



ACCESS

CALIFORNIA ASSOCIATION OF INDEPENDENT PARALEGALS

VOLUME X NUMBER 4

DECEMBER 1998

President's Message

*Virginia M. Simons
CAIP President*

Happy holidays!! I wish to thank all of you who placed your faith in me and re-elected me as your president for 1999.

This has been a very eventful year. The governor signed SB1418 into law and the Davis Lawsuit was completed. The conference is over and everyone took a few weeks to recover. Your board worked very hard for you this year. We have new board members for 1999 who are just as eager to work toward making CAIP bigger and better than ever.

For those of you who missed the conference, please plan on attending next year. I can't even begin to tell you how exciting the conference was. Kathy Ricci did an outstanding job of putting the conference together. Members networked and seemed to form bonds like never before. And for those of you who missed the entertainment -- you really missed out. Linda Arnold choreographed the entertainment utilizing the CAIP CRUSADERS. Let me tell you the skit they put on re the Davis Lawsuit was not something to be missed. Thank you, Linda. Of course, the CAIP CRUSADERS will be back next year by popular demand so you can see them in Los Angeles. As you all know the provisions of SB1418 go into effect on January 1, 1999 and all must be registered and bonded by January 1, 2000. Your board will be working toward making this transition as easy as possible. Don't panic.

There are a lot of changes and some important information that we will be placing in our newsletter to help our members comply. However, we felt that most of us are busy with family and friends for the holiday season and don't want anyone to miss the information that we will all need. We will be bringing you very detailed information in the January-February issue of ACCESS. The newsletter will be a large one and we want everyone to be able to really concentrate on the information provided. We will also be providing some pictures from the conference.

I wish you a happy holiday season and a very prosperous 1999.

SB1418 UPDATE

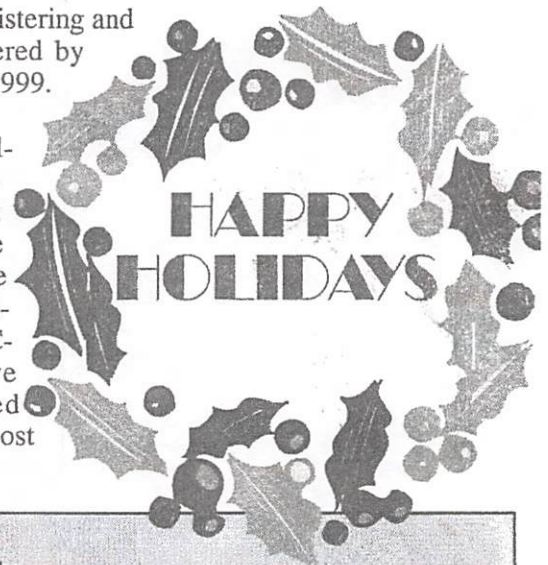
As most of you are aware, Governor Wilson signed SB1418 into law. We must now register as Legal Document Assistants. The bill takes effect on January 1, 1999. This means that we must comply with all the requirements regarding disclosure, contracts, etc. However, we will have until December 31, 1999 to register. The Department of Consumer Affairs has until the end of June to develop the application. We will then be able to start registering and must be registered by December 31, 1999.

CAIP has developed the required contract which will be published in the January-February issue of ACCESS. We have also developed brochures on most

of the services we provide to help you comply with the provisions of the bill. These will be for sale and listed in the next issue.

We also have a bonding company.

Please relax and enjoy your holidays. Everything is under control and you will receive information all year to help you comply. Your board is working for you.



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Vice President
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Secretary
(925) 373-0444

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Treasurer
(510) 791-2700

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Past President
(510) 733-1644

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Membership
(805) 945-4660

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Public Relations
(909) 694-0608

Kathy Ricci
Conference 1998
(949) 582-8969

Jack White
Education
(949) 581-2225

Rachel Sievers
Professional Standards
(949) 491-3724

Tamara Parker
Newsletter
(831) 469-8470

Membership

By Bonnie J Matthews

Thank you for re-electing me to serve on your board. I really enjoyed the conference this year and it was great seeing old members and meeting the new members. I know the names of our members but how fun to put the names with the faces (and what a challenge for me to remember). I hope everyone who attended the conference enjoyed the networking, meeting other members and hopefully went away with more knowledge about their business and the services they provide to the public.

