

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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January 2012

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:

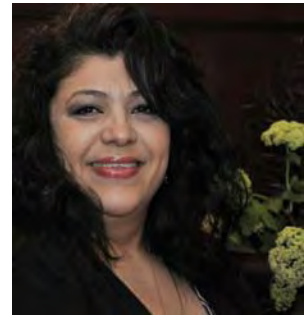
Officers/Chairmen	2
Meeting Notice	3
CCLS	4
Calendar	12

President's Message

By: Maria C. Morales-Hernandez

Happy New Year!
Hope everyone enjoyed the Holidays. My family traveled quite a bit visiting friends and family. We drove to Sacramento, then to Jackson, Modesto, and finally home after 700 miles. Our last visit was to the newest member of the family: my great nephew, Luis Francisco Nogami (born December 19). I'm exhausted and can't wait to get back to work.
This year's SMCLSA holiday party was well attended. The Van's was a beautiful location and the food was excellent.

Thank you to Tanya Tate, Denise McNeil, Doris Burke and Gina Kundert for their work putting



together this annual event. Doris Burke won the \$100 that was donated and framed by Mary King, and all proceeds collected, plus \$250 donated by our Association, went to The Children's Fund of San Mateo County.

(Continued on page 2)

SMCLSA Holiday Party 2011



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)

Get the word out that our Beginning Legal Secretary Training "Boot Camp" Basics is Saturday, January 14, 2012. Instructors Gina Kundert and Shara J. Bajurin, CCLS, have a great program planned. There is still time to register.

Our Ways & Means Chairman, Tanya Tate, is planning a bowling night for sometime in February or March. Keep a look out for details to come soon.

Thank you, everyone, for all your hard work this year! Thank you to our board members! You ladies are very special. Looking forward to a great and productive 2012!



January General Membership Meeting



Program: Changes in the Law 2012

Speaker: Timothy Gee, Legislative Analyst

Our featured speaker is Timothy Gee, Legislative Analyst at San Mateo Superior Court. He is a very informative and entertaining speaker.

Date: Tuesday, January 17, 2012

Place: Terrace Café at Best Western El Rancho Inn
1100 El Camino Real, Millbrae, CA

Time: 6 to 9 p.m.

Price: \$30 for members (\$40 for non-members).

Includes dinner, tax, tip and program.

Reservations: Contact Lisa Landa at (650) 504-0238
or email lisa8182@hotmail.com

DEADLINE: Friday, January 13, 2012, before 5 p.m.

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

CCLS Quiz — True or False

1. In appealed cases, the title is the same as it was in the trial court. The names of the parties are not reversed.
2. An Acknowledgement of Satisfaction of Judgment must be filed if the judgment is satisfied in full pursuant to a writ.
3. When filing a Request for Dismissal, "With Prejudice" means that the plaintiff cannot reopen or file a later case.
4. A party may propound supplemental interrogatories to elicit any later acquired information three times prior to the initial setting of a trial date.
5. Motions to compel answers to discovery where the party did not respond must be filed within 45 days after the responses were due.
6. Pursuant to subpoena, the date of production of personal records or employment records **only** shall not be less than 15 calendar days from the date the subpoena was issued.
7. The Code of Civil Procedure provides that a Writ of Attachment must be returned to the court promptly in accordance with the instructions accompanying the writ, but no later than 30 days after the levying officer receives the writ.
8. A demurrer may be taken to the whole complaint or cross-complaint or to any cause of action stated in the complaint/cross-complaint.
9. The statute of limitations for Personal Injury, Assault, Battery, Wrongful Death and an Uninsured Motorist Claim is 2 years.
10. The statute of limitations for a claim against a public entity for death or injury or personal property or growing crops against a state, county, city or other public entity is 6 months.

