

# 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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SMCLSA Chartered May 1966

June 2011

## 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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June Meeting is  
MCLE  
Qualified!  
Check out  
details on  
Page 3.

## President's Message

By: Maria C. Morales-Hernandez



This is my second month of being President, and so far so good. I just came back from the LSI Annual Conference in Los Angeles. Mary

King, Doris Burke, Tanya Tate and I attended. The President's workshop was presented by Mary S. Rocca, CCLS. She was very informative, and we played a game called "The Roundtable Explorer" (a great ice breaker). The theme of the conference was "Disco Nights," and the decorations included lots of mirrored disco balls and a lot of attendees at the Friday night reception wore 70's attire. Saturday morning we were up early to attend the General Assembly. Doris had to be at the Governor's meeting earlier than the rest of us (8 a.m. - ouch!) At the General Assembly we voted on the annual conference bids for 2013. Santa Clara County won their bid to host the 2013 Annual Conference in San Jose. Winners

of the annual competitions were announced, and our SMCLSA History Book received First Place, our monthly bulletin (newsletter) received Second Place, and we won "People's Choice Award for the Best Bulletin." Thank you to our Historian and Editor, Shara J. Bajurin, CCLS, for all her hard work.

Saturday night's banquet was so fun! Professional dancers entertained us (I have video if anyone is interested). A legal secretary/comedian Cary Tobaben also performed. His law firm humor was a hoot. We all danced to the 70's music. We ended our evening up at the top of the J.W. Marriott hotel enjoying the beautiful view of the City below.

Sunday morning brunch included the installation of 2011-2012 LSI Officers. I won the centerpieces at both the President's luncheon on Saturday and at Sunday's brunch. The most important thing I learned at the LSI Conference was that we all need to work together. Teamwork is right up my alley and this year's theme. **Go team!**

## The Forum Has New Name - Same Great Education!

Bay Area Legal Secretaries Forum is legally changing its name to Bay Area Legal Forum and has a great new website to reflect the growing number of legal professionals who are involved and attend conferences. Spread the word! [www.bayarealegalforum.org](http://www.bayarealegalforum.org)



## 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
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MCLE Coordinator	Cynthia L. Woodman	cwoodman@sbcglobal.net
Mentoring	Tanya R. Tate and Mary L. King, CCLS	Tanya.tate@hotmail.com srtek@pacbell.net
Reservations	Lisa Landa	Lisa8182@hotmail.com
Pot O' Gold	Tanya and Mary	

## SMCLSA Supports San Mateo County Trial Lawyers Event

SMCLSA's Bowling Team had a great time at the San Mateo County Trial Lawyer's annual "Lawyers in the Gutter" event on May 18, 2011 at Bel-Mateo Bowl. The Seventh Annual Lawyers in the Gutter event raised funds to benefit Samaritan House, a private non-profit organization providing services to help meet the essential daily needs of over 12,000 low-income people within San Mateo County. Services include case management, clothing, medical care, food, shelter, employment assistance and food and toys for the holidays. SMCLSA's 2011-2012 theme is "Teamwork is Key," and support of this event shows what a great team we are!



# SMCLSA June General Membership Meeting



SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION

Member: Legal Secretaries Incorporated

## General Membership Meeting Notice

### Program: Class Actions 101



### Speaker: Dario de Ghetaldi, Esq.

Dario de Ghetaldi's practice concentrates in civil litigation and appeals. He has extensive experience in complex cases, including class action, securities, elder abuse, and consumer fraud case. He also handles other trust, probate, business, and real estate litigation for both plaintiffs and defendants. Since 1988, Mr. de Ghetaldi has taught Introduction to Law as an adjunct professor for the paralegal program at Cañada College. He also often serves as a court appointed arbitrator for cases in the San Mateo County Superior Court. This program qualifies for (1) hour of MCLE\* credit.

Date: Tuesday, June 21, 2011  
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 [Lisa8182@hotmail.com](mailto:Lisa8182@hotmail.com)

**DEADLINE:** Friday, June 17, 2011, before 12 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. 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 - Official US Postal Service Abbreviations

The state/possession is listed below. Put its USPS Abbreviation to the right.

