

# 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 XLVI, Issue 4

SMCLSA Chartered May 1966

August 2011

## 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.



### Inside this issue:

Officers/Chairmen	2
Meeting Notice	3
CCLS	4
Inter-Association	8
Calendar	12

## President's Message

By: Maria C. Morales-Hernandez

We need to strengthen our association! Come and be part of the board or chair a committee. Our Association still needs a holiday chair and committee, as well as historian. I know a lot of you have great talent and organizational skills. Share those skills with us. We are coming right along and our meetings have been going smoothly. Cynthia Woodman and her committee are putting together a really nice

membership drive for September 20. I'm looking forward to it! Please invite your co-workers, friends, attorneys and staff, including clerks, receptionists, and paralegals. Let's recruit more members by telling them about our great Association. Gina Kundart is working on providing excellent programs for our membership meetings. Your board is hard at work. Hope you are enjoying your summer!



## Hot August Events

The weather is hot and so are the many workshops, seminars, fundraising and community service events. LSI's Quarterly Conference in Stockton (August 19-21) is a great chance get continuing education on topics such as "Law & Motion," and "Engagement Letters, Expert Retention Agreements and More." You don't have to register for the Conference in order to register for these events. Go to [www.lsi.org](http://www.lsi.org) to sign up. This is free to Legal Specialization Section members, and only \$10 for Members (yes, that means you). Can't get a better deal anywhere. You still have time to purchase tickets to the Santa Clara County LPA picnic on August 6, and to sign up for the SMCLSA Team Heart Walk community service event on September 18. Team spirit and lots of fun!!



The Heart Walk

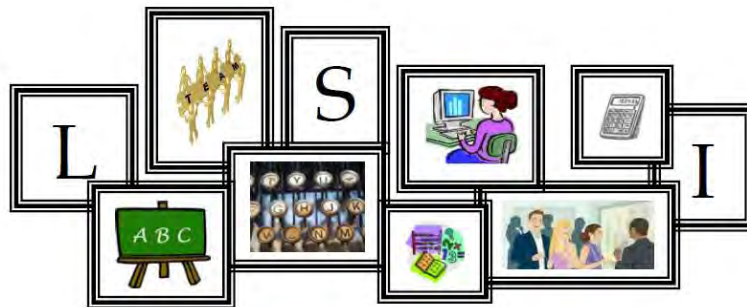
Team Heart Walk  
September 18 2011

**Join Us!!**

Can't attend?  
Support SMCLSA Team  
Members with a  
Generous Donation.  
Carol Karwatt, Chairman  
[Carol.karwatt@gmail.com](mailto:Carol.karwatt@gmail.com)

## Officers and Chairmen 2011-2012

President	Maria C. Morales-Hernandez	Mchernandez1965@sbcglobal.net
First Vice President	Cynthia L. Woodman	cwoodman@sbcglobal.net
Second Vice President	Gina Kundert	GKundert@redwoodcity.org
Recording Secretary	Shara J. Bajurin, CCLS	sbajurin@carr-mcclellan.com
Treasurer	Denise McNeil	neese12@yahoo.com
Governor	Doris A. Burke	dburke@garviclaw.com
Parliamentarian	Tanya R. Tate	Tanya.tate@hotmail.com
Corresponding Secretary	Donna A. Bottarini	Donna.Bottarini@chw.edu
Bay Area Legal Secretaries Forum	Pilar Marquez Mary L. King, CCLS	pmarquez@clappmoroney.com srtek@pacbell.net
Scholarship	JoAnne Lein	JLein@cpmlegal.com
Charitable Projects	Carol Karwatt	Carol.karwatt@gmail.com
Employment	Linda A. Clark	LClark@cpmlegal.com
Inter-Association	Bonnie J. Stensler, PLS, CCLS	bjstensler@comcast.net
Legal Secretary Training	Gina Kundert	gkundert@redwoodcity.com
MCLE Coordinator	Cynthia L. Woodman	cwoodman@sbcglobal.net
Mentoring	Tanya R. Tate and Mary L. King, CCLS	Tanya.tate@hotmail.com srtek@pacbell.net
Reservations	Lisa Landa	Lisa8182@hotmail.com
Pot O' Gold	Tanya and Mary	



**BACK TO BASICS: EDUCATION, NETWORKING AND FRIENDSHIP**  
**LSI Quarterly Conference, Sacramento Marriott Rancho Cordova**  
**November 11-13, 2011**

# SMCLSA's August General Membership Meeting



SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION

Member: Legal Secretaries Incorporated

## General Membership Meeting Notice



WordPerfect



## Word & Word Perfect Tips & Tricks

Presented by **Loui Tucker**  
"The Software Dominatrix"

Learn about under-used features and tools that  
will make you more efficient and your job easier.