ANSWERS:
1. T
2. F
3. T
4. F (21)
5. F
6. T
7. F
8. T
9. T
10. T



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Legal Procedures

SAN MATEO COUNTY SUPERIOR COURT — Scanning all Probate documents is now in progress. Effective immediately, please discontinue stapling any original documents and use a paper clip or binder clip instead. California Rules of Court, requiring that originals be two-hole punched at the top, is still in effect. Please continue to staple all *copies* in the usual manner.

SAN MATEO COUNTY SUPERIOR COURT — Effective January 3, 2012, any party seeking an Ex Parte Order must pay the \$40 filing fee in the Clerk's Office prior to appearing in the Courtroom. This fee is pursuant to GC § 70617.

SAN MATEO COUNTY SUPERIOR COURT — Due to unprecedented State budget cuts, the San Mateo Superior Court will be closing all Clerk's Offices at 3:30 p.m. Monday through Friday, effective January 3, 2012. The Civil, Family Law, Juvenile, Probate, Records, and Small Claims Clerk's Offices will open at 8:30 a.m. Monday through Friday while the Criminal and Traffic Clerk's Offices will open at 8 a.m. Monday through Friday to assist defendants who appear on early morning calendars. Prior to making this reduction, most of the court's clerk's offices were open from 8 a.m. to 4 p.m. This change also brings San Mateo Superior Court in line with the average number of hours for clerk's offices in other Bay Area courts. By reducing counter hours, court staff will be able to prepare court calendars and process cases in as timely a manner as possible.

SAN FRANCISCO COUNTY SUPERIOR COURT — Effective immediately, all unlawful detainer matters and motions except the calling of the trial calendar and requests for posting and mailing, are heard in Department 501 in the Civic Center Courthouse. All Unlawful Detainer Motions (including discovery and motions to continue trial) will be heard at 9:30 a.m. Monday through Friday (except holidays). Courtesy copies must be delivered to Department 501 on the date of filing by the moving party and not later than one day before the hearing by the opposing party.

SAN FRANCISCO COUNTY SUPERIOR COURT — Effective October 3, 2011, the services of Official Court Reporters will not normally be available during regular court hours in the civil departments located at the Civic Center Courthouse. When the services of an Official Court Reporter are not available for a hearing or trial in a civil case, a party may arrange for the presence of a certified shorthand reporter to serve as an official pro tempore reporter. It will be that party's responsibility to pay the reporter's fee for attendance at the proceedings, but the expense may be recoverable as part of the costs, as provided by law [Rule 2.956(c), Cal. Rules of Court]. The reporting notes of an Official Pro Tempore Reporter are the official records of the Court, and shall be maintained or delivered to the Clerk of the Court in paper and/or electronic form as directed by the Court, pursuant to Government Code section 69955.

Santa Clara County LPA Crab Feed



**SANTA CLARA COUNTY
LEGAL PROFESSIONALS ASSOCIATION**
- Invites you to its -



**Second Annual
SCCoLPA
CRAB FEED**



SPECIAL DOOR PRIZE - LIVE DJ - SILENT AUCTION

"All You Can Eat"
Fresh Cooked Crab, Pasta, Garlic Bread, Salad & Dessert

Saturday, February 04, 2012

Social Hour - 4:30 p.m. (No Host Beer/Wine/\$15 Corkage Fee)

Crab Feast - 5:30 p.m.

Tickets: \$40.00 / \$20.00 (ages 4-12)



ALMADEN COMMUNITY CENTER
6445 Camden Avenue, San Jose 95120



For more information, contact Rod Cardinale - rodcardinalejr@sbcglobal.net
Register and pay online at <http://www.sccolpa.org/events.php> or email reservation to
Cherry Brewster at brewster.c@sbcglobal.net and send your check to
SCCoLPA, P.O. Box 90509, San Jose, CA 95109.

