



The REAP Record

July 2017



President's Message

By Nancy Clark
REAP President

Hello everyone,

I hope you are all having a great start to your summer!

I would like to start off with congratulating Debra Winters on being 2nd place runner-up for the CAPA Paralegal of the Year Award!

We will be celebrating Debra at the general membership meeting in a few months, so keep an eye and ear open for the date and time. Debra deserves a large celebration for all her achievements.

Speaking of getting together and having fun, the REAP board would like to invite everyone to a mixer in August.

**Thursday
August 10th
5:30p.m.-7:30p.m.
On the patio at LEGENDS
3328 Yulupa Ave.
Santa Rosa, CA 95405**

REAP will provide appetizers and nonalcoholic beverages.

Please feel free to order what ever you may like at the bar and bring it back out to the patio.

This is a great opportunity to network and meet the board, to let us know how you are doing, and what we can do to make REAP the best paralegal association in California!

Please RSVP to me: nancy@galantilawgroup.com

We will need a head count for food, so **an RSVP would be appreciated by Thursday, August 3rd.**

ALSO, the mixer is for everyone. If you are a REAP member and you know a paralegal who is not, please invite him or her!

All paralegals are welcomed 😊

I hope to see you on August 10th.

Warmly,
Nancy Clark

About Nancy Clark: Nancy is a graduate of Empire College. She has worked for Galanti & Copenhaver, Inc. since May 2014. She became REAP's president in 2016.

Contact Nancy at nancy@galantilawgroup.com.

SRJC Paralegal Program News



Steven Fichera from the SRJC paralegal studies program informs us that the program now has its own mini law library for students. The library is now in Maggini Hall and eventually will move to the main library.

Steve also reminds us that SRJC is a community college, which means in terms of enrolling, means anyone can take any class in any program without matriculating. All existing paralegals are welcome to enroll in any class to further their understanding of a subject or to learn something new.

This fall, the program is offering the following classes:

- Introduction to Law
- Legal Research
- Civil Procedure: Pleadings
- Legal Ethics
- Contracts
- Technology in Law Office

For more information, go to <https://bd.santarosa.edu/paralegal-studies-major>

CAPA News

By Lisa Rogers
CAPA Primary Rep.



► CAPA's 29th Annual June Educational Conference was a huge success. The keynote speaker was U.S. Magistrate Judge Stanley Boone, who spoke on ethics and kept the attendees attention with his great humor. Overall, CAPA received great feedback from attendees and speakers of the conference.

► Debra Winters, Treasurer of the REAP Board won the 2nd Runner-Up for the 2017 Paralegal of the Year (a certificate and a cash award will be presented to Debra soon).

► Kari-Martin-Higgins from Sequoia Paralegal Association won 2017 Paralegal of the Year.

► Dana Fischel from Inland Counties Association of Paralegals won 1st Runner-Up Paralegal of the Year

► Siobhan Friedgood, Legal Assistant for Keegin Harrison, LLP in San Rafael and a REAP member won a gift card to Starbucks at CAPA's Educational Conference during the Opportunity Drawing

► Nov. 4, 2017: CAPA 11th Biennial Leadership Conference – San Diego, CA

► Nov. 5, 2017: CAPA Board Meeting – San Diego



Cellular Telephone Subpoena Guide

Paralegals frequently must complete and serve subpoenas for cell phone records. Filling out the subpoena itself is often the easiest part of the task. What can sometimes be difficult is finding out *where to send the subpoena*.

We found a handy dandy chart compiling the contact information for the subpoena centers/legal departments of several major cell phone companies *and social media sites*.

And you'll never guess where we found this little gem of a resource — a website called Prison Legal News.

Below is a link to the page where the chart is located so you can download it.

<https://www.prisonlegalnews.org/news/publications/cellular-telephone-subpoena-guide/>

Think Like a Lawyer, App Like a Paralegal!

By Susan Littlefield
REAP Record Staff Writer

It has been my experience that most lawyers thrive on having all their information in one place, especially at hearings or other types of meetings. In the courtroom, they have their Apple laptops open, giving them instant access to their servers to quickly view or download information relevant to their case. Or, they might be in depositions all day and use their iPad or iPhone to respond to emails or update their calendars during downtime.

