

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.



**San Mateo County
Superior Court
Closed
February 13, 2012
February 20, 2012**

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President's Message

By: Maria C. Morales-Hernandez

It is February, the month of love, and I just want to share with you how much I love our association! I have been a member for over twenty years, and have made many friends in the process. We have networked and learned so many things from our educational meetings. I can't say enough about how well we work together, and the way our members and committees put our functions together. We are pretty awesome, so be proud of San Mateo County Legal Secretaries Association!

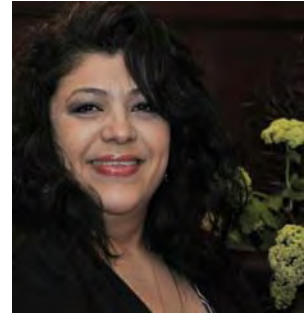
It is now that time of year where we prepare for our annual elections. Please join us at the February meeting where I will announce a slate of officers for

2012-13. If you would like to be added to the ballot, please let me know, or speak up at the

meeting, and you will be placed on the ballot. Keep in mind that there are many chair positions available where you can contribute your talents and ideas.

On March 2, 2012 we will host our First Annual Bowling Fundraiser at Bel-Mateo Bowl in San Mateo. The cost is \$25 per person, and includes pizza dinner, soda, two hours of bowling, and shoe rental.

(Continued on page 2)



January Membership Meeting



Marija Stevanovic is installed as a new member.



Speaker Timothy Gee



Mary L. King, CCLS and Bonnie Stensler, PLS, CCLS attend Bay Area Forum seminar 1/21/2012.

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 King.mary3@gmail.com
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 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)

The flyer is included in this newsletter, as well as on our website. Teams are forming now, so please sign up! You don't need to be part of a team to join, but you might want to gather a group of six, coordinate your outfits, and prepare to have fun!

The Legal Secretary Boot Camp was held on January 14, 2012. Shara Bajurin and Gina Kundert did an excellent job! Denise McNeil was there to assist Gina and Shara and I checked members in. Thank you Shara, Gina

and Denise, you ladies were great! I would also like to thank Carr, McClellan, Thompson and Horn for the use of their meeting room. Finally, several of us are attending Santa Clara County LPA's Crab Feed on February 4, 2012. The flyer is on the first page of our website. I hope to see you there!



February General Membership Meeting



Program: Legal Ethics

Speaker: John S. Blackman, Esq.

*Mr. Blackman maintains an active civil litigation trial practice, and also acts frequently as a mediator and arbitrator for all manner of civil disputes. As a trial attorney he has handled hundreds of professional liability cases for attorneys, accountants, brokers, health care professionals, engineers and other professionals. He has also acted as an expert witness on attorney liability issues over a dozen times. As an ADR provider, in addition to acting as a mediator or arbitrator in over 400 cases, Mr. Blackman has also acted as a neutral evaluator and privately retained judge pro tem. This program qualifies for one hour of MCLE ethics.**

- Date:** Tuesday, February 21, 2012
Place: Terrace Café at Best Western El Rancho Inn
1100 El Camino Real, Millbrae, California
Time: 6 to 9 p.m.
Price: \$30 for members (\$40 for non-members).
Includes dinner, tax, tip and program.

Reservations: Lisa Landa at Lisa8182@hotmail.com or 650-504-0238

DEADLINE: Friday, February 17, 2012, before noon

~~A reservation made is a reservation paid~~

***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 of ethics. MCLE Certificates of Attendance will be available at the meeting. CCLS or continuing education certificates will need to be provided by the member.

California Association of Legal Document Assistants

CALDA PRESENTS: 2012 Seminar Series

Saturday, March 24, 2012

This seminar is designed to provide information to prospective Legal Document Assistants, non-CALDA registered LDAs, non-registered LDAs, Legal Secretaries and pro pers who are looking for assistance in representing themselves.

Location: Foster City Recreation Center, 650 Shell Blvd., Foster City, California

8:45 a.m. Registration (Coffee and rolls will be served.)

9 a.m. to Beginning Family Law Procedures

10:30 a.m. Paula Grohs, Attorney & Ian Duncan, LDA

Dissolution and client intake procedures; documents needed; forms; box-checking. The attorney will discuss theory and tactics, while the LDA helps out with forms.

