



# Law in Motion

Message from the President...  
By Debbie Reber

INSIDE THIS  
ISSUE:

2009 CALENDAR	5
12 PHRASES TO HANDLE TOUGH CLIENTS	6
NALA NEWS	8
DON'T FORGET TO DELEGATE	10
NEWS & ADS	12
OFFICERS AND COMMITTEE CHAIRS	17

*Summer* is going by so fast that it's hard to realize that September will be upon us and with that month comes the time to review the slate of new Board Members for the 2010 year!! I cannot believe that almost two years have passed since I took this office. It has been such a worthwhile learning and educational experience — and I have deeply appreciated this opportunity to represent the SBPA as its President.

I want to encourage all of you, whether or not you are elected to the Board, to give of yourself by serving on committees when approached to do so as you will find that it's a very satisfying and rewarding experience. Commitment — that's a hard word for some, and it doesn't go without work, but in the end you find that you've done something valuable with your time for an organization that provides you with so much. I've said it before and I'll say it again — the organization is only as good and as strong as its members.

I reviewed our past newsletters and found a paragraph that I had written last year concerning the wonderful California network of paralegal organizations. It went something like this:

"...The entire state of California is connected... by various paralegal associations. We form this web of information and enlightenment. We all have the same or similar problems, challenges, woes, and varied working environments. By dissemination of information through the California Alliance of Paralegal Associations (CAPA), the

[CONTINUED ON PAGE 2]

(Continued on page 2)

## Message from the President...

### By Debbie Reber

(Continued from page 1)

National Association of Legal Assistants (NALA) and through our newsletters from every paralegal association in the State, we have an incredible wealth and network of information. We need only to ask for assistance and look to others for help and guidance....” You can “...access most any other state’s paralegal associations and find their newsletters online in this “virtual reality”. I urge all of you in the SPBA to become more involved, have a louder voice in what you want out of your organization and to be proud of the jobs that you do. We, as paralegals, are a valued group of professionals and all of you should be willing to do whatever you are asked to do, barring a “moral or criminal issue”, because we have been trained, we are knowledgeable, we have good ideas, we have energy and we are here to ASSIST, whatever the task. This is not only for your job, but for the SBPA as well....” I cannot stress enough just how important it is for you to get involved with your local organization. Encourage others to join and speak out for what they would like to see this organization accomplish — programs, fund-raisers, cooperative ventures with other paralegal organizations, the local county BAR Association, the Teen Court, just to name a few.”

On another note, it has come to the Board’s attention of several members’ questions concerning CAPA. Just what does CAPA provide for the SBPA? We have two Board members who serve as the CAPA Primary and Secondary attending CAPA’s board meetings throughout the year. These positions involve time and energy and neither is a position that is taken lightly. They are our “voice” to the other California paralegal organizations. The following is an article written by our current CAPA President, Mel Irwin. I believe he sums it up

pretty succinctly insofar as what CAPA does provide for the California paralegal. It’s not that they were formed to provide us with “freebies” or “discounts”. It’s something much more in the way of providing us with a voice to the State of California to enable us to direct exactly what we want to affect us and not allow “someone else” to determine the job, role or qualifications of the “paralegal” in the State of California. I trust that Mel will not mind that I am, in essence, quoting (and reprinting) his article — it has a message that needs to be read by all. Herewith is Mel’s article:

\*\*\*\*\*

#### **WHAT HAS CAPA DONE FOR ME?**

*As a paralegal, whether it is from a local association, state association, or national association, you should be always looking beyond your small box to see the profession as a whole. Are you leading your profession or just setting back and letting it lead you? Are you growing as a paralegal professional or are you allowing yourself to get swallowed up by weeds? The real question shouldn’t be “What has CAPA done for me?” but rather “What have I done for CAPA?”*