- 1. Alabama \_\_\_\_\_
- 2. American Samoa \_\_\_\_\_
- 3. Colorado \_\_\_\_\_
- 4. District of Columbia \_\_\_\_\_
- 5. Georgia \_\_\_\_\_
- 6. Guam \_\_\_\_\_
- 7. Hawaii \_\_\_\_\_
- 8. Idaho \_\_\_\_\_
- 9. Kentucky \_\_\_\_\_
- 10. Missouri \_\_\_\_\_
- 11. Pennsylvania \_\_\_\_\_
- 12. Tennessee \_\_\_\_\_
- 13. Texas \_\_\_\_\_
- 14. Utah \_\_\_\_\_
- 15. Vermont \_\_\_\_\_
- 16. Virginia \_\_\_\_\_
- 17. Washington \_\_\_\_\_
- 18. West Virginia \_\_\_\_\_
- 19. Wisconsin \_\_\_\_\_
- 20. Wyoming \_\_\_\_\_



## Answers:

- 10. MO
- 9. KY
- 8. ID
- 7. HI
- 6. GU
- 5. GA
- 4. DC
- 3. CO
- 2. AS
- 1. AL



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## California Dept. of Corrections Inmate Locator

The California Department of Corrections and Rehabilitation's Enterprise Information Services has won the Center for Digital Government's 2011 Best of California Award in the category of Best Application Serving the Public. Accepting the award for CDCR were Sandra Chamberlin, Robert Patterson, Bill Buffington and Chris Beach.

The award, presented Monday, May 9, during the Government Technology Conference West in the Sacramento Convention Center, is for the Inmate Locator on the CDCR website,

<http://www.cdcr.ca.gov/>. The

Inmate Locator gives the public – including friends, family, the media, and crime victims – as well as other government agencies the ability 24/7 to find an inmate among the nearly 165,000 in the State's correctional institutions.

"This is an excellent demonstration of the efficiencies gained by leveraging technology," said Joe Panora, Chief Information Officer for CDCR. "This is a powerful example of improving public access and availability of information through the use of technology and the Internet."

CDCR estimated the site would attract between 50,000 and 100,000 visitors a month. Since its implementation on Oct. 13, 2011, however, the site is

averaging nearly 8,000 visitors a day – about 250,000 a month and growing. The only cost of the site was its



*Public given 24-hour access to information about inmate location, addresses, visitation guidelines, and other resources*

development, which was projected to be \$13,000 but was actually \$10,000.

The Inmate Locator site includes links to related information, such as addresses for facilities, visitation guidelines, mail guidelines, frequently asked

questions and community resource information. It reduces the demands on CDCR staff time to respond to telephone or written requests for such information. Phone calls seeking information provided on the site have dropped from approximately 7,200 a month to 2,000, and letters from approximately 1,000 a month to 360. Other CDCR offices collaborating with the Enterprise Information Services on the development of the site were the Office of Legal Affairs; the Division of Adult Institutions; Female Offender Programs and Services; and the Office of Public and Employee Communications.

## SMCLSA's 2011 Team Heart Walk

Support SMCLSA's 2011 Team for the American Heart Association's Heart Walk. Charitable and Special Projects Chairman Carol Karwatt has created an Official San Mateo County Legal Secretaries Association Team for the American Heart Association's Heart Walk. Please consider making a donation in support of the SMCLSA Heart Walk Team in their efforts for a great cause.

It is easy to make a donation!

Go to the link posted on SMCLSA's website (on the Calendar Page) at [www.smclsa.org](http://www.smclsa.org)

Heart Walk is Sunday, September 18, 9 a.m. to 12 p.m., Coyote Point Park, 1701 Coyote Point Drive, San Mateo, CA .



**The Heart Walk**

# Santa Clara County LPA Presents "Word v. WordPerfect"



## Santa Clara County Legal Professionals Association

[WWW.SCCOLPA.ORG](http://WWW.SCCOLPA.ORG)

PROUDLY PRESENTS



### Word vs. WordPerfect – Tips & Tricks

Learn how to create macros and templates  
to make your job easier and more efficient!

Guest Speaker: SCCoLPA Member Loui Tucker  
"The Computer Dominatrix"

**Tuesday, June 14, 2011**

Social: 5:45 Dinner: 6:30 p.m.

