

# SAN DIEGO LEGAL SECRETARIES ASSOCIATION



September 22, 2008 Membership Meeting

5:15 p.m. Networking - 6:00 p.m. Dinner - 7:00 p.m. Program  
Handlery Hotel & Resort, 950 Hotel Circle North -Mission Valley

## **\*\*CASE MANAGEMENT / ELECTRONIC CASE FILES PRESENTATION; AND \*\*\*ADMINISTRATIVE POLICIES & PROCEDURES BY THE SOUTHERN DISTRICT COURT OF CALIFORNIA**

Speakers: **\*\*Joseph Diaz**, EM/ECF Coordinator; **Joanne Laviolette**, EM/ECF Administrator

**\*\*\*Ted Lewis**, EM/ECF Administrator

Menu: Turkey Medallions – Roasted turkey served with apple chutney and whipped chive potatoes;  
**or**

Vegetarian Wellington – Portobello mushroom and marinated grilled vegetables wrapped in puff pastry served with red pepper choulis; chef's choice vegetables

Cost: \$30.00 dinner and seminar (members)  
\$35.00 dinner and seminar (non-members)  
\$20.00 seminar only  
(Don't forget to bring \$2.00 for parking!)

***[Please note: \$2.00 parking is paid to the attendant, not SDLSA.]***



Michelle Tice (left), president of San Diego Legal Secretaries Association, and Cristina Conroy (right), vice president of SDLSA.

**On Monday, September 22, 2008, Southern District Court of California Personnel will discuss policies and procedures related to Case Management/Electronic Case Files and Administrative Policies and Procedures. Bring lots of questions with you.**

### RESERVATION FORM — SEPTEMBER 2008

Member

Guest

Vegetarian Plate

Seminar Only

**Deadline for reservations is September 20, 2008.** Please make checks payable to SDLSA. Mail Reservations to: **Cristina L. Conroy, c/o Ross Dixon & Bell, LLP, 550 West B Street, Suite 400, San Diego, CA 92101.** No refunds after September 20, 2008. Pursuant to SDLSA's Standing Rules No. 5, a collection fee of \$15, plus bank charges, shall be assessed for returned checks.

***Please note: We can no longer accept payment at the door on the date of the event.***

***You may also register on line at [SDLSA.org](http://SDLSA.org) and use PayPal for the reservation cost. The same deadlines apply.***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Questions for Speakers: \_\_\_\_\_

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