LAPA SPRING CAREER CONFERENCE REVIEW

LAPA Springs Forward with a Sold Out Career Conference

by Martha Padgett – LAPA Member

The Los Angeles Paralegal Association held its 19th Annual Spring Career Conference on Saturday, April 18, 2015 at National University. The event was a huge success as it was sold out. The attendees included experienced paralegals, paralegal students, legal professionals, and others who wanted to brush up on their job seeking skills, learn about new paralegal trends, or expand their network.

Before the program commenced, attendees were able to visit and speak with the participating exhibitors. There were also recruiters on hand for those who needed a resume tune-up.

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PRESIDENT’S MESSAGE

Network to the Next Level with LAPA

by Bobby T. Rimas – LAPA President

Recent national news indicated that job creation is on the rise. Hopefully, this will remain true for all of 2015. Regardless, you should always make it a point to take advantage of networking through LAPA’s legal education seminars, mixers, the Spring Career Conference, Pro Bono Fair, October Conference, and more. With the upcoming June 4th LAPA Paralegal Day Mixer and several LAPA MCLE seminars around the corner, now is the great time to know about what specialties are in demand and what employers are now looking for. The

continued on page 3
A quorum was established and the Board of Directors’ March 3rd, 2015 meeting of the Los Angeles Paralegal Association (LAPA) was called to order by President Bobby Rimas, at 6:35 p.m., at Litchfield Cavo, LLP, 251 So. Lake Avenue, Pasadena, California.

**CONSENT CALENDAR**

Vice-President Tabb distributed the LAPA Event Calendar (approved) and a list of Meeting dates for 2015. This was followed by a brief discussion of how to get a topic or motion on the agenda.

Tracey Booth gave the administrative manager’s report which included details of the Privacy Policy that is required by our on-line reservation service, Abila.

Treasurer Bogdana Koiso provided a Treasurer’s report.

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**PUBLIC COUNSEL’S RUN FOR JUSTICE**

President Rimas then announced the date for Public Counsel’s Run for Justice on March 14, 2015. LAPA will participate with a team and with a donation drive.

**19TH ANNUAL SPRING CAREER CONFERENCE**

President Rimas reported on the progress of the Spring Career Conference, April 18, 2015, at National University, WLA. Speakers will include Chere Estrin and Jennifer Hills.

**LAPA’S LEGAL EAGLES GOLF TOURNAMENT**

Chair Larry Thigpen led a discussion of the upcoming golf tournament. The contract was reviewed and a budget motion was made, then tabled. A planned teleconference was discussed to further this event and to review the 2013 Annual Report for Board Approval.

**DISCUSSION WITH PRO BONO COUNSEL**

Pro Bono Counsel Susan Oder led a discussion of Board Confidentiality based on the agreement the 2015 Board signed in January.

**VICE-PRESIDENT OF MEMBERSHIP & POLICY REPORT**

Vice-President Tabb reviewed the LAPA Policy on Destruction of Documents, particularly financial information. Discussion followed about including the MCLE records as part of the policy. Exec VP, Reznick-Goodich will provide information. The 2015 Communications Policy was reviewed as well.

**MARKETING REPORT**

Marketing Chair Ivan Zogovic discussed his recent memo suggesting marketing opportunities including Twitter. A motion was passed making Zogovic the administrator of the Twitter account. The Board then discussed the relative merits of Twitter, GooglePlus, and YouTube. Board Member Unnur Fridriksdottir was approved as a member of the Marketing Committee.

**NALA REPORT**

NALA Representative Kai Ellis reported that NALA has asked for nominees for their annual affiliates award by April 15, 2015. Ellis also reported that the NALA Salary Survey was out. Ellis also asked for ideas for the LAPA table as the convention is coming up on July 22 through 24, 2015.

*continued on page 3*
CALENDAR OF EVENTS

MAY
2 - LAPA CLA/CP Review Course—National University (near LAX); see page 17 for contact and other information.
5 - LAPA Board Meeting—Contact Bobby Rimas at bobby.rimas@alumni.ucla.edu.
7 - LAPA Santa Clarita MCLE Seminar—Valencia, 5:30 p.m. - 7:30 p.m., Topic - Calendaring in CA State Court, Featuring Attorney Julie A. Goren, Esq., Contact LAPA at (866) 626.LAPA or www.lapa.org, see ad on page 19.
19 - LAPA Executive Committee Meeting—6 p.m., Contact Bobby Rimas at bobby.rimas@alumni.ucla.edu.
30 - LAPA Presents Legal Eagles Birdies & Pars Golf Outing & Tournament—Knollwood Country Club, Granada Hills, 10 a.m., Contact LAPA at (866) 626.LAPA or www.lapa.org, see ad on page 20.

JUNE
2 - LAPA Board Meeting—Contact Bobby Rimas at bobby.rimas@alumni.ucla.edu.
4 - LAPA Paralegal Day Free Mixer—Doubletree by Hilton Hotel (downtown Los Angeles), Contact Catherine Peck at ceepack@yahoo.com, see ad on page 21.
16 - LAPA Westside Section Seminar—National University (near LAX), 5:30 p.m. - 9 p.m., Topic - President Obama’s New Immigration Policy: What Does it Mean?, Featuring Attorney Nikki Mehrpoo Jacobson, Contact Bobby Rimas at bobby.rimas@alumni.ucla.edu, see ad on page 22.
17 - LAPA Executive Committee Meeting—6 p.m., Contact Bobby Rimas at bobby.rimas@alumni.ucla.edu.

JULY
11 - LAPA Board Meeting Retreat—Contact Bobby Rimas at bobby.rimas@alumni.ucla.edu.
21 - LAPA Executive Committee Meeting—6 p.m., Contact Bobby Rimas at bobby.rimas@alumni.ucla.edu.
22-24 - NALA 40th Annual Convention—Tulsa, Oklahoma, Contact Kai Ellis, ACP at kai.ellis@mclolaw.com.

