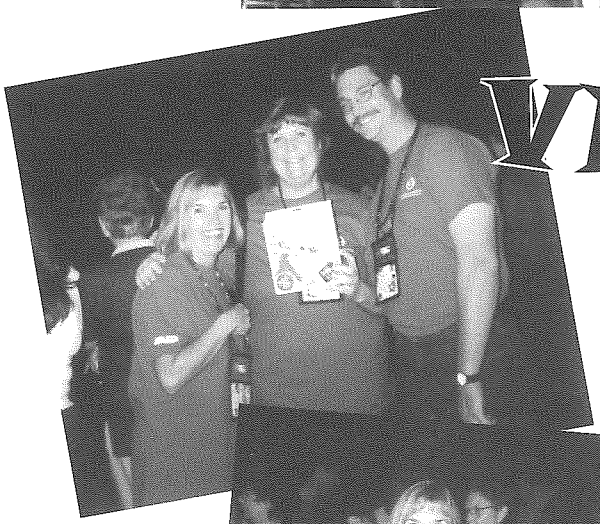
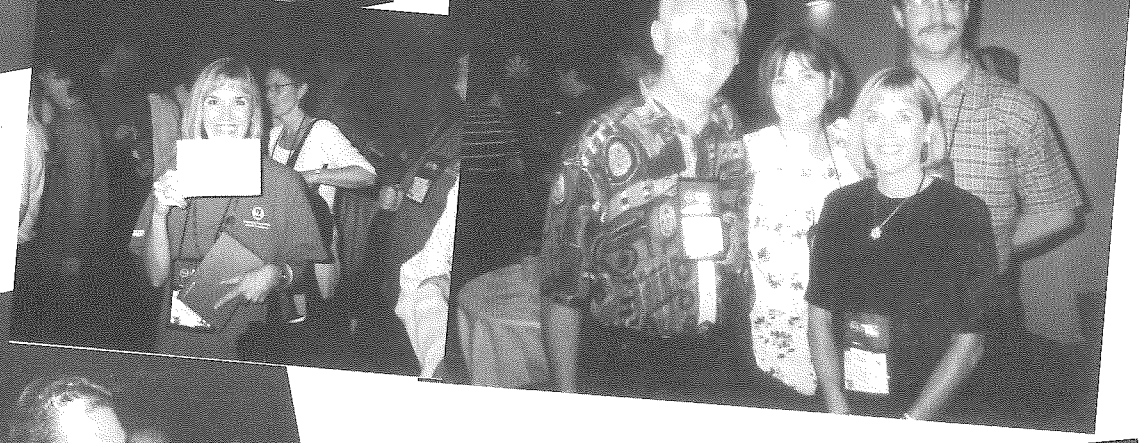
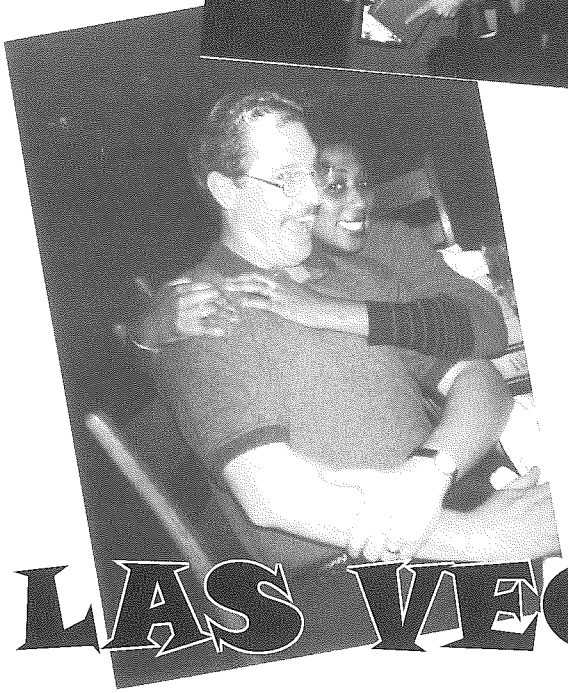


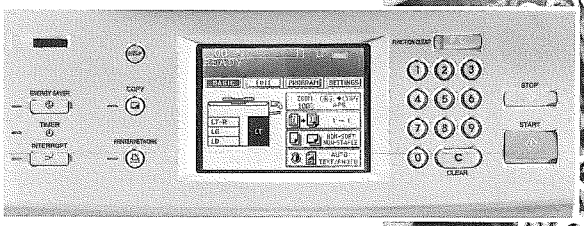


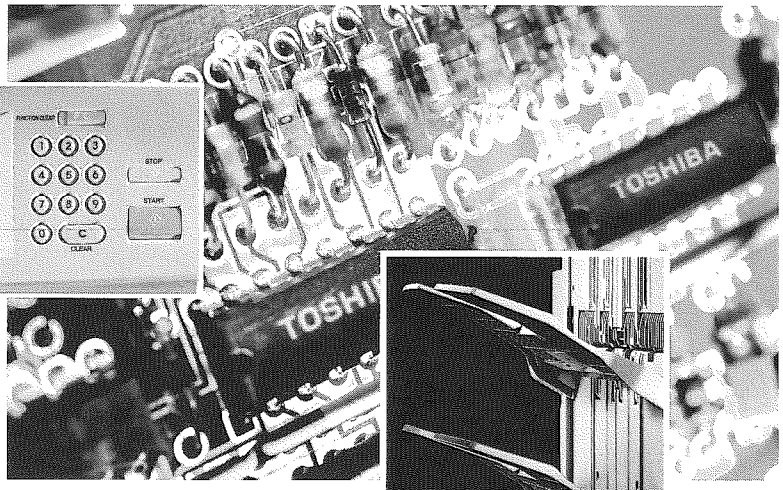


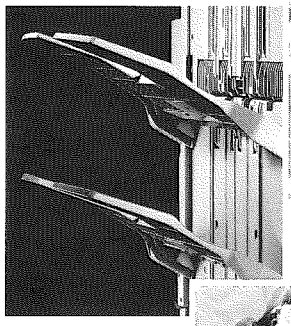
LAS VEGAS

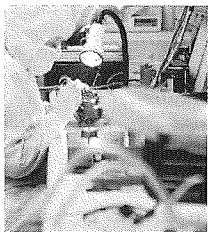
WE WOULD HAVE RUN THIS AD SOONER,

BUT WE'VE BEEN BUSY APPLYING FOR 132 PATENTS.





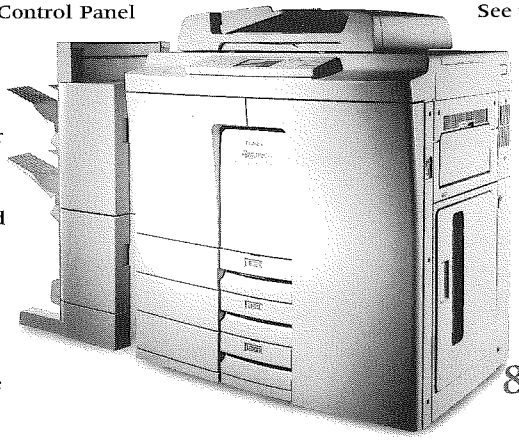




There's a good reason why Toshiba is a world leader in innovative copier technology. In fact, there are 132 of them. That's how many technology patents Toshiba applied for relating to the new generation of digital copiers.

The new DP6570 copier digitally processes documents at 600 x 2400 dpi — the highest resolution in the industry. Offering a redesigned Touch Screen Control Panel and Network Printing Capabilities, it features patented Four-Beam Laser Imaging, a 4-Channel Parallel CCD Scanner, and Scalable Smoothing Technology, for the finest imaging in the industry.

Innovations like these have helped Toshiba win Business Technology Association's (BTA) most favored copier and facsimile manufacturer award for 4 of the last 5 years.



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presents

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Saturday, November 11TH, 2000
7:30 p.m. – 11:30 p.m.
Joe's Garage, 36 Auto Center Drive, Tustin

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Public Law Center Mock Trial Program
Constitutional Rights Foundation of Orange County
Volunteers in Parole, Inc.

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If your answer to these questions is yes, then sign up now!
As a volunteer, you can attend the event for free!
(a $125 value)

Each volunteer is asked to cover a two-hour shift.
During the rest of the evening, you are free to enjoy the party!
Cocktail party attire requested - Black tie or Roaring 20's attire is optional.

Please return the form below by mail or fax to:
Carole Martinez
Orange County Bar Association Charitable Fund
P.O. Box 17777 Irvine, CA 92623 Fax 949-440-6710

Please call 949-440-6700, ext. 119 if you have any questions.

CRYSTAL CASINO 2000 VOLUNTEER REGISTRATION FORM

Thank you for your support!

NAME:_____

ADDRESS:_____

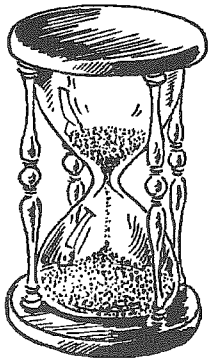
CITY:_____ ZIP CODE: _____

DAY PHONE:_____ EVENING PHONE:_____

☐ I WILL BRING A GUEST TO VOLUNTEER WITH ME DURING MY SHIFT. NAME_____

From The Time Capsule.....

by Bonita Danser, Chapter Historian



10 Years Ago - 1990

What did our Chapter look like 10 years ago as we celebrated our 10th Anniversary??

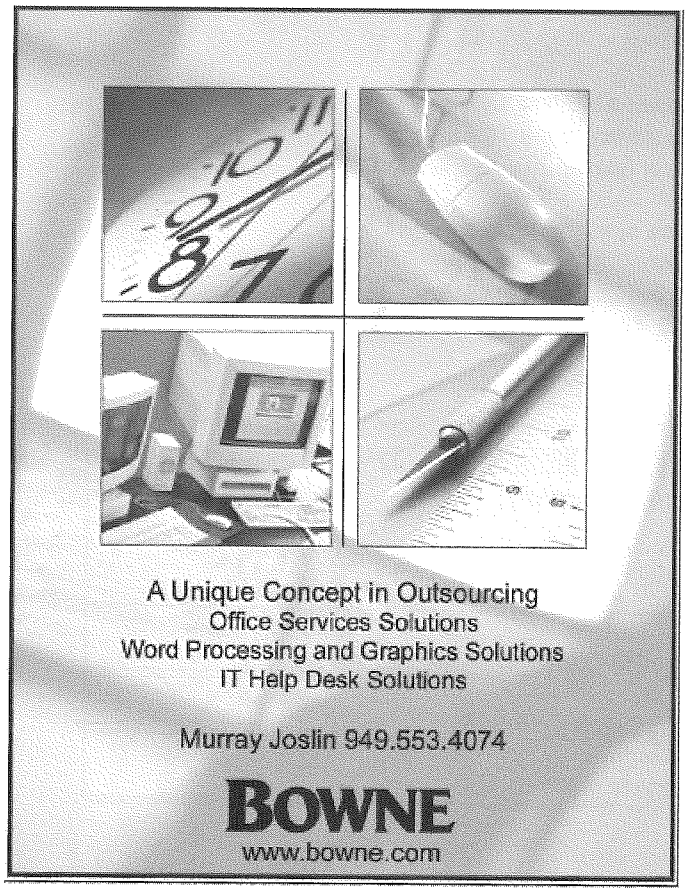
The Board in 1990 consisted of 5 elected positions and the Immediate Past President:

President: Mina Quezada (now Pivo) from Morrison & Foerster

First Vice-President: Pat Yeckel from Portigal, Hammerton & Allen

Second Vice-President: Bonita Danser from Parilla, Hubbard & Militzok

Secretary: Barron Harley from Morton, Schlegel, Stone & Manning



Treasurer: Colleen Anderson from Morinello, Barone, Holden & Nardulli

Past President & Bar Liaison: Sylvia Warner from O'Melveny & Myers

Newsletter Editor: Elizabeth Langston from Martin, Wilson & McNeil

AND, the Extended Board consisted of 7 committees, rather than individuals, including Membership, Networking, Newsletter, Hospitality, Education, Insurance Defense and Speakers Bureau.

The Chapter Membership was at 118.

The Chapter reestablished the "Buddy Network" facilitated by Carolyn Berger.