Date: Tuesday, August 16, 2011

Place: Terrace Café and Veranda Bar (at El Rancho Inn)  
1100 El Camino Real, Millbrae, California

Time: 6 to 9 p.m.

Price: \$30 for members and non-members

Menu: Includes meat or vegetarian entrée (please indicate  
preference in your response), salad, bread, dessert and coffee

Reservations: Lisa Landa at [Lisa8182@hotmail.com](mailto:Lisa8182@hotmail.com) or 650-504-0238

DEADLINE: Friday, August 12, 2011, before noon

~~*A reservation made is a reservation paid*~~

# CCLS Quiz - Law Office Word Processing Quiz

True/False. *Indicate whether the statement is true or false.*

1. Word processors are the most commonly used programs in a law office.
2. Word Perfect is the most popular word processing system in law offices.
3. In the 1980's and 1990's, Microsoft Word was the most popular word processing system in law offices.
4. Automatic paragraph numbering is seldom used in legal word processing.
5. Text that appears at the bottom of the document is called a footer.
6. Microsoft Word .doc file extension is the type used most often by courts for electronic filing.



## Answers:

7. The term "wordwrap" refers to the automatic arrangement of text in lines of specified length without the necessity of touching the return key.
8. "Justification" refers to alignment of the text on the left side only.
9. "Copy & Paste" refers to the process of printing a document on colored paper.
10. A "boilerplate" refers to a separate storage of blocks of text to use in other documents.
11. "Decimal Alignment" refers to the alignment of the numbers in a Table of Contents.
12. "Form letter merging" refers to combining a form letter with a mailing list.

12. T  
11. F  
10. T  
9. F  
8. F  
7. T  
6. F  
5. T  
4. F  
3. F  
2. F  
1. T

# Legal Procedures

By: Diana Prisk, Legal Procedures Chairman

## U.S. District Court Northern District of California

New E-Filing Requirements for all Civil Motions Effective June 13, 2011, minor changes to the court's e-filing system will require a new procedure for e-filing civil motions. When e-filing a motion subject to the newly-revised Civil Local Rule 7-3, you will be prompted to enter a hearing date and due dates for the opposition/response and the reply. These changes are being implemented to take advantage of advanced case management features in the court's e-filing system, such as tracking deadlines and hearings automatically. Please note that the court is also introducing a new CM/ECF menu for motions filed in pro se prisoner cases, which will not prompt e-filers for a hearing date. If you have any questions, please visit the CM/ECF website at <http://ecf.cand.uscourts.gov>, or contact the CM/ECF help desk at [ecfhelpdesk@cand.uscourts.gov](mailto:ecfhelpdesk@cand.uscourts.gov).

## New California Laws Going Into Effect July 1st

- The sales and use tax rate in California will be decreasing by one percent from 8.25 to 7.25.
- Carbon monoxide detectors to be required in all single-family homes with an attached garage or fossil-fuel source. The previous law only required detectors in newly constructed homes.
- All students entering 7th through 12th grades must have proof of an adolescent whooping cough booster shot before starting school. The law goes into effect as of the 2011-2012 school year.
- Stickers issued to owners of hybrid vehicles that allowed them to be driven in carpool lanes, will expire on July 1. Electric- and natural-gas-powered

vehicles displaying white stickers may continue to drive in HOV lanes until Jan. 1, 2015.