*In November of 1976, CAPA was formed in a small meeting in San Francisco. The paralegals involved decided that their profession needed leaders. They needed to provide a statewide alliance that would give them strength and a voice loud enough to be heard across this great state. These leaders saw beyond their small box, and realized that as a profession we were running into a potential problem of being overrun by independent paralegals, of being kept behind law office doors in the dark, and we were losing our profession at*

(Continued on page 3)

## Message from the President...

### By Debbie Reber

*(Continued from page 2)*

*the cost of public harm and professional homicide. These leaders in 1976 knew that smaller associations didn't have the membership to give it a voice, and that larger associations couldn't reach all corners of the state. They knew that to be leaders, they would have to believe in the profession and the professionals who were in their ranks.*

*President Obama said that "Americans...still believe in an America where anything's possible – they just don't think their leaders do." Now, before the Republicans stop reading, this article isn't a political rant and it has absolutely nothing to do with the nation's leaders, I promise. But President Obama does raise an excellent point that should be applied to our professional leadership. To borrow the President's quote, a little, I would like to ask each of you a simple question: Do you still believe in the paralegal profession – do your leaders?*

*A quick Google search on the terms "paralegal" "layoffs" and "2009" reveals over 58,300 hits that include headlines such as "Cooley Axes 52 Lawyers, 62 Staff," "Latham cuts 440 (190 Associates, 250 Staff)," and "Associates Have to Make do with Fewer Staffers." Pretty depressing, huh?*

*Now, I want each of you to do a quick mental list of the paralegals around you that you would consider "untouchable" in these economic times. What qualities do those untouchable paralegals possess that, in your mind, stands out from the rest? Why do you believe they have a better shot at keeping their positions in their work environment? Personally, my "untouchable" file included paralegals that are not only extremely*

*knowledgeable about their area of law, but are also extremely passionate about their profession. They don't sit back and watch the world go by. They are always opinionated, and always professional. They set boundaries, but never roadblocks. They are strong and compassionate. They see the big picture while never missing a detail. They will always offer a hand up, but give a hand out. They know how to follow, but they were born to lead. For those of us involved in our local, state and national associations, we know what it takes to be untouchable. We seek out continuing legal education, we seek out networking opportunities, we seek out peers who have experience that we can learn from, and we chose to lead our profession and help lead others to it.*

*As leaders, we never have to ask "What has CAPA done for me," because we already know. We know that CAPA allows us, as both leaders and professionals, an opportunity to provide MCLE credit to our smaller association members through its own state bar approved providership. CAPA provides an avenue for paralegals to participate with the California State Bar through its liaisons. CAPA provides a yearly educational seminar for paralegals across the state to meet and collaborate. CAPA gives all associations whether they are made up of 40 members or 700 members, a chance to reach out to share experience and resources to help the profession grow. CAPA encourages its members to continue to reach beyond their box by supporting both NFPA and NALA certifications. CAPA has defined professionalism by publishing its own Code of Conduct to encourage its members to always remain ethical and professional. CAPA has defined the profession by being deeply involved with the passage of Business and Professions Code 6450.*

*(Continued on page 4)*

## Message from the President...

By Debbie Reber

(Continued from page 3)

*As a leader, if you have spent a few minutes reading the Mission Statement of CAPA, you might be surprised by what CAPA “does” for you and your fellow paralegals.*

*Strength through Alliance isn’t CAPA’s slogan just because it can fit on a conference bag; it is the slogan because it defines the purpose of CAPA. Through the alliance of all the member associations from LAPA to REAP, we provide one voice to the state that represents the profession and the professionals.*

*To be untouchable, you have to let others know that you believe in the profession. You have to support that belief by not allowing decisions to be made for you, but by using your training and knowledge to help make sure those decisions are the best for the profession. As a leader, you should never ask “What has CAPA done for me,” but instead you should ask “What can I do for CAPA?”*

*Join us at the Leadership Conference at Bahia Resort in San Diego to learn more about being a strong leader and providing more Strength through Alliance!*

*Best regards,*

*Mel Irvin*

*CAPA President*

Again, Mel stresses the importance of *action* on the part of each and every paralegal in the State. You only get out of something that which you put into it. You value your job. You value your time. It’s up to you to act – to give of yourself and your knowledge to make our local SPBA stronger, more active and more visible in the community. In turn, that makes CAPA a stronger voice to the State. We serve by example — it’s up to us to be the best examples of our profession that we can be.

