

# 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

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December 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.



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## President's Message

By: Maria C. Morales-Hernandez

I hope everyone survived Thanksgiving. My family and I had a nice quiet dinner, visited friends and watched the 49er game, which was a little disappointing because they lost, but it was also entertaining as the two head coaches who battled it out are brothers!

Our Vendor night and Fashion Show in November was very nice. Thank you Gina Kundart, Mary King, and Tanya Tate for organizing this event. Also, thank you to the vendors, Denise Monroe of Bunny Hutch Designs, Carol Karwatt, Avon

Representative, Robin Boehle, Hair Stylist from ASK Salon, Kaisa Nalewajko of Lia Sophia Jewelry Consultant, Lucy J. Collondre of Stella and Dot Jewelry, and Paulette Farrell, Tupperware Consultant. This event was a great way to start out the holiday season and I know everyone had a great time.

I'm looking forward to our Holiday Party on December 13. This year it will be at The Vans in Belmont. We are following in our tradition of collecting toys for Children's Fund of San Mateo County. Please bring

*(Continued on page 2)*

## New Member Sarah Corwell

First Vice President, Cynthia Woodman installed our newest member, Sarah Corwell, at the November 15 General Membership Meeting. Ms. Corwell works in legal staffing at Nelson Legal. Welcome to SMCLSA!



*Welcome!*

## 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
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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 King.mary3@gmail.com
Reservations	Lisa Landa	Lisa8182@hotmail.com
Pot O' Gold	Tanya and Mary	

## President's Message, cont'd.

*(Continued from page 1)*

new, unwrapped toys or checks (payable to "Children's Fund"). Thank you to our Holiday Party Committee (Tanya Tate, Doris Burke, Gina Kundert, and Denise McNeil) for all their hard work.

On January 14, 2012, SMCLSA is offering a Legal Secretary Training "Boot Camp" Basics for the beginning legal secretary. Shara Bajurin, CCLS, and Gina Kundert are teaching this one-day training, and I'll be there to check-in attendees. A registration form is included with this month's

newsletter.

If you plan to make a New Year's resolution, consider resolving to become more involved with your association.

Happy  
Holidays!



## San Mateo County Legal Secretaries Association's 2011 Holiday Dinner Party

Date: Tuesday, December 13, 2011

Place: The Van's Restaurant on the Hill  
815 Belmont Avenue, Belmont, California

Time: 6 to 10 p. m.

Price: \$35 In Advance/\$40 @ Door (still must RSVP)  
Includes five menu options, salad, dessert, coffee,  
tax and tip.

Bring wrapped holiday ornament for friendly exchange.  
Please bring a new unwrapped toy to be donated to The  
Children's Fund of San Mateo County.

We can't wait to share this beautiful night with you!!!

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 12/09/2011**

Names(s) of those attending:

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

Your address and telephone number: \_\_\_\_\_

Amount enclosed (checks payable to SMCLSA, \$35 per person)  
(\$40 per person if received after 12/09/2011)

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

Return to: Denise McNeil, Treasurer  
114 Peninsula Avenue  
San Mateo, CA 94401

Questions? Call Denise McNeil at  
(650) 381-0200 (work)  
or e-mail:  
[neese12@yahoo.com](mailto:neese12@yahoo.com)

## CCLS Quiz - Probate



1. What is the statute of limitations for claims against a trustee?
  - A. One year after disclosure
  - B. 5 years after disclosure
  - C. 3 years after disclosure
  
2. A lump sum death benefit is payable to the surviving spouse or minor child of the decedent in the amount of:
  - A. \$525
  - B. \$255
  - C. To be determined by the SSA
  
3. In a probate matter, creditor claims must be filed within \_\_\_\_ months after the issuance of letters or \_\_\_\_ days after the Notice to Administrator of Estate is mailed to the creditors, whichever is latest.
  - A. 4 months or 60 days
  - B. 6 months or 90 days
  - C. 3 months or 30 days
  
4. Which claim is not a priority?
  - A. Family allowance
  - B. Funeral expense
  - C. Amounts due to the state
  
5. In probate proceedings, how many months after issuance of the letters may a preliminary distribution be permitted?
  - A. 4 months
  - B. 6 months
  - C. 2 months

ANSWERS:  
 1. C  
 2. B  
 3. A  
 4. C  
 5. C



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## Legal Procedures - San Mateo Reduced Hours

### San Mateo County Superior Court

Effective January 3, 2012 all Clerk's Offices will close at 3:30 p.m. The opening hours for the Clerk's Offices will be as follows:

- The Civil, Family Law, Juvenile, Probate, Records, and Small Claims Clerk's Offices will open at 8:30 a.m.
- The Criminal and Traffic Clerk's Offices will open at 8:00 a.m.