All proceeds to benefit our local community projects

Annual Bay Area Legal Trivia “Throwdown”



THIRD ANNUAL LEGAL TRIVIA THROWDOWN



**Sign up
now and
be a part
of San
Mateo
County
LSA's
Team!**

Hosted by Alameda County Legal Secretaries Association

DATE: Saturday, February 11, 2012
TIME: 11 a.m. to 3 p.m.
PLACE: Buttercup Grill, 229 Broadway, Oakland
 (near Jack London Square – parking is available at the
 restaurant and adjoining hotel parking lot)
COST: \$25 per person

MENU:

Chicken Caesar Salad: served with your choice of grilled, lemon pepper or blackened chicken

Vegetable Omelet: Filled with fresh garden vegetables and Cheddar and Jack Cheese

Chicken Apple Sausage and Eggs

Extra Omelet: A blend of avocado, bacon, mushrooms, sour cream and Cheddar and Jack cheese

Breakfast items served with O'Brien potatoes or hash browns. Includes a choice of Muffins, Blueberry Streusel, Banana Walnut, Cornbread, Toast, Buttermilk Biscuit, Plain or Onion Bagel.

Please RSVP to Linda Andrew-Marshall at lindaam@gmail.com or 510-324-8180 by Tuesday, February 7. (If lost on day of event, please call for directions: 510-325-6349.)

\$25.00 cash or check made out to ACLSA can be paid at the event.

LSI Conference November 2011 Report

By: Nancy O'Shea, CCLS

The highlight of the Friday evening reception was a game of Legal Trivia Throwdown - SMCLSA was well represented on the winning team by Cynthia Woodman, Mary King, and me. November 2011 Board of Governors meeting was called to order by Brooke Mansfield-Atherton on Saturday, November 12, 2011. The Welcome address was given by Robert J. McGarvey, Mayor Rancho Cordova. A note of interest is that Rancho Cordova only incorporated as a city in 2003, however, it had been in existence under various names since 1855. The Minutes of the August 2011 Board of Governors were approved with the correction that Orange County is an LSA not an LPA, and Reports of Elected Officers were given. Treasurer Jennifer Page reminded all Associations to file their mandatory ePostcards with both the IRS and the Franchise Tax Board.

I attended the Governor's lunch at which the hot topic was whether or not LSI should change its name, omitting the word "secretaries" and including, in some form, "professional". Those associations that are still Legal Secretary Associations spoke for not changing the name, and those named Legal Professionals Association are in favor of a name change. Those in favor believe that a name change will bring new members and that the word "secretaries" is out dated. Those opposed believe that LSI is already inclusive of all legal

professionals and a name change is unnecessary to accomplish that. And, in addition, that the drop in membership is a result of the economic downturn and layoffs. It was announced that the 2012 Annual Conference co-hosted by Imperial County LPA and San

"The highlight of the Friday evening reception was a game of Legal Trivia Throwdown."

Diego LSA will be in San Diego, May 16 - 20, at the Bahia Resort Mission Bay. The theme for the Saturday night banquet is Rydell High Prom Night (what would the Pink Ladies wear to the prom?). Scrip tickets are \$127 before April 16 and \$137 after. In order to take advantage of the LSI special hotel rate, reservations must be made before April 13. It was suggested that even earlier would be better. Go to the LSI website for further information.

Don Lee, member of Merced LPA, and perpetual hospitality suite host, be made an honorary member of LSI.

A motion was made (and carried) to change name of LSI from "LSI - Educating California's Legal Professionals" to "California Legal Professionals, Inc." (No action was taken on the motion as it was amended.) A motion was made (and carried) to change the name of LSI be postponed to the May (Annual) pre-Board of Governors' meeting, due to many members not having received The Legal Secretary, and that another ad

hoc committee be appointed to study the costs and logistics of a name change. A motion was also made to direct LSI shall hire a marketing firm to market LSI, effective immediately (carried). At the Board of Governors meeting on Sunday, Debra Bowen, California Secretary of State was the speaker. She gave a very informative talk. Not only is the Secretary of State the Chief Elections Officer, the office is the keeper of the original state constitution, laws, and archives. If you've never had a reason or an occasion to visit the Secretary's website, please do, you will find a lot of useful information (www.sos.ca.gov).

No Unfinished Business.

