

San Mateo County Legal Secretaries Association

Member: Legal Secretaries Incorporated ~ LSI® - Educating California's Legal Professionals



LEGALAIRE

Editor, Shara J. Bajurin, CCLS, c/o Carr, McClellan, 216 Park Road, Burlingame, CA

Volume XLIII, Issue 12

SMCLSA Chartered May 1966

April 2009

Code of Ethics

It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules, and regulations now or hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence, and diplomacy, in accordance with the highest standards of professional conduct.



Membership Dues are Due!!

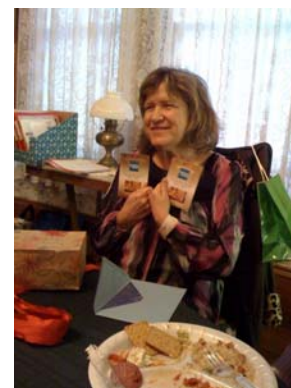
Inside this issue:

Officers/Chairmen	2
Benefits	2
Courts & Rules	2
CCLS	3
Law Office News	3
Parliamentarian	3
Calendar	4

Carol Karwatt Completes Two Year Term as SMCLSA President

Carol Karwatt and the Board celebrated the end of the 2008-2009 fiscal year with a potluck at Lathrop House in Redwood City. Carol received gift cards from her board members, and said she was sorry to see her time as our president ending. Carol has done so much to make SMCLSA a

wonderful organization. She begins her term as co-Governor, and will provide reports (with Nancy O'Shae, CCLS) on the quarterly conferences. As she has represented SMCLSA so well, we know she will represent us well at the state level.



May 2009 General Dinner Meeting Topic: "Ethics and Professional Responsibility"

The speaker and topic for the monthly dinner meeting on May 19, 2009 will be Alex Edmondson speaking to us about "Ethics and Professional Responsibility," including a discussion of the Business & Professions Code, ethical issues in the law office, including the lawyer's role and special responsibilities, types of ethical errors, and the relationship of ethics, professionalism and risk management. Alex has worked as a legal secretary since 2002. His career includes time in the for-profit sector, the not-for-profit sector working for in-house counsel and in private

firms. He interned at the San Francisco District Attorney's Office in the Spring of 2007 while a law student. Primarily, Alex's main area of legal-secretarial expertise is in the transactional healthcare field, with a focus on physician contracting, compensation, recruitment, corporate governance and medical staff/peer review issues. Recently, he's gained extensive experience in transactional real estate support, including commercial leasing and by-sell transactions and, reflecting the times in which we live, bankruptcy litigation. Alex works full-

time as a legal secretary at Carr, McClellan, Ingersoll, Thompson & Horn in Burlingame, California. Alex holds a JD from the USF School of Law, where he received the CALI Award for Legal Excellence in Legal Ethics, and a BA from the University of California, Berkeley where he graduated with Distinction in Overall Scholarship. This program qualifies for one hour of MCLE credit. For reservation information, contact Jeanine Acosta e-mail: jacosta@cpmlegal.com or call 650-259-3223.

Officers and Chairmen — 2008-2009

President Carol Karwatt

carol.karwatt@gmail.com

First Vice President JoAnne Lein

jlein@cpmlegal.com

Second Vice President Diana Prisk

diprisy@yahoo.com

Recording Secretary Doris Burke

dapenn@suite700law.com

Treasurer Nancy O'Shea, CCLS

nancyoshea07@comcast.net

Governor Shara J. Bajurin, CCLS

sbajurin@carr-mcclellan.com



Audit, Carol Karwatt

Bay Area Legal Secretaries Forum,
Diana Prisk, Katherine Zurawski
and Dietra Prater-Slack

Benefits,

Bonnie Stensler, PLS, CCLS
Bulletin, Shara J. Bajurin, CCLS

California Certified Legal
Secretary, Nancy O'Shea, CCLS

Chapter Achievement,
Shara J. Bajurin, CCLS

Corresponding Secretary,
Linda Clark

Day-In-Court, Carol Karwatt

Emblem, Mary L. King, CCLS

Employment, Maria Hernandez

Historian, Donna Bottarini
Holiday Party, JoAnne Lien

Hospitality, JoAnne Lien

Interclub,
Bonnie Stensler, PLS, CCLS

Legal Procedures, Diana Prisk

Marketing, Heather Ryan

MCLE, Cynthia Woodman

Parliamentarian, Lori Stumpf

Pot O' Gold, Cynthia Woodman

Professional Liaison, Carol Karwatt

Program, Diana Prisk

Reservations, Jeanine H. Acosta

Roster, Doris Burke
Scholarship/Career Promotion, S
Shara ;J. Bajurin, CCLS

Ways & Means, Carol Karwatt

LSI Benefit — SMCLSA Membership Has Its Privileges

- Become one of the 2000 elite legal professionals in California
- Build a network of knowledge by meeting other legal professionals
- Continuing education is the main focus of Legal Secretaries, Incorporated
- Our motto: Excellence through Education
- Expand your personal and professional development and skills through a multitude of educational opportunities offered statewide
- Enjoy discounted educational benefits through the Continuing Education of the Bar
- Become a California Certified Legal Secretary (CCLS®) through a course of study and a comprehensive examination
- Easily maintain your CCLS credits and your MCLE credits through workshops and seminars sponsored by the Legal Specialization Sections of Legal Secretaries, Incorporated