Congratulations to Lois Isenberg & Linda Arnold for recruiting the most Independent Paralegals to CAIP. They both received 50% off of their next annual membership dues. Thank you again to both of you and your dedication to CAIP and the advancement of CAIP.

After disbursing the CAIP Directory at the conference, I had a number of members ask me about their number of years being a member of CAIP. I had to explain to them the following procedure. All membership dues are payable "WITHIN" the month they are due. To remind you that your dues are coming due, I send the first notice 4-6 weeks ahead of time, and then I send a second notice between the 5th

and 15th of the month in which your dues are payable. Should you pay your membership dues after your "Dues cycle month" your dues will be considered late and there will be a lapse in your membership. Should you

want to run for the board you must be a member for twelve consecutive months without a lapse in membership. All notices will go to the last known address, please make sure I have your updated address.

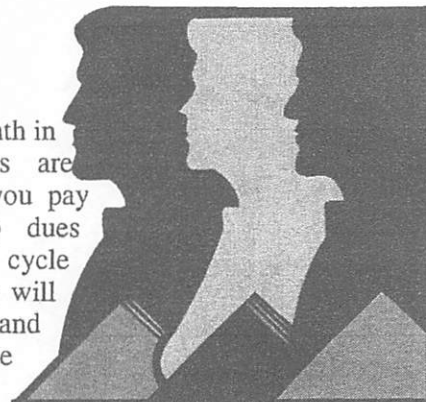
Since the last newsletter there has been a lot of changes in our organization mostly due to SB 1418. As you can see from the enclosed CAIP application, we have added page 4. As this law doesn't go into affect until January 1, 2000, we are trying to help all members prepare for the changes that will occur. We will be making more changes during the year to help our membership comply with SB1418.

Please remember each member new or renewing, MUST complete an application in it entirety each and every year. Should you submit an incomplete application or not submit an application at all, you will become a non-voting member until we receive a completed application at which time you will become a voting member again. New members MUST including all previous educational information. Renewing membership MUST update your past year's educational information.

Should you need extra membership applications or should you want me to send any prospective membership packets to other Independent Paralegals, *please fax or email me with the information.*

I can be reached at (805) 945-4660 (M-F 9-5), Fax (805) 945-5121, email- bjmatthews@hughes.net

I hope each and everyone has wonderful holidays!



Merry Christmas to All CAIP Members

We look forward to 1999 being an exciting year for all independent paralegals. In light of the new SB1418 legislation being passed, there is a lot of work ahead of us this year. I am scouting out for people who are interested in being a part of the Public Relations committee. Our goal is to have a Public Relations committee person in every

primary city in California. This will help the committee be a more effective and efficient disseminator of information to the media throughout the state. If you are willing to be committed, please email me at Longparale or fax me at (909) 694-4460.

China Long
Director of Public Relations

INFORMATION ON LOCAL COURTS

Long Beach Superior (South District): The South District has adopted the Individual Calendar system for all civil cases. Cases will be assigned to a specific judge for all hearings according to a matrix based on the last digit of the case number. All civil complaints are assigned as indicated below for all purposes, including trial and the filing of any motion pursuant to Section 170.6 of the Code of Civil Procedure.

