



# 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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## 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: Shara J. Bajurin, CCLS

On Feb. 13, seven of us competed in the First Annual Bay Area Legal Trivia Throwdown hosted by Alameda County LSA. Mary King, Bonnie Stensler, Pilar Marquez, Cindy Woodman, Doris Burke, Denise McNeil, and I worked hard against five other associations. Such fun, such excitement, and such a heart-stopping ending! Mary really knows her

corporate stuff, and Pilar has those litigation deadlines down cold. The winners were Sacramento County LSA with a whopping 4,200 points. SMCLSA came in second place with 3,000, Livermore Amador Valley LPA 1,600, Palo Alto LSA 1,200, Mount Diablo LPA 999, and Alameda County bet it all in the "Double Jeopardy" round and came up with nothing more than a smiley face. Thank you Team SMSLSA!

## Bay Area Legal Secretaries Forum

How often are you offered a chance of a lifetime? Well, opportunity is knocking. Are you ready? SMCLSA has positions available for appointment to the Bay Area Legal Secretaries Forum (the "Forum"). The Forum is made up of volunteers/delegates from nine Bay Area counties, and conducts three quarterly and one large, multi-topic seminar each year. The Forum has a well-earned reputation for presenting excellent-quality, legal education workshops. In 1994, the Forum was granted MCLE provider status by the State Bar of California.

What do you receive as a delegate to the Forum? Your expenses will be paid (including mileage) to attend planning meetings and workshops, and you will may attend the workshops for free. If you are in charge of a workshop, your hotel and per diem will be paid by the Forum and/or SMCLSA. The pictures below were taken at the January Quarterly Workshop.

It is a wonderful learning opportunity, and has changed the lives of many of our members. Just ask. Many of us have been Forum delegates, and it was truly an experience of a lifetime. Interested? Talk with Shara Bajurin to learn more.



Bret Millar and Craig Jorgensen of Bond Services of California.



Member Bonnie Stensler with David D. Campion, Vice President/Sales of One Legal.



Brandon T. Wai and Heather Barenchi of Esquire Solutions.



Pilar Marquez SMCLSA/Forum Member.

## 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  
nancyoshea07@comcast.net
- 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
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dapenn@suites700law.com
- Charitable and Special Projects Carol Karwatt
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- Parliamentarian, Denise McNeil neesee12@yahoo.com
- Professional Liaison/Employment Lisa Landa  
lisa8182@hotmail.com
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- Reservations Jeanine (Acosta) Hamilton  
jacosta@cpmlegal.com
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Laura Chappelle Laura530c@aol.com

## LSI® Benefits—Working Advantage

One of the benefits of membership to LSI® is “Working Advantage.” This online shopping site provides discounts to members for all types of purchases including entertainment tickets to professional sporting events, movies, concerts, and City Pass for various cities all over the US. There is also a long list of store discounts you can receive. The more you shop on Working Advantage, the more points you earn. You can redeem your Advantage Points for all kinds of Rewards from movie tickets to gift certificates. Ask a board member for the special access code, if you would like to sign up.



## Courts & Rules: San Mateo Judge Forcum Requests Input

San Mateo County Superior Court Judge Mark R. Forcum has asked for attorneys to provide input regarding Calendar Operations as follows: Currently, San Mateo is one of the last master calendar courts in the state. While our calendars are relatively current, we feel it is healthy to evaluate our operations. Given the current economic climate, the committee is analyzing how our court can become more efficient, while continuing to provide essential services to the public that we serve. Our committee would sincerely appreciate your input by responding to

the posted online survey. Alternatively, you may email me at [mforcum@sanmateocourt.org](mailto:mforcum@sanmateocourt.org) or call me at 650-996-1834 with any of your thoughts and constructive suggestions if you prefer.

At this stage, we are evaluating all of our calendars; therefore, the survey is broken down into three subject areas: criminal, civil (including probate and complex litigation), and family law. If any significant changes to our current master calendar system are ultimately contemplated, we will contact you again for additional feedback. Thank you for your help!

<http://www.sanmateocourt.org/survey/index.html>



**California Certified Legal Secretaries (CCLS)**

**Adoption Terminology**

X G Y L I S E T U T A T S T E  
 E E T T O N P A R E N T N W R  
 K N I C R D F I N E K E B E A  
 I E N E P O A E M D M I K R C  
 N O R L H D S E R H R R D E R  
 S L E G A L C U S T O D Y V E  
 H O T E N A M I H W I T M O T  
 I G A N L S U P E A U L C C S  
 P Y P P I Q A S C D F A I A O  
 C S T T N R A D O P T E E T F  
 A P U I E C G N I D N O B I Y  
 R A L N R O T A V R E S N O C  
 E E T R E A D O P T I O N N F  
 R E L L I T S O P A F E I R G  
 F I L I A T I O N O I N U E R

- |             |                |           |
|-------------|----------------|-----------|
| ADOPTEE     | AFDC           | STATUTES  |
| AUTISM      | BIRTH PARENT   | APOSTILLE |
| CASEWORKER  | CONSERVATOR    | BONDING   |
| DNA         | FILIATION      | CUSTODY   |
| FOSTER CARE | KINSHIP CARE   | FOSTER    |
| INFERTILITY | OPEN           | GRIEF     |
| NEGLECT     | PATERNITY      | ORPHAN    |
| PARENT      | RELINQUISHMENT | PLACEMENT |
| RE-ADOPTION | LEGAL CUSTODY  | REUNION   |
| REVOCAION   |                | TRIAD     |

**March Speaker: Martin Brandfon on “Adoption 101—Intro to Adoptions”**

The March General Membership Meeting on Tuesday, March 16 features Martin Brandfon, Attorney at Law, presenting: **“ADOPTION 101 – Intro to Adoptions – Terms & Definitions”**. Mr. Brandfon is licensed in California and New York. He has been a solo attorney since 1983 in the area of family with specialty in adoption and child custody litigation. He has been an actor, stage manager, public relations and a New York City cab driver. Mr. Brandfon has also served as Judge ProTem at the San Mateo County Superior Court, as well as a Family Law Mediator. For reservations, please contact [jacosta@cpmlegal.com](mailto:jacosta@cpmlegal.com) or call her at 650.259.3223.



MCLE: San Mateo County Legal Secretaries Association, a local association of Legal Secretaries, Incorporated®, an approved provider, certifies that certain designated activities have 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 event. CCLS or continuing education certificates will need to be

*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

## **CCLS Study Group**

**Sundays 1-2pm, July-October, 2010**  
Redwood City Library at Redwood Shores  
399 Marine Parkway, Redwood City, CA 94065



**CCLS Exam**  
**October 16, 2010**

Certification is achieved by passing a comprehensive examination. Candidates are tested in California legal procedures, legal terminology, performance skills, reasoning and ethics, law office administration, communications, and bookkeeping. A minimum of two years experience is required. Continuing legal education requirements must be met for recertification.

Contact: Shara J. Bajurin, CCLS if interested.

FIRST CLASS MAIL

## **Items to Calendar ...**



Date	Notes
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
March 2, 2010	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
March 16, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill
May 20-23, 2010	LSI® 2010 Annual Conference, Sacramento, CA

**For all LSI® events, go to [www.lsi.org](http://www.lsi.org) for forms, flyers, and information.**