A motion was brought (and carried) directing the President, with the approval of the Executive Committee, to appoint an ad hoc committee of five (5) members to (a) investigate all issues relative to the proposed name change; and (b) investigate and recommend a marketing consultant. The motion was amended to have the ad hoc committee report at the February Conference its recommendations and/or status of its investigation. Carried. Announcements were made (see next page).

There being no further business to come before the Board, the Second Quarterly Conference was adjourned at 11 am.

San Mateo County Legal Secretaries Association members in attendance: Bonnie Stensler, PLS, CCLS, Mary King, CCLS, Cynthia Woodman, and Nancy O'Shea, CCLS.

Nancy O'Shea, CCLS
San Mateo County LSA, Governor

Conference Announcements

◆ The dates for the February 2012 Board of Governors Meeting are February 24-26. Hosted by Mt. Diablo LPA at the Concord Hilton, in Concord, CA.

◆ January 10 - San Fernando Valley LSA and Conejo Valley Legal Professionals Association "The Island: Surviving the 2012 Court Changes"

◆ January 14 - Rio Honda District LPA

"Identity Theft Protection Awareness in California"

◆ January 17 - Los Angeles LSA "What's New in 2012 for Los Angeles Superior Court"

◆ January 24 - Long Beach LPA and Rio Hondo District LPA "Court News - What to Expect in 2012"

◆ January 26 - Santa Clara County LPA

"Who's at the Door: Successfully Serving Summonses and Subpoenas"



◆ February 4 - Santa Clara County LPA "Crab Feed"

◆ February 11 - Alameda County LSA "Third Annual Legal Trivia Throwdown"

◆ May 16-20, 2012 - Imperial County LPA and San Diego LSA "2012 LSI Annual Conference"

◆ May 16-29, 2013 - Santa Clara County LPA "LSI's 79th Annual Conference". Please see the LSI website for further information.

U.S. District Court Northern District of California

◆ **New Civil Cover Sheet Effective January 3, 2012** — With the Northern District's implementation of CM/ECF Version 5.1.1, there will be several changes to the civil nature of suit codes. As a result, the civil cover sheet has been amended to (1) omit several nature of suit codes that are being retired; and (2) include several new nature of suit codes that are being implemented. The new civil cover sheet must be used for all civil cases filed on or after January 3, 2012.

◆ **Court Adopts General Order 68 - Court Refunds of Fee Overpayments** — The Court has adopted General Order 68, which sets forth the procedures for requesting refunds of overpaid fees. On or before January 9, 2012, the Application for Refund form referred to in Section II (refunds of overpayments made via pay.gov) of General Order 68 will be available on the civil forms page of the Court's website.

◆ **New Online Payment via Pay.gov Effective January 9, 2012** — The Northern District of California now accepts online credit card payments, via CM/ECF, for the filing fees associated with pro hac vice applications and civil notices of appeal. The Pay.gov payment module allows registered CM/ECF users to pay fees by credit card during electronic filing. Users are advised to read the Pay.gov information page, as well as General Order 68 which describes the policy for refunding erroneously paid fees.

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, 3rd 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.

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
 OR CONFERENCE CHAIR – MARIA BISHOP, CCLS, (925) 284-7788 – maria@mtdiabloipa.info

NO REFUNDS AFTER JANUARY 28, 2012

Go to www.lsi.org for more information.

**SAN MATEO COUNTY
LEGAL SECRETARIES ASSOCIATION**

Shara J. Bajurin, CCLS
c/o Carr, McClellan
216 Park Road
Burlingame, CA 94010

Phone: 650-696-2595
Fax: 650-342-7685

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Items to Calendar . . .

Date	Notes
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.
January 21, 2012	Bay Area Legal Form "Changes in the Law" Workshop. \$150 if registration postmarked before January 11, 2012. Info at www.smclsa.org .
February 4, 2012	Santa Clara County LPA 2nd Annual Crab Fees. Special Door Prize, Live DJ, Silent Auction. Info at www.sccolpa.org .
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 .

*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.