Judge Margaret Hay (Dept. B):
assigned cases ending in 0-1
Judge Joseph DiLoreto (Dept. D):
assigned cases ending in 2-3
Judge Richard Charvart (Dept G):
assigned cases ending in 4-5
Judge Victor Barrera (Dept Y):
assigned cases ending in 6-7
Judge James Wright (Dept. S):
assigned cases ending in 8-9

Los Angeles Superior/South Central District (Compton): This district has adopted an Independent Calendar system for management of civil cases and will be administered in accordance with trial court delay reduction rules as described in Chapter 7 of the Los Angeles Superior Court Local Rules. Case assignments are as follows:

Judge Rose Hom (Dept. SC A):
assigned to cases ending in 00 to 33
Judge Richard Fruin (Dept. SC G):
assigned cases ending in 34 to 66
Judge Michael Rutbert (Dept. SC N):
assigned cases ending in 67 to 99

A will show where each of the day's cases have been transferred for hearing. The Compton Court also requires an extra copy of the first page of every document for the court's use.

(Los Angeles) The Downey Marshal's office no longer accepts Marshal's In-

structions. Send them through the Central Los Angeles Marshal's office.

Pomona Superior Court (East Dist.): The following applies to all cases filed in the Pomona Superior Court (East District) for dissolution, legal separation or nullity of marriage and paternity involving issues relating to the minor children of the relationship: Custody of children; visitation with children; and prejudgment orders to show cause for child support (cases filed under the Domestic Violence Act are exempt from this Order):

The court finds that, in the proceedings noted above, it is in the best interests of the minor children that the parents participate in the program called "Parents and Children Together (PACT)" to minimize the substantial danger that disputes in these matters pose to the mental and physical well-being and in the best interests of the child.

Commencing with all petitions or orders to show cause filed, IT IS ORDERED: (a) prior to the date of the hearing, on any matter described above, all parties shall complete the PACT program; (b) each party shall pay the cost of the program in the amount of \$20 to Los Angeles Superior Court (LASC).

Merced County: court unification became effective August 3, 1998 and is now known as Superior Court, County of Merced, which should appear on all pleadings. All civil matters currently within the jurisdiction of the Municipal Court should be designated "Limited Jurisdiction" placed under the title of the pleadings in the caption.

Orange County: All courts have been unified; all documents submitted to the

former municipal courts must be entitled: Superior Court of California, County of Orange, North or South or West or Harbor Justice Center

Central Justice Center, 700 Civil Center Dr., Santa Ana, CA 992701
Central Justice Center Annex, 909 N. Main St., Santa Ana, CA 92701
Harbor Justice Center, 4601 Jamboree Rd., Newport Beach, CA 92660
Lamoreaux Justice Center, 341 City Dr. So., Orange, CA 92688
North Justice Center, 1275 N. Berkeley Ave., Fullerton, CA 92635
South Justice Center, 30143 Crown Valley Pkwy, Laguna Niguel, CA 92577
South Justice Center Annex, 23141 Moulton Pkwy, 2nd Floor, Laguna Hills, CA 92653
West Justice Center, 8141 13th St., Westminster, CA 92683

Courtroom numbering remains the same at present; matters formerly known as municipal court matter are now known as limited jurisdiction matters of the superior Court.

The filing fee for a guardianship petition is now \$635 (\$185 filing fee and \$450 investigation fee).

The Coordinated Trial Courts of Orange County Rules (1998 edition) is available at the courts for \$15, in limited quantities. The rules can be found on the internet at

<http://www.oc.ca.gov/superior/>



**CALIFORNIA
ASSOCIATION OF
INDEPENDENT
PARALEGALS**

INFORMATION ON LOCAL COURTS

Riverside County: All courts have been unified, and all papers submitted must be entitled:

Superior Court of California,
County of Riverside

All cases formerly titled "Municipal" will be "Limited Civil" actions.

The Riverside County Sheriff's Department no longer accepts or utilizes conformed copies of writs. They require that all copies provided with the original be a photocopy of the original writ, complete with seal, signature and dates. This change is required, due to the receipt of copies that did not match the original writ. Effective immediately, they require the original writ on the current judicial council form, along with four (4) photocopies, per service, of the original writ. Any cases received by the Sheriff without the required copies of the original writ are subject to a copy fee of \$.50 per page.

