

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

Volume XLV, Issue 11

SMCLSA Chartered May 1966

March 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.



**March's Flower:
the daffodil.**

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President's Message

By: Shara J. Bajurin, CCLS

This has been a very busy month of education and fun activities. In early February, we had a team of members compete at the 2nd Annual Legal Trivia Throwdown. If it weren't for that final question, I'm sure we would have brought the trophy home. I also had a chance to attend Santa Clara County LPA's crab dinner and silent auction fundraiser. There were lots of attendees from all over the Bay Area. I encourage you to

participate in other associations' events. You meet wonderful people and can bring back ideas for us to use. Take a moment to update your calendar with all the upcoming events. The next few months are busy ones. The March 15, 2011 general Membership Meeting includes our annual Election of Officers. The elected officers will be installed at our 45th Annual Installation on Sunday, April 17, 2011 (see Page 4). Hope to see you at both events.

SMCLSA Team Wins Second Place at Legal Competition

Cynthia Woodman, Shara Bajurin, and Diana Vitolli made up the members of the SMCLSA team competing at the 2nd Annual Legal Trivia Throwdown hosted by Sacramento County LSA on February 5, 2011. Though leading for much of the day, SMCLSA was beaten in the final round by Alameda County LSA. The event was the day before Super Bowl Sunday, so the final question was as follows: Please indicate the two-letter US Postal Service State abbreviation for each team's home state and state where the Super Bowl is playing." None of SMCLSA team could remember who was playing, nor the states they represented. (Answer: WI, PA, and TX.) We need you to join us next year to bring that trophy to this side of the Bay!



Alameda Co. Winners



SMCLSA Team



Christa Davis, Mary S. Rocca, CCLS, and Mary J. Beaudrow, CCLS.

Officers and Chairmen 2010-2011

President	Shara J. Bajurin, CCLS	sbajurin@carr-mcclellan.com
First Vice President	Gina Kundert	GKundert@redwoodcity.org
Second Vice President	Candy De Souza	C.desouza@att.net
Recording Secretary	Denise McNeil	neese12@yahoo.com
Treasurer	Cynthia L. Woodman	cwoodman@sbcglobal.net
Governor	Carol Karwatt	Carol.karwatt@gmail.com
Parliamentarian	Nancy O'Shea, CCLS	nancyoshea07@comcast.net
Corresponding Secretary	Donna A. Bottarini	Donna.Bottarini@chw.edu
Bay Area Legal Secretaries Forum	Pilar Marquez	pmarquez@clappmoroney.com
Scholarship	Doris A. Burke	dburke@garviclaw.com
Charitable Projects	Tanya R. Tate	Tanya.tate@hotmail.com
Employment	Linda A. Clark	LClark@cpmlegal.com
Inter-Association	Bonnie J. Stensler, PLS, CCLS	bjstensler@comcast.net
Legal Secretary Training	Gina Kundert	gkundert@redwoodcity.com
MCLE Coordinator	Cynthia L. Woodman	cwoodman@sbcglobal.net
Mentoring	Mary L. King, CCLS	srtek@pacbell.net
Reservations	JoAnne Lein	jlein@cpmlegal.com
Pot O' Gold	Laureen Spini Linda Kinney	Laureen.spini@oracle.com lckinney7@yahoo.com

Proposed Slate of Officers for 2011-2012

President: Maria C. Morales-Hernandez

First Vice President: Cynthia L. Woodman

Second Vice President: Gina Kundert

Recording Secretary: Shara J. Bajurin, CCLS

Treasurer: Denise McNeil

Governor: Doris A. Burke

Election to take place at March 15, 2011 Meeting

March General Membership Meeting Announcement



SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION

Member: Legal Secretaries Incorporated

General Membership Meeting Notice Program: Estate Planning for Pets



Speakers:
Catherine Raye-Wong, Esq.
and
Colleen McAvoy, Esq.