**NON-MEMBERS ARE WELCOME!!**

#### THE BOLD KNIGHT

840 N. First Street, San Jose (408) 297-2170 - Additional parking @ Valley  
Credit Union next door

Menu choices w/cost

Served with a Dinner Salad, Coffee, and Iced Tea

Chicken Kebab Souvlaki	\$25.00
Pacific Red Snapper	\$25.00
French Cut Pork Chops	\$25.00
Chicken Scaloppini with Pasta	\$25.00
Bold Knight Caesar of Troy Salad with choice of Chicken or Prawns	\$25.00

Reservations

\$27.00 – If reservation is made after Friday, June 10, 2011 • RESERVATIONS NOT KEPT WILL BE CHARGED

For reservations email Cherry Battaglia [brewster.c@sbcglobal.net](mailto:brewster.c@sbcglobal.net) or telephone her at (408) 938-2484.  
OR register and pay via Paypal/Credit Card on our "Upcoming Events" page at <http://www.sccolpa.org>

**NOTE: Please put SCCoLPA Reservation in the title of your email. Make check payable to SCCoLPA. Cash or checks accepted at the door only.**

# CAPA's 23rd Annual Educational Seminar

## CALIFORNIA ALLIANCE OF PARALEGAL ASSOCIATIONS 23rd Annual Educational Seminar June 25, 2011 Holiday Inn - Fisherman's Wharf San Francisco, California



### PROGRAM

<p>7:30 am - 8:30 am Registration, Breakfast, &amp; Meet Exhibitors</p> <p>8:40 am - 8:50 am Welcome &amp; Introduction</p> <p><b>MORNING SESSION PART 1</b> 9:00 am - 10:00 am</p> <p>TRACK 1: Adobe for the Law Professional, Speaker: Pam Wolpa, RP</p> <p>TRACK 2: Corporate Changes, Speaker: Tara Ho, Parasec</p> <p>TRACK 3: Resume 101 (non MCLE), Speaker: Karen Whitaker, LegalEase, LLC</p> <p><b>MORNING BREAK</b> 10:00 am - 10:30am AM Break &amp; Visit with Exhibitors</p> <p><b>MORNING SESSION PART 2</b> 10:30 am - 11:30am</p> <p>TRACK 1: Calendaring Risks, Speaker: Joseph C. Scott, Deadlines on Demand</p> <p>TRACK 2: Social Security &amp; Disability, Speaker: Melvin E. Irvin, CP</p> <p>TRACK 3: Writing Tips &amp; Tricks (Non-MCLE), Speaker: Jill Meryl Levy, Firebelle Productions</p> <p><b>LUNCHEON</b> 11:30 am - 1:00 pm Lunch, Keynote Address and Exhibitor Drawings</p>	<p>"Domestic Partnerships" Keynote Speaker: Deborah Perkins, Esq.</p> <p><b>AFTERNOON SESSIONS</b> 1:15 pm - 2:15 pm</p> <p>TRACK 1: Excel Tips and Tricks, Speaker: Sheri Webb</p> <p>TRACK 2: Trademarks, Speaker: Cindy Tung, Thompson Reuters</p> <p>TRACK 3: Certification Panel (Non-MCLE), Speakers: NALA, NFPA, CACPS</p> <p>2:30 pm - 3:30 pm</p> <p>TRACK 1: eDiscovery, Speaker: John Kelly, Blackstone Discovery</p> <p>TRACK 2: Immigration Law, Speaker: Bobby Rimas</p> <p>TRACK 3: B&amp;P Code §6450 (Ethics MCLE), Speaker: Carolyn Davis, ACP</p> <p><b>AFTERNOON BREAK</b> 3:30 pm - 3:45 pm</p> <p><b>ETHICS SESSION</b> 3:45 pm - 4:45 pm Ethics: CAPA Goes to the Movies, speaker: Stacey Hunt, CLA, CAS</p> <p><b>RECEPTION &amp; RAFFLE</b> 5:00 pm - 6:00 pm Reception and Member Association Raffles</p>
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### REGISTRATION FEES

Early-Bird 5/1/11  
CAPA Members: \$115.00  
Non-Members: \$130.00  
Students: \$95.00

After 5/1/11  
CAPA Members: \$135.00 - \$155.00  
Non-Members: \$150.00 - \$170.00  
Students: \$115.00 - \$135.00

Continental Breakfast and Lunch Included

Register Online at:  
[www.caparalegal.org](http://www.caparalegal.org)



# First Annual Marilyn Ott BBQ

Saturday, August 6, 2011

1:00 p.m. to 6:30 p.m.