San Bernardino County: All unlawful detainer cases now have the prefix of CVI and a zero, e.g., CV 1055555.

Writs and abstracts should be filed with at least one copy for the court's file. The court conforms only one copy as a courtesy, except for writs (they will conform extra copies for the marshal). Extra copies are \$.50 per page (a double-sided document is two pages).

Currently, a Certificate of Assignment is not required (this applies to UD's only). A Civil Case Cover sheet is required with each new filing. A Request for Setting Form is required. The court will reject other forms to set a trial date. You must supply a buck slip or self-addressed, stamped envelope for the return

of your documents.

See Status Conference Notice for Fast Track rules. Note that if documents intended to dispose the case and vacate the Status Conference are not received timely (six court days prior to the Status Conference), then: 1) the conference will not be vacated, and 2) the judgement, writ or dismissal will not be processed and will be returned to you, pending attendance at and continuance of the Status Conference. The reset Status Conference will be vacated when the judgement, dismissal or other documents are processed timely according to the guidelines.

Santa Clara County: The courts have unified, effective 7/30/98. All papers should be filed with the following title:
Superior Court, State of California
County of Santa Clara

All previously filed cases in municipal court are designated as Limited Jurisdiction cases. All others are designated as General Jurisdiction cases. Venue and Facility filings have not changed; filing fees are based on schedules set prior to unification.

Ventura County: Changes in hearing times in Department 31 for probate and conservatorship cases are as follows:
Probate - Mondays, 10 am
Conservatorships - Mondays, 2:30 pm
Ex Parte Probate - Mondays, 4 pm

Central District of California/Southern Division - Santa Ana: As of November 1998, the address for this district court is:
Ronald Reagan Federal Building & U.S. Courthouse, 451 W. Fourth St., Santa Ana, CA 92701.



Service by Federal Express doesn't constitute mail or personal service. Therefore, motions in district court won't be considered timely served. (See *Scatole v. General Electric*, 120 F.3d 991 [Th Cir. 1997] and *Magnus on v. Video Yesteryear*, 85F3d 1424 [Th Cir. 1996], and Rule 5 of FRCP.)

Bankruptcy Court - Central District: Effective October 6, 1998, the Fee Payment Policy has been modified, pursuant to General Order 98-01. The Clerk, at his or her discretion, may reject any check from any party where a demonstrated risk of uncollectible funds has been shown.

Four copies are now required for Chapter 7 and 13 petitions, as well as Amendments to Schedules. All new bankruptcy filing from the following cities and Zip codes located in San Bernardino County must be filed in and will be assigned to the Riverside Division:

Upland (91784, -86)
Alta Loma (971001, -37)
Chino (91709, -10)
Rancho Cucamonga (91730)
Ontario (91761, -62, -64)
Guasti (91743)
Montclair (91763)

Pending and reopened cases, and subsequent filings will remain in their original jurisdiction. Office hours are Monday through Friday, 8:30 to 4:30. Documents delivered to the counter after 4:15 will be processed the next business day.

NOTARY NOTES

California Notaries may now obtain some necessary forms by downloading them on the computer from the Secretary of State's website. Available forms include commission applications, name-change applications, and address-change forms instead of sending for them by mail. You must have access to the internet, a web browser, and a copy of Adobe's Acrobat Reader software. The web site address is: http://www.ss.ca.gov/business/notary_formsfees.htm

U.S. Postage Rates are Going Up

Effective January 10, 1999, first class postage goes up to 33 cents for first class mail. Express Mail goes up to \$11.25, and Priority Mail for two pounds and under goes up to \$3.20.