What about paralegals? Some of us work behind the desk all day drafting documents and managing large caseloads, while other paralegals file documents with the court, assist attorneys at trial, or engage in heavy client contact. Whether we are in the office, or working out in the field, the iPhone App Store makes it easy to have some important tools at our fingertips. Below are reviews of free legal apps, all of which I have downloaded and put through a test run.



iWrite Legal

Platform: iPhone and iPad, iTouch

Cost: Free

What it Does: Whether you are drafting a motion or detailed summary, you want your finished product to shine. This app helps you achieve just that because it has a plethora of writing tips and comprehensive checklists for the initial stages of writing, revising, editing and proofreading.

Legal Dictionary by Farlex

Platform: iPhone and iPad

Cost: Free

What it Does: If you want instant access to more than 58,000 legal terms and over 42,000 audio pronunciations of authoritative sources from West's Encyclopedia of American Law, Burton's Legal Thesaurus, and McGraw-Hill, this is the app for you! It's easy to get lost in this great little book.

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Date Interval

Platform: iPhone and iPad

Cost: Free

What it Does: This one is simple. If you need to calculate a certain amount of days between two dates, such as the straight time between when discovery responses come in and when they are due, this app is quick and easy. Date Interval counts calendar days only, not court days, so it cannot be used to calculate motions.



NALA Facts & Findings

Platform: iPhone and iPad

Cost: Free guest views, paid subscription to NALA to download current issue.

What it Does: This light app gives National Association of Legal Assistants' free access to current editions if you are a member of NALA. If you are not a member, you get a guest view of the current edition and download a few back issues!



DocketLaw 2.1

Platform: iPhone and iPad

Cost: Free for Federal. Must have a CalendarRules or Docketlaw account to use for State,

Appellate and Bankruptcy rule-sets.

What it Does: If you work in Federal law, you'll like this nifty little app, which calculates event dates and deadlines based on the Federal Rules of Civil Procedure. Events are calculated based on a trigger. You can email the results or add events to your calendar and assign a matter description. I encourage my paralegal colleagues to try all the apps above, and to find others that will help with productivity.



About the writer: REAP member Susan Littlefield earned her paralegal certificate from Sonoma State University in 2000. She is a freelance paralegal and notary public with a background as a construction defect paralegal.



Editor's Corner

5 Essential Grammar Tips

By Jeff DiCello
REAP Record Editor

In this edition of the Editor's Corner I dusted off my grammar books and plumbed them for a few quick tips (so you don't have to).

1. The serial comma

"The serial comma separates items, including the last from the next to last, in a list of more than two." — *The Elements of Legal Style* by Bryan A. Garner

Example: ...*the defendants, the cross-defendants, and the intervenors.*

Include that final comma to avoid ambiguity.

2. Forming possessives

"Form the possessive singular of nouns by adding 's.'" — *The Elements of Style* by Strunk & White

- *The court's decision*
- *The plaintiff's injuries*
- *Black's Law Dictionary*
- *Judge Charles's court room**

**Some (and by "some" I mean me) prefer to just add an apostrophe to the noun when it already ends in an "s." E.g. Judge Charles's courtroom*

3. Hyphen usage

"Joins the elements of compound modifiers preceding a noun." — *The Essential Writer's Companion* published by Houghton Mifflin

- a well-dressed man
- built-in bookcases
- well-established law

4. Capitalization of court names

"Capitalize references to state courts when full or accepted formal names are used. Use lowercase when a partial name is given or the reference is to

a lower court or to courts generally." — *California Style Manual* by Edward W. Jessen

- Supreme Court of California
- California Supreme Court
- Supreme Court (when standing alone)
- Superior Court of Sonoma County
- Court of Appeal

Do not capitalize

- ...the court below held that...
- ...venue lies in the superior court...

5. Splitting infinitives

"It is no longer considered a crime to split an infinitive or end a sentence with a preposition..." — *Woe Is I* by Patricia O'Conner, former editor of the *New York Times Book Review*.

- *Unsplit infinitive*: My client intends to sue your client immediately.
- *Split infinitive*: My client intends to immediately sue your client.

Note: We here at the Editor's Corner abhor splitting infinitives, and one of our favorite pastimes while reading the newspaper is *to underline gleefully* all the split infinitives — not *to gleefully underline!* 😊

However, much to my delight, the venerable Strunk and White, the latter of *Charlotte's Web* fame (see "forming possessives" at left), also disapprove of splitting infinitives:

"There is precedent from the fourteenth century down for interposing an adverb between *to* and the verb it governs, but the construction should be avoided unless the writer wishes to place unusual stress on the adverb."

