



# Legal Processes

**A**ldrich Bonnefin & Moore, PLC is pleased to invite you to attend our seminar on the subject of legal processes, specifically, levies and subpoenas.

The program will focus on levies served by private creditors as well as government agencies. The discussion will include the fundamentals of processing a levy and important principles for determining whether a particular type of account is subject to levy.

We will also cover a recent final rule on federal benefit exemptions and the new Financial Institution Record Match Program administered by the Franchise Tax Board.

In addition to levies and executions, we will discuss how to respond to requests for customers' financial records. During this segment, the program will focus on civil subpoenas as well as government requests for information under the California and Federal Right to Financial Privacy laws.

This seminar is intended to be of benefit to individuals will all levels of experience.

#### **Who should attend:**

- Operations officers
- Personnel who handle legal processes
- Compliance officers
- In-house counsel
- Branch managers
- New accounts personnel

## HIGHLIGHTS

### **Property subject to levy**

- Individual Accounts
- Business Accounts
- Fiduciary Accounts

### **Writs and levies**

- Writs of execution
- Government levies

### **New and proposed legislation**

- Federal benefit exemptions
- State law on centralized processing

### **Right to financial privacy**

- Civil subpoenas
- Grand jury subpoenas
- Search warrants
- Financial Institution Record Match Program

**Keith R. Forrester, Esq.**, a principal with Aldrich Bonnefin & Moore, PLC. since 1993, has been extensively involved with advising financial institutions on a variety of operations matters, including new accounts, as well as California and Federal laws on financial privacy. Mr. Forrester is a member of the firm's Operations Practice Group and in that capacity assists financial institutions in areas such as BSA, negotiable instruments, electronic banking and legal processes.

**Michael N. Delune, Esq.**, an associate with Aldrich Bonnefin & Moore, joined the firm in December 2006. As a member of the Corporate Practice Group, he specializes in commercial lending and corporate law. He also advises clients on the proper handling of legal processes. Mr. Delune attended Pepperdine University, graduating in 2001 with a Bachelor of Science degree in Business Administration. He obtained his Juris Doctorate from Loyola Law School of Los Angeles in 2006. Prior to joining Aldrich Bonnefin & Moore, Mr. Delune was employed at The Boeing Company for four years, serving at Boeing Capital Corporation and Integrated Defense Systems as an accountant and financial analyst.



Our *Legal Processes Seminar* will be held in the following locations from 8:30 a.m. - 3:00 p.m.

You will need to note the specific location you are attending as hotels can vary from month to month.

LOCATIONS:	DATE:	HOTEL INFO:	PARKING:
SAN DIEGO	Thursday, March 1	Marriott Mission Valley, 8757 Rio San Diego Dr.	We validate for self-parking only.
SANTA BARBARA	Tuesday, March 6	The Biltmore, 1260 Channel Dr.	Free self-parking is available.
LOS ANGELES	Wednesday, March 7	Airport Marriott, 5855 West Century Blvd.	We validate for self-parking only.
GARDEN GROVE	Friday, March 9	Anaheim Marriott Suites, 12015 Harbor Blvd.	Free self-parking is available.
ONTARIO	Monday, March 12	Embassy Suites Ontario Airport, 3663 E. Guasti Rd.	Free self-parking is available.
SAN FRANCISCO	Wednesday, March 14	Palace Hotel, 2 New Montgomery St.	We validate for hotel valet-parking only.
SAN JOSE	Thursday, March 15	Hilton, 300 Almaden Blvd.	We validate for self-parking only.
MONROVIA	Wednesday, March 21	Courtyard Marriott, 700 W. Huntington Drive	Free self-parking is available.
SACRAMENTO	Friday, March 23	Sheraton Grand Hotel, 1230 J St.	Validated self-parking is available in garage on 13th Street, between I and J Streets. Valet-parking not validated.
WOODLAND HILLS	Tuesday, March 27	Warner Center Marriott, 21850 Oxnard St.	We validate for self-parking only.

**REGISTRATION:** To register, go to <http://register.bankerscompliancegroup.com/subadmin>. We recommend you register as soon as possible as registrations are accepted on a first-come, first-serve basis only. The registration deadline is 5 business days prior to the date of the seminar you wish to attend. Otherwise we are unable to assure you of a seat and materials. If you have any questions, or if you haven't registered online with us before, contact Paige Tyler at 800-742-3600 or [PTyler@ABMLawFirm.com](mailto:PTyler@ABMLawFirm.com) for assistance or to obtain a username and password.

**REGISTRATION FEES FOR NON-MEMBERS:** Non-member registration fee is \$750 for the first person attending from an institution and \$450 for each additional person from the same institution. We must receive your registration fees prior to the seminar date. **Non-members may pay by check or credit card.** To pay by credit card, follow the credit card instructions during the online registration process. We accept MasterCard, Visa and Discover cards. To pay by check, make checks payable and mail to **Aldrich Bonnefin & Moore, PLC, P.O. Box 19686, Irvine, CA 92623-1029**, along with a copy of your registration. Non-member registration fees (less \$50) will be refunded only if cancellation notice is received on or before Wednesday, February 29, 2012.

**MATERIALS:** For this seminar, Standard Procedures Manual #4, "*Legal Processes*," will be updated. Only those attendees designated by their institution will receive a manual. All attendees will receive an Agenda and Discussion Outline.

**PURCHASE MANUAL COST:** SPM #4 is \$40.00 for duration of seminar. This price is for Members Only. BCG Members will be billed for extra manuals on their BCG bill.

**PARKING:** Note the parking validation rules for each location in the list above.

**DRESS:** We recommend layers, as the meeting rooms tend to vary in temperature.

**FOOD:** A continental breakfast will be provided. You will be on your own for lunch.

**DISABILITIES:** If you require special accommodation in order to fully participate in the seminar, please call Paige Tyler at 800-742-3600 to discuss your specific needs.

**ACCREDITATION: MCLE:** Aldrich Bonnefin & Moore, PLC certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing MCLE. This activity has been approved in the amount of **4.75** hours.

**CRCM:** Certified Regulatory Compliance Managers must submit a request for approval directly to the Institute of Certified Bankers in order to receive continuing education credit ([www.icbmembers.org](http://www.icbmembers.org) and click on "Submit Continuing Education Credits). This activity *may* be eligible for **5.75** hours of continuing education credit by the ICB.

**CPE:** Aldrich Bonnefin & Moore, PLC follows Continuing Education regulations as outlined in the California Accountancy Act. CE may be obtained for Certified Public Accountants and Public Accountants. This activity is eligible for **4.75** hours of CPE Continuing Education credit.

For additional information regarding the seminar, please contact Paige Tyler at (949) 553-0909 or toll free (BCG Members only) at (800) 742-3600.