California statute provides that a person can create a trust for the care of a designated domestic or pet animal for the life of the animal. What is a pet trust? When is a pet trust created? Learn all about this interesting area of law and earn 1 hour of MCLE credit.*

Date: Tuesday, March 15, 2011
Place: Terrace Café and Veranda Bar (at El Rancho Inn)
1100 El Camino Real, Millbrae, California
Time: 6 to 9 p.m.
Price: \$30 for members (\$40 for non-members)
Menu: Green salad, bread, chicken Marsala, dessert and coffee

Reservations: JoAnne Lein at JLein@cpmlegal.com
DEADLINE: Friday, March 11, 2011, before 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.



You are cordially
 Invited to celebrate
 San Mateo County Legal
 Secretaries Association's



45th Installation of
 Officers and Bosses' Day

Sunday, April 17, 2011

Crystal Springs Golf Club

6640 Golf Course Drive, Burlingame, CA

Buffet Brunch 11 a.m. to 2 p.m.

\$30 pre-paid

RSVP by April 4, 2011



Officer Elections to be held on 3/15/2011

President

First Vice President

Second Vice President

Recording Secretary

Treasurer

Governor

Payment must be received no later than 4/4/2011.

Mail to Cynthia Woodman

111 Wellesley Crescent, 3E, Redwood City, CA 94062

Email: cwoodman@sbcglobal.net

Orange County Superior Court



CIVIL MANAGEMENT

CIVIL OPERATIONS
(657) 622-3300

Superior Court of California County of Orange

January 14, 2011

NOTICE RE: BOOKMARKING OF EXHIBITS ON ELECTRONICALLY FILED DOCUMENTS

Effective March 1, 2011, all electronically filed law and motion documents must have all exhibits bookmarked. Law and motion documents submitted on and after March 1 that are not bookmarked will be returned to the submitting party for correction.

Bookmarking electronic documents complies with California Rules of Court, rule 3.1110(f).

Legal Procedures - Bookmarking in Adobe®

A bookmark is a type of link with representative text in the Bookmarks panel in the navigation pane. Each bookmark goes to a different view or page in the document. Bookmarks are generated automatically during PDF creation from the table-of-contents entries of documents created by most desktop publishing programs. These bookmarks are often tagged and can be used to make edits in the PDF.

Helpful tips provided by our friends at One Legal®:

How to create a Bookmark (Adobe Acrobat 7.0):

1. Open the Adobe Acrobat PDF file at the page you want to bookmark. Make sure that the page magnification is set to what you want to see when you click the bookmark. For example, to click a bookmark to view a photograph, you might want to increase the magnification level and adjust the page position so that the photograph fills most of the screen.
2. Click the Bookmarks tab in the navigation pane.
3. Click on Options and select New Bookmark or (Ctrl + B)
4. Click on the "untitled" bookmark label and type

in your own bookmark text. (e.g. Exhibit A). Click off the text box to de-select it.

5. Drag the bookmark to the desired position in the Bookmarks tab.
6. Save your document.

To edit a Bookmark's destination:

1. Click the Bookmarks tab, and select the desired Bookmark.
2. In the document pane, move to the location you want to specify as the new destination.
3. If necessary, adjust the magnification.
4. Choose "Set Bookmark Destination" in the Options menu or "Set Destination" in the Bookmark context menu.

To delete a Bookmark:

1. Click the Bookmarks tab.
2. Select the Bookmark or range of Bookmarks you want to delete and do one of
3. the following:
4. Choose "Delete Bookmark(s)" in the Options menu.



CCLS “Affect or Effect” Quiz

1. How did it (affect, effect) her?
2. It had the desired (affect, effect).
3. Who (affected, effected) that change?
4. Was he (affected, effected) much?
5. Can you (affect, effect) a compromise?
6. That's the (affect, effect) he has on people initially.
7. They (affected, effected) a solution.
8. The widow disposed of her husband's (affects, effects).
9. The estranged couple (affected, effected) a reconciliation.
10. In (affect, effect) both of the them were saying the same thing.
11. He said it for (affect, effect).
12. Did her tears (affect, effect) him?
13. Her tears produced no visible (affect, effect).
14. Is there some way to (affect, effect) his release from prison?
15. The shock (affected, effected) her mind.
16. It was a deeply (affecting, effecting) movie.
17. She always (affects, effects) that manner.
18. Have they (affected, effected) a solution to the problem?
19. He was unable to (affect, effect) the transfer of stock.
20. Her actions may (affect, effect) a radical change.
21. Her personal (affects, effects) were stolen.
22. Tell me as soon as it takes (affect, effect).
23. Are you able to (affect, effect) an improvement?
24. How did it (affect, effect) you?
25. None of the (affects, effects) were apparent.



