

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.

President's Message

Thank you so much to all of you for making these first couple of months so fun. Krista Davis, our LSI President, said that her goal was to have fun as president, and that sounds reasonable to me. I enjoy being in a position to learn more about all the members in our association, and it is fun to see how all the various talents can be used

to educate ourselves and to increase our membership. Those are two goals that most of our state associations have set for themselves. We are fortunate to have such caring members who take the time to get to know new members, as well as listening to our seasoned members. If you have the time, please offer Gina Kundert your assistance as she takes on our

10-week Legal Training Course. Of course, members are free (as long as you are a helping volunteer), so just imagine all you will learn! Staying with our heart theme, as you know, our theme is education and hearts, so Carol Karwatt combined that for next month's dinner meeting: heart education! Lots of fun surprises for that meeting. See you there!



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July 2009 Speaker: Maureen Kilkeary "Start! Making a Difference!"

Maureen Kilkeary, Business Development Director with the American Heart Association will be our speaker in July thanks to our Charitable and Special Projects Chairman Carol Karwatt. Carol has created a team for SMCLSA to be a part of the San Mateo County Heart Walk on Sunday, September 20 from 9am to 12pm at Coyote Point. The event is to raise money for the American Heart Association as well as to emphasize the importance of walking as a heart healthy exercise, while raising awareness of cardiovascular disease and stroke-the nation's #1 and #3 killers. More than 75 corporations located in San Mateo County will join forces to raise funds to help the

American Heart Association in its fight against heart disease and stroke. Cardiovascular disease is our nation's No. 1 killer, and physical inactivity significantly increases the risk of heart disease and stroke. Seventy percent of Americans don't get enough exercise, blaming lack of time and motivation. As our waistbands have expanded, so have the number of preventable illnesses and healthcare costs. The American Heart Association's Start! movement encourages Americans to take the first step toward a healthier lifestyle by simply walking. We have tools and programs to help you begin and reach your physical activity goals. And, because we're most sedentary at work,

Start! brings together individuals and companies to create a culture of physical activity and health. It's a great way to Start! living longer, stronger and healthier. It's a fact: You may gain two hours of life expectancy for each hour of regular, vigorous exercise, according to a study published in the New England Journal of Medicine. What a great motivation to Start! today!



Officers and Chairmen — 2009-2010

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Webmaster Shara Bajurin, CCLS	sbajurin@carr-mcclellan.com

CCLS®

Having trouble knowing whether to use “affect” or “effect” or “altogether” or “all together”? Then you must check out Grammar Girl’s website at grammar.quickanddirtytips.com. Through the use of pictures and funny stories, it makes difficult to understand grammar questions a breeze. My favorite is a picture of an aardvark being hit with an arrow (“The arrow **affected** the aardvark”) and then a picture of the aardvark’s eyes popping (“The **effect** was eye-popping”).

Proposed Changes to Santa Clara Superior Court July 1, 2009

Civil

Rules 2 (D) – Revise procedures for complaints about ADR neutrals
Rule 11 (D) – Unlawful detainers amendment

Forms – No changes in forms

Family

Rule 1(B) – Add address for new South County courthouse.

Rule 2 – Delete references to “assessment” throughout, since only evaluations will be ordered. In 2(B)(7), clarify the procedures for objecting to mediation agreements. In 2(C)(2), allow scheduling a JCC after private mediation. In 2(C)(6), require attorneys to be available for emergency screenings.

In 2(E)(1), require confirmation for subpoenas to FCS staff. In 2(F), revise complaint procedure.

Make minor revisions to other sections.

Rule 3(A) – Revise the title.

Rule 5 – Delete unnecessary and inaccurate language in former 5(C), 5(D), and 5(E). In renumbered 5(C), define “South Bay Counties.” In 5(G)(7), modify requirements for continuances and notification of taking a hearing off calendar. In 5

(T), replace procedures for advance tentative rulings, which the Family Division is not able to implement, with posting or announcing on the day of hearing.