I hope that each of you is having a wonderful summer — how can we not have a wonderful time here in beautiful Santa Barbara? If you have any questions or comments, please feel free to contact me at [dr@ppplaw.com](mailto:dr@ppplaw.com). Take care!

Debbie Reber, President

\*\*\*\*\*

# 2009 CALENDAR

<p>JANUARY</p> <p>X</p>	<p>FEBRUARY</p> <p>X</p>	<p>MARCH</p> <p>X</p>
<p>APRIL</p> <p>X</p>	<p>MAY</p> <p>X</p>	<p>JUNE</p> <p>X</p>
<p>JULY</p> <p>X</p>	<p>AUGUST</p>	<p>SEPTEMBER</p> <p>7- Labor Day (Court Holiday)</p> <p>15- SBPA Luncheon—E-Discovery (ethics) to be held at the Santa Barbara College of Law</p>
<p>OCTOBER</p> <p>12- Columbus Day (Court Holiday)</p>	<p>NOVEMBER</p> <p>11- Veteran's Day (Court Holiday)</p> <p>17—SBPA Luncheon—Herb Fox on Preserving Your Client's Right to Appeal</p> <p>26- Thanksgiving (Court Holiday)</p> <p>27- Day after Thanksgiving (Court Holiday)</p>	<p>DECEMBER</p> <p>25- Christmas (Court Holiday)</p>

## 12 Phrases to Handle Tough Clients

# There's a

basic truth about working with tough clients: the paralegal who interacts directly with them determines whether that client perceives that he or she is receiving good client service, poor service or somewhere in between. In highly emotional situations involving lawsuits or mergers & acquisitions, you can literally be placed between a powder keg and a very hard place. And for that, you don't even earn partnership status.

It's important to remember that you cannot change the behavior of another person. However, you can change how you handle the situation. Here's a career-saving tip: You don't have the power to change anyone. No one does. You do have the power to change yourself and how you handle the situation.

If you find yourself getting hammered, there are 15 proven phrases you can use to turn a potential bad situation into a good one.

**1. Acknowledge their needs.** When an attorney or client sees that you understand his/her needs (even if you can't meet them), they will view you positively. Rephrase what they want such as, "I understand that you want the documents to arrive on Tuesday."

**2. Acknowledge the facts of the situation as the other person sees them.** Let them know you understand the situation that is upsetting. "I understand that scheduling this deposition on Tuesday is a great inconvenience for you."

**3. Let them vent.** By allowing the tough client or overbearing supervisor to let off steam uninterrupted, eventually they should calm down. There are two types of people: venters who calm down if allowed to let off steam and obsessors who get angrier the more they talk about their grievances. If you allow someone to vent, and find s/he is getting more and more agitated, use empathy statements and attempts to refocus on the problem. Under no circumstances stay in any situation that poses any possible harm.

**4. Apologize without admitting wrongdoing.** Apologizing might put your firm in a bad situation. It is better to get your attorney's opinion on how to handle the situation. A great empathy statement is, "I'm sorry that happened to you." It removes you by one step, yet still lends credible empathy without personally absorbing blame. Always follow firm policy and procedures.

**5. Assurance of effort.** When employers or clients feel you are not making an effort, they get angry. On the flip side, when you are making an effort, they are less likely to target you for angry behavior. "I can see you are in a hurry and I am going to work on this project tonight until it's done."