FREEDOM OF INFORMATION ACT

If you are curious about what the FBI knows about you, you may request personal FBI files by contacting the FBI in Washington, DC. The FBI requires a notarized signature when you are requesting your own file. If you want another person's file, that person must provide a notarized signature and statement giving permission. If you want files on a deceased person, an obituary or death certificate is sufficient. Files on companies or corporations are open to the public. The FBI charges ten cents per page if the information exceeds 100 pages. Otherwise, there is no charge. To send you request to the FBI in Washington, DC, mail it to the Federal Bureau of Investigation, Office of Information and Privacy, U.S. Department of Justice, Suite 570, Flag Building, Washington, DC 20530.

State Bar

The State Bar's membership records inquiry line, which provided assistance to callers, is no longer staffed by a live person. Inquiries about attorneys are directed to member records online at <http://www.calsb.org>. A reduced staff in the membership office is maintaining the database. The information now includes a statement that a member does or does not have a record of discipline. If additional information is sought, instructions are provided for sending a written request for a certificate of standing or requesting a copy of the filing from the State Bar Court, and there is a fee for these services.

The State Bar's Complaint Hotline has been shut down. Consumers who want to complain about an attorney must submit a written complaint. A taped message is available at (800) 843-9053.



December Birthdays

John Evans	12/01
Barbara Citty	12/05
Bonnie J. Matthews	12/05
Betsey Warren Lebbos	12/14
Shirley Hull	12/20
Sylvia J. pegues	12/22
Rose Budhu	12/24
Wendell M. Blackwell	12/26
Otis Gladney	12/28

Newsletter Guidelines

1. **Materials may be submitted as follows:** (a) Diskette files OR (b) typed, double spaced copy
2. **Send, fax or e-mail all hard copy, diskettes to:** Tamara Parker, c/o Personal Paralegal, 104 Walnut, Suite 204, Santa Cruz, CA 95060. Phone (831) 469-8470; Fax (831) 425-7308
3. **If sending a file on diskette:** Contents should be in final form: Include a note stating: Computer system used (PC) and Software with version number. A 3.5 inch diskette is required. **A hard copy printout of files must accompany all material submitted on diskette.**

DEADLINE: 5th OF EACH MONTH

4. **Important Word Processing program word wrap.**
Do not use carriage returns or hyphens in words at the end of line; In paragraphs do not indent. Do not use ALL CAPS in headlines or text.

CAIP 1998-1999 Board of Directors

CALIFORNIA ASSOCIATION OF INDEPENDENT PARALEGALS

PRESIDENT

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TLC Paralegal Services
930 Truxton Ave., #109
Bakersfield, CA 93301
Phone: 805-322-3549
Fax: 805-322-0623
email: TLCD@aol.com

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Lak Isabella, CA 93240
Phone: 760-379-2240
Fax: 760-379-2812
email: dpwade@lightspeed.net

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Hayward, CA 94545
Phone: 510-265-1030
Fax: 510-887-1915
email: linda.paralegal@mci2000.com
paralegal@4u.net

TREASURER

Jeannie Flanders

Fremont Divorce and Paralegal
39159 Paseo Padre Pkwy., Suite 220
Fremont, CA 94538
Phone: 510-829-0200
510-791-2798
510-793-2544
email: coming soon

PAST PRESIDENT

Helen Bellamy

Judicial Self Help Center
300 "A" Street
Hayward, CA 94541
Phone: 510-733-1643
Fax: 510-733-1643
email: JSHClegal@aol.com



CONFERENCE CHAIR

Kathy Ricci

Kathy Wilkerson-Ricci Paralegal
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email: LEGALES1@aol.com

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email: alancoparalegal@msn.com

LEGISLATIVE CHAIR

June Valentine

AAA Paralegal
110 N. San Joaquin St., Suite 406
Stockton, CA 95202
Phone: 209-464-3688
Fax: 209-464-1286
email: coming soon

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Tamara Parker

Personal Paralegal
104 Walnut, Suite 204
Santa Cruz, CA 95060
Phone: 831-469-8470
Fax: 831-425-7308
email: cruzbluz@aol.com

