

San Mateo County Legal Secretaries Association

Member: Legal Secretaries Incorporated ~ LSI® - Educating California's Legal Professionals



LEGALAIRE

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

Volume XLIII, Issue 11

SMCLSA Chartered May 1966

March 2009

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

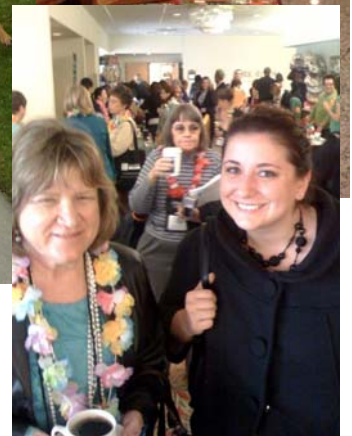
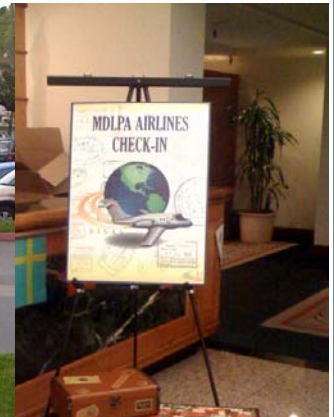
My term for president is coming to an end and as such I reflect on the success of the Association due to all who were involved. My two president themes were to involve members and increase membership – “Essential Piece (becoming a piece of the puzzle) and Making a Difference. We have been able to get our continuing and new members involved and

increased membership. The board has really pulled together to make things work. I look forward to the election of our new president and board. I have enjoyed thoroughly being the president of such a great association and thanks to all the members! (See complete article at www.smclsa.com)



LSI Third Quarterly Conference

Mt. Diablo LPA did a fabulous job hosting the LSI Quarterly Conference. With the “Around the World in Three Days Them,” we had many countries to visit during our stay. The Legal Specialization Sections programs were outstanding, as usual. The most exciting workshop was taught by the Concord Police Department’s K-9 Unit. As you can see by the picture, you definitely don’t want to be on the wrong end of these dogs.



Officers and Chairmen

President Carol Karwatt

carol.karwatt@gmail.com

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, S
hara ;J. Bajurin, CCLS

Ways & Means, Carol Karwatt

LSI Benefit — One Legal Will Pay Your SMCLSA Dues

Great News! One Legal has partnered with LSI to pay for the membership of new and current members. If you place 3 orders with One Legal before May 1, 2009, they will pay \$35 toward your 2009-2010 annual LSI dues. If you place 3 orders after May 1, they will pay \$35 toward your 2010-2011 dues. To take advantage of this special offer, simply register with One Legal at www.onelegal.com and start placing orders. If you are already registered,

you are ready to go. One Legal has a special tracking form. Contact Cory Ower at (925) 705-7190 or cower@onelegal.com for the special tracking form.

One Legal provides court services including court filing, process serving and court document retrieval services nationwide. They have expanded the court filing service to 15 states.



Courts & Rules — U.S. BK Court (Eastern District)

NOTICE IS HEREBY GIVEN THAT the Court has adopted an amendment to Local Bankruptcy Rule 5005-1, Electronic Record is the Official Record; Filing of Documents, to provide that documents submitted in electronic form via the Court's Electronic Case Files System shall be deemed filed as of the date and time stated on the Notice of Electronic

Filing issued by the Clerk, without regard to whether such documents are submitted on a court day or a non-court day.

NOTICE IS FURTHER GIVEN THAT pursuant to 28 U.S.C. §2071(e), the Court has determined there is an immediate need for this amendment and, therefore, it is effective immediately. A copy

of the amended rule is attached to this notice. As provided for by 28 U.S.C. §2071(e), the Court invites comments on this amendment. Any person wishing to comment may do so in writing, either by letter or e-mail, to the Court, attention: Richard G. Heltzel, Clerk of Court. Comments should be received by no later than April 10, 2009.