It is unlike this space *to gloat precipitously* — or *to precipitously gloat*, as Ms. Patricia O'Conner would say — but I just cannot resist. Ha!

Civil Discovery – Quiz



Check your knowledge of CA's discovery rules with this short quiz

1. How long after service of the complaint must the plaintiff wait before serving interrogatories?
2. How many special interrogatories may you request without attaching a declaration?
3. How long does a party have to respond to interrogatories?
4. How long does a party have to respond to a demand for production of documents?
5. Can a deposition be taken of a non-party?

Quiz answers are on page 5



New Rules of Court

Several new state-wide and local rules of court went into effect on July 1, 2017.

Statewide Rules

- Rule 1.100. Requests for accommodations by persons with disabilities
- Rule 8.104. Time to appeal
- Rule 8.710. Application
- Rule 8.711. Filing and service
- Rule 8.712. Notice of appeal
- Rule 8.713. Record on appeal
- Rule 8.714. Superior court clerk duties
- Rule 8.715. Briefing
- Rule 8.716. Oral argument
- Rule 8.717. Extensions of time

New Sonoma Co. rules can be found at <http://sonoma.courts.ca.gov/sites/all/assets/pdfs/local-rules/LocalRulesJuly2017.pdf>



Coffee Break Crossword

By Jeff DiCello

Across

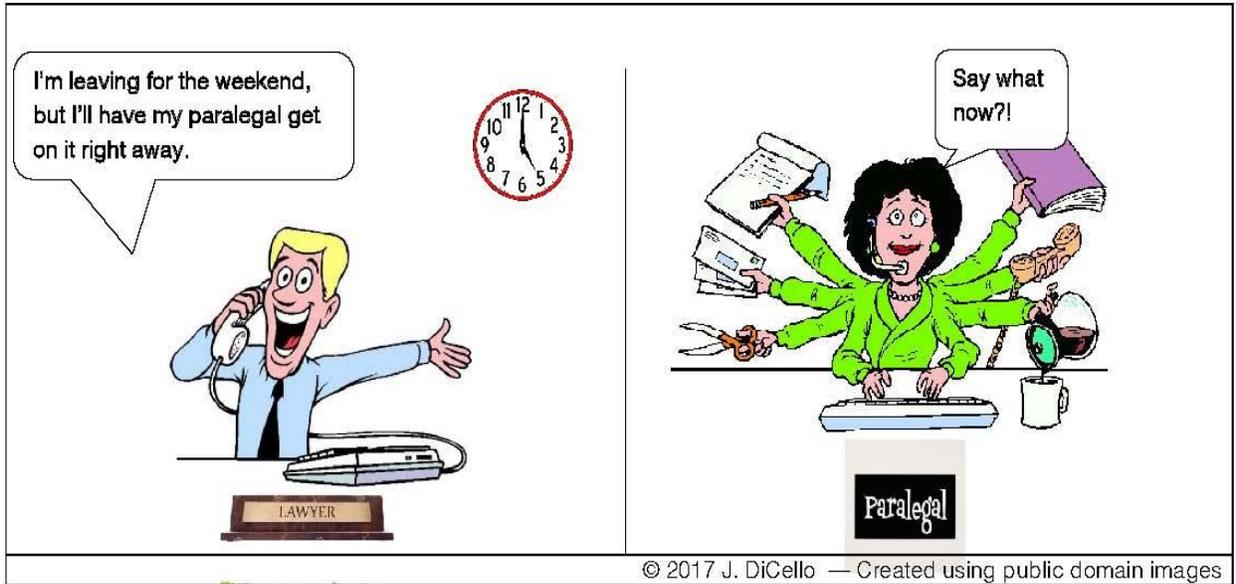
Down

- | | | | |
|---|---------------------------|---|---------------------------|
| 1 | Actress Farrow's stuff | 1 | Flat topped hills |
| 5 | Trained dogs do it | 2 | SF ice cream treat |
| 6 | Legal ____ | 3 | Integra's maker |
| 7 | County ____ (carnivals) | 4 | "____ Come Undone" (song) |
| 8 | Donde ____ la biblioteca? | 5 | ____ and drum corps |

Coffee Break Crossword By Jeff DiCello (Solution on page 5)				
	1	2	3	4
5				
6				
7				
8				

Note: The crossword is not fillable from your computer. You must print out the crossword to solve it on paper.