PROFESSIONAL STANDARDS CHAIR

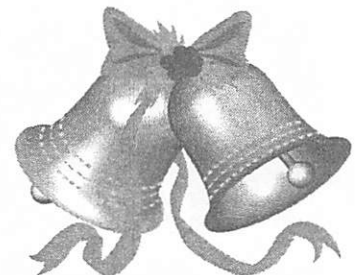
Marvin Chapman

United Fathers of America, Inc.
595 The City Dr.
Orange, CA 92868
Phone: 714-385-1002
714-385-1008
Fax: 714-978-2637
email: coming soon

PUBLIC RELATIONS CHAIR

China Long

Long's Paralegal Service
27780 Front St., Suite M
Temecula, CA 92590
Phone: 909-694-0608
Fax: 909-694-6460
email: coming soon



POPE & YOUNG

BONDING & INSURANCE SERVICES

55
License No. OC21690
63 W. Shaw, Suite 201, Clovis, CA 93612
(209) 323-8091 (209) 323-8095 FAX

PARALEGAL PROFESSIONALS

**Pope & Young Bonding & Insurance Services
if pleased to offer CAIP members the
following bond programs:**

Unlawful Detainer Bonds

\$250.00 - annual premium.

Requirements: completed application, clean credit and resume of experience.

Immigration Consultant Bonds

\$463.00 - two year premium

Requirements: completed application, clean credit and resume of experience

We also write Notary Public, Process Server,
Tax Preparer and Other Bonds.

SHOULD SB1418 BE SIGNED INTO LAW

WE WILL OFFER BONDS FOR

"LEGAL DOCUMENT ASSISTANTS"

\$250.00 - annual premium

Requirements: completed application, clean credit and resume of experience.

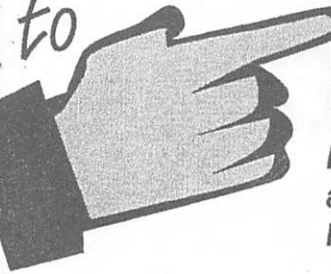
Please contact Pope & Young Bonding &
Insurance Services.

Ask for either Debbie or Dennis for applications or answers to
any questions regarding these bonds.

(209) 323-8091

**RETURN
SENDER**

to



**HAVE YOU
MOVED?**

*In an effort to keep our mailing list
and membership database current,
let us know:*

NAME _____
COMPANY _____
ADDRESS _____
CITY / STATE _____ ZIP _____
PHONE _____ FAX _____
EMAIL _____

Return this form to: CAIP
c/o Membership Chair Bonnie J. Matthews, P.O. Box 4411, Lancaster, CA 93539-4411
Phone (805) 945-4660 • Fax (805) 945-5121 • Email: bjmatthews@hughes.net



**CALIFORNIA
ASSOCIATION OF
INDEPENDENT
PARALEGALS**

39120 Argonaut Way, Ste. #114
Fremont, California 94538

PRSR STD
U.S. POSTAGE
PAID
Permit No. 174
Livermore, CA

*****3-DIGIT 945
DENISE DIXON 1
JUDICIAL SELF HELP 1
300 A ST
HAYWARD CA 94541-4929

**MEMBERSHIP APPLICATION FORM
FOR
CALIFORNIA ASSOCIATION OF INDEPENDENT PARALEGALS**

Check One: **NEW MEMBER** **RENEWAL MEMBERSHIP**
Name _____
Business Name _____
Business Address _____
City _____ County _____ State _____ Zip _____
Office Phone () _____ Fax () _____
E-Mail Address _____ Birthday (Month/day) _____
Home Address _____
City _____ State _____ Zip _____ Phone () _____

Check appropriate membership category, applying for:

- VOTING MEMBER:** (Includes newsletter subscription) **Must date & sign page 1 & 4**
Dues \$98.00 per year. Anyone who is in the business of providing self-help legal services to the public without the supervision of a lawyer AND is domiciled in California.
- OFFICE DISCOUNT:** **Must date & sign page 1 & 4**
First member pays full membership price of \$98.00. Each additional member in the same office receives a \$30.00 discount. To qualify, the members MUST join at the same time, and be of like membership status.