Hosted by:

**Santa Clara County Legal  
Professionals Association**

[www.sccolpa.org](http://www.sccolpa.org)



**Bring your family and friends for a  
day of food, fun, games, and prizes  
See you there!!!**

**Donation \$20 adults, \$10 children 5 - 15 (4 and under free)**

Proceeds fund SCcolPA scholarships and other charities. See our website for details.

Please R.S.V.P. by July 23 to:  
Janeth Torrisi at  
[janethtorrisi@gmail.com](mailto:janethtorrisi@gmail.com)  
or (650) 440-0888

**Location: Almaden Lake Park  
(Cinnabar I & II)**  
Almaden Expressway and Coleman, San  
Jose, California

# California Capital Appeals Procedure Change

May 25, 2011 The California Supreme Court today announced amended and new practices and procedures to be followed by appointed counsel in capital appeals and related habeas corpus petitions pending before the court. These practices and procedures are related to those previously announced in August 2001 (<http://www.courts.ca.gov/news2001-44.htm>), and thereafter amended effective July 27, 2005, concerning



information that must be provided by counsel who represent parties in pending capital cases when requesting an "extension of time" in which to file briefs and other documents.

The new practices and procedures announced today (1) require lead appointed counsel in capital cases to declare or certify under penalty of perjury that the contents of periodic "Confidential Status Reports" are true and correct and (2) require that proofs of service

comply with section 2015.5 of the Code of Civil Procedure. These measures are intended to assist counsel and the court in monitoring the progress of capital appeals and related habeas corpus petitions. The new procedures were adopted at the court's regular monthly administrative conference and will become effective July 1, 2011, as additions to the procedures previously adopted by the court in August 2001 and amended in July 2005.

## Digital Audio Recordings of Hearings Available Online

U.S. Bankruptcy Court, Northern District of California announced in February 2011 that digital audio recordings of some court proceedings will be accessible on the court's docket through PACER and will be formatted as a MP3 file. In order to listen to an audio file, click the document number to display the PDF, then click the attachment icon (paper clip) to play the audio with the audio player that is available on your PC (such as Windows Media Player). A PACER user is charged

\$2.40 for each access to a PDF document with an embedded audio file. For more information on the Digital Audio Project and Pacer, click here  
NOTE: In some instances, the court may separate a large audio file into multiple parts to reduce download time. Each audio file is then attached to a PDF document; PACER users are charged \$2.40 for each document accessed. Each PDF document must be viewed individually; if the documents are opened as single file (using the "View

All" option), the audio files will not play, but a PACER user will still be charged \$2.40 for the access. Please click here to view a video demonstrating how to access a digital audio recording on the docket.

<http://www.canb.uscourts.gov/ecf/reference/whats-new-ecf>

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# LSI® Quarterly Conference August 19-21, 2011



**STOCKTON-SAN JOAQUIN COUNTY  
LEGAL PROFESSIONALS ASSOCIATION**  
invites you to  
**"CELEBRATE THE SEASONS IN STOCKTON"**  
August 19-21, 2011  
LSI Quarterly Conference  
Stockton Hilton Hotel  
Stockton, California

## \*\* CONFERENCE REGISTRATION FORM \*\*

Name (to be used on badge): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax Telephone: \_\_\_\_\_  
 Local Association: \_\_\_\_\_ LSA/LPA  
 (Do not abbreviate)

<b>INDICATE IF YOU ARE:</b>	<b>Title</b>	<b>INDICATE IF YOU ARE:</b>	<b>Title</b>
_____ State Officer	_____	_____ Governor	_____
_____ State Chairman	_____	_____ PLS/CCLS	_____