- Local jurisdictions are not allowed to enact or enforce any traffic ordinances that are currently covered in the California Vehicle Code. This law was enacted to ensure that all traffic violations are reported to the Department of Motor Vehicles.
- If you attend traffic school it no longer means a violation is completely removed from your driving record. Now courts will keep records of tickets after completing traffic school. The records will continue to be withheld from the Department of Motor Vehicles databases, preventing points on drivers' records and higher insurance rates. The provision is to ensure that courts will have accurate accounts of individuals' traffic history.
- The California Food Handler Card law requires all food handlers to enroll in a state-approved food safety course and pass an assessment. Food handlers are legally defined as any person involved in the preparation, storage or service of food in a food facility. The law covers nearly all restaurant positions including management, all kitchen staff, wait staff, and support staff such as people who clear tables. The law also applies to hot and cold beverage service, so bartenders and coffee shop employees will also have to obtain the card.
- Grocery store employees, operators of temporary food booths and vendors at certified farmers' markets are not required to have a food handler card. Cafeteria workers at schools and health care facilities are also exempt.
- Local jurisdictions are not allowed to enact or enforce any traffic ordinances that are currently covered in the California Vehicle Code.

## Federal Mileage Rate Change

Effective July 1, 2011, the Federal mileage rate will increase to 55 ½ cents per mile (roundtrip). When calculating the witness fee for a federal subpoena that requires the attendance of the witness, the total is \$40.00 plus 55 ½ cents per roundtrip from the witnesses residence to the hearing. Federal witness fees must be tendered at the time of service.

## San Francisco Superior Court

For the month of July the San Francisco Superior Court will close at noon the following Fridays 1st, 8th, 15th, 22nd and 29th.

## Ethicality and Legality of Accepting Incentives

*Editor's Note: This editorial was submitted in response to incentives offered by SMCLSA's sponsoring vendor. The opinions expressed here are the views of the writer and do not necessarily reflect the views and opinions of SMCLSA, its officers, or chairmen. We welcome submission of articles and editorials from our members and associates in the legal community. If you would like to submit something for publication, please contact the Editor.*

Over the past few years there has been an explosion of promotional programs being offered by those in the reporting community to attorneys and/or their staff in an effort to solicit their deposition business. Various opinions have been espoused regarding the professional ethics and legality of the acceptance of these incentive gifts by attorneys and/or their staff. Many states' Rules of Professional Conduct prohibit a member of the Bar from accepting compensation for representing a client from one other than the client unless there is no interference with the member's independence of professional judgment. It is clear that these programs are designed and offered for the sole purpose of influencing attorneys' decisions in the selection of a court reporting service. Further, consider the following: Many incentive promotions are based on the number of depositions taken; i.e., gift awarded for every third one. Does participation in these programs encourage taking more depositions in order to get the next gift, thereby increasing the cost of litigation to the client? Some promotions include a requirement that the deposition be of a certain length; i.e., a minimum of two hours. Do these programs present an unethical incentive to prolong a deposition, resulting in increased attorneys' fees and court reporting services? Several incentive promotions are offered in connection with a specific deposition, either for each one taken or for the first one booked. Do these rewards, referral fees, commissions, or incentives rightfully belong to the client, absent

their informed consent to the contrary, when directly attributable to the work done by the attorney on a single case?

All incentive promotions offer perks only to the noticing attorney. Other parties have only that singular source for an official certified copy of the transcript. Even if the perk is passed on to the client, what is the damage to the integrity of the justice system when there is compensation accepted for the taking of a deposition that may result in cost-shifting to opposing counsel?

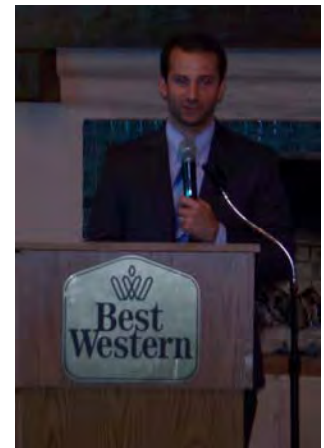
Incentive promotions that are regularly advertised, contain parameters (specific criteria), and are designed to entice and reward the attorney make it difficult for ethical reporters and attorneys who believe that such practice is an improper intrusion into a business relationship that should be based upon the service rendered to the client rather than the benefits received by attorneys or their staff.

Accepting a perk from a reporting firm in connection with a deposition creates the perception of impropriety because the choice is influenced by incentive promotions rather than quality of service and product.