The arrow **affected** the aardvark.



The **effect** was eye-popping.

- | | | | | | |
|----|----------|-----|-----------|-----|----------|
| 1. | affect | 9. | effected | 17. | affects |
| 2. | effect | 10. | effect | 18. | effected |
| 3. | effected | 11. | effect | 19. | effect |
| 4. | affected | 12. | affect | 20. | effect |
| 5. | effect | 13. | effect | 21. | effect |
| 6. | effect | 14. | effect | 22. | effect |
| 7. | effected | 15. | affected | 23. | effect |
| 8. | effects | 16. | affecting | 24. | affect |
| | | | | 25. | effect |

ANSWERS TO AFFECT & EFFECT QUIZ

Member Benefits (Publications at Reduced Cost)

One overlooked benefit of membership: great prices on LSI publications. Your member price is available to you as a member of LSI® (which you are as a member of SMCLSA). Volunteers from all over the state of California give up long, tedious, hours to write and edit both the *Legal Professional's Handbook* and *Law Office Procedures Manual* (the "LOPM"). Copies are often on display at our General Membership Meetings. These publications will become an indispensable part of your office equipment.

Legal professionals are often asked to do something new (several times per day or week), and these handy resources provide you with easy to read, step-by-step instructions. Many attorneys use the LOPM as a useful resource as well. Purchase the LOPM and subscribe to the updates. This will keep you current on the frequently changing procedures and rules. Remember to ask for the LSI® Member Discount, or (better yet) attend the Quarterly or Annual Conferences and take them back to your office right away (without shipping charges).

Legal Professional's Handbook

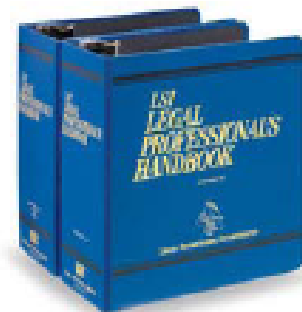
for California Law Practice

Formerly Legal Secretary's Handbook

Legal staff's ultimate resource guide for over 75 years. Step-by-step instructions for major areas of law practice—both civil and criminal, state and federal—focusing on deadlines, fees, number of copies and all other details needed to do the job right the first time. Includes Judicial Council forms, plus practice-tested forms for pleadings, motions, business documents, transmittal letters and more!

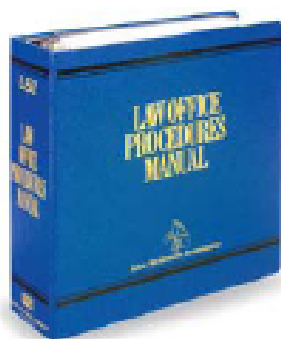
[Summary of Contents](#)

Available Format: Print
2011 Price: \$275
LSI Member Price: \$233.75
(call to order)
Price includes shipping. Add applicable sales tax



Order Print

Purchase BOTH LSI books together
and get a discount!
Call (800) 747-3161, Ext. 2 for details!



Order Print

Law Office Procedures Manual

for California Law Practice

An ideal training manual for new legal staff and a "must have" forms guide for the law office. Contains detailed practice forms for major areas of law practice, both civil and criminal, along with step-by-step instructions for completing them. Also includes procedural checklists, transcription and proofreading tips, and a handy glossary of legal terms.

[Summary of Contents](#)

Available Format: Print
2011 Price: \$149
LSI Member Price: \$126.65 (call to order)
Price includes shipping. Add applicable sales tax

For more information, please call (800) 747-3161, Ext. 2
To request missing pages for a Rutter Group publication, [click here](#).



PALO ALTO LEGAL SECRETARIES ASSOCIATION

Presents

Getting Ready for the California Ethics Rules

(1.0 CLE Ethics Credit)

Speaker: John Steele, Esq.

Thursday, March 24, 2011, 6:00 p.m.