PRESIDENT’S MESSAGE-continued from page 1

June 4th LAPA Paralegal Day Mixer is projected to have over 140 attendees that include professional recruiters, experienced paralegals, attorneys, legal service providers, and other legal professionals. Judge Holly Fujie, who advises the White House on judicial nominations, will be the Paralegal Day Mixer keynote speaker. This is one of several LAPA events where you can truly expand your network.

LETTER FROM THE EDITOR

Everything Changes!
by Donna Reznick-Goodich – LAPA Reporter Co-Editor

As long ago as the time of the ancient Greeks, a wise man once said, “There is nothing permanent except change.” Our profession is no exception. As a result, flexibility is one of the traits of successful paralegals, particularly those with lengthy careers. Paralegals need, daily, to exhibit new and creative solutions as well as innovation and speed. We also need to develop flexibility in order to be happier overall. Learning is one of the cornerstones of an active mind and continuing legal education is good (and required), additionally a technical education is handy as well leadership classes and team-building training. Flexibility demands we think outside the box. We want to be the paralegal who works smart and avoids burnout. And don’t fight change, it’s inevitable. “Map out your future – but do it in pencil.” Jon Bon Jovi

DIRECTORS’ MEETING SUMMARY - cont. from pg. 2

PARALEGAL DAY
June 4, 2015, will be Paralegal Day in Los Angeles. LAPA will host a reception with the first 75 registrants getting a free drink. 150 will be able to attend with free appetizers. A speaker with be sought.

OCTOBER CONFERENCE
October 10, 2015 will be the date of the October Conference at the Omni Hotel. It was suggested to consider honoring the Lawyer or Law Firm of the Year and the Humanitarian of the Year.

UPCOMING MCLES
Ellis was approved as Board attendee a the March 19, 2015 MCLE. Yvonne Kubicek was approved as Board attendee for the March 31, 2015 eDiscovery MCLE hosted by Merrill Corporation.

COMMITTEE/SECTION CHAIRS RESOLUTION
The Santa Clarita Section proposed Martha McLaughlin for membership. Her nomination was approved.
Goats on the Roof?

by Elisabeth Patmore Sillars

Having been on two wildlife viewing excursions in a day and a half on our June 2011 visit to the wild West coast of Vancouver Island, it was time to return to slightly tamer pursuits on the more “laid back” side of the Island.

On the way, however, we took time out to stop at a unique establishment: the Old Country Market in Coombs, a very small community just off the main highway crossing the Island. It’s been around for more than 40 years and is known far and wide, having started out innocently enough as a roadside fruit stand. First the family added an eatery, then the market, and finally the pièce de résistance: a family of goats who basically live on, and feed off, the grassy sod roof of the main structure!

And yet, what’s most remarkable to me, considering their location, is the breadth and scope of what’s available. From the casual taqueria just opened this summer to the more formal Italian restaurant, from gardenware to imported home furnishings, antiques, textiles and gifts, specialized counters laden with both local and imported cheeses and deli products, fresh local produce, and grocery items from across Canada and Europe. There’s even a surfboard shop! One of these trips, I think we should plan only the one stop there on our way west, which would simplify our lives no end.

Our visit in this instance, though, was really a “note-taking” expedition, and we kept moving. By now, of course, we were running later than we (well, I) had continued on page 14
Certificate of Recognition

Paralegal Day

WHEREAS, the City of Los Angeles is pleased to honor paralegals and recognize June 4, 2015 as Paralegal Day; and

WHEREAS, Paralegals are vital resources in law firms, governmental entities, and private corporations and businesses; they perform valuable services for and under the direction of attorneys as defined by California Business and Professions Code Section 6456; and

WHEREAS, the Los Angeles Paralegal Association (LAPA) is dedicated to developing, strengthening, and advancing the paralegal profession; and

WHEREAS, LAPA puts on a multitude of Mandatory Continuing Legal Education seminars, networking mixers, and events; and

WHEREAS, the LAPA Pro Bono Fair, LAPA Holiday Benefit Gala, and LAPA Annual Golf Tournament events raise funds for or encourage individuals to assist organizations that assist the underprivileged; and

WHEREAS, through their exceptional talents and expertise, paralegals provide valuable services that contribute significantly to the efficient functioning of the judicial system in California, and they are indeed worthy of special recognition;

NOW, THEREFORE, I, ERIC Garcetti, as Mayor of the City of Los Angeles, and on behalf of its residents do hereby join in the celebration of Paralegal Day and recognize and commend paralegals for their service.

June 4, 2015

ERIC Garcetti
Mayor
LAPA Celebrates Law Day at Pasadena City College

On April 7th, LAPA participated in Pasadena City College’s Law Day as an exhibitor where LAPA President Bobby Rimas reached out to prospective LAPA members, spoke with student leaders of PCC’s Paralegal Student Association and invited students to LAPA’s 19th Annual Spring Career Conference and LAPA’s Paralegal Day celebration mixer. “In 1951, U.S. President Dwight Eisenhower established Law Day U.S.A., and in 1961, by a joint resolution with Congress, May 1st was declared the official Law Day. Since that time, schools, colleges, and universities have been participating in this annual national celebration of our American legal system, the U.S. Constitution, and the Bill of Rights.”

Students were excited to learn about Paralegal Day scheduled for June 4th, the day designated on the Certificate of Appreciation issued by the Los Angeles Mayor’s Office and the Resolution given by the Los Angeles City Council. Dr. Carol Kellogg, Program Coordinator of the Paralegal Studies Program at Pasadena City College and several students took photos with the Paralegal Day Certificate in an Instagram photo session.

LAPA President Rimas stated that “It was a great day to participate in Pasadena City College’s Law Day to celebrate the laws’ protection of the freedoms we enjoy and connect with student leaders who strive to be agents of positive change. LAPA is proud to again partake in this wonderful tradition.”