**6. Remove their audience.** Some people "play to the audience". You can tell if they seem to be looking at others for approval. Removing the audience involves arranging to have your conversation somewhere away from the audience. "Mr. Smith, I'm sure you would prefer some privacy so we can discuss this. Let's go into the conference room and continue there."

## 12 Phrases to Handle Tough Clients

*(Continued from page 6)*

**7. Deflect the broken record.** If a client or supervisor won't work with you to solve their issues, deflecting the broken record is a great technique. Deflecting the broken record involves giving them options until they work with you. "OK, I understand how you feel. We have several options. Which would you prefer?" If they ignore you, repeat the message but in different words, "We can [option one] or [option two]. Do you have a preference?"

**8. Disengaging.** This is used with a very difficult client or supervisor and serves to temporarily halt a conversation getting emotional or out-of-control. Take a break from the interaction to calm down or think more clearly. Many of you who have children use this exact same technique, only you may be calling it a "time-out".

**9. Using empathy** is effective for anyone upset or you anticipate might become upset. Empathy is used to prove to the client or attorney that you understand. You don't necessarily have to agree but you do need to acknowledge that they are angry or unhappy. Here are some examples:

"I can see that you are upset by the delay in the document production."

"You must have been pretty upset to find out the documents weren't delivered in time."

**10. Find points to agree upon.** Finding agreement points is often used in hostage negotiations to create a sense of "we're in it together". When a tough client or overbearing supervisor sees you as being "on the same side", s/he is much less likely to

show hostility or strike out at you in anger. You might even agree on very small points such as crowded freeways or upcoming thunder storms.

**11. Don't take the bait.** People who are skilled manipulators know how to bait you. Don't react to insults, comments, innuendo, attacks on your competency, or other abusive comments. Acknowledging unpleasant comments gets off the real topic.

**12. Refer to an attorney, supervisor or HR Director.** It's really simple. There are situations where you automatically need to refer a client to the attorney because you cannot help them either for ethical reasons or the situation calls for someone at a higher level.

If you are ever in a situation where your supervisor or supervising attorney is verbally abusive, you need to report it to HR or a higher-up authority. But that is a subject for an entirely different column.

By Chere B. Estrin

Reprinted with permission from KNOW, The Magazine for Paralegals  
([www.knowparalegal.com](http://www.knowparalegal.com))



### **Fall 2009 CLA/CP Short Course Set**

The Fall CLA/CP Short Course, an intensive three-day workshop for nationwide certification as a paralegal/legal assistant, is scheduled for November 11-13 at the Caesars Palace, Las Vegas, Nevada. This is the only CLA/CP Short Course scheduled by the National Association of Legal Assistants before the December 2009 or Spring 2010 CLA/CP examination.

This short course meets credit requirements of the NALA Certifying Board for maintaining the CLA/CP credential as well as helping those who are preparing for the examination. The program is also helpful to experienced paralegals seeking a refresher.

Short Course Coordinator is Kay Kasic, CLA, with Coombs & Dunlap, Napa, CA. A distinguished faculty of attorneys, certified legal assistants, and legal educators will teach the courses ranging from a survey of the American legal system and essential paralegal skills to specific legal topics. Extensive handout materials, available only to participants, will supplement the instruction.

Nearly 3,000 legal assistants have participated in this program since its inception in 1985. It is widely regarded as the most comprehensive continuing education program offered to paralegals. The short course is one of an array of continuing legal education efforts by NALA, and earning the CLA/CP credential is not ensured, nor contingent, upon completion of the course.

The schedule of courses is as follows:

#### **Wednesday, November 11**

*American Legal System*—Karen Sanders-West, ACP, JD; Wichita, KS.

*Judgment & Analytical Ability*—Virginia Koerselman, JD, Attorney; Hemingway, SC.

*Ethics: Part I*—Kay Kasic, CLA; Coombs & Dunlap, Napa, CA.

#### **Thursday, November 12**

*Contracts*—John W. Dunn, LLB, and Karen M. Dunn, ACP; Dunn, Keyes, Gelman & Pummell, LLC, Avon, CO.