**SCRIP** (includes Registration, Welcome Reception, Banquet & Brunch):  
 POSTMARKED on or before July 19, 2011 \$100.00 \$ \_\_\_\_\_  
 POSTMARKED after July 19, 2011 (no exceptions) \$110.00 \$ \_\_\_\_\_

**SINGLE TICKETS:**

_____ Registration PRIOR to July 19, 2011	\$15.00	\$ _____
_____ Registration AFTER July 19, 2011	\$25.00	\$ _____
_____ Welcome Reception (Friday evening)	\$20.00	\$ _____

**SATURDAY NIGHT BANQUET:**  
 Circle one:  
 \_\_\_\_\_ New York Steak Salmon Vegetarian \$49.00 \$ \_\_\_\_\_

**LUNCHEONS:**  
 Circle One:  
 \_\_\_\_\_ California Cobb Salad Grilled Chicken Wrap Vegetarian Wrap  
 \_\_\_\_\_ Presidents Luncheon (Saturday) \$24.00 \$ \_\_\_\_\_  
 \_\_\_\_\_ Governors Luncheon (Saturday) \$24.00 \$ \_\_\_\_\_  
 \_\_\_\_\_ Membership Luncheon (Saturday) \$24.00 \$ \_\_\_\_\_

\_\_\_\_\_ **SUNDAY BRUNCH:** \$22.00 \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED** \$ \_\_\_\_\_

**SPECIAL DIETARY CONSIDERATIONS:** (please list, if any, including VEGETARIAN):  
 \_\_\_\_\_

**NO REFUNDS AFTER AUGUST 5, 2011**

**MAKE CHECKS PAYABLE TO: SSJCLPA CONFERENCE FUND**  
**MAIL TO: Debbie Burgoine, Registration Co-Chair, 222 E. El Campo Ave, Stockton, CA 95207**  
 Home: (209) 472-9676 Email: [db\\_humming@yahoo.com](mailto:db_humming@yahoo.com)



**STOCKTON-SAN JOAQUIN COUNTY  
LEGAL PROFESSIONALS ASSOCIATION**  
invites you to  
**“CELEBRATE THE SEASONS IN STOCKTON”**  
August 19-21, 2011  
LSI Quarterly Conference  
Stockton Hilton Hotel  
Stockton, California

**\*\*HOTEL REGISTRATION FORM \*\***

Name (to be used on badge): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax Telephone: \_\_\_\_\_  
Local Association: \_\_\_\_\_ LSA/LPA

(Do not abbreviate)

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

**Accommodations:** (Plus applicable taxes and fees)

- SINGLE/DOUBLE (Standard) \$129.00 per night, plus 12% tax
  - KING STANDARD WITH SOFA BED \$129.00 per night, plus 12% tax
- \*Charge of \$10.00 additional per room for triple or quadruple occupancy. No Rollaways available  
Please use "group convention: legal" when making reservations  
To receive group price, rooms must be booked prior to **JULY 12, 2011**  
**ROOM PRICE INCLUDES ALL AMERICAN BREAKFAST**

**Check In/Out:** (Late arrivals or departures MUST be arranged with hotel)  
Check in Time: 3:00 p.m.  
Check out Time: 11:00 a.m.

**Parking:** FREE to hotel guests

**Airports:** Sacramento International Airport (SMF) – approximately 45 miles from hotel

Please call hotel directly to book rooms: (800)-HILTONS or log on to [www.stockton.hilton.com](http://www.stockton.hilton.com) PLEASE USE GROUP NAME (ABOVE) WHEN MAKING RESERVATIONS

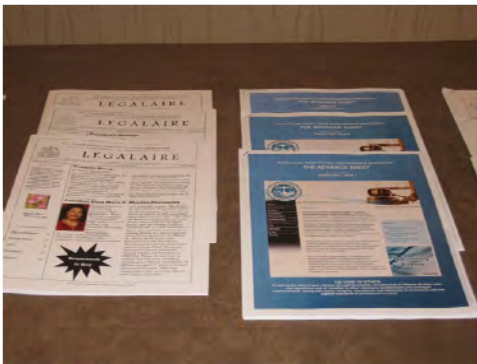
**GENERAL INFORMATION, CONTACT:**  
Jan Kuykendall, CCLS, Conference Chair  
Cell: (209) 747-4781  
Email: [ks24fanatic@aol.com](mailto:ks24fanatic@aol.com)