The Chapter General Meetings were held at the Santa Ana Country Club at noon on the 4th Wednesday of the month. Our first section group, the Insurance Defense Administrators met monthly at El Ranchito in Santa Ana. The newly formed Small Firm section (up to 15 attorneys) had their monthly meetings at the Costa Mesa Marriott Suites near South Coast Plaza.

The Annual Managing Partner's Luncheon in December was held at the Four Seasons Hotel in Newport Beach. This is not to be confused with the annual Managing Partners' dinner, held in March, which our chapter shared with the Beverly Hills and Los Angeles chapters in 1990.

In 1990, the Chapter President was writing articles for the Newsletter under "President's Message". The Newsletter came out every other month on cream colored paper and ranged from 9 to 14 pages. This was the first year that the newsletter was published by a desktop publisher.

Meeting topics in 1990 were Firm Sponsored Recycling Programs, Labor Law Updates, Building and Coaching a Winning Team, a presentation on Regulation 15 presented by the South Coast Air Quality Management District, The John Wayne Airport Expansion, Emergency Preparedness and Office Planning-Do's, Don'ts and Donuts.

continued on page 15

continued from page 14

The 19th Annual ALA National Conference was held April 3-6, 1990 at the Moscone Center in San Francisco, CA. The Region 10 (as we were in 1990 before the ALA restructuring) Conference was held October 12-13,1990 at the Westin South Coast Plaza Hotel in Costa Mesa, CA.

Quote from the May-June, 1990 newsletter article "Legal Report" by Jack Jeffries, ALA's legal counsel from Keck, Mahin & Cate in Chicago on Minimum Wage Increase -

"President Bush has signed into law a bill which will raise the minimum wage for the first time since December 31, 1980. Under the new law the minimum wage will go from $3.35 an hour to $3.80 an hour on April 1, 1990."

This was only 10 years ago!!!!!

What's NEW?

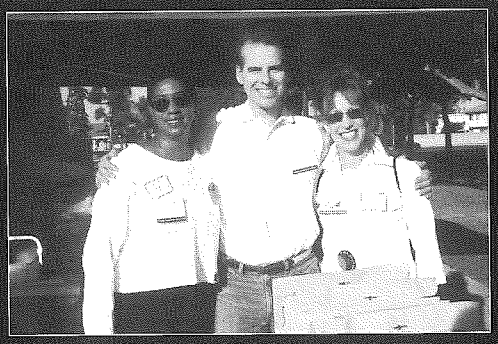
Retired:

Carolyn Berger
28 Deer Creek
Irvine, CA 92604
949 551-9278
cberger@aol.com

Change of Address:

Jane Deak
Aldrich & Bonnefin, P.L.C.
18500 Von Karman Avenue
Suite 300
Irvine, CA 92612
(telephone & fax numbers remain the same)

continued from page 8



A "gold medal thank you" to Marilyn Hodges for her gracious efforts coordinating our Chapter's and the Orange County Bar Association's involvement in this series of the year 2000 Special Olympics.

Office Space Available

OFFICE SPACE FOR RENT
Quality high-rise in the airport area has sub-lease space available
Terms Negotiable
Shared Services
1 office up to 12 offices
For a tour or additional details, call Linda Steinke, (949)442-7110

Chapter Tape Library

An updated tape library list is enclosed in this month's newsletter. Our tape library is maintained by Andrea Bryant at Bryan Cave, LLP. If you would like information or would like to retrieve a tape from the library, please contact Andrea at 949-223-7000. O.C. Corporate Courier provides delivery of tapes to your firm and return to the librarty as well.

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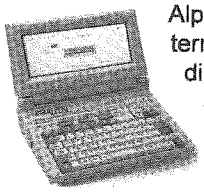
Equitrac Corporation is the world leader in automated cost recovery and expense management systems. Our products are designed to efficiently manage the use of copiers, fax machines, printers telephone systems, postage meters, and other office applications. Some of our most popular products include Sytem 4™, and Web X™, the AlphaCopy™ and AlphaFax™ Terminals, TeleTrac™, and PrintLog Professional™.

Alpha Terminals

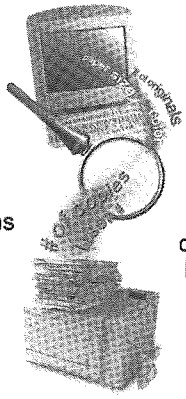


Alpha is a state of the art cost recovery terminal that controls copy, fax, and miscellaneous disbursement usage. With high-capacity storage and memory, the Alpha can store thousands of client codes and transaction records.

System 4 web X™

Equitrac's System 4 helps you track everyday office transactions and turn them into useable data for cost-recovery billing.

System 4 Web X is a browser-based application which allows authorized users to remotely edit transactions that reside on a centralized System 4 transaction server.



PrintLog Professional

PrintLog Professional is an innovative software application designed to track the use of laser printers and digital devices such as network copiers. With PrintLog Professional, users can effortlessly allocate network printing and copying to user, client, project, and department codes.

Contact us for more information:
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San Diego, CA 92101
Tel: (619) 615-1880 Fax: (619) 615-1882

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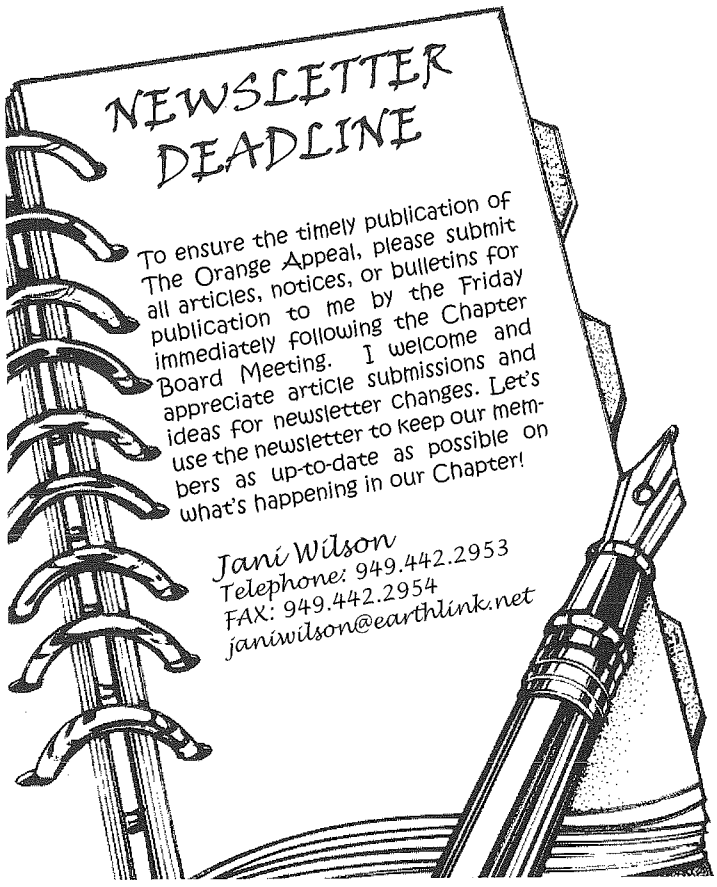


Upcoming EVENTS

Education Event

Friday, November 10, 2000 at Coastline Community College, Garden Grove Center 9:00 - 12:00 noon ~ continental breakfast and lunch will be served. Nancy Siegel will present "Being An Employer Of Choice: How to retain a motivated workforce" and "Life After Legal" will be discussed in a panel format by Shannon Avery, Gail Ballinger and Dana Trevers, all former law office administrators. A question and answer time will be reserved-bring the questions you never dared to ask!
For information call 714.436.6813

Telesiminar

November 8, 2000, 1:00 p.m. - 3:00 p.m. "The Impaired Lawyer: Substance Abuse," presented by Dr. Lynn Hankes, University of Washington School of Medicine, Department to Psychiatry and Behavioral Science.

November General Meeting

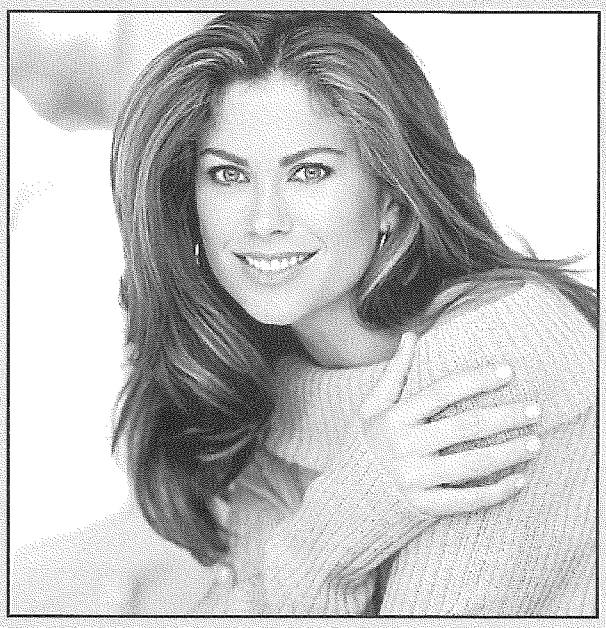
Tuesday, November 14, 2000 - This is a reminder of our November holiday schedule for our General Meeting. Larry Walraven will present timely information regarding Email, encryption and related topics.

12: 00 noon
Antonello Ristorante
rsvp - Janet Rossman at 949.727.3111
Arrivederci!

Managing Partner Holiday Luncheon

- Save the Date -

Wednesday, December 6, 2000 at the Pelican Hill Grill; Speaker Kathy Ireland,



Lifestyle Designer and CEO of Kathy Ireland Worldwide, will speak about her journey as a Santa Barbara youngster who moved from the beach to the boardroom and is now one of America's leading executives in "Powerful Inspirations: 8 Lessons That Changed My Life." Ms. Ireland is a wife, mother of two and leader of the Brand Women's Wear Daily acknowledges as America's 7th most popular in America. Her collections include apparel, fashion accessories, home-sewing patterns, furniture, rugs and home accessories. For more information about Ms. Ireland, visit www.kathyireland.com

SILENT AUCTION

Entire Office ~ Office Furniture, Computer Equipment, Supplies, Etc.
Many items will not be available for pickup until after December 15, 2000

Law Offices of Paone Callahan McHolm & Winton LLP
19100 Von Karman, 8th floor
Irvine, California 92612

Wednesday, November 15, 2000
Viewing: 5:30 - 6:30p.m.
Bidding: 6:30 - 7:30p.m.

For questions or to make arrangements to view items before the auction day, please contact Cynthia or Karen at (949) 955-2900.

Orange County Chapter Association of Legal Administrators

2000-2001 Board and Committees

Board of Directors

		Phone	Fax
President	Vicky Berry/Sedgwick, Detert, Moran & Arnold	(949) 852-8200	(949) 852-8282
President-Elect	Shawn Derfer/Lewis, D'Amato, Brisbois & Bisgaard	(714) 668-5520	(714) 850-1030
Vice President	Jeannie Cabell/Brobeck, Phleger & Harrison	(949) 790-6300	(949) 790-6301
Director of Membership	Toni Vigil/Woodruff, Spradlin & Smart	(714) 564-2636	(714) 565-2536
Secretary	Steve Morris/Hollins, Schechter, Feinstein & Condas	(714) 558-9119	(714) 588-9091
Treasurer	Janet Rossman/Fiore, Racobs & Powers	(949) 727-3111	(949) 727-3311
Past President	Gloria Xefos		
Extended Board	Jani Wilson (Editor)/Law Office of BJB	(949) 833-7824	(949) 833-3133
Newsletter	Jenny Cox/Knobbe, Martens, Olson & Bear	(949) 760-0404	(949) 760-9502
	Carolyn Smallwood	(714) 702-2111	(714) 703-2759