*Legal Research*—Virginia Koerselman, JD, Attorney; Hemingway, SC.

(Continued on page 9)

(Continued from page 8)

*Civil Litigation*—Karen Sanders-West, ACP, JD; Wichita, KS.

*Communications*—Virginia Koerselman, JD, Attorney; Hemingway, SC.

### **Friday, November 13**

*Ethics: Part II*—Kay Kasic, CLA; Coombs & Dunlap, Napa, CA.

*Real Property*—John W. Dunn, LLB, and Karen M. Dunn, ACP; Dunn, Keyes, Gelman & Pummell, LLC, Avon, CO.

*Business Organizations*—Connie Kretchmer, ACP; Omaha, NE, and Virginia Koerselman, JD, Attorney, Hemingway, SC...

*Administrative Law*—Karen Sanders-West, ACP, JD; Wichita, KS.

*Estates and Trusts*—Virginia Koerselman, JD, Attorney, Hemingway, SC and Connie Kretchmer, ACP, Omaha, NE.

Members of NALA may register for \$390. The cost to non-members is \$450, and members of the California alliance of Paralegal Associations may enroll for \$425. Fees cover the short course, handouts, coffee service, Thursday luncheon, and a complimentary copy of the *CLA Study Guide and Mock Examination*, (West Legal Studies, 2009).

Registration information is available on the web site <http://www.nala.org>. Information on the web site includes instructions on reserving a guest room at Caesar's Palace. Special guest room rates for this meeting are \$95 for single or double rooms for Sunday, November 8-Thursday, November 12. For those staying after November 12, the rate increases to \$140, still substantially lower than walk-in rates. Guest room rates are available ONLY if the guest room reservation is confirmed by October 20, 2009.

**Contact:** Vanessa Williamson  
Convention Services  
National Association of Legal Assistants  
1516 S. Boston Avenue, Suite 200  
Tulsa, OK 74119  
(918) 587-6828  
(918) 582-6772 (fax)  
vwilliamson@nala.org



## Don't Forget To Delegate!

*Do you* have too much to do and not enough time to get it all done? Do you run out of day before you run out of list? There is a solution: delegate!

It may be difficult to give up control of some of your responsibilities but that's the only way you'll get off the merry-go-round and stop being a 'one man band.' Get over the idea that you, and only you, are capable of handling a job....that it will just not be good enough unless you do it yourself. While there may be critical issues that require your personal attention, remember that everything isn't critical. If you delegate, you'll take a giant step toward relieving the stress and overwhelm of having too much to do.

B. Eugene Greissman, author of 'Time Tactics of Very Successful People,' said: You should do only that which only you can do.' It's true: decide what you have to do that takes your unique talents and expertise and then allow someone else to do the rest!

When you delegate, there are several steps you need to take to be effective:

**1. Plan.** Review the work you have to do and map out the steps that need to be taken to finish the project. From that map, determine which steps 'only you can do' and which steps can be done by someone else. You'll find it easier to delegate if you use the 80% rule: you think that no one can do the job as well as you, so delegate when the job can be done to 80% of your satisfaction. Now, 80% of your satisfaction may not be perfect but remember that you now have two goals: 1) getting the job done and 2) taking some pressure off yourself.

**2. Decide to whom you're delegating.** Select the person who's ready to do the job...or someone you're willing to train so that they can ultimately do the job. You shouldn't delegate to people just because they're standing next to you. Consider their abilities, experience and eagerness. It's one thing if you impose your high standards on yourself, but you shouldn't impose them on someone who can't live up to your expectations. We all have different degrees of talents and skills. You can't expect yourself or others to operate beyond the current level of ability.