# LSI Annual Conference 2011 Delegate's Report

By: Mary L. King, CCLS

First, I want to thank the members who elected me the Third Delegate at our annual meeting. It was a privilege to represent our Association as one of the three delegates to the 77th Annual LSI Conference. My fellow delegates, Doris Burke and Maria Hernandez, and Alternate Delegate, Tanya Tate, arrived at the JW Marriott in Los Angeles on Thursday evening, May 19th so that we



would be able to attend the Friday meetings that started at 9 a.m. Prior to the start of the first meeting on Friday, I delivered our history book, which Shara had compiled, for entry into this year's History Book competition. There are two categories that associations may enter: History Book or Scrap Book. The rules are much more stringent for the History Book competition than for Scrap Book competition. Shara chose to enter a history book for SMCLSA, and trust me; she very diligently followed all the rules, and as a result, won **FIRST PLACE**. Unfortunately, Shara was unable to attend this year's

conference, so Maria accepted the award and blue ribbon on her behalf. Then to put icing on the cake, so to speak, Shara's book won the Members' Choice Award as well.

There is also a Newsletter competition, which Shara also entered on behalf of SMCLSA. We were extremely pleased when they announced the winners, and SMCLSA won a second place red ribbon. Again, Maria accepted on Shara's behalf.

On Friday, the first meeting started at 8:30 a.m. Following the introduction of the officers and chairmen and welcoming remarks by the LSI president, there were various workshops with respect to various officer and chairmen's duties from 9 a.m. to 10:15 a.m. Following a short coffee break, a new series of workshops began. There was also a Presidents' Roundtable workshop that commenced at 9 and lasted until 11:45 a.m. At 11:45 a.m. these workshops ended so people could attend various scheduled luncheons, or just be on your own. There was a Governors' Luncheon, a Presidents' Luncheon, and a Newcomers' Luncheon. Since I did not really fit into any of these categories, I had lunch on my own.

Workshops were offered to the attendees for Continuing Legal Education (CLE); there were



two workshops offered from 4 to 6 p.m. The Friday night Welcome Reception/Campaign Party was held from 6:30 to 8:30 p.m. and its theme was "Disco Inferno." There was a DJ, and associations that were bidding to host quarterly or annual conferences had their campaign tables set up to "lure" the delegate and governors into voting for their location. The "lures" were candy and sometimes a chance to win a scrip ticket. There were some fun costumes too. The party was held next door to the vendors, whose fees helped the Los Angeles Association sponsored this event, so it was convenient to browse the vendors while attending the reception.

We found the hors d'oeuvres sufficient so we skipped dinner on Friday evening. Everyone was pretty tired and we called it an evening early. On Saturday morning at 8 a.m. our Governor, Doris Burke, had to attend the pre-conference Board of Governors' meeting as Governor

*(Continued on page 13)*

## LSI Annual Conference 2011 (cont'd.)

*(Continued from page 12)*

Pro-tem (because Carol Karwatt was the out-going Governor, but could not attend). So being a good roommate – I got up early and attended it with her. Immediately following the pre-Governors meeting, the delegates had to check in for the first session of the Annual Conference.

The opening ceremonies were followed by an address by the Key Note Speaker, Manny Medrano, Esq. Mr. Medrano, in addition to heading up his own



law firm is an Emmy award-winning broadcast journalist. His life story was truly

inspirational – from being born in El Paso, Texas into a poor family of Mexican heritage to becoming both a graduate of Harvard College and Harvard Law School; going on to be a prosecutor in the Department of Justice,

and being the lead prosecutor in the famous trial in 1985 kidnapping, torture and murder in Mexico of DEA Special Agent Enrique Camarena, to opening his own practice, was spellbinding. He was accompanied by his 11 year old son, whom he introduced, and then embarrassed by publicly

thanking him for being such a good son. He said his mother always used to thank him for being such

a “good son” and he never could understand why until he became a father himself. The delegates had several things to vote on during the conference, which will be covered I am sure by Doris. We attended the Saturday night banquet and not only was the food good, but the entertainment was outstanding. The Master of Ceremonies was a comedian extraordinaire – Cary Tobaben who bills himself as a “Former Legal Secretary” was hilarious. Please check out



[www.comedyesquire.net](http://www.comedyesquire.net) for a sample of his work. Click on “video.” The dinner was followed by entertainment, and the program just said “Mark Starr & Friends.” Mr. Starr and fiends were two couples, professional dancers, and they not only put on a floor show, they managed to get half the



audience onto the dance floor and taught them a couple of dance moves as seen in the movie “Saturday Night Fever. John Travolta could not have done it better!