10:45 a.m. to Court Procedures

12:15 p.m. Panel: Commissioner Glenn Oleon from Alameda County, Judge Donald Franchi from San Mateo County, Sheila Ballin, Attorney from San Joaquin County Self-Help Center and Carla Spugaschi, Court Specialist from Santa Clara County. Experienced Judicial Officers and court staff will engage in a panel discussion and Q&A period describing areas in which pro per litigants can improve their forms, pleadings, and uncontested judgments, including common errors on pro per OSCs and responsive declarations, requests for temporary orders and common errors or deficiencies on uncontested judgments.

12:15 p.m. to 1 p.m. Boxed lunch

1 p.m. to 2:30 p.m. Civil Answers/Lawsuits

Al McLeod, LDA

This class will be presented from a customer "self-help" perspective, focusing on: the summons; response; affirmative defenses and ADR (Alternative Dispute Resolution) process.

2:45 p.m. to UPL and Business Practices

4:15 p.m. Panel of LDAs

A panel of experienced Legal Document Assistants will discuss how they avoid the Unauthorized Practice of Law (UPL) on a daily basis.

Registration Early bird fee - \$80 - After March 10, 2012 - \$100

Fee: Includes handouts, rolls, coffee and boxed lunch.

MCLE Credit Provided: 1.5 hours of Continuing Education credits per class for paralegals and LDAs.

Include your check (or credit card information) payable to **CALDA** and mail to the following address:

Carol Ludlow, CALDA Treasurer

20432 Silverado, Suite 5B, Cupertino, CA 95014

Name: _____

Address: _____

Phone Day: _____ E-mail _____

Years of experience in Family Law _____ Civil Answers/Lawsuits _____



Legal Procedures - Court News

CALIFORNIA TRAFFIC AMNESTY PROGRAMS —California Superior Courts in all 58 counties are offering a 50 percent off discount on some old unpaid traffic tickets. It's a limited-time "Amnesty Program" for certain outstanding court debt. The program begins January 1, 2012, and ends June 30, 2012. Only traffic tickets that were due to be paid before January 1, 2009, are eligible. Parking tickets, driving under the influence (DUI), and reckless driving cases are NOT eligible. Additional information about the Amnesty Program, authorized by Assembly Bill 1358, is available on the California Courts Amnesty Program partner website: www.courts.ca.gov/partners/941.htm

SAN MATEO COUNTY SUPERIOR COURT — Effective April 2, 2012, the Traffic Clerk's Offices located at 800 N. Humboldt Street in San Mateo and 1050 Mission Road in South San Francisco, will be consolidated and relocated to the Traffic Division at 500 County Center in Redwood City. All traffic arraignment calendars will be heard at the Redwood City location; however traffic court trials will continue to be heard at the three court branch locations based on the appropriate geographic jurisdiction.

NAPA COUNTY SUPERIOR COURT — Commencing January 9, 2012, the Civil Judicial Assignments for the civil calendar are as follows:

- ◆ Hon. Francisca P. Tisher, Supervising Judge, Courtroom B
- ◆ Hon. Raymond A. Guadagni, Courtroom A

Civil Law and Motion matters including civil, probate, unlawful detainers, and conservatorships will be calendared based upon the last digit of the case number.

- ◆ If the last digit of the case number is an even number, it will be calendared with Judge Guadagni in Courtroom A
- ◆ If the last digit of the case number is an odd number, it will be calendared with Judge Tisher in Courtroom B

Civil Delay Reduction matters will be heard by the Supervising Judge, Judge Tisher, in Courtroom B.

If a case is set for a Law and Motion hearing AND a DLR hearing, the case will be calendared based upon the last digit of the case number (even-Courtroom A/odd-Courtroom B). If you have any questions or wish to discuss this matter further, please contact me at (707) 299-1111 or



San Mateo County Legal Secretaries Association
First Annual Bowling Fundraiser



FRIDAY, MARCH 2, 2012

SIGN IN: 5:30 to 6:00

BOWLING FROM 6 TO 8 PM

Awards at 8:30

BEL- MATEO BOWL, 4330 Olympic Ave, San Mateo

\$25 PER PERSON - NO HOST BAR

(Includes Pizza, Soda, Shoes and 2 hours of bowling)

INVITE YOUR FAMILY, FRIENDS AND CO- WORKERS

TEAMS CONSIST OF 6 MEMBERS

(Teams will be assigned if you sign up on your own)

Reserve your lane now!!