(Continued on page 11)

## Don't Forget To Delegate!

*(Continued from page 10)*

### 3. Give clear directions.

Communication is the key here. If you don't give clear directions, you'll be setting the other person up for failure. The person you are delegating to must understand exactly what you want for you to get the results you're looking for. People can't read your mind. If you want a document or a file set up a certain way, let them know. Further, this clear direction should include deadlines for completing the work. If the work can't be completed by your deadline, that needs to be resolved up front.

**4. Follow Up.** Make notes in your planner (either electronic or paper) to remind you when the job should be completed and to schedule 'appointments' to check on the progress of the work. This will keep everyone on task and avoid any surprises when the deadline arrives and the work isn't completed.

**5. Reward success.** Praise is often the most effective reward. Some occasions even call for a thank-you note for a job well done. On the other hand, if you've had an unsuccessful, or just partly successful, result, you should use a positive approach to review the

errors and make your expectations clear so that future results will be satisfactory. This is important if you expect this person to do work for you again. Always remember: praise in public and correct in private.

**Your challenge:** Resolve to stop thinking that you're the only one who can do a job that meets your standards. This may mean you have to reconsider your standards. Then look at all the work on your desk and determine what can be done by someone else. Remember that you should be working on things that only you can do. If the work can be done satisfactorily by someone else, you should delegate it. Follow the five steps to successful delegating and you'll be on your way to reducing your workload and relieving much of the stress in your life.

© 2008 Vicki Voisin, Inc.

Vicki Voisin, also known as The Paralegal Mentor, publishes the bi-weekly ezine '**Strategies for Paralegals Seeking Excellence**' where she offers tips for paralegals and others who want to create lasting success in their personal and professional lives. Get tips and information at no cost at [www.paralegalmentor.com](http://www.paralegalmentor.com).

# NEWS & ADS



**10% off**  
on Service of Process  
from Goleta to Carpinteria  
for fellow SBPA members

**COURT CONNECTION**  
Registered Process Server / Certified Paralegal / Notary  
www.sbcourtconnection.com  
805.284.4094 805.233.6488/Fax

**10 % OFF**



Your satisfaction is very important to us and we realize costs are directly related. As a result we try & keep our prices just below those of our competitors'. Our goal is to build an on going & amiable relationship with you. If you have any questions regarding pricing or a request for a service not listed, please don't hesitate to give us a call (805) 962-7732 or e-mail us at [mgmt@lawcopyinc.com](mailto:mgmt@lawcopyinc.com).

Remember, all of our services include FREE pickup and delivery within the downtown Santa Barbara area!

lawcopyinc.com

411 E. Canon Perdido Street, #15  
Santa Barbara, CA 93101



**COMMERCIAL**  
**PROCESS SERVING, INC.**

COURT FILINGS • PROCESS SERVING • REPROGRAPHICS

[www.comproserve.net](http://www.comproserve.net)

209 E. Anapamu Street  
Santa Barbara, CA 93101  
(805) 845-4200 (805) 845-4201 fax  
[sb@comproserve.net](mailto:sb@comproserve.net)

# NEWS & ADS



## SBPA LUNCHEONS

All luncheon membership meetings are held at Santa Barbara Bank & Trust, located at 1021 Anacapa Street, Santa Barbara. The cost of the catered buffet luncheon is \$18 for members and \$20 for non-members.

Please note that the cost of the luncheon is for the CLE credit and the food is gratuitous. If you would like to attend the meeting, please RSVP to Tommie (tjosephson@hardincoffin.com). Every person in attendance must pay the member or non-member fee, whether you wish to eat or not. When you make your reservation, please indicate if you would like to eat lunch.



If you would like to post your advertisement on the SBPA website and have it published in the SBPA newsletter, please e-mail your advertisement to Sandra Biesinger at [sb@ppplaw.com](mailto:sb@ppplaw.com) and mail your payment to SBPA, Post Office Box 2695, Santa Barbara, CA 93120. The cost is \$125 for January through December and the newsletter is published every other month. Your advertisement should be in a .jpg format and can be up to 4" by 4".