Drop boxes will be available at each court location to receive documents after 3:30 p.m. Documents dropped off between 3:30 p.m.

and 4:00 p.m. will be deemed filed that day. These new hours are the result of unprecedented budget cuts and will continue indefinitely. With the recent reduction, this year's budget for the judicial branch, as passed by the California Legislature, has been reduced by 30 percent and the San Mateo Superior Court workforce has been reduced by 24 percent. Please know that we remain committed to serving you to the best of our ability given our limited staffing and resources.

## Court Information On Twitter®

### California Courts

@CalCourts

California Welcome to the California Judicial Branch - Committed to providing fair and equal access to justice for all Californians.

### United States Bankruptcy Court Central District of California

@cacbnews

Central District of California Official Twitter account for US Bankruptcy Court, Central District of California. Content is for informational purposes, no legal advice provided on this site.

### Alameda County DA

@AlamedaCountyDA

Alameda County, CA  
Official account of the Alameda County District Attorney's Office. A 'follow' is not an endorsement. <http://www.alcoda.org/>

### Court Innovation

@courtinnovation

Center for Court Innovation is a non-profit that helps courts and criminal justice agencies aid victims, reduce crime and improve public trust in justice.  
<http://www.courtinnovation.org>

### Judgepedia

@Judgepedia

Your interactive guide to courts and judges.  
<http://www.judgepedia.org>

### Supreme Court USA

@iSupremeCourt

### CCPIO

@CCPIONewMedia

National research project in how new media like Facebook, YouTube, and Twitter are impacting the courts.  
<http://ccpionewmedia.ning.com/>

## In Case of Emergency . . . What do you have in your desk?

The job of Legal Support Staff should include the Scouting Motto "Be Prepared." A few of our members shared with us their "Top Ten Emergency Desk Supplies." (This list does not include items the office should have on hand in case of a true emergency such as an earthquake.)



### First Aid (standard kit + the following)

AZO (bladder infection relief)  
Gas X  
Motrin/Tylenol  
Prilosec  
Robitussin DM  
Throat lozenges  
Tums  
Vitamin C

### Extra Office Supplies

Extra FedEx Envelopes  
Flashlight and extra batteries  
Stamps  
White out tape

### Information Emergency

*Legal Professional Handbook*  
*Legal Office Procedure Manual*  
Printed list of Important Phone Numbers

### Snacks/Nutrition:

Breath mints  
Dark chocolate covered nuts  
Individual servings of peanut butter  
Luna Bars/Granola Bars  
Plastic utensils/paper plates/etc.  
Microwavable soups (look for low-salt)

### Gift Supplies

Cards (birthday, thank-you, etc.)  
Gift bags, tissue paper, ribbon  
Small gifts (gift cards, photo frames, etc.)

### Wardrobe Malfunction

Flats  
Hair Tie  
Nylons/hose  
Safety pins  
Sewing supplies or mending tape  
Shout Wipes (travel-size)  
Static guard

### Personal/Extras

Cell phone charger  
Chapstick  
Contact lenses solution  
Dental floss  
Emory board  
Extra (old) pair of prescription glasses  
Hairbrush/Comb  
Hand and feet warmers like camping equipment for feet and hands!  
Kleenex  
Lint brush  
Mask to cover nose and mouth  
Mirror  
Nail clippers/cuticle scissors  
Toothpaste/brush/mouthwash  
Tweezers  
Unscented hand lotion



# LSI® Quarterly Conference November 2011



Governor Pro Tem, Nancy O'Shea, CCLS.



Don Lee is presented with honorary member award at the Saturday night banquet.



SMCLSA members at the Conference: Bonnie Stensler, Cynthia Woodman, Nancy O'Shea, and Mary King.



Legal Trivia Throwdown!



LSI Past Presidents.

# SMCLSA's Vendor Night & Fashion Show





**Vendor Night &  
Fashion Show  
2011**



# SMCLSA Beginning Legal Secretary One-Day Class



SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION

Presents a One Day

LEGAL SECRETARY TRAINING

“BOOT CAMP” BASICS

Saturday, January 14, 2012



**This program is designed to provide legal secretary training for the beginning legal secretary or someone considering a position as support staff in the legal field.**

**Course materials are included in the registration fee.**

**Location:** Carr, McClellan, Ingersoll, Thompson & Horn  
After-hours entrance at 1290 Howard Avenue, 3<sup>rd</sup> Floor Meeting Room, Burlingame, California

**Schedule:** 8 a.m. Registration. (Coffee and rolls will be served.)

**8:30 a.m. to 12:30 p.m.** Introduction to the law office, duties of a legal secretary, ethics, practice areas, legal terminology, legal research, preparation of legal documents including information about PDF, “redline” documents, creating a table of authorities, and Judicial Council forms.

**12:30 p.m. to 1 p.m.** Light lunch buffet.

**1 p.m. to 3 p.m.** Duties in managing a case from filing the complaint through trial and appeal, the stages of a civil lawsuit, the many ways to file a document with the court (including e-filing), basic calendaring procedures, law and motion procedures for the legal secretary, managing trial documents, and trial preparation.