PROOF OF QUALIFICATION FOR NEW MEMBERS:

*(One of these document is **REQUIRED** for voting membership)*

- 1. Fictitious business name statement or*
- 2. City business license or*
- 3. Rental contract for your office showing your name and the name of your business or, a letter from your employer or agency where you provide service.*

- NON VOTING MEMBER:** (Includes newsletter subscription) **Must date & sign page 1 & 4**
Dues \$98.00 per year. Anyone other than those described as voting members, who support the goals and purposes of the associations AND is/is not domiciled in California.
- NEWSLETTER ONLY:** **Must date & sign page 1**
\$40.00 per year. (Does not include membership to CAIP)

Method of Payment: Check Money Order Visa Mastercard
Card # _____ Exp Date _____
Signature _____ Date _____

(Please sign and date page 1 & 4 even if not using credit card for payment)

Please allow 4-6 weeks for processing

Make checks payable to C.A.I.P. and mail with application to:
CAIP Membership Administration
39120 Argonaut Way, #114, Fremont, CA 94538
1-800-780-2247

**VOTING AND NON VOTING MEMBERS, YOU ARE
REQUIRED TO COMPLETE THE FOLLOWING THREE PAGES**

I am interested in the following committees:

- Newsletter Membership Education Professional Standards
 Fundraising Public Relations Legislative Annual Conference

I provide the following services:

- | | | | |
|----------------------------------|--|---------------------------------|---|
| <input type="checkbox"/> AD | Adoption (Agency, Independent, Step Parent) | <input type="checkbox"/> GDNSHP | Guardianship |
| <input type="checkbox"/> BK7 | Bankruptcy-Chapter 7 | <input type="checkbox"/> GSS | General Secretarial Services |
| <input type="checkbox"/> BK11 | Bankruptcy-Chapter 11 | <input type="checkbox"/> IM | Immigration |
| <input type="checkbox"/> BK13 | Bankruptcy-Chapter 13 | <input type="checkbox"/> LT | Legal Typing
Contracts, Agreements,
Promissory Note, Power of
Attorney, Misc. Legal
Forms |
| <input type="checkbox"/> COL | Collection,
Writ of Execution,
Wage Assignment | <input type="checkbox"/> MED | Mediation |
| <input type="checkbox"/> CONS | Conservatorship | <input type="checkbox"/> NC | Name Change |
| <input type="checkbox"/> CORP | Close Corporation,
Small Business,
Subchapter S, Private | <input type="checkbox"/> NTRY | Notary |
| <input type="checkbox"/> CORPNON | Nonprofit Corporation | <input type="checkbox"/> PT | Paternity |
| <input type="checkbox"/> CORPRO | Professional Corporation | <input type="checkbox"/> PRO | Probate |
| <input type="checkbox"/> CV | Civil Harassment
Restraining Orders | <input type="checkbox"/> SC | Small Claims |
| <input type="checkbox"/> DE | Deeds, Note Secured by
Trust Deed, Deed of Trust,
Conveyance, Substitution of
Trustee, Homestead | <input type="checkbox"/> SSDI | Social Security Disability/
SSI |
| <input type="checkbox"/> FL | Family Law
Dissolution, Response,
OSC (Family Law TRO;
Domestic Violence TRO),
Modification (Custody;
Visitation; Support),
Nullity, Legal Separation,
Contempt | <input type="checkbox"/> TR | Trusts (Living or otherwise) |
| | | <input type="checkbox"/> TX | Tax Services |
| | | <input type="checkbox"/> UD | Unlawful Detainer |
| | | <input type="checkbox"/> WL | Wills |
| | | <input type="checkbox"/> Other | _____ |
| | | | _____ |
| | | | _____ |
| | | | _____ |

NEW RULES AS OF JANUARY 1, 2000

LEGAL DOCUMENT ASSISTANTS

SEC. 9.5 Section 6402.1 is added to the Business and Professions Code to read:

6402.1 To be eligible to apply for registration under this chapter as a legal document assistant, the applicant shall possess at least one of the following:

- (A) A high school diploma or general equivalency diploma, and either a minimum of two years of law-related experience under the supervision of a licensed attorney, or a minimum of two year experience, prior to January 1, 1999, providing self-help service.
- (B) A baccalaureate degree in any field and either a minimum of one year of law-related experience under the supervision of a licensed attorney, or a minimum of one year of experience, prior to January 1, 1999, providing self-help service.
- (C) A certificate of completion from a paralegal program that is institutionally accredited but not approved by the American Bar Association, that requires successful completion of a minimum of 24 semester units, or the equivalent, in legal specialization courses.
- (D) A certificate of completion from a paralegal program approved by the American Bar Association.

SEC 12.5 Section 6406 of the Business and Profession Code is amended to read:

6406. (A) If granted, a certificate of registration shall be effective for a period of two years. Thereafter, a registrant shall file an application for renewal of registration and pay the fee required by Section 6404.

CAIP IS NOW IN THE PROCESS OF AMENDING THEIR BYLAWS TO REFLECT THESE CHANGES. IT IS PROPOSED THAT ALL CAIP MEMBERS WHO ARE GOVERNED BY THE STATE OF CALIFORNIA NEED TO COMPLY WITH THESE RULES AND REGISTRATION REQUIREMENTS.

THESE RULES WILL NOT APPLY TO YOU IF THE ONLY SERVICE YOU PROVIDE IS ADMINISTRATIVE INCLUDING SOCIAL SECURITY DISABILITY APPEALS AND BANKRUPTCY PETITIONS.

I HAVE READ AND FULLY UNDERSTAND THESE CHANGES WILL OCCUR AND I WILL BE REQUIRED TO COMPLY WITH THE NEW STATE LAW WHEN IT COMES INTO EFFECT.

DATE _____

SIGNATURE _____

**CALIFORNIA ASSOCIATION
OF
INDEPENDENT PARALEGALS**

1998-1999 OFFICERS

<i>PRESIDENT</i>	<i>VIRGINIA SIMONS</i>	<i>(805) 322-3549</i>
<i>VICE PRESIDENT</i>	<i>DIANA WADE</i>	<i>(760) 379-8138</i>
<i>SECRETARY</i>	<i>LINDA ARNOLD</i>	<i>(510) 265-1030</i>
<i>TREASURER</i>	<i>JEANNE FLANDERS</i>	<i>(510) 791-2700</i>

1998-1999 CHAIRPERSONS

<i>CONFERENCE CHAIR</i>	<i>KATHY RICCI</i>	<i>(949) 582-8969</i>
<i>EDUCATION CHAIR</i>	<i>TERRY STANDIFER</i>	<i>(213) 564-1070</i>
<i>FUNDRAISING CHAIR</i>	<i>JACK WHITE</i>	<i>(949) 581-2225</i>
<i>LEGISLATIVE CHAIR</i>	<i>JUNE VALENTINE</i>	<i>(209) 464-3688</i>
<i>MEMBERSHIP CHAIR</i>	<i>BONNIE MATTHEWS</i>	<i>(805) 945-4660</i>
<i>NEWSLETTER CHAIR</i>	<i>TAMARA PARKER</i>	<i>(831) 469-8470</i>
<i>NOMINATION & ELECTIONS</i>	<i>HELEN BELLAMY</i>	<i>(510) 733-1644</i>
<i>PUBLIC RELATIONS CHAIR</i>	<i>CHINA LONG</i>	<i>(909) 694-0608</i>
<i>PROFESSIONAL STANDARDS CHAIR</i>	<i>MARVIN CHAPMAN</i>	<i>(714) 385-1002</i>
<i>OUTREACH COORDINATOR</i>	<i>OTIS GLADNEY</i>	<i>(916) 392-9709</i>