Rule 6(D) – Require parties to bring Questionnaire copies to CMC.

Rule 9 – In accordance with CRC 5.240, provide for a panel of children’s counsel, require new application and update forms (FM-1081, -1082), and specify complaint procedure.

Forms - Revised FM-1067 and FM-1068 and new FM-1081 and FM-1082

Probate

Rule 1 (F) – Add new generic form for Objections to assist self-represented parties.

Forms – Add new form Objection (PB-4045).

Law Office News

On May 11, 2009, the United States Postal Service increased the cost of a first class stamp by 2-cents, making letters not exceeding one ounce 44-cents. Rates of large envelopes, parcels, and postcards also increased. A postcard is 28-cents, unusual shape one-ounce mailings are 64-cents. Priority mail (up to 16-ounces) is \$4.95.

The best way to save money with the USPS is to prepare shipments on-line. Not only will this help avoid long lines, Priority Mail and Express Mail costs 11% less when the label is prepared on-line. There are also on-line savings for special mailing services (delivery confirmation and package insurance). Go to

www.usps.gov to take advantage of these great savings and on-line tracking using the United States Postal Service.

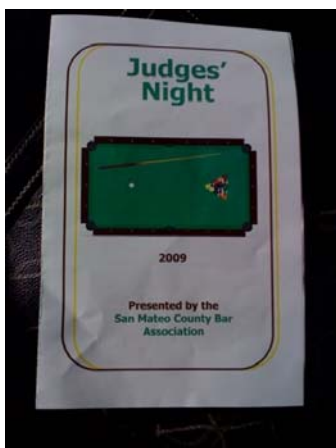


Professional Liaison: Bridge Between Bar & SMCLSA

Our Professional Liaison and Employment Chairman, Lisa Landa-Dowling, helped to organize several SMCLSA volunteers at the San Mateo County Bar Association’s “Judges’ Night.” Deborah Kemper, the Executive Director of the SMCBA, asked for assistance from our members, and several showed up to help, including Candy DeSouza, Cynthia Woodman, Bonnie Stensler, and Shara Bajurin. The volunteers decorated the Crowne Plaza ballroom in Burlingame in a Caribbean theme. Judges were greeted by SMCLSA volunteers who placed a flowered lei around their necks.

Our association has offered continued support of our local bar association. If

you are interested in being a volunteer, please let Lisa Landa-Dowling know via e-mail lisa8182@hotmail.com. This link with the local bar association benefits us in many ways. Attorneys may want to present an educational program or attend our meetings. The attorneys in the bar may also realize the benefit of sponsoring their support staff in membership in our association. Great job everyone!



Deborah Kemper, Executive Director of San Mateo County Bar Association and Vice President W. George Wailes.



Lisa Landa-Dowling, President Nancy Ligon de Ita, and Bonnie Stensler.

SAN MATEO COUNTY LEGAL SECRETARIES

*Education is the heart
of our association*

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Items to Calendar ...

Date	Notes
June 2, 2009 @ 6 p.m.	SMCLSA Board Meeting, Offices of Carr, McClellan, 216 Park Road, Burlingame.
June 16, 2009 @ 6 p.m.	SMCLSA General Membership Meeting. Dominic's at Poplar Creek.
July 7, 2009 @ 6 p.m.	SMCLSA Board Meeting, Offices of Carr, McClellan, 216 Park Road, Burlingame.
July 21, 2009 @ 6 p.m.	SMCLSA General Membership Meeting. Dominic's at Poplar Creek.
July 31, 2009	Last Day to Submit Directives to LSI®
August 4, 2009 @ 6 p.m.	SMCLSA Board Meeting, Offices of Carr, McClellan, 216 Park Road, Burlingame.
August 14-16, 2009	LSI® First Quarterly Conference at Palm Springs Hilton.
August 18, 2009 @ 6 p.m.	SMCLSA General Membership Meeting. Dominic's at Poplar Creek.

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



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