1. From Pasadena City College Law Day invitation letter.

Are you looking for a job? If so, please be sure to view LAPA’s Career Center webpage and consider submitting your resume!

Be sure to check www.LAPA.org for upcoming events!
This month we introduce you to...

Unnur Fridriksdottir

Q: Tell us about a little bit about yourself.
A: I have an interesting and very diverse multi-continental background. I was born and raised in Iceland, studied for my BA in Oslo, Norway, and lived and worked in New Delhi, India. In 2007, I received an innovation award for using fish skins in luxury goods, and started my own international design company, UNNUR, which I have kept doing ever since. I speak 6 languages and became a private language tutor in 2010, and have since then both taught and translated for various institutions and media. In 2011, I entered the legal field and went to school for my paralegal certificate while working at a law firm dealing with Wills, Estates and Trusts. Alongside the above, I was also a property manager for the past 6 years.

Q: How long have you been working in the legal field?
A: I have been working in the legal field for little over 4 years.

Q: What is your practice area?
A: Trust and Estate litigation.

Q: What is your educational background?
A: Paralegal Certificate from West Los Angeles College; Bachelor of Arts degree in fashion design from Oslo National Academy of the Arts, Norway; Certificate of fine Arts from Akureyri School of Visual Arts, Iceland.

Q: Describe yourself in three words.
A: Resilient, loyal, optimistic.

Q: What was most surprising to you, entering the legal field?
A: I was really surprised to know just how much the learned work skills from my other professions such as: attention to detail, management skills, organizational skills and analytical thinking transferred over, and helped me as a paralegal professional. I was also surprised to realize just how much legal experience I had already gained through my other jobs. Through UNNUR, I was familiar with entertainment law through applications of international trademarks, copyrights as well as business law through a number of contracts, import and export, and through being a property manager I became familiar with laws and regulations regarding tenants and managers.

Q: What do you like most about your job?
A: That every task is different from one another. All clients have unique needs and situations, therefore, my days at the office are all equally refreshing, and I am constantly learning.

Q: What do you like the least about your job?
A: Billing!

Q: What is the most challenging part about your job?
A: Although the best part about my job is that all tasks are different, it is also the most challenging part. Even though there are some aspects that remain similar, the client matters have a lot of variations, so I am constantly learning, and doing things for the first or second time.

Q: What is the most rewarding part about your job?
A: To know that I am helping clients that are in stressful situations. Paralegals are not only a helping hand to their supervising attorney, assisting clients on resolving their matters; they are also helping by keeping the client’s costs down.

Q: How would you describe a day at your job?
A: Hectic and challenging!

Q: What do you think it takes to be a successful paralegal?
A: Attention to detail, good organizational skills, great note keeping, willingness to learn and a great sense of humor.

Q: What would you say to someone entering into the paralegal field?
A: Every single paralegal I have come across have told me that they were afraid of absolutely everything in the beginning, even the most seasoned ones. They all were afraid of; continued on page 16
Loyola’s renowned trial and appellate advocacy teams regularly earn top honors at national competitions. JD student members of the Byrne Trial Advocacy Team (pictured) won the 2014 National Trial Competition, an elite competition hosted at Loyola.

Loyola Law School’s Master of Science in Legal Studies (MLS) program equips working professionals and life-long learners to excel in their fields with legal skills and training in a variety of subject areas. Whether following a self-designed course of study or one of five specializations, MLS students have the flexibility to create a curriculum that maximizes their potential.

The MLS program can be completed in one year, full-time or over the course of two years, part-time. Loyola offers evening courses as well as traditional day courses to provide greater flexibility for your schedule and lifestyle. The campus is located in downtown LA; a school shuttle provides continuous access to 7th Street/Metro Center.

Enhance Your Credentials

BUSINESS LAW

CRIMINAL JUSTICE
Featuring prominent faculty members, Loyola’s professors in the field include the former Federal Public Defender for the Central District of California, former assistant U.S. attorneys and adjuncts currently in top regular practices. JD students benefit from offerings like the Project for the Innocent, which has overturned wrongful convictions.

ENTERTAINMENT LAW
Students in this specialization take Copyright, Trademark and Entertainment Law. Electives include Financing Entertainment Industry Ventures, Litigating a Media Law Case, Motion Picture Finance & Production, and Reality TV & New Media Production & Distribution.

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Application Fee Waiver Code: LAPA
Visit llsl.edu/mls for a full course listing.

Application Deadline: JUNE 1, 2015
SCHOLARSHIP OPPORTUNITIES AVAILABLE FOR COMPETITIVE APPLICANTS
The e-Discovery Crash Course

by Yvonne Kubicek – LAPA Board Member

On March 31, 2015, LAPA members were treated to an exciting and engaging CLE seminar titled “The E-Discovery Crash Course: What Everyone Should Know About the Mechanics of e-Discovery.” Jeffrey Steve, an attorney and director and sales consultant of client advisory services for Merrill Corporation, provided an informative and broad overview of electronic discovery (“e-discovery”). Merrill Corporation provided their offices in downtown Los Angeles as well as a delicious buffet dinner.

Jeff began his presentation by defining e-discovery as well as several stages of the e-discovery process including collection, preparation, review and production of electronically stored information (or “ESI”). In this day and age, ESI could include email, text files, back-up tapes, internet cache files, text messages, voicemail and many other types of electronic data. Jeff then focused on four areas: overview and benefits of e-discovery, statutory foundation relating to e-discovery, what it is and recent technology trends.

OVERVIEW & BENEFITS - Why is e-discovery so important? The most important purpose of e-discovery is to reduce volume and increase relevance of the data and documents being collected and reviewed. Regardless of size of a matter or case, the ability to collect electronically stored information quickly and efficiently is enormously beneficial to both counsel and their clients. Jeff explained that ignoring electronic forms of evidence, or not knowing how to find, preserve and produce it, can seriously limit litigation effectiveness. To do this with accuracy is an additional benefit because it helps avoid sanctions, suspensions, angry clients, angry judges and bad case resolutions.