DEADLINE TO RESERVE: FEBRUARY 29, 2011

Number of People bowling: ____ (UP TO 6 PER LANE) \$_____

Team Name: _____(Optional)

TEAM PLAYERS: (if signing up separately, list who you want to bowl with):

Make your checks payable to: SMCLSA and send to:

Tanya Tate, 411 Borel Avenue, Suite 600, San Mateo, CA 94402

LSI® Conference in Concord Feb. 24-26

Concord, California - Mt. Diablo Legal Professionals Association (MDLPA) is the proud host of Legal Secretaries, Inc.'s Third Quarterly Conference at the Hilton Hotel in Concord. The theme of the conference is

“Let the Games Begin!” Join us for education, networking and fun! Friday evening’s reception will begin with San Francisco’s Clown Conservatory graduates Jamie Coventry and

Natasha Koluza, whose humorous antics will entertain and amuse, as they teach all those who dare how to juggle and master the hula-hoop.

Test your skills and win prizes with “Minute to Win It” games while enjoying a light repast to curb your hunger pangs. And, be sure to visit our sponsors and ask them to sign your “Monopoly” vendor card for a chance to win prizes.

Then head off to your choice of two Legal Specialization Section seminars offered that evening: Estate Planning Issues and Timely Topics for Our Aging Population and Trial Preparation.

On Saturday, in addition to the Board of Governors meetings, four more LSS seminars are being offered: Bankruptcy and The Road to Recovery; Maneuvering through Watts & Epstein Credits; The Job Search – From the Inside Out; and Overview of the Juvenile Justice System.

Also on Saturday, you will be treated to a scavenger hunt within the hotel. Those who find all the objects will be entered into a drawing for a prize to be given

away at Sunday brunch. You will also get to test your skills with fun table games while enjoying your lunch.

Come dressed in your finest for Saturday night’s banquet, the Black and White Ball,

where the beautiful tunes and music of MDLPA’s Vice President Tricia Walsh and her band 5150 will delight and inspire. Once you hear their music, you’ll want to get

up and start dancing and singing!

At Sunday brunch, enjoy a delicious meal while listening to motivational speaker, author and coach Tamara Steele. Tamara will sign copies of her books *The Blueprint* and *Mastering the Art of Success*.

For registration and detailed information, go to www.mtdiabloipa.info or www.lsi.org.

About Mt. Diablo Legal Professionals Association

MDLPA received its charter from Legal Secretaries, Inc.® in January of 1969. Like LSI, it is a non-profit organization dedicated to providing educational, professional, and personal development programs to its membership ~ which consists of attorneys, law office administrators, legal administrative assistants, paralegals, legal assistants, legal secretaries, court reporters and anyone in a law-related profession.



Mt. Diablo Legal Professionals Association presents
LSI's Third Quarterly Conference
February 24 – 26, 2012
Concord, CA

LET THE GAMES BEGIN!



**SAN MATEO COUNTY
LEGAL SECRETARIES ASSOCIATION**

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Items to Calendar ...

Date	Notes
February 4, 2012	Santa Clara County LPA 2nd Annual Crab Fees. Special Door Prize, Live DJ, Silent Auction. Info at www.sccolpa.org .
February 7, 2012	SMCLSA Board Meeting at 111 Wellesley Crescent, 3E, Redwood City, CA. All members welcome.
February 11, 2012	Annual Bay Area Legal Trivia "Throwdown" Hosted by Alameda County Legal Secretaries Association. Register for the event, and be a member of SMCLSA's team. Flyer/registration information at www.smclsa.org .
February 21, 2012	SMCLSA General Membership Meeting at Terrace Cafe Best Western El Rancho Inn. Program: Legal Ethics. Speaker: John S. Blackman, Esq. Cost is \$30 for members, and \$40 for non-members. *This is an MCLE qualified event.
Feb. 24-26, 2012	LSI Quarterly Conference, Hilton Hotel, Concord, California.

*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 or www.smclsa.org.



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