



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.



Happy St. Patrick's Day!

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President's Message: Annual Meeting 2010

By: Shara J. Bajurin, CCLS

Our March meeting is called our "Annual Meeting" and "shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise." In order to get to this election night, our Nominating Committee, headed by Parliamentarian Denise McNeil,

has been hard at work. Denise is one of our newest members. She arranged the committee meetings, and she and her team put together a slate of officers for 2010-2011. Great job Denise! The election itself requires a script to make sure we are meeting our organizational requirements. Next on the agenda: filling our slate of chairmanships. Please volunteer if you can.

San Francisco LPA Presents Civil Litigation

Our sister-association, San Francisco Legal Professional Association, is presenting a one-day Civil Litigation Seminar on Saturday, May 15, 2010 at Altshuler Berson LLP, 177 Post Street, Suite 300. The course will include the following topics: Court Filings and Motions, Discovery, Calendaring and Docketing, Trial Preparation, E-filing and federal practice. This program is designed to provide training in many

areas of law and is suitable for all levels of experience. Court materials are included in the registration fee of \$100 for LSI® members, \$120 for non-members, and **includes** the *Legal Secretaries Reference Guide*. Registration form on SMCLSA's website. Contact Sally Mendez Arevalo with any questions at (415) 421-7151 or e-mail



CCLS Study Group Begins July 11, 2010

If you are planning to take the California Certified Legal Secretaries Exam October 16, 2010, please join us for a FREE study group on Sundays beginning July 11 and running through October 3, from 1-2 p.m. The study group will cover ability to effectively communicate, California legal procedures,

skills, bookkeeping, legal terminology, law office administration, and reasoning and ethics. All meetings at Redwood City Library at Redwood Shores, 399 Marine Parkway, Redwood City, CA. Contact Shara J. Bajurin, CCLS, if you would like to attend.



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
- 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
- Charitable and Special Projects Carol
Karwatt
- Historian Donna A. Bottarini
- Inter-Association Bonnie Stensler, PLS,
CCLS
bjstensler@comcast.net
- Legal Procedures **OPEN**
- Legal Secretary Training Gina Kundert
- Marketing, Publications, Benefits, **OPEN**
- MCLE Coordinator Cynthia Woodman
- Mentoring Chairman Mary L. King, CCLS
- Parliamentarian, Denise McNeil neese12@yahoo.com
- Professional Liaison/Employment Lisa Landa
lisa8182@hotmail.com
- Roster Doris A. Burke
- Reservations Jeanine (Acosta) Hamilton
jacosta@cpmlegal.com
- Supplies and Stationery, **OPEN**



Lunchtime Seminar “Civil Procedure & E-Discovery”

The West Speaker Series is presenting a 1-hour MCLE seminar (lunch provided) on the topic of “Civil Procedure and E-Discovery Rules,” with speaker James Wagstaffe, partner at Kerr & Wagstaffe LLP and author of The Rutter Group Federal Civil Procedure Before Trial (3 Volumes). This will be held on Wednesday, March 31, 2010, from 12 to 1:30 p.m.

(Court Furlough Day), at Crowne Plaza Hotel, Foster City. The cost is \$35 for reservations received before March 24, 2010, and \$45 after. Please make check payable to “SMCBA” and send to Michèle Bissada at Flicker, Kerin, Kruger & Bissada, 120-B Santa Margarita Avenue, Menlo Park, CA 94025, 650-289-1400 or mbissada@fkkblaw.com.

Courts & Rules: Service of Opposition & Reply Papers

Don't fall into the habit of “service as usual.” Make note that California state rules require service of opposition to motion, and replies to the opposition **shall** be served in a way that will make certain the other side receives it the next day. This is an easily overlooked rule, but could put the attorney in hot water if the proof of service does not show that the documents were served by personal delivery, overnight delivery, fax or e-mail (which would have to be pre-approved in

writing by the other side).

California Code of Civil Procedure § 1005(c):

Notwithstanding any other provision of this section, all papers opposing a motion and all reply papers shall be served by personal delivery, facsimile transmission, express mail, or other means consistent with Sections 1010, 1011, 1012, and 1013, and reasonably calculated to ensure delivery to the other party or parties not later than the close of the next business day after the time

the opposing papers or reply papers, as applicable, are filed . . . The court, or a judge thereof, may prescribe a shorter time.



**California Certified Legal Secretaries (CCLS)
Word Search - SMCLSA Terminology**

C D T V B E L S X S L Z P P W
 P O I C U Z X K F S D F I F P
 L H N B L I C C L S S R G K Q
 Q R V V L Y X A S B C A Z X R
 P J Y C E L E T V S M L R K O
 L P A F T N S A X H O L C B L
 D L O G I E T A R P R S E N R
 A R Z T N D O I M T C I C Y O
 N S J S O Y Y O O H W R C N W
 F A H G E P B Z P N C F R A U
 A T I P A C H L Y F I H P W A
 R E P Z U L R F W S D O E J R
 J Z T O A F L M C L H S H V S
 Q P G N D P Z A S M E T Z J U
 F J I Y T U L S C R V A C X P

BID	FISCAL YEAR	LSS
BRASS TACKS	HOST	PER CAPITA
BULLETIN	LOPM	POT O' GOLD
CCLS	LPH	PRC
CEC	LPA	ROSTER
CONVENTION	LSA	SCRIP
EC	LSI	VOUCHER

Bid – Local association’s proposal to host one of LSI’s quarterly or annual conferences.
Brass Tacks – Operational handbook of policies and procedures for LSI and local associations.
Bulletin - LSI® term for our monthly newsletter, the *Legalaire*.
CCLS – California Certified Legal Secretary (professional designation earned by exam).
CEC – LSI Continuing Education Council (chairman who collaborates on education efforts)
Convention – The LSI® Annual Convention in May.
EC – LSI Executive Committee (LSI elected officers + Parliamentarian and Executive Advisor)
Fiscal year – May 1 through April 30
Host – When a local association plans and hosts a local LSI® conference.
LOPM – Law Office Procedures Manual (desk resource edited by LSI members)
LPH – LSI Legal Professional’s Handbook (“The Handbook” is edited by LSI members)
LPA – Legal Professionals Association (local chapter of Legal Secretaries, Incorporated)
LSA – Legal Secretaries Association (local chapter of Legal Secretaries, Incorporated)
LSI – Legal Secretaries, Incorporated (a California nonprofit, mutual benefit corporation)
LSS – Legal Specialization Sections (commonly referred to as the “Sections”)
PRC – Publications Revisions Committee (responsible for editing LSI publications)
Per Capita – Dues paid to LSI by local associations for each member.
Pot O’ Gold – SMCLSA door-prize drawing at dinner meetings.
Roster - A membership list of members distributed at the beginning of the new fiscal year.
Scrip – Registration, event, and meal tickets used at conferences.
Voucher – Expense form requesting payment or reimbursement.

Word Scramble

LSI® Motto:

CHILLENER ACCEEDE GHNOOTTUUX

Adopted at LSI® Annual Conference in May 1993

*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

FIRST CLASS MAIL

MCLE: San Mateo County Legal Secretaries Association, a local association of Legal Secretaries, Incorporated®, an approved provider, certifies that certain designated activities have 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 event. CCLS or continuing education certificates will need to be provided by the member.

Items to Calendar ...



Date	Notes
March 2, 2010	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
March 16, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill
April 6, 2010	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
April 20, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill
May 4, 2010	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
May 15, 2010	San Francisco LPA Civil Litigation Seminar, Altshuler Berson LLP
May 18, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill
May 20-23, 2010	LSI® 2010 Annual Conference, Sacramento, CA

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