STATUTORY FOUNDATION - Jeff explained that there are specific rules relating to ESI. Federal Rules of Civil Procedure (“FRCP”) contain the most relevant rules and guidance pertaining to ESI. According to FRCP 26(a)(1)(A)(ii), any relevant document, email or data must be disclosed and the court may order disclosure of ESI after a motion and hearing. (FRCP 26(b)(2)(B). In addition, other FRCP rules touch on the form as to which ESI must be produced, when a party can object to the form, inadvertent disclosure of ESI and other matters related to ESI. Jeff also highlighted specific cases where the courts have amended or expanded on these rules. In Lester v. Allied Concrete Company and William Donald Sprouse, the court commented on the spoliation of electronic evidence (presumably by a paralegal upon direction by counsel) and ordered $722,000 in sanctions. Jeff explained that this, of course, was an example of egregious sanctions but showed just how serious the courts are about ESI and a party’s duty to preserve it.

WHAT IS E-DISCOVERY? - Jeff stated that the most efficient way to define what e-discovery means is to go through the stages of the Electronic Discovery Reference Model (also known as the “EDRM”). Jeff took the group through the most significant steps in the EDRM to generally describe each phase. First, Jeff explained the concept of identification, or rather, identifying documents and data, where the data and documents are located and who might be owners or holders of the data and documents (called “custodians”). Some of the resources used in this identification process include information mapping, taking a media inventory and/or creating a data mapping report. This is typically handled by an in-house IT department or by a hired consultant or vendor skilled in these resources. Another helpful tool is to prepare and conduct an early case assessment in order to determine how much data is out there, what volume of documents can be anticipated and how many custodians will be involved.

Once documents, data and custodians have been identified, the next step in the process is to preserve...
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LAPA Director
Tammi Loveland Presents Seminar at the University of La Verne

On April 29th, the University of La Verne (ULV) Pre-Law Society hosted an event that featured LAPA Board of Directors member, Tammi Loveland. Ms. Loveland spoke about her extensive experience as a paralegal and a litigation support specialist, advice on hot legal trends, E-Discovery, and important aspects of networking. Student attendees also participated in a Q&A session regarding her high profile cases she has worked on.

Ms. Loveland is a litigation paralegal with over 25 years of experience with 12 years of experience in litigation support. Ms. Loveland has worked on many high profile cases including the Paul Walker wrongful death case, Disney Concert Hall construction, Metro Red Line construction litigation, the Rock Hudson fear of AIDS litigation as well as the Toyota Motor Sales, Inc., USA unintended acceleration claims. Ms. Loveland has also worked on a number of major commercial real estate closings in addition to commercial and residential construction litigation cases and various real estate litigation cases. Ms. Loveland’s litigation support specialties include electronic document collection, preservation, spoliation prevention, and chain-of-custody control, preparing e-discovery plans, data maps, as well as designing and building case-specific databases.

At the close of the event, Ms. Loveland networked with attendees and discussed how they can get involved with the LAPA. Pre-Law Society President Cassie Holloway presented Ms. Loveland with a “La Verne Leopards” t-shirt and a bouquet of flowers.

The Pre-Law Society consists of students who are currently University of La Verne Legal Studies majors and also those who want to attend law school in the future.

PRESIDENT’S MESSAGE - continued from page 3

Have you ever wondered how you can take your career to the next level or impress someone for that desired promotion? If you have, LAPA is the place for you! This may be achieved by attending and learning through LAPA’s Mandatory Continuing Legal Education (MCLE) seminars and developing or building on your knowledge of legal trends and practices as well as networking and leadership skills through LAPA’s committees and sections. LAPA’s committees and sections include, but are not limited to Bankruptcy Law, Compliance, Corporate/Real Estate, Downtown Section, Family Law, Immigration Law, Intellectual Property Law, Litigation, Pro Bono and the San Fernando Valley and Westside sections. In this competitive economic environment, every piece of knowledge and skill counts, including the networking skills which can possibly connect you to an opportunity that will advance your career.

I encourage you to join a LAPA committee or section where you can build on your leadership and networking skills. The opportunities to serve on the LAPA committees and sections are here! Sometimes being a committee and section member requires managing projects, dealing with deadlines, multi-tasking, and building those necessary connections to make some great things happen. Meanwhile, you bring more purpose to activities already taking place within LAPA. Then one day...
The first panel that presented was the recruiting professionals panel. This panel included Jennifer Hill who runs her own agency called JHill Staffing, David Pacheco from D3 Legal Search, Janelle Jenkins of the Emerald Agency and Karen Maheu from Beacon Hill Legal. The recruiters gave advice on networking, interviewing, and how to find the right job. The panelists were very enthusiastic and held everyone’s attention. There was a Q&A session at the end and many people asked great questions.

The second panel to present included five panelists that spoke on alternative careers in the legal profession. The panelists speaking on this subject were Luci Hamilton, Tamara Loveland, Yvonne Kubicek, Chere Estren, and Kai Ellis, ACP. They made us aware of other positions that are available in a law office such as paralegal manager, paralegal educator, a legal administrator, and a litigation support specialist. By taking on these jobs, the panelists explained how they expanded their skill set and responsibilities; areas included information technology as well as financial and project management, just to name a few.

The third and final panel to speak was the professional certification group. The speakers for this panel were Kathy Miller, ACP, CAS, Kimberly Bradley, ACP, and Doug Kuhn, CP. The panel gave some great information for paralegals who want to advance their career with a specialized designation from the National Association of Legal Assistants (NALA). They also spoke about the requirements needed to take and pass the five part NALA exam and to receive a paralegal certification.

The 2015 LAPA Spring Conference proved to be a great success. Those who attended made new contacts, gained new knowledge on the paralegal profession and other legal careers, and the most effective way in which to network. They also now have their resumes in optimal status.

