



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.



Inside this issue:

Officers & Chairmen	2
Benefits	2
Courts & Rules	2
CCLS	3
Law Office News	3
Parliamentarian Pointers	3
Calendar	4

President's Message

Yes, it's that time of year. Please consider running for an officer position – No experience is necessary except for the President. You need to have one year of experience on the Board of Directors. If you have chaired a committee, you qualify. Get involved – you will be rewarded in many ways – personally and professionally. We also are looking for alternates to possibly attend the LSI Annual Conference in Long Beach May 2009. LSI will be celebrating its 75th year!!

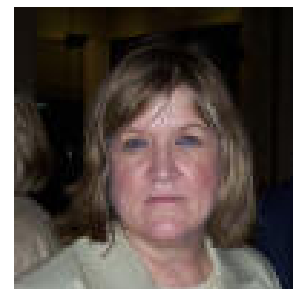
If you are interested in being an officer to serve for a one year term (May 1 to April 30), or a delegate, or an alternate delegate to attend the LSI conference, please contact Lori Stumpf, Chairman of the Nomination Committee or Doris Burke. Their

numbers are in your Roster. The nomination committee will be meeting on February 10th at 6:00 p.m. Stay by your phone you may get a phone call that night!

I would like to thank the five members that volunteered to be on the Committee. Way to go Lori, Doris, Jeanine, Candy and Kristen!

Another topic of great importance to the Association is to give away our money – yes you heard me correctly. You may ask how someone you know may qualify? Our Scholarship Program, of course! Shara has provided me with the following information:

SMCLSA offers scholarships to individuals in San Mateo County who would like to pursue a career in the legal field. A career in the "legal field" is



defined as a legal secretary (including receptionist), legal assistant (including paralegal), court reporter, and law office administrator. All of the winners will also be considered for further scholarship with Legal Secretaries, Inc. There are three categories of applicants: High School Seniors, College Students, and Re-Entry College Students. Selection criteria included academic performance, letters of recommendation, and a biography letter. The deadline to submit an application is February 27, 2009. Please call or e-mail Shara Bajurin.

Holiday Party Shining Success

Chairman JoAnn Lien and her team did a fabulous job helping us to celebrate the holidays. SMCLSA's charity, The Children's Fund, received a \$500 donation from SMCLSA, as well as toys and cash donations from members.

Total of all monetary donations was over \$1,000. Cotchett, Pitre & McCarthy sponsored the wine for dinner in the amount of \$306. The ornament exchange was a huge success. Some of the ornaments were quite

elaborate. The favors were handmade keychains in tiny mesh bags.



Officers and Chairmen

President Carol Karwatt

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First Vice President JoAnne Lein

jlein@cpmlegal.com

Second Vice President Diana Prisk

diprisy@yahoo.com

Recording Secretary Doris Burke

dapenn@suite700law.com

Treasurer Nancy O'Shea, CCLS

nancyoshea07@comcast.net

Governor Shara J. Bajurin, CCLS

sbajurin@carr-mcclellan.com

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



New LSI Benefit

Working Advantage - Save up to 60% on tickets, travel and shopping! I just signed up! It's easy. Legal Secretaries, Inc. members receive exclusive discounts on SeaWorld, Busch Gardens, Target.com, AMC Theatres, Regal Cinemas, Overstock.com, Universal Studios, Omaha Steaks, FTD as well as hotels, sporting events, family events, Broadway theatre and more! 3 Easy Steps to Enroll for Free! 1. Go to www.workingadvantage.com/



to register. 2. Enter Member ID Number provided by association) and create your account. 3. Start shopping! Receive 100 bonus Advantage Points for registering online! Advantage Points are accrued in your personal account when you place orders online at www.workingadvantage.com. Visit site for

details. Order online anytime or by phone at 1-800-565-3712 Monday through Friday 8:00 a.m. – 6:30 p.m. ET or Saturdays 9:00 a.m. – 5:00 p.m. Working Advantage Monthly Specials Page: <http://www.workingadvantage.com/specials>

Courts & Rules — Verifications & Peremptory Challenges

When do complaints need to be verified? When requesting an injunction (Code Civ. Proc., § 527); writ of review (Code Civil Pro., § 1069); writ of mandamus (Code Civ. Proc., § 1086); writ of prohibition (Code Civ. Proc., § 1103; unlawful detainer (Code Civ. Proc., § 1166); and quiet title to real property (Code Civ.

Proc., § 761.020). All of these complaints request the court to perform specific actions.

How many peremptory challenges (dismissal without stating a reason) of jurors are allowed? Each party gets from 5 to 15, depending on the rules of the court in which the trial is taking place.

