



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 XLIV, Issue 8

SMCLSA Chartered May 1966

December 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.



Inside this issue:

Officers/Chairmen	2
Governor's Report	2
Courts & Rules	3
CCLS	3
Calendar	4

President's Message

By: Shara J. Bajurin, CCLS

As they say, "Change is inevitable - except from a vending machine." Change is in the air, and it is more than just the weather. For those of us working in the legal field, the end of the year brings many changes to our procedures. Luckily for us, our Program Chairman, Candy De Souza has arranged for a "Changes in the Law" event for January 19, 2010. In preparation for that wonderful MCLE program, you may want to go to these websites in order to read about changes important to your area of law:

California Rules of Court Amendments Effective January 1, 2010

<http://www.courtinfo.ca.gov/rules/amendments.htm>

California Judicial Council Forms. Go here for New and Revised forms, Effective January 1, 2010:

<http://www.courtinfo.ca.gov/forms/latest.htm>

Changes to Federal Rules of Civil Procedure, Effective December 1, 2009

<http://www.ncbusinesslitigationreport.com/2009/10/articles/watching-the-court/making-every-day-count-time-computation-amendments-to-the-federal-rules-of-civil-procedure-take-effect-december-1-2009/>

Trivia Team 2010

SMCLSA is forming a Trivia Team 2010 to compete in the Alameda County LSA 1st Annual Bay Area Legal Trivia Throwdown Competition on February 13, 2010. Alameda County LSA has organized a Bay Area legal trivia competition. Teams can be any size, but membership is required. Please consider joining us. Go to our website to view the flyer and make your reservation. Let's show the other Bay Area associations that we have what it takes. Please let Shara Bajurin know as soon as possible if you plan to attend.

Welcome New Members



Vivian Farris, Erica Ramirez, Tatiana Rabon and Denise McNeil.

Officers and Chairmen — 2009-2010

- President Shara J. Bajurin, CCLS
sbajurin@carr-mcclellan.com
- First Vice President JoAnne Lein
jlein@cpmlegal.com
- Second Vice President Candy DeSouza
c.desouza@att.net
- Recording Secretary Donna A. Bottarini
Donna.Bottarini@chw.edu
- Treasurer Cynthia Woodman
cwoodman@sbcglobal.net
- Co-Governor Carol Karwatt
carol.karwatt@gmail.com
- Co-Governor Nancy O'Shea, CCLS
nancyshea07@comcast.net
- Parliamentarian **OPEN**
- Corresponding Secretary Linda Clark
lclark@cpmlegal.com
- Bay Area Legal Secretaries Forum
Diana Prisk diprisky@yahoo.com, and
Dietra Prater-Slack slackclass@aol.com
- Bulletin Shara J. Bajurin, CCLS
- California Certified Legal Secretary (CCLS®) **OPEN**
- Career Promotion/Scholarship Doris A. Burke
dapenn@suites700law.com
- Charitable and Special Projects Carol Karwatt
- Historian Donna A. Bottarini
- Inter-Association Bonnie Stensler, PLS, CCLS
bjstensler@comcast.net
- Legal Procedures **OPEN**
- Legal Secretary Training Gina Kundert
GKundert@redwoodcity.org
- Legal Specialization Sections, **OPEN**
- Marketing, Publications, Benefits, **OPEN**
- MCLE Coordinator Cynthia Woodman
- Mentoring Chairman Mary L. King, CCLS
- Professional Liaison/Employment Lisa Landa-Dowling
lisa8182@hotmail.com
- Roster Doris A. Burke
- Reservations Jeanine Hamilton
jacosta@cpmlegal.com
- Supplies and Stationery, **OPEN**



SMCLSA Governor's Report

By: Carol Karwatt, Co-Governor

The following is a report from the LSI Second Quarterly Conference on November 13-15, 2009:

President Christa Davis:

- LSI is trying out a new publisher for The Legal Secretary. They have been using the same publisher for years and decided it was time to get prices from other publishing companies. The February issue may look a little different.
- LSI has given its blessings on making scholarships available to all members of an Association. Contrary to our findings, they find no problem with this. I don't know who was consulted on their decision.
- There are two openings on the LSI chairs as follows: Legal Secretarial Training/Seminar Chair and California Certified Legal Secretary Certifying Board. If anyone is interested, they should contact Brooke Atherton.
- LSI is looking into providing

online legal secretary courses on the website. The new Astrid's CCLS program was referred to as a "work in progress".

- Items from the Governor's luncheon were presented to the President as follows: Shorten and/or eliminate some of the Chairman reports. One Governor was quoted as saying "Everyone can read." Some of the Governors felt that would give more time for educational programs. Christa indicated that this was tried during Lorraine Bettencourt's presidency and people still complained.
- The other item was that local workshops are held at the same time that conflicts with the Legal Specialization Section workshops. This will be looked into.