# NEWS & ADS

## Quality Time

Sometimes the best way to spend time is to invest it in yourself.

*Advanced*  
PARALEGAL CERTIFICATION



THE ASSOCIATION OF  
LEGAL ASSISTANTS • PARALEGALS

1516 South Boston, Suite 200 • Tulsa, OK 74119 • 918.587.6828 • www.nala.org

The *Advanced Paralegal Certification* program is an investment in your career that is convenient, effective, and a good way to enjoy some quality time.

Advanced curriculum-based instruction leading to the *Advanced Certified Paralegal* credential is available in the following areas of specialty:

- Contracts Management/  
Contracts Administration
- Discovery
- Social Security Disability
- Trial Practice
- Alternative Dispute Resolution
- Business Organizations:  
Incorporated Entities
- Trademarks

Visit [www.nala.org](http://www.nala.org) and click on "Advanced Certification" for details.

## 2009 Upcoming NALA CLA/CP Testing Dates

Examination Date	Application Deadline	Late Application Filing Deadline
July 24-25, 2009	May 15, 2009	May 30, 2009
December 4-5, 2009	October 1, 2009	October 16, 2009



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA BARBARA**  
1100 ANACAPA STREET, SANTA BARBARA, CA 93101

**GARY M. BLAIR**  
SUPERIOR COURT EXECUTIVE OFFICER  
(805) 882-4550

**LYNN M. DUNLAP**  
ASSISTANT EXECUTIVE OFFICER  
SOUTH COUNTY  
(805) 882-4755

**DARREL E. PARKER**  
ASSISTANT EXECUTIVE OFFICER  
NORTH COUNTY  
(805) 614-6636

**SOUTH COUNTY**

**ANACAPA BUILDING**  
1100 ANACAPA STREET  
P.O. BOX 21107  
SANTA BARBARA, CA 93121-1107  
PHN: (805) 882-4520  
FAX: (805) 882-4519

**FIGUEROA BUILDING**  
118 E. FIGUEROA STREET  
SANTA BARBARA, CA 93101  
PHN: (805) 882-4735  
FAX: (805) 882-4647

**JUVENILE DIVISION**  
SANTA BARBARA COUNTY  
JUVENILE COURT  
4500 HOLLISTER AVENUE  
SANTA BARBARA, CA 93110  
PHN: (805) 882-4577  
FAX: (805) 882-4698

**NORTH COUNTY**

**COOK BUILDING**  
312-C EAST COOK STREET  
SANTA MARIA, CA 93456-5367  
PHN: (805) 614-6414  
FAX: (805) 614-6616

**MILLER BUILDING**  
312-M EAST COOK STREET  
SANTA MARIA, CA 93454  
PHN: (805) 614-6590  
FAX: (805) 614-6591

**LOMPOC DIVISION**  
115 CIVIC CENTER PLAZA  
LOMPOC, CA 93436-6967  
PHN: (805) 737-5390  
FAX: (805) 737-5441

**SOLVANG DIVISION**  
1745 MISSION DRIVE  
SOLVANG, CA 93464  
PHN: (805) 686-5040  
FAX: (805) 686-7491

**JUVENILE DIVISION**  
4285-B CALIFORNIA BLVD.  
SANTA MARIA, CA 93455  
PHN: (805) 614-6579  
FAX: (805) 614-6581

**GARY M. BLAIR**  
EXECUTIVE OFFICER - JURY COMMISSIONER - CLERK OF COURT

**NOTICE**

**TO: All Law & Justice Agencies, Attorneys, & Members of the Legal Community**

**FROM: Gary M. Blair, Superior Court Executive Officer**

**DATE: July 29, 2009**

**RE: Superior Court Furlough Plans**

The Governor and the leaders of the State Legislature have finally reached a compromise on the amended FY 2009-2010 budget, and drastic funding reductions to the judicial branch are now about to be finalized. The budget package voted on in the Legislature includes approximately \$400 million in cuts to court funding. Included with the budget package is trailer legislation by the state Administrative Office of the Courts (AOC). The AOC bill provides assistance to the trial courts to help offset the impact of the huge reductions we must bear. However, our Court must still implement major reductions in spending in order to continue operations.