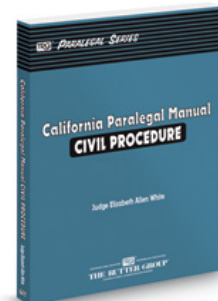
California Certified Legal Secretaries (CCLS) Family Law Quiz

Question	True or False
1. A Marital Settlement Agreement would be filed with the court in a contested dissolution proceeding.	
2. A Petition is the document utilized to begin the dissolution procedure.	
3. The plaintiff is the person initiating the dissolution proceeding?	
4. Discovery is never conducted in a dissolution proceeding.	
5. The only manner of service of the Summons and Petition allowed upon the respondent is personal service.	
6. Standard restraining orders are found on the back of the Summons.	
7. A Property Declaration contains a list of the assets and liabilities.	
8. An Order to Show Cause can only be filed by the petitioner.	
9. The respondent has 30 days from the effective date of service of the Summons and Petition in which to respond.	
10. Once orders of the court have been issued there can be no modification at a later date even though circumstances change.	
11. If court-ordered child support is not being paid, the party entitled to receive the child support may seek a wage assignment.	

1.F, 2.T, 3.F, 4.F, 5.F, 6.T, 7.T, 8.F, 9.T, 10.F, 11.T

Law Office News

Rutter Group has just published a great resource for legal support staff. “California Legal Manual Civil Procedure” is written by Judge Elizabeth Allen White exclusively for California paralegals by a former paralegal who is now a superior court judge. It is a one-of-a-kind resource for paralegals working in a civil litigation practice. Topics include client intake, jurisdiction and venue, parties, pleadings, summons and service of process, discovery, law and motion, summary judgment, and summary adjudication.



Parliamentarian Pointers ~ Privileged Motions

Privileged motions relate to matters of immediate importance, so may interrupt the proceedings; don’t relate to pending business.

Call for the Orders of the Day — to compel adherence to the adopted agenda (e.g., recess at time certain).

Raise a Question of Privilege — to consider rights and privileges of assembly. “Question of privilege . . . we can’t hear the speaker in the back of the room.”

Recess — to provide for a short break

not on the agenda. “I move to recess for 10 minutes.”

Adjourn — to close meeting immediately. “I move to adjourn the meeting.” This motion is in order only if time for adjournment is not set and time for the next meeting has been established. All unfinished business (including motions on the floor) carries to the next meeting.

Fix Time to Which to Adjourn — designates time/day/place to which to continue present meeting before the next meeting.

DE SOUZA & ASSOCIATES
 Certified Shorthand Reporters
 A FULL SERVICE COURT REPORTING AGENCY
 SERVING THE ENTIRE BAY AREA
650-341-2671
 Prompt and Professional Service
 Standard 10 Day Delivery
 Videotape and Interpreter Depositions
 Hearings
 Complimentary Conference Room
 Realtime Reporting Available
 Daily and Expedited Service Available
 Complimentary Litigation Support

**SAN MATEO COUNTY LEGAL SECRETARIES
ASSOCIATION**

Making a difference.

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

Phone: 650-696-2595
E-mail: sbajurin@carr-mcclellan.com

Amanda Wallace
Account Executive
awallace@abidss.com
Office: 800.266.0613
Direct: 415.912.9221



FIRST CLASS MAIL

We're on the Web
www.smclsa.com

Items to Calendar ...



Date	Notes
March 3, 2009 @ 6 p.m.	SMCLSA Board Meeting, Redwood City Law Library.
March 17, 2009 @ 6 p.m.	SMCLSA General Membership Meeting , Dominic's at Poplar Creek. Program: First Annual Trivia Night (MCLE qualified). Respond to e-Vite or contact Jeanine Acosta e-mail: jacosta@cpmlegal.com or call 650-259-3223.
April 4, 2009	Legal Specialization Sections— Spring Regional Workshop (Register by 3/21/2009).
April 7, 2009	SMCLSA Board Meeting, Lathrop House, Redwood City.
April 18, 2009	Bay Area Legal Secretaries Forum Annual Seminar at the Concord Hilton. Go to www.balsf.org for more information.
April 21, 2009	SMCLSA General Membership Meeting , Dominic's at Poplar Creek. Installation of Officers.
April 30, 2009	LSI Directives Due (14 days before Annual Conference).
May 5, 2009 @ 6 p.m.	SMCLSA Board Meeting, Offices of Carr, McClellan, 216 Park Road, Burlingame.
May 19, 2009	SMCLSA General Membership Meeting. TBD.
May 14-17, 2009	2009 Annual Conference, Long Beach, California (Registration due 4/15/09, Hotel 4/13/09).

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