5 P.M. on a Friday



Discovery – Quiz Answers from page 5

- 10 days (See Code Civ. Proc., § 2030.020(b).)
- 35 (See Code Civ. Proc., §§ 2030.030 [35 limit] and 2030.050 [declaration for add'l discovery])
- 30 days plus 5 days for mailing if the interrogatories were served by mail. (See Code Civ. Proc., §§ 2030.260 [30 days] and 1013 and 1010.6 [extra days for mailing])
- 30 days plus 5 days for mailing if the interrogatories were served by mail. (See Code Civ. Proc., §§ 2331.260 [30 days] and 1013 and 1010.6 [extra days for mailing])
- Yes, but only if accompanied by a properly served subpoena. (Code Civ. Proc., § 2020.010)

Coffee Break Crossword Solution from page 5

 Coffee Break Crossword By Jeff DiCello								
	1	M	2	I	3	A	4	S
5	F	E	T	C	H			
6	I	S	S	U	E			
7	F	A	I	R	S			
8	E	S	T	A				



Student membership dues reduced to \$15.00 per year

The REAP board recently voted to reduce the annual student membership to \$15.00. That's a savings of \$5.00. [Click here to join.](#)



Monthly Lunches

Each month, a few paralegals meet for lunch in downtown Santa Rosa. Non-members welcome.

These informal lunches are a great way to meet paralegals who work near you. Bring your business card to enter drawing to a win free lunch.

- **When:** Second Tuesday of each month
- **Time:** Noon to 1:00 PM.
- **Where:** At a restaurant in the downtown Santa Rosa area. E-mail reminders with the location are sent to REAP members a few days before the event.
- **Cost:** Each member pays his/her own check and decides what to order.

REAP Membership Information

1. Voting Member (dues: \$42.00 per year)

Voting members are defined as qualified paralegals by education or valid declaration.

2. Associate Member (dues: \$30.00 per year)

Associate members are defined as attorneys or paralegal educators.

3. Student Member (dues: \$15.00 per year)

Student members are defined as current paralegal students.

4. Sustaining (dues \$50.00 per year)

Sustaining members are defined as individuals, law firms and companies that endorse and promote the paralegal profession.

The Last Page

Board Members		Mentors	
President	Nancy Clark	Probate	Janet Anderson
Vice President	Heather Lord	Family Law	Kim Davis, ACP
SCBA Liaison	Monica Lehre, CP	Litigation/Discovery	Rhetta Hinton
Secretary	Ashley O’Neal	Computer Legal Research	Joni Boucher
Treasurer	Debra Winters	Criminal Law	Jeff DiCello
CAPA Primary	Lisa L. Rogers	Personal Injury	Vacant
Special Projects	Vacant	Employment Law	Vacant
CAPA Secondary	Amanda Neal	Probate/Estate Planning	Vacant
Committee Chairs		Miscellaneous	
Education Chairs	Deborah Cain, CP	Newsletter Staff Writer	Susan Littlefield
Newsletter Editor	Jeff DiCello	ELSA Advisor	Monica Lehre, ACP
Marketing/ Social Media	Amanda Neal	ELSA Student Liaison	Vacant
Contact REAP		SRJC Student Liaison	Vacant
Mailing Address	1007 West College Ave. #138 Santa Rosa, California 95401	<p><i>Attend a Board Meeting</i></p> <p>All members are welcome to attend a REAP board meeting on the second Thursday of every month @ 5:30 p.m. at 50 Old Court House Square. Please e-mail REAP President Nancy Clark if you would like to attend a meeting. nancy@galantlawgroup.com</p>	
Web	redwoodparalegals.org		
E-mail	info@redwoodparalegals.org		
Facebook	https://www.facebook.com/REAPPParalegal		
			
Membership Stats		Treasurer’s Report	
		Debra Winters, Treasurer	
Voting Members	74	REAP Checking	\$3,978.30
Student Members	17	REAP Savings	\$10,182.44
Associate Members	0	PayPal Account	\$194.35
Sustaining Members	1	Total	\$14,355.09
Total	92	Amounts as of June 30, 2017	
Membership			
			
Active (Voting) \$42 yr.	Student (Non-voting) \$15 yr.	Associate (Non-voting) \$30 yr.	Sustaining (Non-voting) \$50 yr.