

San Mateo County Legal Secretaries Association

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



LEGALAIRE

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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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Governor's Report Highlights from 2nd Quarterly Conference

By: Shara J. Bajurin, CCLS

LSI President, Christa Davis, reported the success of the updated LSI website. She asked everyone to check it out as there is now a new photo gallery. Also, since they have provided on-line registration, LSI has greatly increased the Members at Large (members who do not belong to a local association). VP and Marketing Committee Coordinator, Brooke Atherton, CCLS, reported that there is not a Yahoo users group for local association program chairmen. If interested in joining the group, please e-mail Brooke directly. Also, check out the LSI website to see the new marketing booth. Remember, we are all market LSI and SMCLSA.

The Executive Advisor, Lorraine Bettencourt, PLS, CCLS, reported that educational events make good money for the associations! Mt. Diablo made \$1,920 from their one-day ethics workshop. Editor-in-Chief, Doro Nesbitt, reminded us that we earn Chapter Achievement Points for each member who owns an LSI

Publication. Educational Program Coordinator, Jennifer Page, announced that there were so many typos in the 2008 Mock Exam that it would be revised and re-sent to those who purchased one. Margaret Tovar, CCLS, reminded us there is still time to join a Legal Specialization Section!



Cynthia Woodman and SMCLSA's marketing table.

March ~ First Annual Trivia Contest

San Mateo County Legal Secretaries Association will be hosting their first Annual Legal Trivia Contest on March 17, 2009, at Dominic's at Poplar Creek, 1700 Coyote Point Drive, San Mateo, 6:00 p.m. to 9:00 p. m., Price: \$28 includes dinner, tax, tip and program. Reservations: commencing at 6:30 p.m., preceded by a 5:30 p.m. social gathering. Reservations: Contact Jeanine Acosta e-mail: jacosta@cpmlgal.com or call 650-259-3223.



Officers and Chairmen

President Carol Karwatt

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Second Vice President

Diana Prisk

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Recording Secretary Doris Burke

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Treasurer Nancy O'Shea, CCLS

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Governor Shara J. Bajurin, CCLS

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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,
Shara ;J. Bajurin, CCLS

Ways & Means, Carol Karwatt

LSI Benefits — Why Belong?

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- Knowledge and skills allow the freedom to work anywhere;
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- Legal professionals fulfill a vital and meaningful roll for law firms and attorneys; and
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Courts & Rules — Press Release from Judicial Council

The Judicial Council of California has announced a new court civil filing fee structure in state trial courts as the result of the enactment of the Uniform Civil Fees and Standard Fee Schedule Act, which was approved by the Legislature and the Governor earlier this year. The new standardized fees will provide for a more simplified fee structure, increase access to the courts, and offer predictability and uniformity for court users. The changes in court fees are designed to maintain access and continue public services in the California trial courts. The complexity and lack of statewide consistency in setting filing fees created the need for a uniform civil fee structure.

Eighty-nine civil fees were charged differently across the state's 58 counties, including law library fees that ranged from \$3 to \$41 and variances in fees for dispute resolution programs and children's waiting rooms. The new structure remedies many of these issues and will:

- Streamline and simplify the civil fee structure. Various surcharges and add-on fees are rolled into one uniform filing fee.
- Create uniformity. For the vast majority of fees, the same fees will be charged for the same services in all 58 counties.
- Increase access to the courts. The new structure directs additional funding to

equal access programs.

- Offer predictability. Court users will know that fees will remain consistent from county to county and will remain unchanged for a minimum of two years. Each superior court will begin collecting the new consolidated fee in any affected court matter effective January 1, 2009. There will be no grace period for filings made on or after January 1. The new statewide fee schedule is posted on the California Courts Web site at <http://www.courtinfo.ca.gov/courtadmin/civilfees.htm> and is available at the clerk's office in each court location. Information about applicable local fees and answers to specific questions can also be obtained at the clerk's office.



California Certified Legal Secretaries (CCLS) Legal Terminology Word Search

Terms and Phrases Commonly Used in the Law Office

Law Office News

The Legal Professionals Handbook is the most clear, concise procedural handbook for California courts on the market! Cross-references to code sections and other legal publications. Twenty-four separate chapters giving deadlines and step-by-step instructions on what to do and how to do it. Reviewed and used by professionals throughout the state. Updated and reviewed annually by working members of the legal profession. These books are published through The Rutter Group and may be ordered by contacting 800-747-3161 extension 2 or through its website at <http://www.ruttergroup.com/legalsec.htm>. Members of Legal Secretaries, Incorporated, receive a discounted rate for these publications.



T N E M G D E L W O N K C A T
 E U N D D S S R L O Z O R T N
 G D E D W A O N I I M D E C E
 N E I A B T M T O P W E S A M
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ACKNOWLEDGMENT
 ANSWER
 BRIEF
 COMPLAINT
 DEED
 ENTITY
 JUDGMENT
 OATH
 STIPULATION
 VERIFICATION

AFFIANT
 BANKRUPTCY
 BYLAWS
 CONTRACT
 DEFAULT
 EXECUTOR
 LIEN
 PLEADING
 SUBPOENA
 WILL

ALLEGATION
 BONAFIDE
 CODE
 DAMAGES
 DISCOVERY
 GARNISHMENT
 MOTION
 RESCISSION
 SUMMONS

Parliamentarian Pointers

Objective	Appropriate Motion
Present an idea for consideration or action	Main motion or Resolution; consider subject informally.
Improve a pending motion	Amend; Division o the question.
Regulate or cut-off debate	Limit or extend debate; previous question (vote immediately).
Delay a decision	Refer to committee; postpone indefinitely; withdraw a motion.
Suppress a proposal	Object to consideration; postpone indefinitely; withdraw a motion.
Meet an emergency	Question of privilege; suspend rules, lay on the table.



**SAN MATEO COUNTY LEGAL SECRETARIES
ASSOCIATION**

Making a difference.

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We're on the Web

www.smclsa.com

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Items to Calendar ...



Go Green—think before you print.

Date	Notes
February 3, 2009 @ 6 p.m.	SMCLSA Board Meeting, Redwood City Law Library
February 17, 2009 @ 6 p.m.	SMCLSA General Membership Meeting , Dominic's at Poplar Creek. Speaker: Valerie Berland, Civil and Probate ADR Coordinator from the San Mateo County Superior Court. Respond to e-Vite or contact Jeanine Acosta e-mail: jacosta@cpmlegal.com.
February 13, 2009	LSI Directives Due (14 days before Conference)
Feb. 27 to March 1, 2009	LSI Third Quarterly Conference at Concord, CA
February 19, 2009	CCLS Exam Registration Deadline
March 1, 2009	Last day to submit notification of member for elective office to LSI. Contact President Carol Karwatt if interested.
March 21, 2009	CCLS Examination
April 4, 2009	Legal Specialization Sections—Spring Regional Workshops — Register by March 21, 2009
April 7, 2009	SMCLSA Board Meeting at Lathrop House, Redwood City.
April 18, 2009	Bay Area Legal Secretaries Annual Seminar at the Concord Hilton.
April 21, 2009 @ 6p.m.	SMCLSA General Membership Meeting, Doninic's at Poplar Creek. Program: 2009-2010 Installation of Officers.

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