Holly Moose, RDR-CRR, is a Certified Shorthand Reporter in Sausalito California. She can be reached at [holly@hollymoose.com](mailto:holly@hollymoose.com)

## July Membership Meeting



## H. M. Vreeland & Son Insurance Agency, Inc.

H. M. Vreeland is a full service bonding agency  
for all your bonding needs.

H.M. Vreeland & Son Insurance Agency, Inc.

1109 Vicente Street, Suite 102

San Francisco, CA 94116

Phone: (415) 566-3401

(800) 483-4564

Fax (415) 566-3402

Email: [DaveCarter@hmvreeland.com](mailto:DaveCarter@hmvreeland.com) or [PaulFazzio@hmvreeland.com](mailto:PaulFazzio@hmvreeland.com)

<http://www.hmvreeland.com/>

# SMCLSA's Inter-Association Event



**SAVE THE DATE**  
**SUNDAY, OCTOBER 2, 2011**  
LSI BAY AREA ASSOCIATIONS  
DAY AT THE RACES  
at  
**GOLDEN GATE FIELDS**

**Gates open at 11 a.m.**

**Cost: \$35 Per Person**

**Includes: Valet Preferred Parking,  
Program, Turf Club Seating\* and  
Prime Rib Buffet Lunch**

**Make this a fundraising opportunity for your Association.  
For details contact your local Inter-Association Chairman**

**Host Association: San Mateo County LSA**

**Bonnie Stensler, PLS, CCLS**

**Inter-Association Chairman**

**[bjstensler@comcast.net](mailto:bjstensler@comcast.net)**

**Phone: 415-587-3518**

\***Turf Club Dress Code:** All guests including children are requested to dress in a smart casual style. Sweat pants/suits, T-shirts, baseball hats, and thong style shoes are strongly discouraged; Stylish casual footwear including tennis shoes are welcome. Guests arriving in shorts, tank tops or clothing with offensive logos will be denied access into the Turf Club.



ZUMBA!



**San Mateo County Legal Secretaries Association's**

**Membership Drive 2011**

**Find out why you should join!**

The San Mateo County Legal Secretaries Association (SMCLSA) is a local association of Legal Secretaries, Incorporated ("LSI®"), a nonprofit mutual benefit corporation consisting of legal secretaries and law office support staff in the state of California. Our monthly meetings are educational and typically MCLE-qualified. SMCLSA provides networking, continuing education, and a wide range of educational discounts and benefits through our state organization, LSI®.

**LSI® Officer will discuss benefits of membership.**

**Menu: Mexican Buffet catered by *Takobar Catering***

**Entertainment: Zumba! with Claudia Rodas & Luchi Boyle**

**Plus lots of special doorprizes.**

**SAVE THE DATE: September 20 at 6 p.m.**

**Location and cost to be announced.**

Check our website for more information at [www.smclsa.org](http://www.smclsa.org)

**This is a pre-paid event.**

**Reservations and payment must be received by Thursday 9/15/2011**

Names(s) of those attending:

**\*\*Membership not required to attend.**

\_\_\_\_\_

Your address and telephone number:

\_\_\_\_\_

Amount enclosed (checks payable to SMCLSA)

\$ \_\_\_\_\_

Return to: Gina Kundert  
 c/o City of Redwood City  
 City Attorneys' Office  
 1017 Middlefield Road  
 Redwood City, CA 94063

Questions?  
 Call Cynthia Woodman at (850)855-5902,  
 or email [cwoodman@sboglobal.net](mailto:cwoodman@sboglobal.net)

## LSI® Quarterly Conference Workshops



LEGAL SECRETARIES, INCORPORATED  
 CALIFORNIA CERTIFIED LEGAL SECRETARY  
**WORKSHOP REGISTRATION FORM**

### “Legal Computations – What Is It and How Do I Compute It?”

First Quarterly Conference, August 19-21, 2011

Stockton Hilton Hotel, Stockton, CA

Saturday, August 20, 2011, 4 p.m. – 5:30 p.m.

Speaker: Terrie Quinton, CCLS

Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

This workshop will unravel the mysteries of the Legal Computations section of the CCLS Exam. It will include an explanation of what is contained in this section, as well as tips about how to study for and take it, including math, bookkeeping, and calendaring.