Vice President Brooke Atherton,

CCLS:

- Power Point Presentations: They are being worked on. LSI purchased two projectors for use at conference seminars. They will be shipped as necessary to

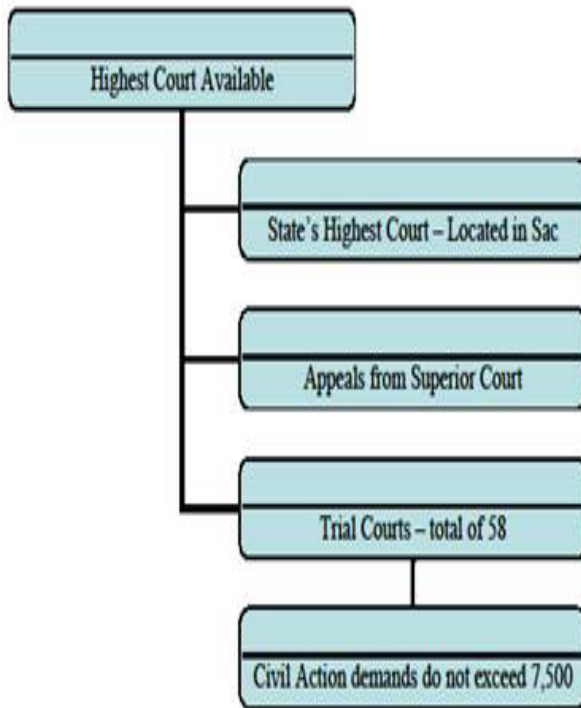
conferences. Purchase price for each was approximately \$600.

- The forms on the LSI website are being reviewed to make them into PDF forms and fillable. Member Carie Plista is apparently an Adobe Pro and she has been contacted to do this.
 - LSI has 1,536 members (including 25 MAL) and there are 41 Associations.
 - Brooke requested something be submitted to her that reflects Associations marketing tools.
- CEC Coordinator Jennifer Page,
- #### CCLS:
- There will be a time change of the CCLS workshop at the February conference. The workshop will be held on Friday.
 - There will be a new mock study kit in May 2010.
 - LSI Administrator, Catherine Culver, CCLS:
 - Catherine has begun performing website update duties.

California Certified Legal Secretaries (CCLS) Court Structure



Directions: Fill in the blanks using these words: Juvenile Court, California Supreme Court, Court of Appeals, Trial Court, United States Supreme Court



1. United States Supreme Court; 2. State Supreme Court; 3. Court of Appeals; 4. Superior Court Unlimited; 5. Superior Court Limited.

January Meeting Changes in the Law

Date: Tuesday, January 19, 2010
Place: Poplar Creek Grill
Time: 6 to 9 p.m.
Featured speaker is Timothy Gee, Legislative Analyst at San Mateo County Superior Court, presenting "Changes in the Law 2010."

For a reservation, please contact Jeanine Acosta at jacosta@cpmlegal.com, (650) 259-3223.

This program qualifies for one hour of MCLE credit. San Mateo County Legal Secretaries Association, a local association of Legal Secretaries Incorporated, an approved MCLE provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of one hour in general education.

San Mateo County Superior Court Discontinues E-Filing

Due to a variety of reasons including recent state budget cuts and the dedicated court staffing resources required to manage this program, we will be eliminating the Court's electronic filing (E-filing) program effective December 31, 2009. The Court would like to thank our e-filing and case management vendors, One Legal and ISD Corp, for their partnership since early 2006 to bring



this pilot project live. If you are a One Legal e-Filing customer and would like them to facilitate your paper filing needs please contact One Legal to insure a smooth transition to their paper filing solution. They can be reached at 1-800-938-8815 or at support@onelegal.com.

SAN MATEO COUNTY LEGAL SECRETARIES

*Education is the heart
of our 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



Brandon T. Wai
Litigation Support Consultant
Esquire Solutions
An Alexander Gallo Company
44 Montgomery Street, Suite 1100
San Francisco, CA 94104
Telephone 415.591.3333
bwai@esquiresolutions.com

FIRST CLASS MAIL



Items to Calendar ...

Date	Notes
December 1, 2009	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
December 15, 2009	SMCLSA Annual Holiday Party.
January 5, 2010	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
January 19, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill. "Changes in the Law"
February 2, 2010	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
February 13, 2010	Alameda County LSA 1st Annual Bay Area Legal Trivia Throwdown Competition
February 15, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill.
February 26-28, 2010	LSI Third Quarterly Conference, Doubletree Hotel, San Diego, CA
May 20-23, 2010	LSI 2010 Annual Conference, Sacramento, CA

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