A big thank you goes to the sponsors of this event: JHill’s Staffing Services, Paralegal Knowledge Institute, and the University of West Los Angeles along with the event volunteers who ensured that this was a LAPA Spring Career Conference that many will not forget.
these items. Federal case law states that parties have a general duty to preserve and disclose relevant information and “the obligation to preserve evidence arises when the party has notice that the evidence is relevant to litigation or when a party should have known that the evidence may be relevant to future litigation.” (Zubulake v. UBS Warburg, LLC, 220 F.R.D. 212, 216 (S.D.N.Y. 2003). In order to achieve preservation, a document called a litigation hold must be prepared and issued once litigation or the anticipation of litigation is known to a party. Outside counsel or in-house counsel is tasked with preparing a hold memo and issues it to all known “holders” of relevant information and documents. The hold states that all relevant information and documents must be saved and archived indefinitely (or until they are released from the hold). All relevant saved or archived materials including back-up tapes, even if inaccessible, must be safeguarded.

The next step in the process is collection. Jeff stated that a “data collection plan” should be developed and put in place in order to efficiently and comprehensively collect all relevant and responsive data. This plan could include (1) an approach to locate the ESI and custodians, (2) a way to determine file types, (3) collect data in a way that ensures preservation, and (4) document the method of collection to satisfy authenticity and make sure chain of custody protocols have been followed. If necessary, a forensic copy of the data may be needed. A forensic copy is a “mirror” image of the data without alteration. This is typically done when a computer or device is still in use but you need to save the data stored on the device.
anticipated, and we definitely wanted to spend a little time at one of our favorite vintners an hour’s drive south on the way to the night’s B&B, hopefully for a tasting. Venturi-Schulze grows all their own grapes, without irrigation or commercial chemical pesticides or herbicides, and some if not all of their unique-tasting wines are bottled only with metal caps so as to avoid any cork contamination.

The main problem with falling in love with a Canadian winery is being unable to ship your wine to California legally. You can bring a little with you across the border, but that won’t necessarily get it home. (You can, though, order and ship their lovely aged balsamic vinegar, made exactly as it always has been in Modena, Italy, which we have done.) We regularly look for their wines at the restaurants where we eat on the Island, such as the fine little Amusé Bistro we went to for dinner that night in the nearby village of Shawnigan Lake, but then one has to pay the markup. Another way to enjoy them is to pick them up at a local wineshop or a government-run B.C. liquor store, calling ahead to make sure they’re in stock, to be consumed while in Canada. The downside to this approach with the Venturi-Schulze wines is that because they’re a small producer (for example, there were only two barrels made of the 2008 Pinot Noir Reserve), those outside sources may well have sold out by the time you’re there, depending on your trip schedule, which explains our visit to the winery itself. And even then, one’s choices may be limited unless you’re there after new vintages are released.

Perhaps we could just shop online ahead of time from available stock, to be held for retrieval when we arrive on the Island? Hmmm. Maybe we should try that….

We successfully made our way afterwards to both the B&B and the Amusé Bistro, and congratulated ourselves on sticking so closely to the plan for that day.

Since we only had one more night before re-crossing the U.S. border, after breakfast the next morning we decided not to pursue tastings (or more importantly shopping) at the three wineries which had been on the day’s itinerary. Instead we drove over to my old boarding school and wandered around for a while, partly to check out the most recent changes to the campus, and partly to acknowledge the things which thankfully never seem to change. We did manage to have a delightful late lunch at Vinoteca, the restaurant on the grounds of the Vigneti Zanatta winery, and then made our first visit to Pacific Northwest Raptors (both of which were pre-planned stops).

Also now known simply as The Raptors, Pacific Northwest Raptors has been a sanctuary for injured, abandoned and orphaned birds of prey, located at the northern end of the City of Duncan (which Wikipedia surprised me by calling the smallest city in the whole of Canada, based on its area), for more than a decade. The biologists at The Raptors conduct entertaining and informative demonstrations twice a day to show how the different types of birds hunt and catch their prey, and have apparently expanded their operations to a second location at Grouse Mountain in North Vancouver. At the time we were there, they had been providing birds (raptors) for use in films and commercials, and since then have begun a new commercial venture, controlling “problem” birds such as gulls, starlings and geese in as natural a way as possible at a variety of sites, patrolling the Vancouver International Airport runway areas with them, for instance, so as to eliminate birds that create a real threat to aviation there.

We made it to the Mill Bay ferry terminal in good time after the raptor demo was over, and after heading from Brentwood Bay to the town of Sidney without incident, we drove in circles for quite a while (in the finest Sillars tradition) before finding our lodging for the night; luckily, dinner was in the Inn, giving us the whole evening to relax and recover for the adventures to come the following day!
After collection, the data needs to be processed and reviewed. Jeff stated this is typically the most costly portion of the EDRM process – not the processing part but rather the reviewing part. In fact, document review can be over 73% of the cost of discovery. As mentioned earlier, the importance of e-discovery is to decrease volume and increase relevance. In order to effectively review ESI, there are several ways to decrease volume. First, any duplicative data or documents can be removed (called de-duplication or de-duping), and any unnecessary operating system or software files are also deleted (called de-nisting). Next, to further reduce the quantity of ESI, parties can agree to specific filters to reduce the quantities of documents requiring review. There are many types of filters which could include keyword searching, date culling and file-type culling. Finally, the documents need to be reviewed for relevance, responsiveness and privilege. There are many types of review platforms utilized by law firms, vendors and in house legal departments. Some of these platforms include Concordance, Relativity, Summation, Recommind and Ringtail. Jeff stated that in addition to keyword searches, many different types of other searches could be run – Boolean searches, wildcard searches, fuzzy searches, topical searching – to name a few. A key point to remember is that keyword searches are never perfect. For example, a search for the term “car” will not yield the specific type of car (like “Volkswagen Beetle” or “VW Bug”). During review, documents can also be tagged for importance, specific issues and privilege.