Extended Board

		Phone	Fax
Bylaws/Historian	Bonita Danser	(949) 551-1267	
Branch Office	Sharon Owen/Gibson, Dunn & Crutcher, LLP	(949) 451-3820	(949) 475-4700
Economic Survey	Rich Boden/Rutan & Tucker	(714) 641-5100	(714) 546-9035
Community Outreach	Marilyn Hodges(Chair)/Madory, Zell & Pleiss	(714) 832-3772	(714) 832-7163
	Donna Williams/Rutan & Tucker	(714) 641-5100	(714) 546-9035
	J.J. Tucker/D'Antony & Doyle	(949) 727-7077	(949) 727-1284
Education	Margaret Lovig (Chair)/Coastline Community College	(714) 546-7600	(714) 436-6800
	Socorro DeLuna/Pillsbury, Madison & Sutro	(714) 755-3100	(714) 241-6277
	Beverly Stevenson/McCormick, Kidman & Behrens	(714) 755-3100	(714) 755-3110
Financial Management Course	Stacy Beiser/Rutan & Tucker, LLP	(714) 641-5100	(714) 546-9035
Human Resources	Kenx So-Cuerdo (Chair)/Howard, Rice, Nemerowski, Canady, Falk & Rabkin	(949) 759-3979	(949) 721-6910
	Sherri Clifton/Ross, Dixson & Masback	(949) 622-2700	(949) 622-2739
	Ann McCluskey/Ferruzzo & Ferruzzo	(714) 834-9322	(714) 834-9358
Insurance Defense	Sharon Robinson-Tamani/Stewart, Dimmick, Marshall & Zell	(949) 222-2930	(949) 222-2940
	Joanna Spellens/Wall, McCormick & Baroldi	(714) 547-7266	(714) 547-3619
Internet Web Site	Jeannie Cabell (Chair)/Brobeck, Phleger & Harrison	(949) 790-6300	(949) 752-7522
	Linda Galloway/Galfin & Passon	(949) 752-2444	(949) 833-8256
Legal Support Staff Job Bank	Donna Fouste/Orange County Bar Association	(949) 440-6700	(949) 440-6710
Membership	Mary Falcone/Price, Gess & Ubell	(949) 261-8433	(949) 261-9072
Membership Directory	Jane Deak (Chair)/Aldrich & Bonnetin, P.L.C.	(949) 474-1944	(949) 474-0617
	Tissy Smith/ Ahrens, Rosa & Salmacia	(714) 556-2400	(714) 556-2414
	Michael Hall/Howard, Moss, Loveder, Etc.	(714) 542-6300	(714) 542-6987
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Networking & Hospitality	Diana Baker/Irell & Manella, LLP	(949) 760-0991	(949) 760-5200
	Misty Tracy/Barger & Wolen	(949) 757-2800	(949) 752-6313
Speakers Coordinator	Linda Galloway (Chair)/Galfin & Passon	(949) 752-2444	(949) 833-8256
	Jane Deak/Aldrich & Bonnefin, P.L.C.	(949) 474-1944	(949) 474-0617
Tape Library	Andrea Bryant/Bryan Cave, LLP	(949) 223-7000	(949) 223-7100
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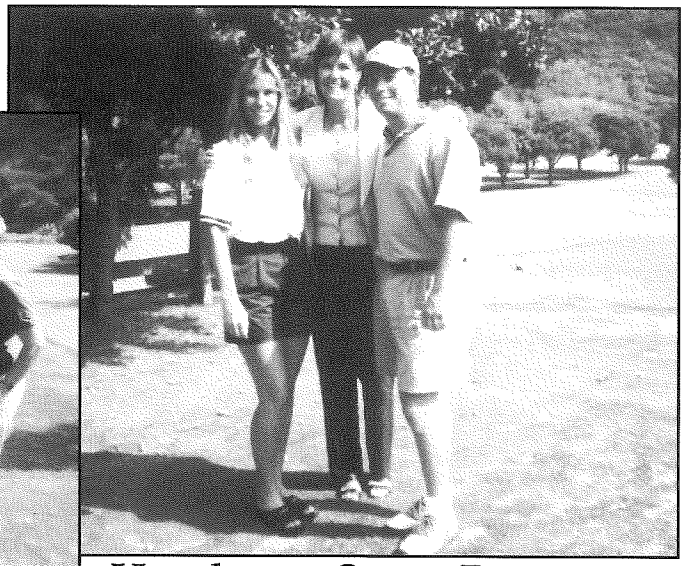
	Carmen Royce/Connor, Culver, Blake & Griffin	(949) 622-2600	(949) 622-2626

To Hutchings Court Reporters ~ Thank you for the round of golf and fun lunch. Aliso Creek was challenging and a beautiful setting. Looking "fore~ward" to this annual event in 2001. Thanks again !!

FORE!



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Angie Moskalenko, Marketing Account Manager
Martha Hutchings, Owner of Hutchings Court Reporters
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Orange County Association of
Legal ADMINISTRATORS

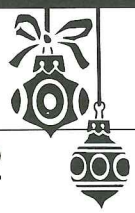
c/o Toni Vigil
Woodruff, Spradlin & Smart
701 South Parker Street
Suite 7000
Orange, CA 92868

Bonita K. Danser
One Brookmont,
Irvine, CA 92604-3724

November 2000

sunday	monday	tuesday	wednesday	thursday	friday	saturday
			1 *Insurance Defense*	2 *Past Presidents' Council*	3	4
5	6	7 *Election Day*	8	9 *Board / Ext Board Meeting*	10 *Education Seminar*	11 *Crystal Casino*
12	13	14 *General Meeting*	15	16	17	18
19	20	21	22	23 *Thanksgiving*	24	25
26	27	28	29	30	31	

December 2000

sunday	monday	tuesday	wednesday	thursday	friday	saturday
						1
2	3	4	5	6 *Managing Partner Holiday Luncheon*	7	8
9	10	11	12 *Board (only) Meeting*	13	14	15 *Newsletter Deadline*
16	17	18	19	20	21	22 *Hannukah*
23 / 30	24 / 31	25 *Christmas*	26	27	28	29

The OC Chapter of ALA
cordially invites you to an educational event featuring

Nancy Siegel
Executive Director at Lillick & Charles LLP
who will present:

"Being An Employer Of Choice: How to retain a motivated workforce."
and

"Life After Legal"

A panel of legal administrators who have retired from law office management will speak about the most challenging circumstances they encountered as administrators, the things they miss most about their legal careers and what they were glad to give up! There will be time for Q&A after this presentation. Bring the questions you never dared to ask (we will submit anonymously).

Shannon Avery **(formerly with Irell & Manella LLP)**
Gail Ballinger **(formerly with Brobeck, Phleger & Harrison LLP) and**
Dana Trevers **(formerly with Woodruff, Spradlin & Smart)**

Date: Friday, November 10, 2000
9:00 a.m. to noon
Registration at 8:30 a.m.

Location: **Coastline Community College** (see back for map)
12901 Euclid Street
Garden Grove, CA 92840

Cost: Early Bird (by 10/31/00)-$35 Members/$40 Non-members
Late Registration - $40 Members/$45 Non-members
Continental breakfast and lunch are included

For information, call (714) 436-6813
Send check, payable to OC ALA to: Socorro De Luna
Pillsbury Madison & Sutro LLP
650 Town Center Drive, 7th Floor
Costa Mesa, CA 92626

COASTLINE
COMMUNITY COLLEGE

Garden Grove Center
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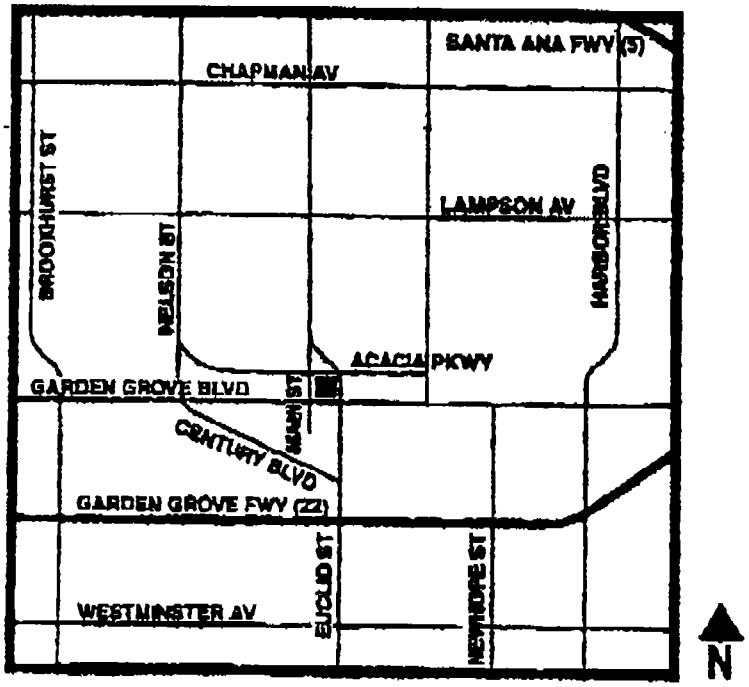
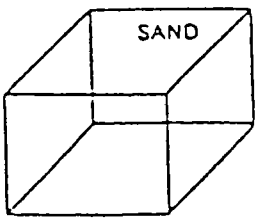
Garden Grove, CA 92840
(714) 241-6209



MAP NOT TO SCALE

STRESS BUSTER BRAIN TEASERS

1. 

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4. |R|E|A|D|I|N|G|

5. WEAR LONG

6. R ROAD A D

7. TOWN

8. CYCLE CYCLE CYCLE

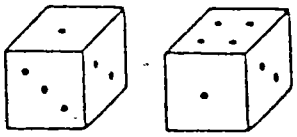
9. LE VEL

10. 0 / M. D B. A. PH. D

11. KNEE / LIGHT

12. i i 00 00 00 00

13. CHAIR

14. 

15. TOUCH

16. GROUND

17. MIND MATTER

18. HE'S / HIMSELF

19. ECNALG

20. DEATH LIFE

CONTACT:
Carolyn Yellis, CLA
CAPA President
(714) 814-7866
cyellis@aol.com

FOR IMMEDIATE RELEASE September 18, 2000

CALIFORNIA LEGISLATURE DEFINES PARALEGALS/LEGAL ASSISTANTS

On September 14, 2000, Governor Gray Davis signed AB 1761, an act to add Chapter 5.6 (commencing with Section 6450) to Division 3 of, and to repeal Section 6450 of, the Business and Professions Code, relating to professions and vocations, which defines the term paralegal. The bill, authored by Assemblywoman Marilyn Brewer (R-Newport Beach) and sponsored by the California Alliance of Paralegal Associations, was introduced to the California Assembly on January 18, 2000 to enhance consumer protections by differentiating between those who work under the supervision of an attorney and those who work directly for the public.

Co-authors include Assemblyman Rod Pacheco (R-Riverside), Senator Jackie Speier (D-San Franscisco/San Mateo), Assemblyman Jim Cunneen (R-Campbell), and Abel Maldonado (R-San Luis Obispo). The bill received overwhelming support in both the assembly (70 ayes and 5 noes) and the senate (27 ayes and 6 noes).

California now joins twenty six other states which already have paralegal definitions in place, either by statute, state supreme court ruling, or guidelines promulgated by state bars, which define paralegals/legal assistants as those who work under the supervision of an attorney. What makes California unique, is that California has already added the definition of a Legal Document Assistant (a person who prepares legal forms) to its Business and Professions Code Section 6400, which became effective January 1, 2000. Under this Code, those who type legal forms directly for the public, must meet certain educational criteria, post a $25,000 bond, and register with the County Recorder's Office. California is the only state, which will have two separate statutes which differentiates paralegals as working under the supervision of an attorney and Legal Document Assistants, who provide services directly to the public.

Despite the efforts by consumers and certificated paralegals to provide guidelines and discipline themselves, there are many unscrupulous individuals who take advantage of California's lax laws relating to the paralegal profession. As of January 1, 2001, a paralegal must meet the certain qualifications and will make it unlawful for any person who identifies themselves as a paralegal unless the qualifications are met.

The educational requirements of a paralegal, are very clear. A paralegal must meet at least one of the following educational requirements:

(1) A certificate of completion of a paralegal program approved by the American Bar Association.

(2) A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.

(3) A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.

(4) A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. This experience and training shall be completed no later than December 31, 2003.

California is also unique in that California is now the only state in which paralegals will be required to maintain MCLE credits and continuing education. This provision of the bill requires those utilizing the title of paralegal to certify with their supervising attorney the following continuing educational requirements:

Every Three Years: Four hours of continuing education in legal ethics
Every Four Years: Four hours of general law or the paralegal's specialized area

The new law will make it illegal for a Legal Document Assistant or Unlawful Detainer Assistant, and those who do not meet the criteria of the bill, to identify themselves as a paralegal, legal assistant, attorney assistant, freelance paralegal, independent paralegal, or contract paralegal. Those individuals who are employed by the state as a paralegal, legal assistant, legal analyst, or similar title, are exempt from these provisions of the bill. Those who violate this provision, will be guilty of an infraction and a fine of up to $2,500 for the first offense, and a misdemeanor and a fine of up to $2,500 for the second and subsequent offenses.

