

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

At our June General Membership Meeting we discussed the importance of belonging to a professional association, especially during a time when so many of our members are out of work. Remember to "get the word out" if there are openings at your office, and reach out to those who are struggling to stay up-beat during the job-

searching process. We have all been there, and know how difficult it is. Those members you help today will be there for you if you should ever need it. The June meeting was also very educational. Barry Parker entertained and educated us on the topic of trademarks. Let us know if what you learned came up

again at work or at home. One person at our meeting has wanted to create her own board game for years. Now she is armed with lots of information on the do's and don'ts of naming her product. Next month's speaker is another wonderful MCLE program. Hope to see you there!

Legal Secretary Training Course

SMCLSA is offering a twelve-week Legal Secretary Training Course. This program will benefit all levels of experience. Chairman Gina Kundert has put together a wonderful program including civil litigation, real estate, probate/estate planning, criminal law, and corporations. Go to www.smclsa.org for registration information. Classes begin September 21, 2009, cost is \$200, includes the *Law Office Procedures Manual*, and membership in SMCLSA for 2009 fiscal year.

August Topic: Trial Preparation & Mediation

Our speaker for the next meeting on August 18, 2009 will be Nancy Fineman on the MCLE-qualified program "Trial Preparation and Mediation." Ms. Fineman is an attorney at Cotchett, Pitre & McCarthy, and her practice currently emphasizes complex business litigation, securities cases, antitrust and intellectual property. She has lectured and written extensively. Since 2001, she has been an annual speaker for the CEB Torts Practice: Recent Developments. She is a regular speaker to lawyers and paralegals on



trial preparation and litigating one's first civil trial. She has addressed the Annual State Bar Convention, the State Bar's Labor and Employment Section, the California Trial Lawyers' Association, the San Mateo County Bar Association, the San Mateo County Women Lawyers, Boalt Hall and other groups.

Reservations: Contact Jeanine Acosta by e-mail at jjacosta@cpmlegal.com or call (650) 259-3223.

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.

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
- Parliamentarian **OPEN**
- 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
- California Certified Legal Secretary (CCLS®), **OPEN**
- Career Promotion/Scholarship Doris A. Burke
dapenn@suites700law.com
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bjstensler@comcast.net
- Legal Procedures **OPEN**
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- Professional Liaison/Employment Lisa Landa-Dowling
lisa8182@hotmail.com
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- Reservations Jeanine Acosta
jacosta@cpmlegal.com
- Supplies and Stationery, **OPEN**
- Ways & Means/Pot O' Gold Laura Chappelle
Laura530c@aol.com



SMCLSA Wins LSI Chapter Achievement Contest

For the first time (maybe ever) San Mateo County LSA won the 2008-2009 LSI Chapter Achievement Contest for our division. This is an incredible achievement. However, some long-time and new members are baffled by the term “Chapter Achievement Contest” and “Chapter Achievement Points.” Legal Secretaries Inc.® (LSI®) runs the contest each year to encourage local members to become active members. Our local association receive points

for attendance at LSI events, having a newsletter, sponsoring CCLS study groups, providing employment information to members and advertising for law offices, conducting training courses, joining the Legal Specialization Sections, holding LSI office, purchasing LSI publications, and for many other activities. LSI wants our association to offer wonderful opportunities and resources for members, but also wants members to take advantage of these opportunities.

Please notify our Co-Governors each time you participate in an event or purchase a product from LSI. Carol Karwatt and Nancy O'Shea will submit our Chapter Achievement form next spring for the points we accumulate all year long. See a sample spreadsheet on our website (“Chapter Achievement Contest Spreadsheet” in the Member section). Find ways you can add to our points while benefiting yourself and your association.

Courts & Rules — Bankruptcy Court Rules

The most pronounced amendment to the bankruptcy rules is a broad change in Rule 9006 to the calculation of time computation, i.e. the manner of determining a deadline in the rules as a certain number of days or hours from a triggering event. In order to simplify the rules, especially for pro se debtors, calculation of deadline dates no longer requires the consideration of only “business days,” but instead the

counting of all calendar days for the stated time period, excluding the date of the event that triggers the period, but including weekends and holidays. If, at the end of the time period, the deadline day is on a weekend or holiday, then the period is extended to the next day that is not a weekend or holiday, with a proviso for state holidays as discussed below. These same rules apply for calculation of hourly time periods, except if the hourly time period ends on

a weekend or holiday, then the deadline for the hourly time period is automatically extended to the same time on the next day that is not a weekend or holiday.

The is a re-print of information provided by the Insolvency Law Committee of the Business Law Section of the California State Bar provides. Web site: www.calbar.org/buslaw/insolvency.

California Certified Legal Secretaries (CCLS)

United States Patent & Trademark Office Vocabulary

Write the letter of the correct match next to each problem.

1. _____	abandonment	a. folder for papers for particular application are collected and maintained
2. _____	arbitrary marks	b. granted to anyone who invenst any new nonobvious process, machine, etc.
3. _____	Boolean	c. entitled to be protected by issuance of patent
4. _____	certificate of registration	d. way to express relationships in logic using "and", "or", "not"
5. _____	classification	e. system of organizaition to group patents
6. _____	concept	f. a patent becomes this for failure to file complete application
7. _____	copyrights	g. right of owner to bring infringement suit against unauthorized use
8. _____	descriptive mark	h. official document from USPTO showing mark is registered
9. _____	enforceability of patent	i. mark that describes ingredient, quality, characteristic, etc., of goods
10. _____	file wrapper	j. one who contributes to conception of invention
11. _____	generic term	k. real-world example of how mark is actually used on goods
12. _____	inventor	l. words that are common but do not suggest or describe goods
13. _____	notice of publication	m. protect work of authorship
14. _____	patentable	n. an idea or design
15. _____	specimen	o. written statement from USPTO notifying applicant that mark will be published in Official Gazette
16. _____	utility patent	p. terms incapable of functioning as trademarks, not registrable

Answers: 1.f, 2.l, 3.d, 4.h, 5.e, 6.n, 7.m, 8.t, 9.g, 10.a, 11.p, 12.j, 13.o, 14.c, 15.k, 16.b.



SMCLSA Board Meeting

July 7, 2009

SAN MATEO COUNTY LEGAL SECRETARIES

*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

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Items to Calendar ...

Date	Notes
July 7, 2009 @ 6 p.m.	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
July 21, 2009 @ 6 p.m.	SMCLSA General Membership Meeting. Dominic's.
August 4, 2009 @ 6 p.m.	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
August 14-16, 2009	August 2009 LSI Conference, Palm Springs Hilton.
August 18, 2009	SMCLSA General Membership Meeting, Dominic's. Topic: Trial Prep & Medication (MCLE)
August 18, 2009	Last day for CCLS Exam Application to be received by LSI. (A late application may be accepted up to 30 days prior if space is available.)
October 17, 2009	CCLS Examination.
November 13-15, 2009	November 2009 LSI Conference, Sacramento Marriott, Rancho Cordova.
February 25-27, 2010	February 2010 LSI Conference, Doubletree Hotel, San Diego.
May 20-23, 2010	2010 Annual Conference, Sacramento.

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



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