Last, but not least, once the documents have been reviewed and all privileged documents have been removed, they are ready for production. Jeff mentioned three questions that one must think about when producing documents: how do you want to receive ESI, how do you want to produce ESI, and what is required under the Rules? FRCP 34(b) requires that unless the parties agree, or the court orders otherwise, production of ESI should be as it is “kept in the usual course of business” or the form which the ESI is “ordinarily maintained.” A party does not need to produce ESI in more than one form. There are several types of production formats including paper, TIFF, PDF, native file, and text or ASCII. Each has its own formatting considerations that should be considered prior to producing and/or receiving.

**TECHNOLOGY TRENDS** - In conclusion, Jeff touched upon a recent trend seen in more complex litigation matters, particularly ones with voluminous amounts of documents and data. Predictive coding, a technology assisted review process (also known as “TAR”), involves the use of a “machine learning” algorithm to distinguish categories of documents. The algorithm is based on a “domain experts’” coding of a training set of documents. Jeff explained that predictive coding automates the way to review documents with the guidance of a human. An individual with very intense knowledge of the matter and issues would tag a selection of documents (the number of documents can vary but is typically several thousand) and this would become the sample set. The sample set is fed into the review platform and then all of documents are categorized based on the sample set. Once completed, the program validates the results and the results are then QC’d. In short, in what would take many individuals to review over the course of months, predictive coding could do in the span of hours and with a very high accuracy rate. Case law has developed to the point that it is now acceptable that where the producing party wants to use TAR for document review, courts will permit it. One issue that remains open is how transparent and cooperative the parties need to be with respect to the training or sample sets.

To end the evening, Jeff opened the floor for questions and this started a lively discussion regarding best practices in e-discovery and generated many questions relating to predictive coding. To be sure, LAPA will be providing future seminars on these two topics in order to fully educate our LAPA members in continually evolving trends and practices pertaining to electronic discovery.

A special “Thank You” goes out to the LAPA volunteers who made this great event possible: Catherine Peck, Michelle Tabb, ACP, and Jonathan Dang.

Yvonne Kubicek is currently a paralegal manager for The Walt Disney Company in the Corporate Litigation Department where she supervises paralegals in California and New York. In addition, she is a member of the Disney Paralegal Development Committee where she works with paralegals throughout Disney in providing continuing legal education opportunities as well as learning and development enrichment. Ms. Kubicek is also an instructor for the UCLA Extension Paralegal Training Program where she teaches legal courses including the paralegal profession, criminal law and legal technology.
LAPA BOARD MEMBER Q & A - continued from page 7

• saying something stupid;
• for asking the wrong questions;
• that they did not have a clue on how to handle a project;
• afraid of the attorneys and their power;
• that they questioned what they read in their research findings, or the implications they thought it would have;
• and finally, they all told me that they felt inadequate and wondered what they were doing being a paralegal in the first place!

I was really relieved to hear this, as it felt the same. You learn as you go. Trust your training and intuition and be patient. Learn to use alarms and reminders, and build a detailed task list to accomplish your goals. Don’t be afraid to ask, but make sure you have tried answering every single question yourself prior to asking for help. Be patient!

Q: What are the five best advices you could give a newly graduated paralegal?

A: I would tell them to follow LAPA in every way they can to get all sorts of tips on jobs, MCLE programs, special events and career advice.
1. Become a member of LAPA!
2. Join LinkedIn and connect with other paralegals professionals and recruiters and link to the LAPA group there.
3. Follow LAPA on Twitter (https://twitter.com/LAPArlegals)
4. Join LAPA on Facebook (https://www.facebook.com/LAPArlegalAssociation)
5. If you are a musician; join the LA Lawyers Philharmonic, or the Legal Voices – this is a platform of meeting other professionals while doing something not work related (http://www.lalawyersphil.org)

Questions? Contact Unnur Fridriksdottir at Unnur@unnur.com.

Be sure to check www.LAPA.org for upcoming events!
Members Only Benefits

Regional and Networking Sections
LAPA has many opportunities for meeting and connecting with your paralegal colleagues and other legal industry professionals. Such opportunities include seminar and networking events based on geographical locations such as Downtown (Los Angeles), South Bay, West L.A., the San Fernando Valley, Santa Clarita, and more. LAPA also provides educational seminars in various legal specialties, including, but not limited to, Litigation, Probate Law, Intellectual Property Law, Corporate Law, Immigration Law, and Ethics. Additionally, with the support of our legal industry partners, LAPA also hosts other networking and charitable events and mixers. Your participation in LAPA is encouraged, so be sure to reach out to a LAPA Section or Committee Chair, develop your leadership and networking skills, and make LAPA an even better association.

Vital Savings
This benefit provides LAPA members a discount program for dental and vision services, long term care, as well as many pharmaceuticals. LAPA has been able to obtain special pricing of Vital Savings discount cards through Aetna. By using the discount cards and Aetna approved providers, LAPA members can save dramatically on the services provided by these professionals. For more information, please visit LAPA’s website, www.lapa.org.

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NALA Affiliation
LAPA is an affiliated member of the National Association of Legal Assistants. NALA is the nation’s leading professional association for paralegals. As a member of an affiliated association, the initiation fee for individual membership in NALA is waived for LAPA members. NALA boasts some of its own benefits. Access its NALA Campus Live for online continuing legal education, self-study courses, and preparation for the CLA/CP Exam. Its annual educational convention in July allows you to expand your network beyond your state’s borders as you network with other paralegals from around the country, attend educational institutes and member related activities.

Freelance/Contract Paralegal Listing
LAPA provides a “Freelance Paralegals” section on its website to assist LAPA members who are freelance, contract, or independent paralegals, as defined by California Business and Professions Code Section 6450. For a nominal fee of $60, you can post your contact information on LAPA’s website for six months. You can sign up online through the Members Only section of the website.