Courts & Rules — SMSC Proposed Rule Change Deadline to Submit Comments: May 15, 2009



To: All Interested Persons
From: Timothy Gee, San Mateo
County Court Rules Committee Staff
The Court is proposing to make
changes to its Local Court Rules. These
new changes will become effective on
July 1, 2009 when adopted. The court
invites you to review and provide your
comment on these proposals as

required by the State of California
Rules of Court, Rules 10.613.
To navigate through the document, go
to the next page "Table of Proposed
Local Rules" and click on the link to
the proposal you want to view. The link
will take you to that page. You may
send your comments to:
smsccomment@sanmateocourt.org

with a subject line stating "Comments
on Proposed Rule changes. Please state
the proposal number, the section and
paragraph number on which you are
commenting and your comment.
Comments must be received in our
office no later than 4 PM, Friday, May
15, 2009.



California Certified Legal Secretaries (CCLS) Legal Terminology Word Match

Write the letter of the correct match next to each problem.

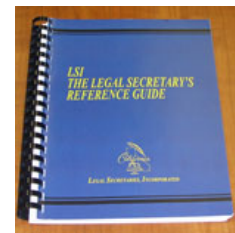
1. _____	EX PARTE	a. in behalf of one party
2. _____	CHATTEL	b. any tangible, movable thing
3. _____	INTER VIVOS	c. to put in clear light
4. _____	ATTEST	d. to affirm as true
5. _____	ARGUENDO	e. passing or incidental statements
6. _____	OBITER DICTA	f. to refrain from doing an act
7. _____	INTESTATE	g. between the living
8. _____	INTER PARES	h. to die without a will
9. _____	FORBEAR	i. that without which the thing cannot be
10. _____	SINE QUA NON	j. among those of equal rank

1. a, 2. b, 3. g, 4. d, 5. c, 6. e, 7. h, 8. j, 9. f, 10. i.

Law Office News

The LSI publication, "The Legal Secretary's Reference Guide" is an excellent desk reference. It includes job duties, code sections, and litigation

flow charts. You can purchase this wonderful book for only \$30 on the LSI website or at any of the quarterly conferences.



Parliamentarian Pointers

Excerpt from *The Legal Secretary*
By: Kay J. Bliss, PIS, CCLS
LSI Parliamentarian

The following are the basic concepts upon which parliamentary procedure is based:

- One thing at a time. Only one main motion is allowed on the floor at a time.
- One person. Only one person may talk at a time.
- Only one time per meeting. The same motion, or practically the same motion cannot be made more than once per session.
- Enough people have to be there to decide. The group determines the minimum number of people (quorum)

that must be present to make a decision for the whole group.

- Vote requirements are based on members' rights. The determination of what kind of vote is needed (such as a majority, two-thirds, and so on) is based on members' rights. If an action give rights to the members, it requires a majority vote to pass. If an action takes away rights from members, it requires a two-thirds vote to pass.
- Silence = consent. If a member chooses to abstain from voting, that member is giving his or her consent to the decision made by the group.
- Everybody is equal. All voting members have equal rights. The majority rules but the minority has the right to be heard and attempt to change the minds of the majority.

DE SOUZA & ASSOCIATES
Certified Shorthand Reporters
 A FULL SERVICE COURT REPORTING AGENCY
 SERVING THE ENTIRE BAY AREA
650-341-2671
 Prompt and Professional Service
 Standard 10 Day Delivery
 Videotape and Interpreter Depositions
 Hearings
 Complimentary Conference Room
 Realtime Reporting Available
 Daily and Expedited Service Available
 Complimentary Litigation Support

**SAN MATEO COUNTY LEGAL SECRETARIES
ASSOCIATION**

Making a difference.

Shara J. Bajurin, CCLS
c/o Carr, McClellan
216 Park Road
Burlingame, CA 94010

Phone: 650-696-2595
E-mail: sbajurin@carr-mcclellan.com

Amanda Wallace
Account Executive
awallace@abidss.com
Office: 800.266.0613
Direct: 415.912.9221



FIRST CLASS MAIL

We're on the Web
www.smcls.com

Items to Calendar ...

Date	Notes
April 4, 2009	Legal Specialization Sections— Spring Regional Workshop (Register by 3/21/2009).
April 7, 2009	SMCLSA Board Meeting, Lathrop House, Redwood City.
April 18, 2009	Bay Area Legal Secretaries Forum Annual Seminar at the Concord Hilton. Go to www.balsf.org for more information.
April 21, 2009	SMCLSA General Membership Meeting , Dominic's at Poplar Creek. Installation of Officers.
April 30, 2009	LSI Directives Due (14 days before Annual Conference).
May 5, 2009 @ 6 p.m.	SMCLSA Board Meeting, Offices of Carr, McClellan, 216 Park Road, Burlingame.
May 19, 2009	SMCLSA General Membership Meeting. Dominic's at Poplar Creek. Topic: Ethics .& Professional Responsibility.
May 14-17, 2009	2009 Annual Conference, Long Beach, California (Registration due 4/15/09, Hotel 4/13/09).

For all LSI® events, go to www.lsi.org for forms, flyers, and information.



Think B4U Print