**Registration Fee:** \$65  
Includes all handouts, morning coffee, and light lunch buffet.  
Registration is limited to the first 10 students.

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Include your check payable to “SMCLSA” and mail to the following address:  
Gina Kundert, c/o Redwood City Fire Department  
755 Marshall Street, Redwood City, CA 94063

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

Address: \_\_\_\_\_

Phone Day: \_\_\_\_\_ E-mail: \_\_\_\_\_

Years of legal experience: \_\_\_\_\_ Firm Name: \_\_\_\_\_

# LSI® February Conference Registration



**LET THE GAMES BEGIN!**  
 WITH  
**MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION**  
 FEBRUARY 24, 25, & 26, 2012  
 LSI QUARTERLY CONFERENCE  
 HILTON HOTEL  
 CONCORD, CALIFORNIA

**CONFERENCE REGISTRATION FORM**

NAME (ON BADGE): \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 LOCAL ASSOCIATION: \_\_\_\_\_ LSA/LPA (FULL NAME)

PLEASE CHECK IF APPLICABLE AND INCLUDE TITLE:  
 STATE OFFICER \_\_\_\_\_  
 STATE CHAIRMAN \_\_\_\_\_

PLEASE CHECK IF YOU ARE:  
 GOVERNOR  CCLS  PLS

SCRIP (INCLUDES REGISTRATION, WELCOME RECEPTION, BANQUET AND BRUNCH)

	<u>BY CHECK</u>	<u>BY PAYPAL*</u>	
POSTMARKED ON OR BEFORE JANUARY 28, 2012	\$107.00	\$111.50	\$ _____
POSTMARKED JANUARY 29, 2012 OR LATER	\$117.00	\$121.90	\$ _____

INDIVIDUAL TICKETS

REGISTRATION BY JANUARY 28, 2012	_____ @	\$15.00	\$15.70	\$ _____
REGISTRATION JANUARY 29, 2012 OR LATER	_____ @	\$25.00	\$26.00	\$ _____
WELCOME RECEPTION (FRIDAY)	_____ @	\$20.00	\$20.90	\$ _____
GOVERNOR'S LUNCHEON (SATURDAY)	_____ @	\$33.00	\$34.40	\$ _____
PRESIDENT'S LUNCHEON (SATURDAY)	_____ @	\$33.00	\$34.40	\$ _____
MEMBERSHIP LUNCHEON (SATURDAY)	_____ @	\$33.00	\$34.40	\$ _____
SATURDAY NIGHT BANQUET	_____ @	\$51.00	\$53.15	\$ _____
SUNDAY BRUNCH	_____ @	\$27.00	\$28.15	\$ _____
TOTAL AMOUNT PAID				\$ _____

CHECK ALL THAT APPLY:

\_\_\_\_\_ VEGETARIAN MEAL(S) REQUESTED  
 \_\_\_\_\_ FOOD ALLERGIES: \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO: MDLPA  
 MAIL TO: DIANA DEMPSEY, CCLS  
 5356 Alonzo Road  
 Vacaville, CA 95687

\*TO PAY BY PAYPAL, VISIT OUR WEBSITE:  
WWW.MTDIABLOLPA.INFO AND FOLLOW THE LINK  
 TO "PAYPAL." Payment by PayPal includes  
 a transaction fee.

FOR GENERAL INFORMATION CONTACT:

REGISTRATION CHAIR – DIANA DEMPSEY, CCLS, (925) 783-9085 – [diana@mtdiabloipa.info](mailto:diana@mtdiabloipa.info)  
 OR CONFERENCE CHAIR – MARIA BISHOP, CCLS, (925) 284-7788 – [maria@mtdiabloipa.info](mailto:maria@mtdiabloipa.info)

**NO REFUNDS AFTER JANUARY 28, 2012**

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

**SAN MATEO COUNTY  
LEGAL SECRETARIES ASSOCIATION**

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**Items to Calendar ...**

Date	Notes
December 6, 2011 at 6 p.m.	SMCLSA Board Meeting at Carr, Yeley & Associates, 605 Middlefield Road, Redwood City, CA.
December 13, 2011 at 6 p.m.	SMCLSA Annual Holiday Party, The Van's Restaurant, 815 Belmont Avenue, Belmont, CA.
January 2, 2012 at 6 p.m.	SMCLSA Board Meeting at Carr, Yeley & Associates, 605 Middlefield Road, Redwood City, CA.
January 14, 2012	SMCLSA Legal Secretary Training "Boot Camp Basics." (See Page 10 for flyer)
January 17, 2012 at 6 p.m.	SMCLSA General Membership Meeting, Terrace Café at Best Western El Rancho Inn, 1100 El Camino Real, Millbrae, CA. Program: Changes in the Law*, Speaker Timothy Gee.

\*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.smclsa.org](http://www.smclsa.org).**