Additional provisions of the bill would make it unlawful for a paralegal to perform services for the consumer, except as directed by the attorney or entity which employs or contracts with the paralegal. A paralegal cannot give legal advice, represent a client in court, or act as a runner or capper. The attorney is solely responsible for the acts of the paralegal that he or she employs.

It is the hope of the author and the sponsor of this bill to end the confusion, both within and without the legal community. Consumers will now have recourse against those who have unlawfully harmed them by either filing the wrong paperwork, giving legal advice without a law license, or just plain "taking their money and running".

VIDEO AND CASSETTE TAPE LOG
As of August 25, 2000

A. VIDEO TAPES

I. ASSOCIATION OF LEGAL ADMINISTRATORS

a. "*Motivating Yourself to Motivate Others in a Changing World*" - Dr. Terry Paulson (April 1993, Annual Educational Conference)

b. "*World Class Quality: It's Not Just a Fad*" - Nancy K. Austin (April 1993, Annual Education Conference)

c. "*Life Would Be Easy if it Weren't for Other People*" - Connie Podesta (April 1994, Annual Educational Conference)

II. WISCONSIN STATE TAPES

a. Professional Telephone Strategies *1996*

b. Professionalism in The Law Office *1988*

c. Law Office Confidentiality

d. Law Office Confidentiality II - New Concerns

e. Successful Time Management Strategies for Legal Support Staff *1994*

f. Marketing for Legal Support Staff: Jay Foonberg's Proven Techniques *1994*

g. Marketing Your Law Firm: Parts I and II (For Attorneys) *1990*

h. Professional Communications in the Law Office; Telephone, Voicemail and Beyond 1997

i. Dealing With Difficult Clients and Coworkers and the Stress They Cause 1997

j. Professional Communications in the Law Office

k. Dealing with Difficult Clients and Co-Workers

III. CAREER TRACK PUBLICATIONS

a. Team Building - How to Motivate and Manage People (with workbook-3 tapes) 1992

b. Dealing with Conflict & Confrontation (with workbook-3 tapes) 1993

IV. AMERICAN BAR ASSOCIATION

a. "Value Billing: Does it Work" (with workbook-2 tapes)

V. MISCELLANEOUS

a. Office Safety

b. Dealing with Sexual Harassment in the Workplace (2 tapes - 1 for Supervisors/1 for Staff)

B. AUDIO CASSETTES

I. Audio Cassettes from Association of Legal Administrations 29th Annual Educational Conference - May 8-11, 2000, Denver, Colorado

a. Keynote Address: "A Place in Society: Law Firms as Leaders", by Mario Cuomo

b. "Managing Change: Understanding the Demographics of the Evolving Workplace", by Marilyn Moats Kennedy.

c. "The Inner Work of Leaders: Leadership As A Habit of Mind", by Barbara Mackoff

d. "Maximizing Administrator Compensation: Moving Up the Value Chain", by Gordon Holley

e. "Keep Your Job, Your Family And Your Sanity", by Laura Stack

f. "Write To The Point: A Plain English Approach to Legal Writing", by Jean Rupp Murray

g. "Effective Interpersonal Communication Skills", by Laura Stack

h. "The Happiness of Pursuit", by Rick Kirschner

i. "A Practical Guide to Collecting Receivables", by Jacques A. Machol, Jr.

j. "Labor and Employment Law Update", by Kenneth J. Florence

k. "Best Practices: Attract and Retain Best Lawyers", by Lori-Ann Rickard

l. "Modern Law Firms . . . Meet the Modern Lawyer", by Timothy O'Brien

II. Audio Cassettes from Association of Legal Administrators Region 6 Conference-September 17-18, 1999

a. Keynote address: "Go for the Gold!" Formulating Your Plan for Success

b. The Future is Now, Are You Prepared? Staffing the Law Office of the Future

c. Fraud in the Office. How to Spoil It, How to Stop It

III. Audio Cassettes from Association of Legal Administrators Educational Conference - Chicago, Illinois - April 19-22, 1999

a. Secrets of Power Vendor Negotiations

b. People Literacy (2 Tapes)

c. Stop Working Yourself to Death

d. Negotiation: Reaching Agreement on Your Terms (2 Tapes)

e. Multiple Sites: Can You Manage?

f. The Motivational Manager: Coaching Skills for Team Leaders (2 Tapes)

g. Face Reading: A Universal Science You Can Use

h. Professional Loyalty: Maximizing Your Firm's Investment in Associates

i. Doing Business in Cyberspace

IV. Audio Cassettes from Association of Legal Administrators - April 20-23, 1998

a. Using Market Research To Make Better Business Decisions

b. Leading Without Authority (2 tapes)

c. Firm Retreats: When to Hold 'Em, When to Fold 'Em (2 tapes)

d. Mentoring New Associates

e. How To Develop Employment Policies That Protect Your Firm

f. Partnering - Focus on DuPont

g. Getting Business Through Proposals (2 tapes)

h. Outsourcing Your Information Systems Department

V. Audio Cassettes from Association of Legal Administrators - ALA Region Conference - September 25-26, 1998

a. The Changing Role of the Legal Secretary

b. Financial & Retirement Planning: Plan Administration

c. The Secret of Practice Management

d. Managing Your Firm's Risks

e. Presenting Financial Data

f. Hiring and Staffing (2 tapes)

g. Marketing Your Firm: The Role of the Administrator

h. Understanding Generation "X"

i. All Together Now: Men and Women in the Legal Workplace

j. The Nets... And We Don's Mean Basketball!'

k. Voice Recognition: It's Not Just Talk Anymore

VI. Audio Cassettes from Association of Legal Administrators Educational Conference - Seattle, Washington - May 19-23, 1997

a. Keynote Address: William H. (Bill) Gates

b. Thinking in the Future Tense

c. Negotiate Like the Pros

d. Keys to Success As An Administrator

e. 60 Financial Management Tips In 60 Minutes

f. Reengineering the Secretarial Paradigm

g. Risk Management: Survival Tools for Law Firms

h. Reviewing the Best Attorney Marketing Training and Coaching Programs

VII. Audio Cassettes from Association of Legal Administrators - Telephone Seminar - February 27, 1997

VIII. Audio Cassettes from Association of Legal Administrators Educational Conference - Costa Mesa, California 1994

a. When do laterals make sense?

b. Rewarding the Crew (2 tapes)

c. IRS Law Firm Audits Now Have Teeth

d. Shop Till You Drop

IX. Audio Cassettes From Association of Legal Administrators - Educational Conference - Charting A New Course - October 14-15, 1994, Irvine, California

a. Searching for Buried Treasure - Collections

Set No. 2 (Audio Cassettes 1)

b. Charting a New Course, G.W. Faust, Ph.D

c. Rewarding the Crew - Performance Based Bonus Programs - (2 tapes)

d. Searching for Buried Treasure - Collections, Richard Turnbow

e. Don't Go Down With the Ship - Disaster Recovery - Be Prepared; Not Scared (2 tapes)

Set No. 3 (Audio Cassettes I)

f. Team Building in a Non-Team Building Environment (2 tapes)

g. Giving & Taking Criticism - The Critical Edge - (2 tapes)

h. Stormy Weather, Troubled Waters - Pathways to Conflict Resolution

X. Association of Legal Administrators - Region 6 Educational Conference "Charting a New Course", October 14-15, 1994, Costa Mesa, California

Set No. 1 (Audio Cassettes II)

a. Why Be a Backyard Sprinkler When You Could Be a Downtown Rainmaker - Mel Kaufman

Set No. 2 (Audio Cassettes II)

b. Insurance Defense Panel (2 tapes)

c. Longitude & Latitude Techniques to Measure & Analyze Financial Performance (2 tapes)

d. Total Relationship Marketing

e. Running a Tight Ship - Cost Control

XI. Audio Cassettes from Association of Legal Administrators - Educational Conference - April 16-22, 1994 - San Francisco, California

a. Career Planning: Fact or Fiction

b. Business Ethics & Disclosure Responsibilities

c. Not Just Cheerleaders Anymore: Now Administrators Can Promote the Firm

d. Survival Skills for Law Firm Management Teams, Bradford W. Hildebrandt

e. Working Smarter; Living Happier

f. Surviving & Thriving with Difficult People (2 tapes)

XII. Audio Cassettes from Association of Legal Administrators - Educational Conference - April 27-30, 1993, San Diego, California

a. Motivating Yourself to Motivate Others in a Changing World, Terry L. Paulson

b. Keynote Address: World Class Quality, It's Not Just a Fad by Nancy K. Austin

c. Getting Your Message Across: Improving Your Presentation Style

d. The Rite of Passage: Upward or Lateral Partner Mobility

e. How to Give & Take Criticism Effectively

f. Secrets of the Inner Sanctum (2 Tapes)

g. Coaching in an Empowered Environment

XIII. Audio Cassettes from Association of Legal Administrators - Educational Conference - Atlanta - April 13-16, 1992

Set No. 1 (Audio Cassettes V)

a. The Use of Anger in Managerial Situations - Dr. Hendrie Weisinger (2 tapes)

b. Diversity in America - Vernon E. Jordan, Jr.

c. Writing to the Point - Bridging the Communications Gap

d. Networking - The Marketing Strategy of the 90's - (2 tapes)

Set No. 2 (Audio Cassettes V)

e. Changing Organizations for Changing Times: Changing Relationships with Outside Counsel

f. The ABC's of the Marketing your Law Firm

g. Landing the Client - From the RFP through Presentation

h. Make a Copy and Pass It On: What Every Administrator Needs to Know About Copyright Laws

i. Effectively Communicating for Positive Influence (2 tapes)

j. Understanding and Responding to Individual and Organizational Change

k. Defining Your Law Firm: The Role of Visual Identity in Boosting Morale, Promoting Economy and Powering Practice Development

Set No. 3 (Audio Cassettes V)

l. Writing News Releases & What To Do With Them

m. Creating Strategic Alliances of Inside and Outside Counsel (3 tapes)

n. Defining Your Law Firm: The Role of Visual Identity in Boosting Morale, Promoting Economy and Powering Practice Development (2 tapes)

o. Strategies for Successful Meetings

XIV. MISCELLANEOUS CASSETTES

a. Coaching in an Empowered Environment - 1993

b. What You Are Is Not What You Have To Be - 1991

c. How to Succeed Through Assertiveness - 1990

d. Expanding the Administrator's Role Preparing Proposals for Legal Services and Partnering with Clients

e. Profit Center Accounting (3 tapes)

ORANGE COUNTY CHAPTER, ASSOCIATION OF LEGAL ADMINISTRATORS

THE Orange APPEAL

December 2000

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The aim, if reached or not, makes great the life; Try to be Shakespeare, leave the rest to fate.
Robert Browning

RETIREMENT
A TIME TO REFLECT AND A TIME TO THANK
ALA- Orange County Chapter!!

By: Carolyn Berger

When I joined ALA back in 1984, like most new members, I came to soak up every bit of knowledge that anyone was willing to share with me. I felt that I had very little to offer myself, because I had just been promoted to an administrator position after coming up through the legal secretary and paralegal ranks. At this point, I was not even sure that being a legal administrator was the career for me because I had really been enjoying my paralegal work. However, after a few meetings, and my first national conference at the Disneyland Hotel in Anaheim, I was so inspired by the dynamic group of professionals that I had come into contact with, my new goal was to someday be just like them.

I actually met my first legal administrator, Marilyn Hodges, back in 1978, when she taught the Legal Procedure classes as part of the Legal Secretary Certificate program at Orange Coast College. This was a 30 unit course of study and some of the required classes were Advanced Gregg Shorthand (ugh!), Mag Card Word Processing, Typing (on an IBM Selectric) and the Legal Procedures I and II classes, which Marilyn taught using the big blue Legal Secretary Handbook as our text.

The second administrator that I met was Rich Boden in 1982, when he was my instructor for the Law Office Management class at UCI. This class was a required course in UCI's Legal Assistant program. The paralegal profession was still very new in Orange County at this time, and no one really seemed to know what the paralegal role would be in law firms (some things never change!), so this course would help those of us who might later end up in a dual paralegal/administrator role, as I did.