Membership Database
Available only to LAPA members, the Membership Database is a valuable tool in locating other paralegals or legal professionals with whom you have worked or networked. The Membership Database also provides up-to-date contact information as well as members’ legal specialties and geographical areas.

Credit Union
LAPA members are eligible to join Southland Credit Union. Southland Credit Union, with over $435 million in assets, offers an online presence, a new full-service branch in downtown Los Angeles, an upgraded ATM network and five new proprietary ATMs. Southland Credit Union has expanded its product line by introducing a new high-yielding certificate of deposit, a Rewards Plus program and a market-leading high interest yielding checking account. Southland Credit Union prides itself on outstanding service to its members and has recently earned a 95 percent Member Service satisfaction rating.

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LAPA is dedicated to providing efficient and readily-available continuing education opportunities that meet the needs of our members and enhance their skills, knowledge, and competencies. LAPA has partnered with Lorman Education to provide continuing education in a variety of topic areas. LAPA members receive a 20% discount on all orders.
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If you are interested in making a difference, please be sure to visit www.LAPA.org to connect with LAPA Chairs or Co-Chairs of committees and sections. Being involved with a LAPA committee or section is a great way to network, develop leadership skills, and ensure that 2015 is even a better year for LAPA!

LAPA has teamed up with UIP – United Insurance Partners to offer you affordable quality insurance that addresses your health care needs in simple, easy to understand terms.

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CALENDARING IN CA STATE COURT

STEPS AND TRAPS FOR THE UNWARY

Learn the complexities of calendaring in California State court in this hands-on seminar. Attendees will walk through the steps that must be taken to calendar deadlines correctly, avoiding common mistakes and pitfalls along the way. Calendaring exercises will allow attendees to immediately practice the steps and see where the dangers lurk. Focus will be on calendaring deadlines for pleadings, discovery and the dangers lurking behind C.C.P.12c in regards to motion practice.

Presented by: Julie A. Goren, Esq. Julie is the author and publisher of two California civil litigation books: Litigation By The Numbers® and California Civil Litigation and Discovery, widely used in law firms and as required texts in civil litigation courses throughout California. Julie wrote and published the first edition of Litigation By The Numbers® in 1982, a few years after she had become a self-taught legal secretary. Julie later attended Loyola Law School, graduating with honors in 1987. She practiced law in Los Angeles with Gibson, Dunn & Crutcher and with Buchalter, Nemer, Fields & Younger. In 2003, she decided to leave the practice of law to devote full time to writing, publishing, teaching, and speaking.
Los Angeles Paralegal Association

Presents

Legal Eagles

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- $85 Non LAPA members

Entry fee includes tee time, lunch, range balls, cart, *fun and games!*

**Register:**

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Thursday, June 4, 2015 ~ 6:00 pm to 9:00 pm

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In November 2014, President Obama announced his “immigration accountability executive action,” which includes a series of measures that are first steps towards reforms to an outdated immigration system. The series of executive actions presented by the administration range from new temporary immigration protections for many unauthorized parents of U.S. citizens and lawful permanent residents to highly technical regulatory proposals to fix outdated visa provisions. The series of changes, updates, and temporary measures relies on the expansion of successfully implemented programs, enhanced efforts to coordinate immigration enforcement and benefit policies across agencies, and attempts to use immigration as a tool of economic and social change. This seminar will address the following:

What are Deferred Action Programs?

What is the new DAPA program?

How was DACA expanded?

What is the Presidential Memorandum on visa modernization?

What changes are proposed for employment-based visas?

What is a provisional waiver and how does it help family members of U.S. citizens and lawful permanent residents who might be eligible for permanent status?

What are the distinctions between parole, advance parole, and parole in place?

How will immigration enforcement change?

Seminar Presenter Nikki Mehrpoo has been a dedicated advocate for the injured worker and immigrants from all over the world. She has focused her practice of law exclusively on immigration and workers’ compensation law. She is an active member of the American Immigration Lawyers Association, California Applicant Attorney’s Association, and the Los Angeles County Bar Association. Ms. Jacobson is also a distinguished Professor of Law at West Los Angeles College (WLAC) where she teaches various legal topics, including immigration law. She is also an active lecturer for numerous local unions and community organizations and author of various immigration and workers’ compensation articles. She was recognized by Los Angeles Magazine as one of its Super Lawyers in 2015 and Super Lawyers “Rising Stars” in 2009, 2010, 2011 and 2012. For the fifth year in a row, she has been recognized by Avvo.com, a national lawyer-rating service, and given their highest legal rating of “10 – Superb” based on her experience, industry recognition, and professional conduct.

LAPA is a State Bar of California approved MCLE provider and certifies that this seminar is approved for 1.0 hour of credit.

Tuesday, June 16, 2015
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5245 Pacific Concourse Drive, Los Angeles, California 90045
6:30-7:30 pm: Dinner and Networking
7:30 to 8:30 pm: Presentation

$20 registration fee for LAPA members (if registered by June 10, 2015)
$15 registration fee for LAPA student members (if registered by June 10, 2015)
$25 for non-members and late registration

For registration information, please call: 1-866-626-LAPA
For all other questions, please e-mail LAPA at info@lapa.org or contact LAPA President Bobby Rimas at (213) 952-9914.

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OCTOBER CONFERENCE

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THROUGH
EDUCATION

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OMNI LOS ANGELES HOTEL
251 S. OLIVE ST., LOS ANGELES, CA 90012

QUESTIONS Email Conference Chair Bobby Rimas at bobby.rimas@alumni.ucla.edu or LAPA Administrative Manager Tracey Booth at admin@lapa.org
WELCOME NEW & RENEWING LAPA MEMBERS

The following is a listing of legal professionals and paralegal students who joined or renewed their membership in Los Angeles Paralegal Association within the last 30 days. The employer and work telephone number also are included when available. If any information is incorrect, please fax corrections to 866-460-0506, call LAPA at 866-626-LAPA or e-mail updates to info@lapa.org.