REGISTRATION DEADLINE: August 15, 2010

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Local Assn.: \_\_\_\_\_ LPA/LSA

Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 3043 4th Ave., San Diego, CA 92103, and email registration to [quinton@dsmlaw.com](mailto:quinton@dsmlaw.com).

## Career Promotion and Scholarship Promoting Your Local Association


Saturday, August 20, 2011 at 10:30 a.m. – 12:00 p.m.

An explanation of the scholarship program

- How your association can get involved in the Eula Mae Jett Scholarship program
  - Suggestions to get the word out to potential applicants
  - What other associations are doing to promote the scholarship
  - How promoting the scholarship can grow your association

To RSVP, or for more information on this workshop, please contact:  
 Diana Dempsey, CCLS, at [diana@MtDiabloLPA.info](mailto:diana@MtDiabloLPA.info)

# LSI® Quarterly Conference Seminars

<p><b>LEGAL SPECIALIZATION SECTION SEMINARS</b>  <b>1st Quarterly Conference – August, 19-21, 2011 – Stockton Hilton Hotel</b>  <b>Host: Stockton-San Joaquin LPA</b>  <b>REGISTRATION FORM - DEADLINE IS FRIDAY, AUGUST 12, 2011</b>                  Registration <b>MUST</b> be RECEIVED by each Section Leader <u>on or before the deadline.</u>                  Please make advance reservations so materials may be prepared. Please check appropriate boxes below.                  Mail, Fax or E-Mail a copy of this form to each corresponding Section Leader.                  Send a self-addressed, stamped envelope if you wish confirmation of your reservation.  <b>PLEASE MAKE ALL CHECKS PAYABLE TO "LSI"</b></p>		
<p>LSI SECTION MEMBER: Free with Advanced Reservations \$5.00 at the Door/After Deadline Handout Only: \$5.00</p>	<p>LSI NON-SECTION MEMBER: \$10.00 with Advanced Reservation \$15.00 at the Door/After Deadline Handout Only: \$10.00</p>	<p>NON-LSI MEMBER: \$15.00 with Advanced Reservation \$20.00 at the Door/After Deadline Handout Only: \$15.00</p>
<p><b>Friday, August 19, 2011 – 7:30 p.m. to 9:00 p.m.</b></p>		
<p><b>LAW OFFICE ADMINISTRATION:</b>                  Topic: <i>Power Against Fraud</i>                  Speaker: Suzanne Schultz, Family Crimes Coordinator                  San Joaquin County District Attorney's Office  <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only                  Send to: Sara E. Mull, CCLS, Law Office Administration Section Leader                  Harris, Sanford &amp; Hamman, P. O. Box 908, Gridley, CA 95948                  (O) 530-846-5691 (F) 530-846-5738                  Email: sara@sacvalleylaw.com</p>	<p><b>FAMILY LAW:</b>                  Topic: <i>How Bankruptcy Can Affect A Divorce</i>                  Speaker: Tamie Lee Cummins, Esq.  <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only                  Send to: Judith Williams, Family Law Section Leader                  2368 Lincoln Street, Suite A, Oroville, CA 95966                  (O) 530-534-8973 (F) 530-534-6551                  Email: pwplg2@yahoo.com</p>	
<p><b>Saturday, August 20, 2011 – 10:30 a.m. to 12:00 p.m.</b></p>		
<p><b>PROBATE/ESTATE PLANNING:</b>                  Topic: <i>Petition to Inventory - It's More Than Which Box to Check (Roundtable - bring your questions, share your knowledge)</i>                  Speaker: Patricia Miller, PLS, CCLS and Mary Rocca, CCLS  <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only                  Send to: Linda Moore, CCLS, Probate/Estate Planning Section Leader                  c/o Stutz Ariano Shinoff &amp; Holtz, APC                  2488 Historic Decatur Rd., Ste. 200, San Diego, CA 92106                  (O) 619-232-3122 ext. 404 (F) 619-232-3264                  Email: lmoore@stutzariano.com</p>	<p><b>TRANSACTIONAL LAW:</b>                  Topic: <i>Engagement Letters, Expert Retention Agreements and More</i>                  Speaker: Seth Shapiro, Esq.  <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only                  Send to: Belinda Owens, Transactional Law Section Leader                  3163 Easy Street, San Diego, CA 92105                  (C) 619-261-9323                  Email: bowens0913@aol.com</p>	
<p><b>Saturday, August 20, 2011 – 4:00 p.m. to 5:30 p.m.</b></p>		
<p><b>CIVIL LITIGATION:</b>                  Topic: <i>Law and Motion</i>                  Speaker: Francine Smith, Supervisor Civil Div., San Joaquin Superior Court  <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only                  Send to: Denise Aguilar, CCLS, Civil Litigation Section Leader                  8279 Philodendron Way, Buena Park, CA 90620-2120                  (H) 714-670-0210                  Email: daguilar57@aif.net</p>	<p><b>CRIMINAL LAW:</b>                  Topic: <i>From Principal's Office to Courtroom – Juvenile Delinquency</i>                  Speaker: Ross W. Pytlík, Esq.  <input type="checkbox"/> I will attend <input type="checkbox"/> Section Member <input type="checkbox"/> Non-Section Member  <input type="checkbox"/> Non-LSI Member <input type="checkbox"/> Handout Only                  Send to: Linda Lane, Criminal Law Section Leader                  P. O. Box 12582, La Crescenta, CA 91224                  (H) 818-248-0739 (C) 818-434-6600                  Email: llane44@yahoo.com</p>	