Now, I must point out something that I truly find amazing. Not only are Marilyn and Rich still working, after their student has retired, but they are both with the same law firms! I was certainly fortunate to have these two wonderful OCALA charter members as my teachers and mentors so early on in my career and I thank them both for their guidance, friendship and the example they set of reaching out and sharing what they know with others.

continued on page 10

Mission STATEMENTS & GOALS

Orange County Chapter Mission Statement

To promote the Association's mission statement and goals and strengthen it by creating and implementing the Chapter's objectives and procedures in congruence with Region 6 and the International Association;

To meet the needs of our members by providing opportunities for quality education, networking and the exchange of information;

To enhance the visibility and credibility of the profession and the Association through community service projects and alliances with bar associations and other law-related professional associations;

To be flexible and meet the needs of our membership;

To promote and achieve the Performance Objectives for Chapters and for Members of the Association of Legal Administrators, respectively, the ALA and Chapter Bylaws, respectively, the Chapter Standing Rules and the ALA Code of Professional Ethics.

ALA Mission Statement & Goals

The Association of Legal Administrator's mission is to:

Promote and enhance the competence and professionalism of legal administrators and other members of the legal management team by providing high quality, competency-based educational programs in legal management;

Represent professional legal management and managers to the legal community and to the community at large; and

Improve the quality of management in legal services organizations.

* * * * *

Develop and deliver programs and products that will provide high quality, competency-based education to members of the legal management team.

Increase the visibility and credibility of the association and its members in the legal community through effective marketing and communication and through liaison with the bar and other law related associations at local, state and national levels.

Enhance the services and benefits available to members.

Retain and recruit from all components of the legal management team.

Strengthen the association's economic base.

Increase sensitivity to cultural diversity within the association and in the legal management community.

Implement an organizational structure which separates the policy and operational roles and responsibilities of volunteers and staff to assure that organizational resources are used appropriately to achieve the association's goals.

The Orange Appeal

MANAGING EDITOR, Jani Wilson

SPOTLIGHT EDITOR, Jenny Cox; EDITORIAL CORRESPONDENT, Carolyn Smallwood & AD COORDINATOR, Diana Baker

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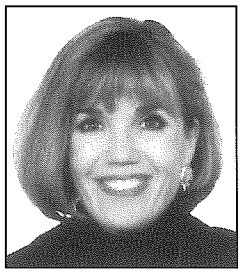
President's Message

by Vicky Berry



THE HOLIDAYS... TIS THE SEASON TO BE "JOLLY?"

For most of us, the holiday season brings many celebrations with family and friends and a time to reflect and be grateful for the "bounty" we experience as Americans. However, the holidays can spell anxiety and burnout to an already stressful existence because expectations can become extremely high. Our society permits commercial advertisements to portray the perfect meal, the perfect gift and the perfect family gathering. Recognizing our expectations and of those around us at this time of year is critical because we have the opportunity to alter them. It is also imperative that we have the ability to speak up and say "no" to an additional event and demand on our time and emotions.

Growing up in Oregon brought many family traditions that were different from most. Because immediate family did not live nearby, each year brought different people from diverse walks of life to our holiday table. Sometimes the house would be filled with needy families and other times, just close friends. But the turkey feast was always enjoyed by many and I learned early as a child to "share" and rarely got to enjoy leftovers! But my parents always kept the holiday season simple and very modest. However, as I got older my horizons broadened and expectations for the perfect "season" developed. The simple life turned complex for me not only on a personal level but professional as well.

The holidays bring the extra strain of meeting the expectations of the employees in our office as well. This additional stress can send many of us over the edge. As administrators we assume it is our responsibility to orchestrate attorney and staff parties, office decorating and charity events without a hitch. Add year end budgets and performance reviews to the equation plus family functions, childrens' plays, and the myriad of events at home and many of us need to be rescued from ourselves! I have found it necessary each year to reassess the season and simplify what is done for others and try to gracefully disengage myself. There is only so much energy available in our bodies and balancing the demands of the holidays is critical. Our bodies have a very interesting way of telling us to slow down and if we don't listen, health becomes an issue as well. The effects of ignoring our well-being may take on permanent life long residence.

My father always used to say, "keep it simple, Vic. The joy others receive from you comes from what you give from the heart not the pocketbook." After all, when everything is said and done, what will those around you remember about this holiday season? Will it be the lavish parties, the extravagant gifts or the simple gift of sharing your heart with them?

So as you are busy with your work related year-end duties as well as planning and attending all of the events over this holiday season, I would like to leave you with the following thought I received from Eileen McDargh at the Region 6 conference in Las Vegas in October.

"I read of a man who stood to speak at the funeral of a friend. He referred to the dates on her tombstone from the beginning...to the end. He noted that first came her date of birth and spoke the following dates with tears, but he said what mattered most of all...was the dash between those years. (1900-1970) For that dash represents all the time that she spent alive on earth...and now only those who loved her know what that little line is worth. For it matters not, how much we own; the cars...the house...the cash, what matters is how we live and love and how we spend our dash. So think about this long and hard...are there things you'd like to change? For you never know how much time is left, that can still be rearranged. If we could just slow down enough to consider what's true and real, and always try to understand the way other people feel. And be less quick to anger, and show appreciation more and love the people in our lives like we've never loved before. If we treat each other with respect, and more often wear a smile... remembering that this special dash might only last a little while. So, when your eulogy's being read with your life's actions to rehash...would you be proud of the things they say about how you spent your dash?"

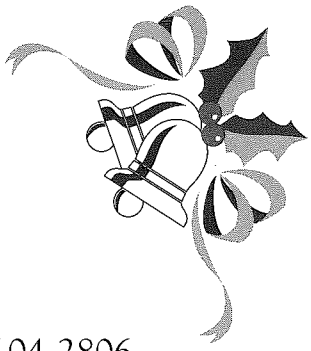
{Visit Eileen McDargh's web page at http://www.eileenmcdargh.com}

Happy Holidays!

Presidential SIDE BAR

Special thanks to Chair, Marilyn Hodges and her committee, Donna Williams and J.J. Tucker for their outstanding work on the "Special Olympics" for the ALA Community Challenge Weekend.

What's NEW?



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Chapter Tape Library

Our tape library is maintained by Andrea Bryant at Bryan Cave, LLP. If you would like information or would like to retrieve a tape from the library, please contact Andrea at 949-223-7000. O.C. Corporate Courier provides delivery of tapes to your firm and return to the library as well.

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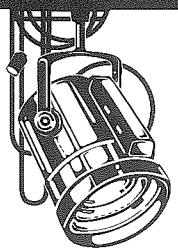

Administrator SPOTLIGHT

by Jenny Cox

This month's spotlight features Marilyn Philipp from the firm of Atkinson, Andelson, Loya, Ruud & Romo. Marilyn is in their Cerritos branch office which houses 37 of the firm's 67 attorneys. The firm specializes in school law, labor and employment law, civil litigation, and corporate and general business law.

Marilyn joined ALA in 1982 when she worked for a downtown Los Angeles firm with a branch office in San Diego. Shortly thereafter she took her current job and attended her first Orange County ALA Meeting (around 1985) at the Cookbook Restaurant in Tustin. She immediately liked everything about the Chapter; finding the meeting topics practical and the administrators helpful in providing information on various issues she was tackling in her office.

Because Cerritos(and originally Long Beach)have always been at least 20 miles from meetings, Marilyn always arrives just a little late. A long time member, she has not yet taken any kind of committee participation offers in ALA. We'll have to work on her!

In January, Marilyn and her husband, Ed, will celebrate their 25th wedding anniversary. This past year has been memorable for Marilyn in many ways. They closed the bicycle shops they owned in Anaheim and Garden Grove and hosted a Japanese teenager for one month. The teenager, Hiroko, is the granddaughter of the farm family with whom Ed lived for several weeks while he was learning Japanese on the junior-year-abroad program which originally brought he and Marilyn together. (Yes, there is a romantic story in this - Ed proposed to Marilyn when they were on a bicycle trip in Hokkaido, Japan.)

Marilyn began her legal career while looking for a "real" job (since she had a master's degree in Management from Thunderbird, the American Graduate School of International Management). An acquaintance told her she had a friend who worked for a huge Los Angeles law firm (O'Melveny & Myers) doing wonderful, unexplainable things, and that she should look into it. The road went from Deposition Digester and Litigation Support Specialist to Paralegal Administrator, Personnel Manager, and finally Administrator.

Marilyn's administrator advice is to keep growing, surround yourself with the best people possible, learn to delegate efficiently, and keep finding new ways to help your partners. One of the things she has done this year is give copies of selected ALA Conference tapes to every partner. Great idea! Her partners have all had a dose of demographics since our last monthly meeting.
Please take a moment to introduce yourself to Marilyn at the next ALA event.

Favorite book: Mysteries are her favorites; Julie Smith writes a wonderful New Orleans based series which she began reading on the flight to New Orleans to attend the ALA Conference. For the first two days, the novel had her scared to venture off the route between the hotel and the convention center; but she quickly learned better.

Favorite movie: The American President

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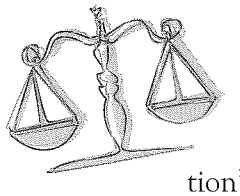
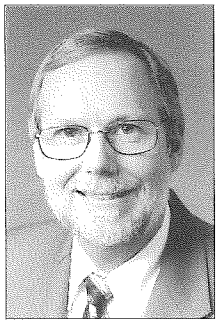




By: Dale A. Hudson

Is there any law that limits the number of hours per week an employee can work? One of our employees does an enormous amount of overtime on a regular basis. We have offered assistance which she refuses as she says she likes the hours.

Federal and state labor laws contain no general rule limiting the number of hours an employee may work (although there are a number of industry-specific safety rules not applicable to law firms). However, California Labor Code section 551 provides that all employees are "entitled to one days' rest in seven." In addition, Labor code section 552 prohibits an employer from requiring its employees to work more than six days out of seven. The rules does not prevent the "accumulation" of days off when the nature of the employment reasonably requires the employee to work seven or more consecutive days, provided, however, that in each calendar month the employee shall receive the equivalent of one's day rest in seven.

There is no numerical limit on the number of hours an employee may work. Also, remember that employees are entitled to double time pay for hours worked in excess of 12 hours in one day and in excess of 8 hours on the seventh day of a workweek.

How do we protect ourselves when employees claim chronic illness and take advantage of time off? How are we able to safely take disciplinary action within the scope of the law?

The law prohibits an employer from disciplining an employee for illness-related absences under three circumstances: (1) If the employee is entitled to FMLA leave or pregnancy disability leave; (2) If the employee is entitled to a "reasonable accommodation" on account of a disability, as defined in the Americans with Disabilities Act ("ADA") and the Fair Employment and Housing Act; and (3) if the employee is absent from work due to a work-related injury. Thus, you must carefully examine each situation to determine if one or more of the foregoing protections apply. Many routine illnesses will not qualify for protection under any law. For example, an employee's illness will only qualify for FMLA leave if it constitutes a "serious health condition" and incapacitates the employee for more than three consecutive calendar days. Similarly, a disability will not qualify for protection under the ADA unless it "substantially limits a major life activity."

If you determine that the employee's absences are not protected by law, then you should follow your own practices and policies. For example, if your sick leave policy reserves the right to require a doctor's certificate for illnesses of a specified duration, then you should enforce that requirement. However, you may only require a medical certification as to the employee's inability to work; you are not entitled to learn of the employee's diagnosis.

Subject to the statutory restrictions discussed above, it is not unlawful to discipline (or even terminate) an employee for poor attendance. However, if the employee is not exceeding the number of sick, personal and/or vacation days provided by company policy, it is problematic to take action against an employee for "excessive" absenteeism unless you have evidence that the employee has been feigning illness.

Dale A. Hudson is Special Counsel in the Orange County office of Sedgwick, Detert, Moran & Arnold, where he specializes in representing employers in all areas of employment law.

If you have a labor law question, please submit your question to vlb1@sdma.com and the question will be answered, by Dale A. Hudson, Esq., in a subsequent newsletter publication.

Celebrating with Christmas Candles

by: Sarita Mehra

Christmas is a season rich in tradition. From the turkey to the tree, they all have their place in Christmas history-even the Christmas candle. We use candles for many occasions-birthdays, weddings, and to create a desired atmosphere. But there is a tradition behind Christmas candles that goes further than the turkey.