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Maria Teresa Bravo Law Offices of Neil C. Newsom (310) 278-7555
Vicki Calderhead Hoffman, Sabban & Watenmaker, APC (310) 470-6010
Norberto R. Chavez Christie Parker & Hale, LLP (626) 817-5008
Barbara Jean Cowell Demand Media, Inc. (310) 656-6320
Linda Hudson (818) 281-5215
Robert G. Kennedy McKenna Long & Aldridge, LLP (213) 243-6068
Ashley Langill Zuber Lawler & Del Duca, LLP (626) 676-4239
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Julie Murillo Law Offices of Danil Monte Leone (818) 349-9666
Marta Nuban Farmers Insurance (818) 965-0266
Dawn M Oschmann Public Storage (818) 244-8080
Mary Picard Harold Becks & Associates (818) 249-4191
Joe R. Ruvalcaba Demand Media, Inc. (310) 237-2291
Lynne Santini Law & Mediation Offices of Kimberly Davidson (310) 541-5917

ASSOCIATE
Dr. Anthony E Battle West Los Angeles College (310) 594-7869
Harry A Dorri (818) 325-9219
Mark S Humphreys Watt Companies (310) 314-2503
Lynn White Kell (760) 568-2462
Stefanie S. Lee (818) 642-3670
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Pamela Sekikuchi (818) 578-6316
Janice Wineke (562) 433-7300

STUDENT
Tim Christian Bet Tzedek Legal Services (323) 547-2050
Jillian James Collins (650) 678-6323
Rudy Lopez (714) 510-6169
Matthew P Mower (562) 500-2263
Miranda Renee Sabourin (661) 270-1924
Amy Stout (310) 754-5080

VOTING cont.
Elizabeth M Yang NMB (USA) Inc. (818) 709-1770
Sue Zimmermann The Rutten Law Firm (818) 308-6915
Ivan Zogovic, CP (310) 259-7703

ASSOCIATE
Dr. Anthony E Battle West Los Angeles College (310) 594-7869
Harry A Dorri (818) 325-9219
Mark S Humphreys Watt Companies (310) 314-2503
Lynn White Kell (760) 568-2462
Stefanie S. Lee (818) 642-3670
Mark Ramsey, Jr. (909) 605-3932
Pamela Sekikuchi (818) 578-6316
Janice Wineke (562) 433-7300

STUDENT
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<td>President</td>
<td>OneWest Bank N.A.</td>
<td>213.952.9914</td>
<td><a href="mailto:bobby.rimas@alumni.ucla.edu">bobby.rimas@alumni.ucla.edu</a></td>
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<td>Executive V.P.</td>
<td>Alston &amp; Bird</td>
<td>213.576.1002</td>
<td><a href="mailto:donna.reznick-goodich@alston.com">donna.reznick-goodich@alston.com</a></td>
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<td>V.P. Membership &amp; Policy</td>
<td>United States Attorney's Office</td>
<td>213.894.2060</td>
<td><a href="mailto:michelle.tabb@usdoj.gov">michelle.tabb@usdoj.gov</a></td>
</tr>
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<td>Bogdana Koiso, CP</td>
<td>Treasurer Pro Tem</td>
<td>Litchfield Cavo LLP</td>
<td>213.282.8088</td>
<td><a href="mailto:bogdanakoiso@hotmail.com">bogdanakoiso@hotmail.com</a></td>
</tr>
<tr>
<td>Kai Ellis, ACP</td>
<td>NALA Liaison</td>
<td>Barbanel &amp; Treuer, P.C.</td>
<td>310.282.8088</td>
<td><a href="mailto:kellis@btlawla.com">kellis@btlawla.com</a></td>
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<tr>
<td>Maria Teresa Bravo</td>
<td>Law Offices of Neil Newsom &amp; Assoc.</td>
<td>310.278.7555</td>
<td><a href="mailto:mtbravo@ix.netcom.com">mtbravo@ix.netcom.com</a></td>
</tr>
<tr>
<td>Unnur Fridriksdottir</td>
<td></td>
<td>949.212.1713</td>
<td><a href="mailto:unnur@unnur.com">unnur@unnur.com</a></td>
</tr>
<tr>
<td>Yvonne Kubicek</td>
<td>The Walt Disney Company</td>
<td>818.560.4698</td>
<td><a href="mailto:ykubicek1967@gmail.com">ykubicek1967@gmail.com</a></td>
</tr>
<tr>
<td>Tammi Loveland</td>
<td>Burke, Williams &amp; Sorensen, LLP</td>
<td><a href="mailto:tloveland@hotmail.com">tloveland@hotmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Molly Mesaros</td>
<td>Yoka &amp; Smith, LLP</td>
<td><a href="mailto:mmesaros@yokasmith.com">mmesaros@yokasmith.com</a></td>
<td></td>
</tr>
<tr>
<td>Catherine Peck</td>
<td></td>
<td></td>
<td><a href="mailto:ceepack@yahoo.com">ceepack@yahoo.com</a></td>
</tr>
<tr>
<td>Tony Sipp</td>
<td>Litchfield Cavo LLP</td>
<td>626.683.1100</td>
<td><a href="mailto:takeasipp@yahoo.com">takeasipp@yahoo.com</a></td>
</tr>
<tr>
<td>Larry Thigpen</td>
<td></td>
<td></td>
<td><a href="mailto:lthigpen@gmail.com">lthigpen@gmail.com</a></td>
</tr>
<tr>
<td>Ivan Zogovic, CP</td>
<td>Office of the California Attorney General</td>
<td>310.259.7703</td>
<td><a href="mailto:zogovicivan@gmail.com">zogovicivan@gmail.com</a></td>
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## SECTIONS, COMMITTEES & OTHER LAPA INFORMATION

This page contains detailed information on various sections, committees, and other LAPA information. However, the specific details are not visible in the provided image.
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