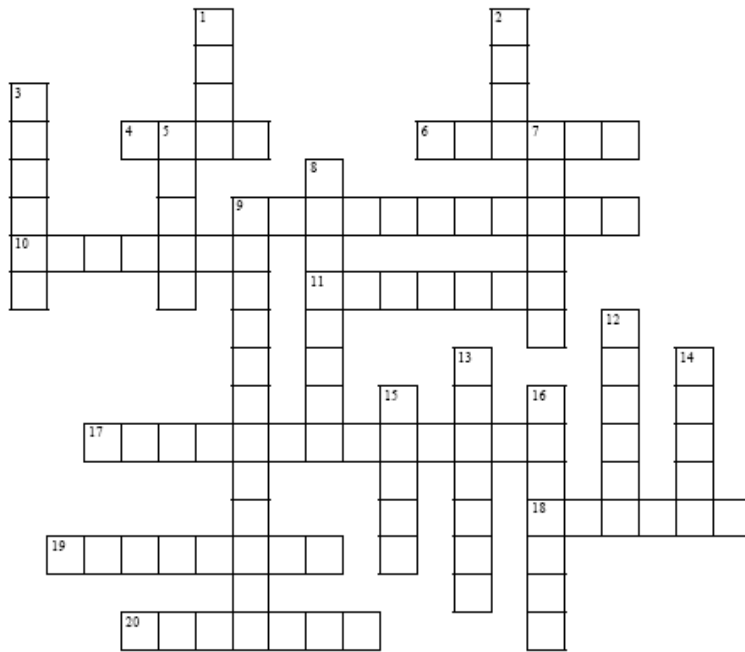
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California Certified Legal Secretaries (CCLS) Legal Terminology Crossword Puzzle



ACROSS

- 4 Solemn attestation of truth.
- 6 Application made to the court requesting an order.
- 9 Indefinitely; forever.
- 10 Make a copy identical to original.
- 11 Person who makes and signs an affidavit.
- 17 I will not contest it.
- 18 Responsive pleading of defendant in a lawsuit.
- 19 In good faith; genuine.
- 20 Law made by judicial decisions.

DOWN

- 1 An order of the court compelling a party to act.
- 2 Injury or wrong committed by another.
- 3 A gift of personal property by a Will.
- 5 For this special purpose.
- 7 In the whole; completely.
- 8 Reference to legal authority.
- 9 Friend of the court.
- 12 Rules adopted by a corporation.
- 13 A supplement or addition to a Will.
- 14 By itself; taken alone.
- 15 Geographical location where case must be tried.
- 16 Failure to appear, act or pay.

Law Office News

The Law Office Procedures Manual is one of 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.

Both this book and the LSI® Legal Professional's Handbook are on the study list for those considering taking the California Certified Legal Secretary Examination.



Parliamentarian Pointers — Motion

- 1. A member makes a motion. "I move that"
- 2. Another member seconds the motion.
- 3. The chair states the question on the motion. Neither the making nor seconding of the motion places it before the assembly, only the chair can do that, which is the third step - by stating the question. When the chair has stated the question, the motion is pending.
- 4. Members debate the question.
- 5. Chair takes the vote.

6. Chair announces result of the vote. The above was written by Ruth Gurley, CCLS, Parliamentarian, and bears repeating. Even though we lost Ruth much too soon, she will continue to educate us through re-printing her previous articles in the proper ways to conduct a meeting, and to conduct ourselves in those meetings, according to Robert's Rules. Note "member" is you and the "chair" is the person presiding over the portion of the meeting when the motion is being made, usually the

president. Once the motion has been stated, seconded, the presiding officer will say "Is there any discussion?" or words to that effect. If there is a question, the chair restates the question so all can hear. The members can then debate the question. When there are no questions or someone has moved to cut off debate, the chair takes the vote by saying words to the effect: All those in favor say yes and all those opposed say no. Then the chair announces the result of the vote.

SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION

Making a difference.

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Items to Calendar ...



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Date	Notes
January 6, 2009 @ 6 p.m.	SMCLSA Board Meeting, Redwood City Law Library
January 20, 2009 @ 6 p.m.	SMCLSA General Membership Meeting , Dominic's at Poplar Creek. Speaker: Timothy Gee from San Mateo County Superior Court on "2009 Changes in the Law." Respond to e-Vite or contact Jeanine Acosta e-mail: jacosta@cpmlegal.com or call 650-259-3223.
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 18, 2009	Bay Area Legal Secretaries Annual Seminar at the Concord Hilton. Go to www.balsf.org for more information.

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