~Tapers in Time~

Through the centuries, candles have been offered as gifts and used to ward off darkness. The first use of candles at Christmas was during the Roman festival of Saturnalia. Tall tapers of wax were given as gifts to guests and offered to Saturn as a symbol of his light. The Pagans also used candles during Yule festivities. Candlelight and bonfires were used as symbols of the sun, and a farewell to the past seasons as well as a welcome to the beginning of a new cycle of seasons.

~Season Traditions~

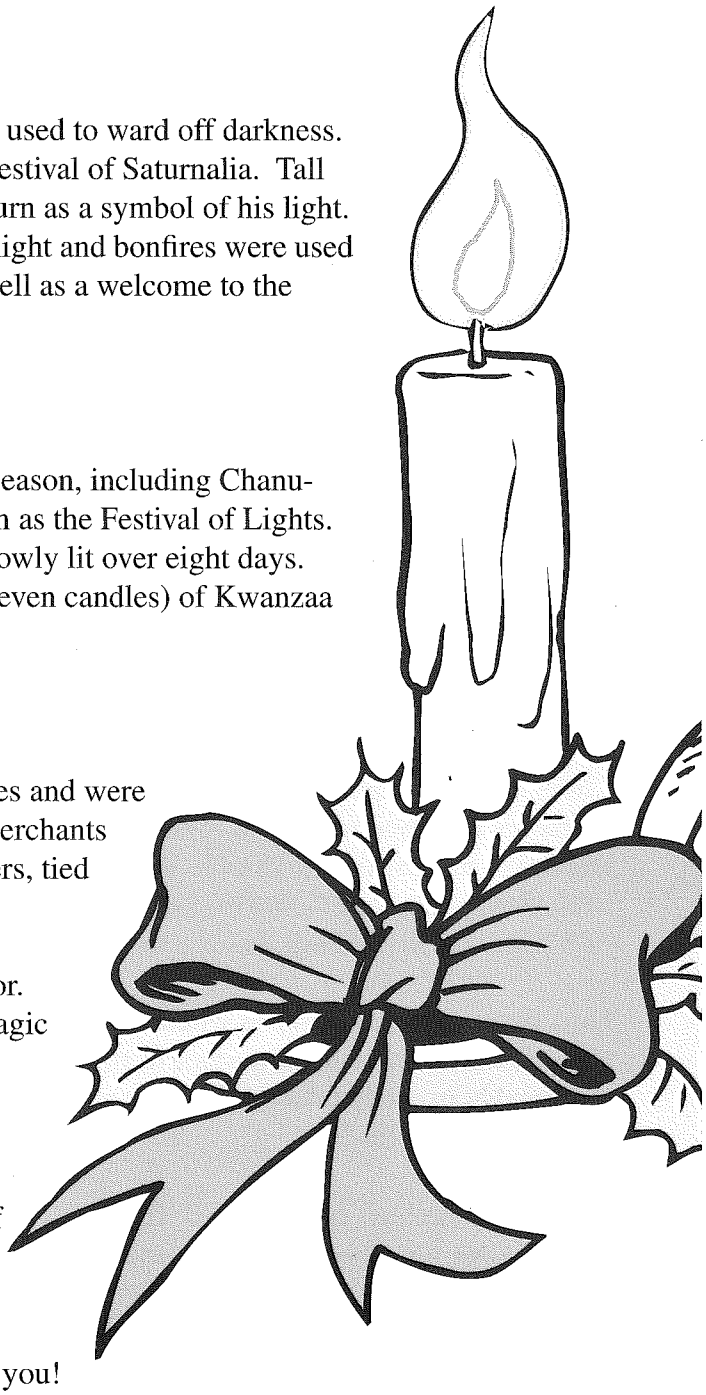
Candles also play a significant role in other traditions of the season, including Chanukah, Kwanzaa, Yule and Candlemas. Chanukah is also known as the Festival of Lights. During Chanukah a special eight-branched candelabrum is slowly lit over eight days. Kwanzaa's central practice is the lighting of the mishumaa (seven candles) of Kwanzaa which signifies each of the Nguzo Saba (Seven Principles).

~Modern Traditions~

During the Victorian era, candles were used on Christmas trees and were considered a symbol of the Star of Wonder. Often, various merchants and tradesmen would give a bundle of pine-oil perfumed tapers, tied together with ribbon as gifts to their loyal patrons.

This Christmas, continue the tradition of candles in your decor. Enjoy their colors, aromas and light as they add a touch of magic to a wonderful time of year.

Author's note: Candles are a treasure, and like any treasure should be carefully looked after. Please do not leave candles unattended, in the reach of children, or in high traffic areas of your home where they may cause harm.



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When you are a new ALA member, you tend to really seek out the other new members as your support group. If you are as lucky as I have been, these friendships can last throughout your career and into your retirement. My fellow new members back in the early '80's were Bonita Danser, Judy Finnegan, Linda Galloway, Sharon Owen, Marilyn Philipp, Mina (Quezada) Pivo and Pat Yeckel. What a group - six out of the eight of us ended up being OCALA Presidents, something we could not have imagined back in 1984! Yes, we really were a motivated group that jumped on every OCALA committee that we could because we discovered that this was a great opportunity to interact more closely with the real pros in our profession and it allowed us to shape our organization into one that would meet our own needs in the years to come.

The Education Committee was the one that my good friend, Sharon Owen, and I enjoyed the most and we ended up co-chairing it for several years. We enjoyed working together so much that our fellow members knew that the best way to get us to take on a project was to ask us to do it together. It was meant to be that Sharon would follow me as President of OCALA, but if we could have figured out a way to co-chair the presidency, I think we would have done it! This career is full of ups and downs and everyone in this profession must have one special confidant that they can always trust and turn to. I have been so fortunate to have Sharon be that person for me through it all - career changes, attorney issues, staff issues, build-out issues, children issues, health issues and finally retirement issues and I thank her for being the best friend that anyone could ask for.

My career has taken me from managing small firms, mid-size firms and finally to managing one of the largest law offices in Orange County, which was part of a 700+ attorney international firm. This career has been very good to me and I am leaving really feeling that I have done it all - sometimes over and over again! There is no challenge like being a legal administrator. They stretch us thinner than one can imagine and it really can be a thankless job, at times. However, just when you think none of it matters, all it takes is for someone to thank you for giving them the chance they needed to get ahead in life and then you know why you do it.

Sometimes, you also get to meet some amazing people, which for me was Warren Christopher, who was head of my last firm when I arrived. A keepsake for my future grandchildren is the Management Organizational Chart that shows me as being one report away from the former Secretary of State of the United States. The reason that he endeared himself to me was not just because of the stature he achieved in his life, but how humbly he handled it. He has the ability to make everyone seem special, never talking about himself, and I find this to be a rare trait for any lawyer, but unbelievable for someone in politics! I also found it interesting that his assistant at our firm was the former secretary to Ronald Reagan as Governor and as President and even though she is a Republican, she also adores working for Warren Christopher (I thought I should throw that in after the Florida vote count!).

This job is no popularity contest because there will always be those "damned if you do, damned if you don't decisions" that we must make. I think it is very difficult for administrators who enjoy working with people to understand that they will not always be loved in the office. This is why having an ALA support group is so important, you find out that you are not the only one who has these issues and there is a lot of comfort in knowing that.

The stress in the job now is much greater than when I joined ALA thanks in part, to the advances in technology. Now everyone not only has phones and mail to contend with, but also faxes, voice mail and e-mail coming at them all day long. The immediate turnaround expectation from clients has really put the pressure on everyone in the office and they seem to get more impatient by the day. I think it is very important that administrators keep up with technology, so that their firms do not become dinosaurs. Even though many administrators have system specialists in their offices, they must still get involved with decisions on technology issues and fortunately, ALA

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Monthly MEETINGS

General Meeting

There will not be a General Meeting in December. The meetings are typically held on the fourth Wednesday of the month. Please calendar Wednesday, January 24, 2001 for our first General Meeting of 2001. The meetings are held at Antonello Ristorante located at 1611 Sunflower Avenue in Costa Mesa (across from Nordstrom). For additional information please contact Janet Rossman at Fiore, Racobs & Powers, 949.727.3111.

December Board Meeting

The December Board (board members only, no extended-board members) meeting will be held on Tuesday, December 12, 2000, at 5:45 p.m. at Sedgwick, Detert, Moran & Arnold, located at 3 Park Plaza, 17th Floor, in Irvine.

Branch Office/ Large Firm Group

There will not be a meeting in December because of the holidays. The next meeting is scheduled for January 9, 2001 at Allen, Matkins, Leck, Gamble & Mallory. Please contact Sharon Owen at 949.451.3820 or email sowen@gdclaw.com with topic suggestions or for additional information.

Insurance Defense Group

There will not be an Insurance Defense meeting in December. The usual schedule will resume on January 3, 2001. Insurance Defense meetings are held on the first Wednesday of the month at 12:00 noon, at the Double Tree Club Hotel, 7 Hutton Centre Drive in Santa Ana. For information, please contact Sharon Tamani at Stewart, Dimmick, Marshall & Zell at 949.222.2930 or Joanna Spellens at Wall, McCormick & Baroldi at 714.547.7266.

Human Resources

The next meeting is scheduled for January 17, 2001. Save the date and watch for the speaker, topic and location to be announced.

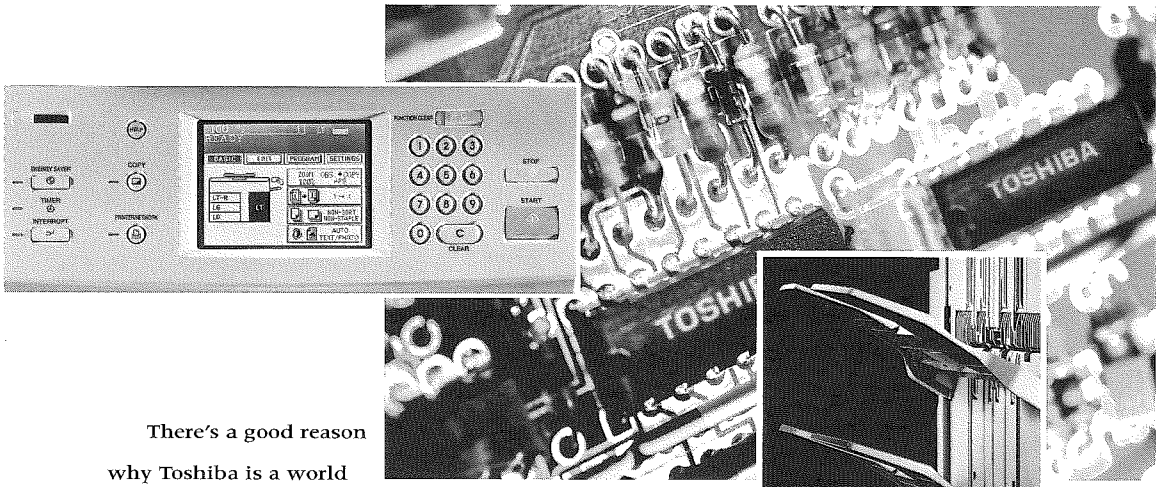
Newsletter Deadline

To ensure the timely publication and distribution of the The Orange Appeal, please submit all articles, notices, or bulletins for publication to me by the Friday immediately following the Chapter Board/Extended Board Meeting (customarily held the second Thursday of the month). We welcome and appreciate article submissions and ideas for newsletter changes. Let's use the newsletter to keep our members as current as possible and promote interest and participation in our Chapter!

Jani Wilson, Editor
949/442.2953 ☎ 949/442.2954 (fax)
✉janiwilson@earthlink.com (email)

WE WOULD HAVE RUN THIS AD SOONER,

BUT WE'VE BEEN BUSY APPLYING FOR 132 PATENTS.



There's a good reason why Toshiba is a world leader in innovative copier technology. In fact, there are 132 of them. That's how many technology patents Toshiba applied for relating to the new generation of digital copiers.