As part of our plan to address this crisis, the Santa Barbara Superior Court has determined to institute 12 days of unpaid furlough for all staff this fiscal year. These days will include the 10 court closure days that are part of the AOC bill in the budget package. The Court will be completely closed to the public on the 10 court closure days, which are the third Wednesday in each month, beginning September 2009 through June 2010. In addition, we will have two other non-closure, furlough days with limited operations: Friday August 21, 2009, and Thursday December 24, 2009.

On August 21 and December 24, the Court will operate with a "skeleton" crew. There will be a clerk's office open north and south, and courtrooms staffed to conduct only absolutely essential proceedings such as criminal arraignments and juvenile detention hearings. Employees working on August 21 and December 24 will then furlough on alternate dates to be selected with their supervisors.

With the adoption of the AOC court closure plan, the Santa Barbara Superior Court furlough days will be as follows:

1.	Friday	August 21, 2009	limited proceedings
2.	Wednesday	September 16, 2009	court closure
3.	Wednesday	October 21, 2009	court closure
4.	Wednesday	November 18, 2009	court closure
5.	Wednesday	December 16, 2009	court closure
6.	Thursday	December 24, 2009	limited proceedings
7.	Wednesday	January 20, 2010	court closure
8.	Wednesday	February 17, 2010	court closure
9.	Wednesday	March 17, 2010	court closure
10.	Wednesday	April 21, 2010	court closure
11.	Wednesday	May 19, 2010	court closure
12.	Wednesday	June 16, 2010	court closure

If for any reason the AOC court closure plan is not put in place, the Court will then replace the 10 Wednesdays with 10 additional limited-proceedings days, generally on Fridays, to be handled the same as August 21 and December 24.

In addition to these furloughs, the Court's plan also includes but is not limited to a general hiring freeze; elimination of almost all extra and temporary help; reduction of overtime, travel and training; and efforts to enhance local revenues and fees where possible. We will have to continue to take all these and other steps to meet our obligations to the public while remaining fiscally responsible during these difficult times.

Our Court is staffed by dedicated public servants who are greatly appreciated by the legal community we serve. The Court's intent is to continue to seek to protect jobs while at the same time responsibly addressing the reality of our dramatic funding reduction.

The entire bench joins me in sincerely thanking you for your patience and your understanding during these times of necessary shared sacrifice.

## **2009 OFFICERS AND COMMITTEE CHAIRS**

### **OFFICERS**

President	Deborah Reber (dr@ppplaw.com)
First Vice President of Membership	Elizabeth Seidel (eseidel@mullenlaw.com)
Second Vice President of Programs	Tommie Josephson (tjosephson@hardincoffin.com)
Treasurer	Rebecca Riggs (rar@ppplaw.com)
Secretary	Barbara Liss (barbara@eatonjones.com)
Parliamentarian	Rebecca Riggs (rar@ppplaw.com)
CAPA Primary Representative	Josefina Martinez (jmartinez@sbcourts.org)
CAPA Secondary Representative	Debra Wheels (dwheels_paralegal@yahoo.com)
NALA Liaison	April Henderson (ahenderson@fmam.com)

### **COMMITTEE CHAIRS**

Annual MCLE Conference	Josefina Martinez
Newsletter Editor/Website Manager	Sandra Biesinger (sb@ppplaw.com)
Employment and Job Bank	Bea Dunn (bdunn@crslawfirm.com)

If you are interested in serving on the board, please contact Deborah Reber. If you have comments, questions, or articles to submit for the newsletter, please email them to Sandra Biesinger. Thank you.



Santa Barbara Paralegal Association  
Post Office Box 2695  
Santa Barbara, California 93102-2695