Again, worn out by all the activities of the day, we headed to bed so we could make it to the 9 a.m. breakfast meeting on Sunday morning. Again, the food was good, and the newly elected LSI officers (same as last year) were installed for the year 2011-2012. The president introduced all of the LSI chairmen for the coming year, thank you gifts were presented, and most of the attendees headed home, with fond memories, some new friends, and looking forward to the 78th Annual Conference, which will be held May 17-21, 2012, at the Bahia Resort in San Diego. I attended the Post-Governors’ meeting with Doris, and following the meeting we headed for LAX, dropping Doris at United, Maria and Tanya at Delta and I was on Alaska that did not depart until 6 p.m. So it was another long day by the time I made it back to Menlo Park.

**LEGAL SECRETARIES, INCORPORATED**

# LEGAL PROFESSIONAL'S HANDBOOK

... THE ULTIMATE RESOURCE GUIDE!



**STEP-BY-STEP GUIDANCE:** Step-by-step instructions for each major area of law practice, shows deadlines, fees, number of copies, addresses and all the other details needed to do the job right the first time!

**FORMS:** Included are official Judicial Council forms, plus practice-tested forms for pleadings, motions, business documents, transmittal letters, etc.

**RELIABLE:** The Handbook is written and reviewed by experienced legal secretaries, attorneys and judges. The Publications Revision Committee has years of practical know-how and expertise in each area covered in the Handbook.

**UP-TO-DATE:** The Handbook covers the current statutes and court rules. It is kept up-to-date by the Publications Revision Committee through annual replacement pages.

**CONTENTS**

- California Court System
- Statutes of Limitation/Jurisdiction
- Attachment/Other Provisional Remedies
- Commencement of Civil Actions
- Discovery in Civil Actions
- Pretrial and Judgment in Civil Actions
- Postjudgment Proceedings
- Civil Appeals and Writs
- ADR
- Foreclosures: Mortgages and Trust Deeds; Mechanic's Lien
- Unlawful Detainer
- Federal Civil Procedure and Appeals
- Bankruptcy
- Family Law
- Adoptions
- Criminal Law and Procedure
- Probate Proceedings: Decedents' Estates; Guardianships/Conservatorships; Trust Law
- Workers' Compensation
- California Commercial Code
- Corporations
- Limited Partnerships
- Intellectual Property Law: Copyrights; Trademarks; Patents
- Miscellaneous General Information

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## Items to Calendar ...

Date	Notes
June 7, 2011 at 6 p.m.	SMCLSA Board Meeting at Carr, Yeley & Associates, 605 Middlefield Road, Redwood City, CA.
June 14, 2011	Santa Clara County LPA Presents "Word vs. Word Perfect - Tips & Tricks," Speaker Loui Tucker. Go to <a href="http://www.scolpa.org">http://www.scolpa.org</a> for more information.
June 21, 2011 at 6 p.m.	SMCLSA General Membership Meeting at Terrace Café at Best Western El Rancho Inn, 1100 El Camino Real, Millbrae, CA. \$30 for members, \$40 for non-members. Program: Class Actions 101, Speaker Dario de Ghetaldi, Esq.. Program qualifies for 1 hour of MCLE credit.*
June 25, 2011	California Alliance of Paralegal Associations Educational Seminar. Register Online at: <a href="http://www.caparalegal.org">www.caparalegal.org</a>
August 6, 2011	Santa Clara County LPA's Fundraising BBQ. Go to <a href="http://www.scolpa.org">www.scolpa.org</a> for more information.
August 19-21, 2011	LSI Quarterly Conference in Stockton.

\*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](http://www.lsi.org) or [www.smclsa.org](http://www.smclsa.org).**