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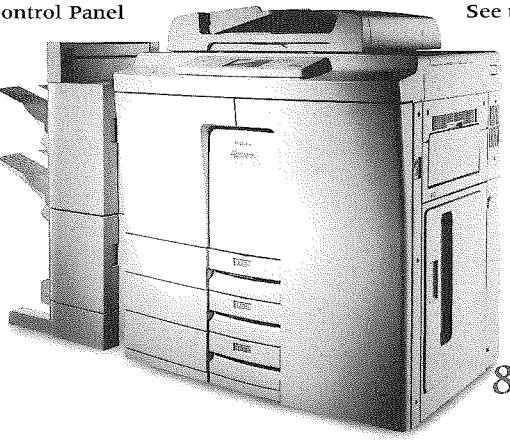

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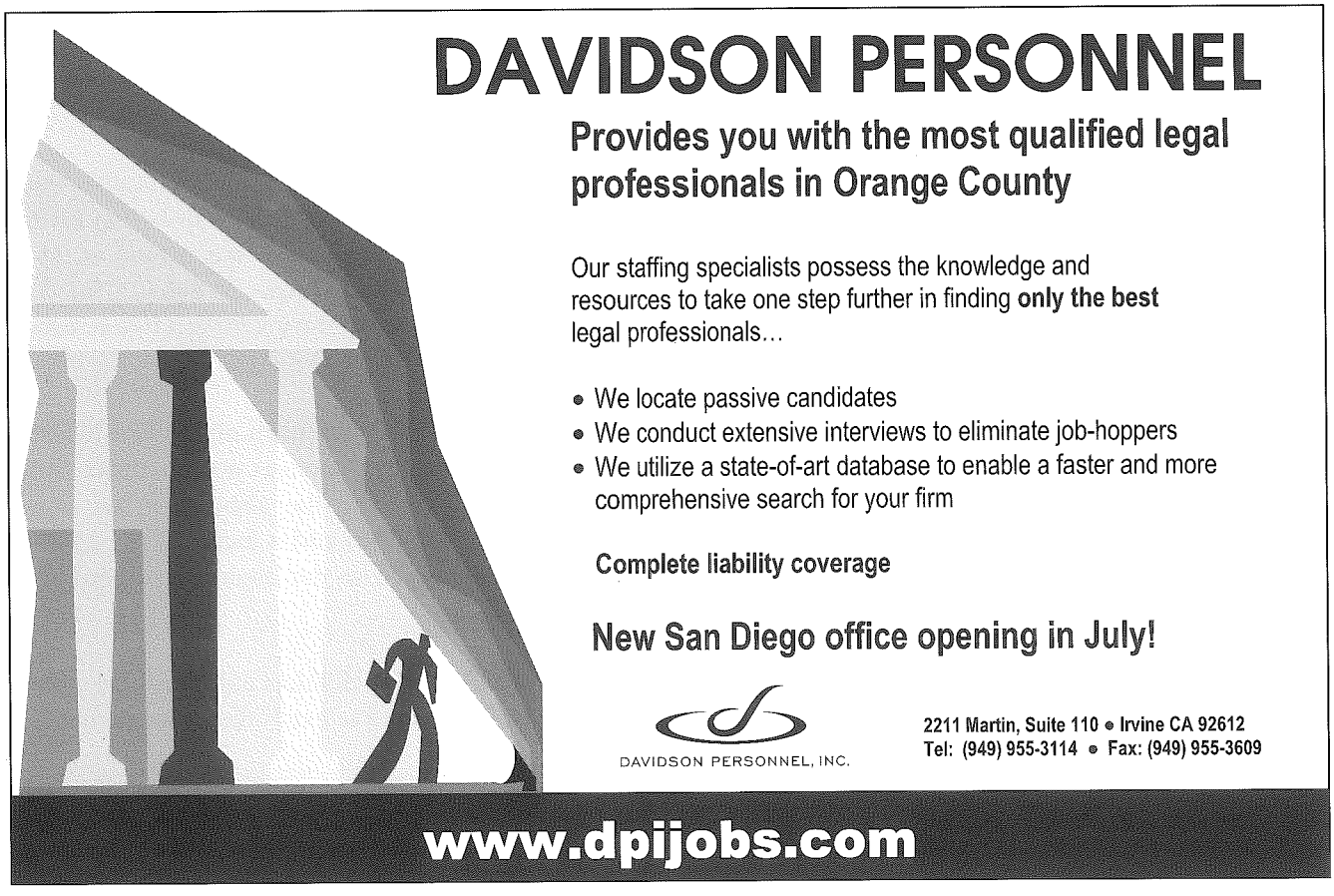
is there to provide the technology knowledge that they need.

Another challenge this past year, has been the salary expectations of the associates - where does it end? This has had a profound affect on staff morale, as they compare their raises and bonuses to the associates'. I will not miss being the "spin doctor" at raise time next year. After eight years of giving approximately the same raises out to the staff, I have to say my "spin has spun". This has also created more pressure on administrators to even more closely monitor expenses to keep the profits up for the partners. The administrators need each other like never before to get through these very challenging times.

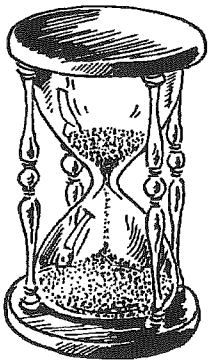
As far as retirement goes, yes, I did it early because I really was ready. I now have time to help my youngest son, Ryan, graduate from Cal State Fullerton next year (I am his taxi) and to help him transition into a career and independent living as a physically disabled young man. My husband and I will celebrate our 30th anniversary in April and he will retire in July, after 27 years as a Detective for the Santa Ana Police Department. We plan to travel, golf and just live a simpler life. I will be volunteering at CHOC Hospital and our local senior center each week - teaching the seniors to use the Internet. There are many wonderful causes out there that need us, so no one should ever worry about being bored when you retire. I am busier now than I ever have been, but my days are filled with things that I enjoy and believe in and I relish in the freedom of it all!

In closing, there are many more administrators that have played an important part in my career such as Sylvia Warner, Gail Ballinger, Lavon DeGraw, Margaret Lovig, Doris Jenner, Sheila Cantrell, Donna Fouste, Vicky Berry, Shannon Avery, Barron Harley, Donna Williams and many others that I truly thank for their great support over the past many years. Also, there are many vendors who I have really enjoyed working with and who always made my job easier, but given ALA's policies on vendors, I will just say thanks and you know who you are.

Thanks again OCALA - I could not have done it without you!!



The Annual Managing Partner Holiday Luncheons



This month we will all be attending our annual Managing Partner Holiday Luncheon social. I am sure that you have all received your formal invitations for this special event at the Clubhouse at Pelican Hill and will be bringing your partners for the festivities. Our special guest this year will be Kathy Ireland, Lifestyle Designer and CEO of Kathy Ireland Worldwide, speaking on "Powerful Inspirations: 8 Lessons That Changed my Life."

This annual chapter event has grown and changed over the years but the message and purpose has always been the same: an opportunity for our managing partners to learn the value of ALA and what it can bring to their firms and their administrators AND social fun and networking.

In the early years (1980-1986), the luncheon was held in places like the Westwinds Room at the Saddleback Inn and Reuben's in Tustin. The price was $10.00 per person. The event was very informal with lunch, introductions and a brief message by the chapter president on the value of ALA and a thank you to all of our partners.

In 1987, we moved to the Four Season's Hotel in Newport Beach where we had our luncheons until 1998. In 1997, we had our first speaker, Ezra Tom Clark, Esq. speaking on "The Utilization of Associates and Paralegals in Changing Times." This was also the first year that formal invitations went out to all the members (instead of Newsletter announcements).

Speakers that followed over the years were:

Bonita Danser on "Highlights of the ALA and People-to-People Trip to China."

Dr. Linda Moss, licensed clinical psychologist, licensed marriage counselor, family and child counselor and A STAND UP COMIC!!! (Known as the "Boa" lady!)

A rousing "Law Firm Jeopardy Show" complete with music put on by a couple of our chapter members and their managing partners. The answer is.....

Judge Bedsworth speaking on "Stopping to Smell the Roses" frightened us into reevaluating our life styles as he recounted his own near death experience through humor, but with a serious message of prioritizing what is really important in our lives.

Dr. Jerry Faust from San Diego.

Terry Paulson, a dynamic and entertaining speaker, had us all laughing in the aisles.

Blaine Prescott of Hildebrandt spoke on the "Traits of a Successful Law Firm."

AND, John Patrick Nolan, author of "Negotiating Like the Pros" spoke on the same subject.

In 1992, we had our largest attendance of 111.

We began supporting Toys for Tots in 1992 partnering with Legal Network. Each year, all attendees are asked to bring an unwrapped toy to the event and each year we try to fill more boxes. Everyone enjoys the uniformed Marine guarding the toys and this tradition that has become part of our annual event.

1996 was the year of the gift certificate, another tradition that has continued with vendors contributing raffle gifts for this event. Last year, there was a total of 35 raffle gifts, including tickets to Cirque de Soleil, Club 33, golf for 3 at Big Canyon Country Club and Nordstrom gift certificates.

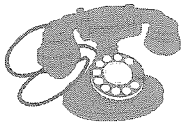
An event that began with a lunch once a year to share the value of ALA with our partners and to thank them for their support of us and the association has grown to an Event with traditions and a focus on the community (Toys for Tots) as well as the intended, original purpose and goal.

Let's all Celebrate the Holidays together. See you all at the Annual Managing Partner Holiday Luncheon.

Information UPDATE

Orange County Chapter Website

Visit our website. Progress is being made and links are being activated. Your input is welcome. Contact Jeannie Cabell at jcabell@brobeck.com.



OC Administrator Hotline

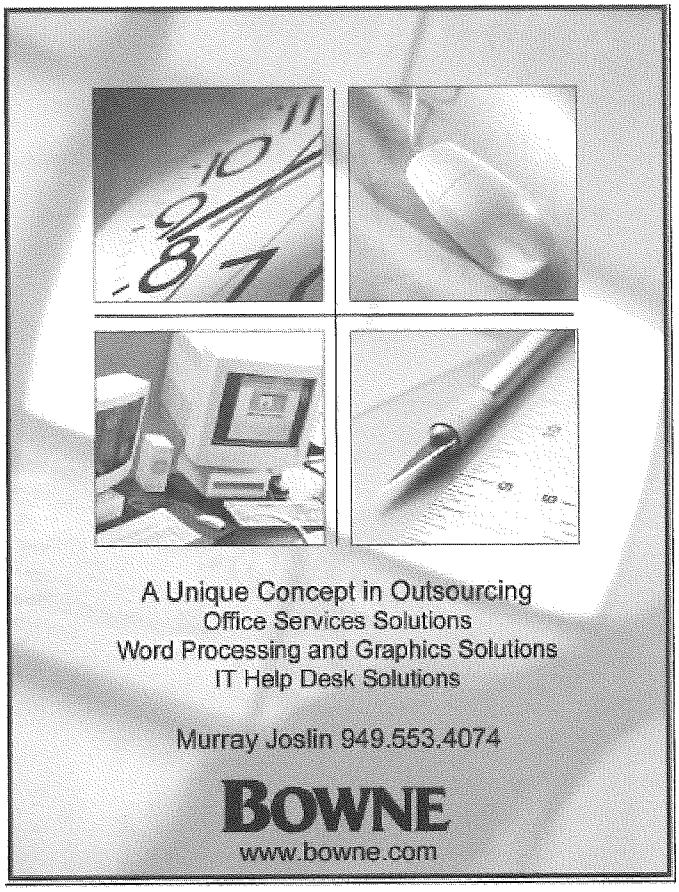
If you are seeking a job in the area of law office administration, please call 949.251.6846 for information on job opening in the Orange County area.

Membership Directory Member Photos

We encourage members to have their picture in the 2001 ALA Membership Directory. Look for Steve Morris, our Chapter Secretary, who will be taking photographs at General Meetings through February. Or, if you miss Steve, you can go to AlphaGraphics, the directory printer, to have a digital photograph taken. If you wish to do this, you should call ahead, ask for Jay, tell him you are with the ALA. He will arrange for a convenient time for you to have your photograph taken. The cost for the photos is $10. We need your pictures by March 10, 2001.

See Steve at a meeting; or
Contact:
Jay @ AlphaGraphics
19200 Von Karman Avenue, Suite 100
Irvine, CA 92612
949. 475.9000

Thank you very much.