Name: \_\_\_\_\_ PLS/CCLS/CLA/Paralegal E-mail: \_\_\_\_\_  
 Address/City/State: \_\_\_\_\_  
 Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ Local Assn.: \_\_\_\_\_ LSA/LPA  
 Method of Payment:  Check  Credit Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Name on Credit Card: \_\_\_\_\_ Type of Card: Visa \_\_\_\_\_ M/C \_\_\_\_\_ AmEx \_\_\_\_\_ Card Verification No: \_\_\_\_\_

PER LSI STANDING RULES, CHECKS ISSUED TO LSI WHICH ARE NON-NEGOTIABLE BECAUSE OF INSUFFICIENT FUNDS OR OTHER REASON SHALL BE REPLACED IMMEDIATELY BY CASH, A CERTIFIED CHECK OR MONEY ORDER FOR THE AMOUNT OF THE ORIGINAL CHECK, PLUS \$25 PENALTY, PLUS THE ACTUAL COST CHARGED LSI BY THE FINANCIAL INSTITUTION FOR PROCESSING THE ORIGINAL CHECK.  
 The Legal Specialization Sections are a program of Legal Secretaries, Incorporated, an approved provider, and certify that these seminars have been approved for minimum MCLE/CLE credit of 1.25 hours each, by the State Bar of California.

Go to [www.lsi.org](http://www.lsi.org) for more information.

**SAN MATEO COUNTY  
LEGAL SECRETARIES ASSOCIATION**

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

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

**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

FIRST CLASS MAIL

## Items to Calendar ...

Date	Notes
August 2, 2011 at 6 p.m.	SMCLSA Board Meeting at Carr, Yeley & Associates, 605 Middlefield Road, Redwood City, CA.
August 16, 2011 at 6 p.m.	SMCLSA General Membership Meeting at Terrace Café at Best Western El Rancho Inn, 1100 El Camino Real, Millbrae, CA. \$30 for members and non-members. Program: Debt Collections, Speaker Lawrence D. Miller, Esq. Program qualifies for 1 hour of MCLE credit.*
August 19-21, 2011	LSI Quarterly Conference in Stockton.
Sept. 6, 2011 at 6 p.m.	SMCLSA Board Meeting at Carr, Yeley & Associates, 605 Middlefield Road, Redwood City, CA.
Sept. 18, 2011 at 9 a.m.	SMCLSA Team Heart Walk 2011, Coyote Point Park.
Sept. 20, 2011 at 6 p.m.	SMCLSA Annual Membership Drive.

\*MCLE: San Mateo County Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1 hour. MCLE Certificates of Attendance will be available at the meeting. CCLS or continuing education certificates will need to be provided by the member.

**For event details, go to [www.lsi.org](http://www.lsi.org) or [www.smcls.org](http://www.smcls.org).**