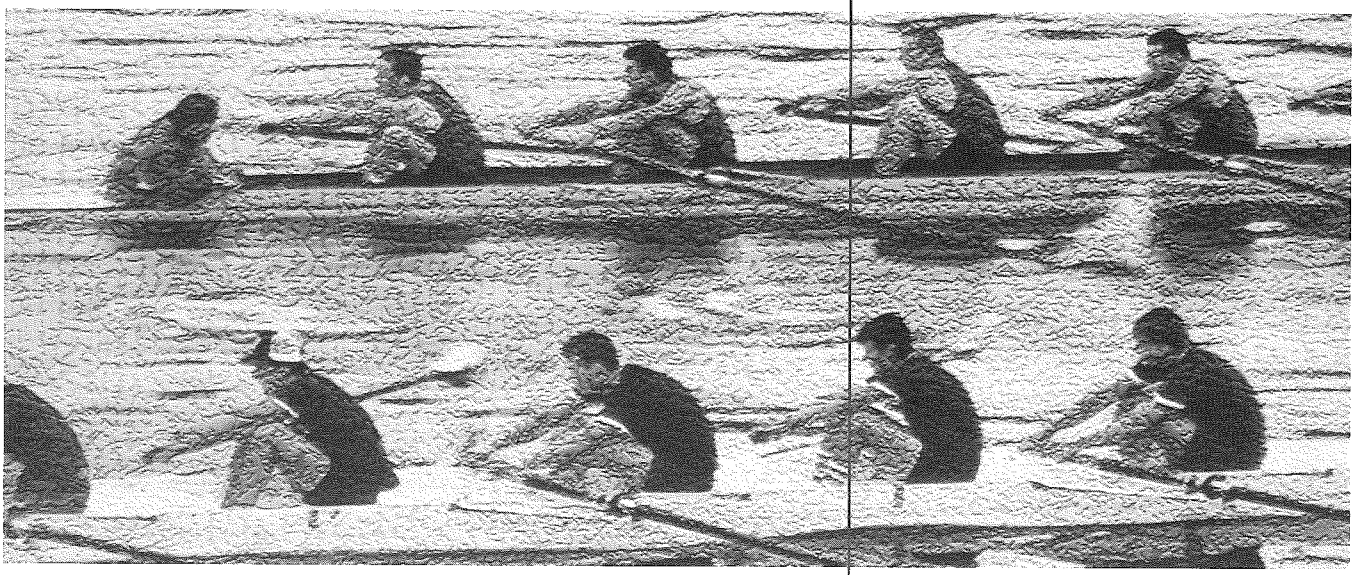


Recruiting INFORMATION

Legal Support Staff Job Bank

The Orange County ALA Chapter sponsors a legal support staff job bank for local legal personnel; secretaries, paralegals, word processors, MIS, etc. The job bank is a collective effort among the Orange County Legal Secretaries Association and the ALA. If you are looking for an applicant, call Donna Fouste at 949/440-6700, Ext. 300 and let her know of the vacancy and the skills needed. If you know of someone looking for a job in the legal community, have them forward their resume to Donna Fouste, ALA Job Bank, P.O. Box 17777, Irvine, CA 92713-7777. Feedback regarding the Legal Support Staff Job Bank is welcomed. Please refer talented individuals who applied to your firm, but to whom you did not extend an offer.

How fast and how far you go in business has a lot to do...



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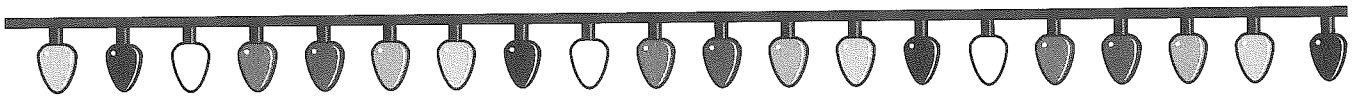
Technology

The Sysop's Night Before Christmas



'Twas the night before Christmas, when all through the house
Not a peripheral was stirring, not even a mouse.
The modem was plugged to the phone line with care
In hopes that a download soon would be there.

Our pirates were nestled all snug in their beds
While visions of unprotects danced in their heads.
And Mama in her kerchief, and I in my cap
Had just settled down for a long winter's nap.

When up on the hard drive there arose such a clatter,
I sprang from the bed to see what was the matter.
Away to the monitor I flew like a flash,
Sat down at the keyboard, gave the spacebar a mash.

The sight on the screen, all a'flicker with snow,
Gave the luster of power surge to the menu below.
When, what to my wondering eyes should appear,
But an autoexec.bat that seemed rather queer.

With a little print driver so lively and quick,
I knew in a moment I had seen a new trick.
More rapid than eagles the cursors they came;
My MIDI whistled, and shouted, and called them by name!

"Now Format, now Rename, now Copy, and Enter!
On Num Lock, on Caps Lock, on Scroll Lock, and Printer!
"To the top of the page, to the top of the doc,
Now tab it and bold it and merge it and block!"

As utilities that build up the CPU speed
Clash with just the programs I need,
So up to the screen top the cursors they flew,
With a RAM full of memory and an expansion board too.

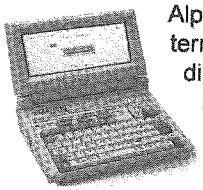
And then, in a twinkling I heard on the speaker,
The grinding of the hard drive growing much weaker.
As I tried to reboot and turn it around,
The attributes changed from blue into brown.

continued on page 23

Great Products from Equitrac

Equitrac Corporation is the world leader in automated cost recovery and expense management systems. Our products are designed to efficiently manage the use of copiers, fax machines, printers telephone systems, postage meters, and other office applications. Some of our most popular products include Sytem 4™, and Web X™, the AlphaCopy™ and AlphaFax™ Terminals, TeleTrac™, and PrintLog Professional™.

Alpha Terminals



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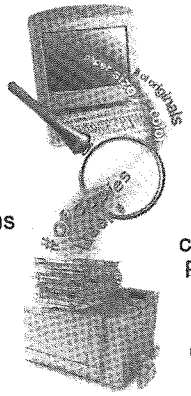

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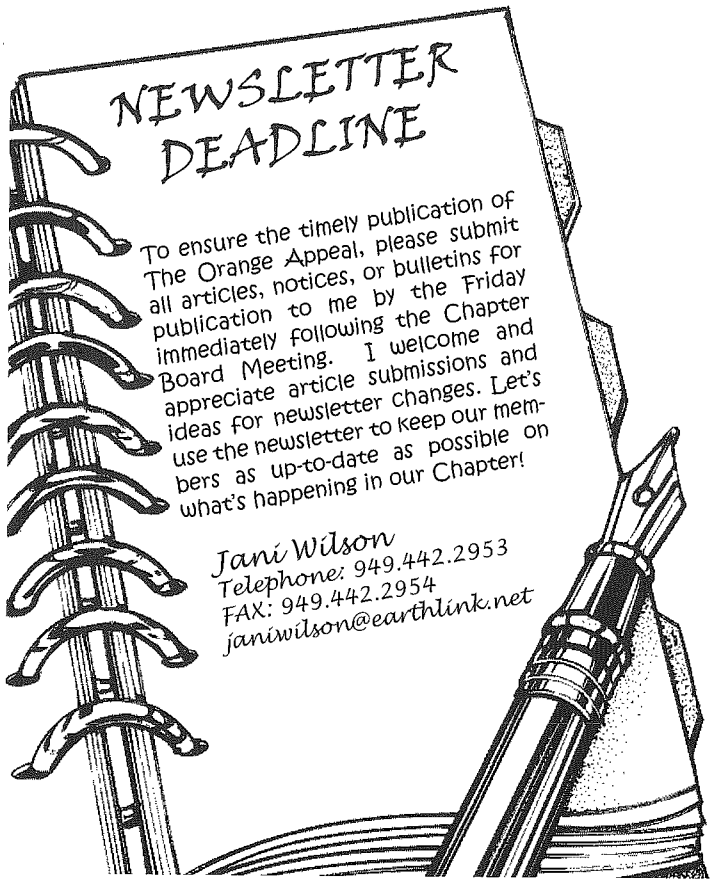


Upcoming EVENTS

January Education Event

Back to Basics and Beyond

Date: Wednesday
January 10, 2001

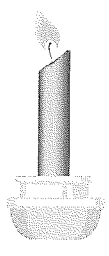
Place: Gibson, Dunn & Crutcher
Club 14

Time: 12:00 noon - 1:30 p.m.

Topic: Financial Management

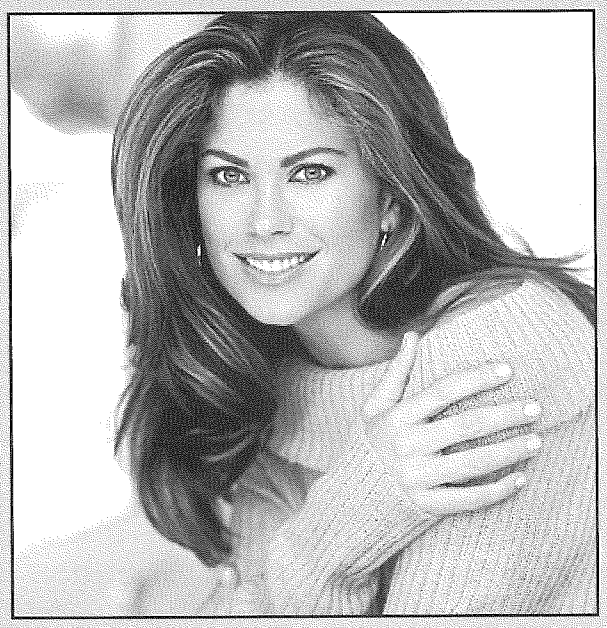
Facilitators: Marilyn Hodges
Elizabeth Langston

Watch For Flyer



Managing Partner Holiday Luncheon

Wednesday, December 6, 2000 at the Clubhouse at Pelican Hill; Speaker Kathy Ireland, Lifestyle Designer and CEO of Kathy Ireland Worldwide, will speak about her journey as a Santa Barbara youngster who moved from the beach to the boardroom and is now one of America's leading executives in "Powerful Inspirations: 8 Lessons That Changed My Life." Ms. Ireland is a wife, mother of two and leader of the Brand Women's Wear Daily acknowledges as America's 7th most popular in America. Her collections include apparel, fashion accessories, home-sewing patterns, furniture, rugs and home accessories. For more information about Ms. Ireland, visit www.kathyireland.com



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I hit the control, the alt, and delete.
The screen message it gave me, I cannot repeat.
It asked me to Ignore, Retry, or Abort.
It told me the parallel had become the comm port.

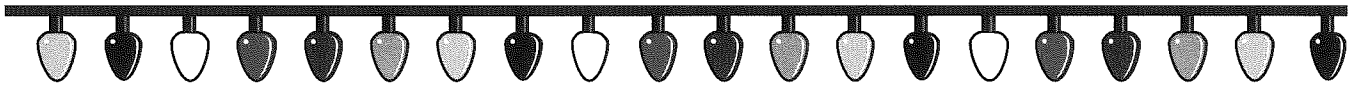
Its lights how they twinkled; its pixels how merry,
Its prompts were all scrambled, like a bowl full of cherries.
It sounded just like it wanted to blow;
The screen was suddenly white as the snow.

It scrolled its directory before my eyes
With programs I didn't even recognize.
It wouldn't see D:, it wouldn't see E:;
I couldn't get out of B: into C:.

Norton's tried to read it, finally finding the FAT;
But alas! The disk was faulty, and couldn't reformat.
Away flew the DBase; away flew the DOS-es;
Away flew the WordStar; right out with the Windows.

The spreadsheets were spreading; the footers were headings;
What once had been memory was close to forgetting.
When the grinding was over and the smoke had all cleared,
I looked at the hard drive; it was just as I feared.

The 600 meg wonder had crashed in the night;
I'll never be able to block out that sight!
So tell everyone you know to avoid my plight;
Back up your files! Merry Christmas! Good Night!



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Bonita K. Danser
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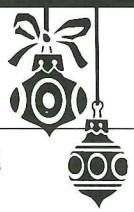
December 2000

sunday	monday	tuesday	wednesday	thursday	friday	saturday
					1	2
3	4	5	6 *Managing Partner Holiday Luncheon*	7	8	9
10	11	12 *Board (only) Meeting*	13	14	15 *Newsletter Deadline*	16
17	18	19	20	21	22 *Hanukkah*	23
24 / 31	25 *Christmas*	26	27	28	29	30

January 2001

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1 *New Years Day*	2	3 *Insurance Defense*	4	5	6
7	8	9	10 *Education Event*	11	12	13
14	15 *M.L. King Jr. Day*	16	17	18	19	20
21	22	23	24	25	26	27
28	29	29	30	31		