**Fenwick & West
801 California Street (at Castro)
Mountain View, California**

Price: \$25 per person

(make checks payable to: "PALSA")

Menu: Light Dinner Catered by Country Gourmet

RSVP: Kathy Dore (650) 943-5258 or kdore@fenwock.com



Santa Clara County Legal Professionals Association

www.sccolpa.org

PROUDLY PRESENTS



Roberta Hayashi, Esq. From Berliner Law Firm
Legal Ethical Pitfalls and How to Avoid Them.

SCCoLPA has been approved as a provider of MCLE credit by the State of California. This program qualifies for general MCLE credit for an approximate amount of 30 minutes. SCCoLPA certifies that the designed activity conforms to the approved standards of education activities prescribed by the Rules and Regulations of the State Bar of California governing minimum continuing legal education.

Tuesday, March 8, 2011
Social: 5:45 Dinner: 6:30 p.m.

NON-MEMBERS ARE WELCOME!!

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

Menu choices w/cost

Served with a Dinner Salad, Coffee, Iced Tea and dessert

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	
Choice of Chicken or Prawns	\$25.00

Dessert : Carrot Cake or Tiramisu

Reservations

\$27.00 – If reservation is made after Friday, March 4, 2011

RESERVATIONS NOT KEPT WILL BE CHARGED

For reservations email Cherry Battaglia brewster.c@sbccglobal.net or telephone her at (408) 938-2484. 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.

Name: _____

Firm: _____

Address: _____

Phone: (____) _____ Email: _____

February General Membership Meeting



**San Mateo County Legal Secretaries Association
CHAPTER ACHIEVEMENT REPORTING FORM**
**Please respond to Governor Carol Karwatt
no later than March 15, 2011**

	Category	Description	Notes to Governor
<input type="checkbox"/>	Advertising	Did you submit a potential advertiser to the Editor of <i>The Legal Secretary</i> ?	
<input type="checkbox"/>	Articles	Have you submitted articles to LSI's magazine <i>The Legal Secretary</i> ?	
<input type="checkbox"/>	Attendance at LSI Meetings	Have you attended LSI Quarterly Conferences, are you a first-time attendee (extra points), are you a voting delegate, and did you attend workshops? Have you attended meetings of other associations? Have you attended an event hosted by the Bay Area Legal Secretaries Forum? Please include dates/events attended.	
<input type="checkbox"/>	Benefits	Do you belong to Provident or LA Financial Credit Union? Do you have insurance through an LSI sponsored agent? Have you used LSI Hertz discount?, Have you participated in the LSI sponsored retirement planning program?	
<input type="checkbox"/>	California Certified Legal Secretary	Did you take the CCLS examination? Did you submit questions to Continuing Education Counsel for use on CCLS Mock Exam (how many questions?). Did you recertify your CCLS during 2010-2011?	
<input type="checkbox"/>	Legal Specialization Sections	Are you a member of LSI's Legal Specialization Sections? Are you a member of all six sections? Have you attended LSS meeting at an LSI Quarterly Conference or Annual? Did you attend a LSS Regional Seminar? Did you submit an article for use in the LSS Newsletter?	
<input type="checkbox"/>	Publications	Did you purchase <i>LSI Legal Professional's Handbook</i> between April 1, 2010 and March 31, 2011?	
<input type="checkbox"/>		Did you purchase updates to <i>LSI Legal Professional's Handbook</i> between April 1, 2010 and March 31, 2011?	
<input type="checkbox"/>		Did you purchase the <i>Law Office Procedures Manual</i> between April 1, 2010 and March 31, 2011?	
<input type="checkbox"/>		Did you purchase updates for <i>Law Office Procedures Manual</i> between April 1, 2010 and March 31, 2011?	

Please bring to March 15, 2011 meeting or e-mail carol.karwatt@gmail.com

Santa Clara County LPA's First Annual Crab Fundraiser

Santa Clara County LPA hosted their first ever Crab Feed Fundraiser on February 12, 2011. President Rod Cardinale and his hardworking crew did a fabulous job serving and keeping the evening lively. The DJ and Silent Auction were both fun additions. There was a special drawing for several great prizes, and Rod won the "Weekend in Tahoe" prize (and Christa Davis drew the winning ticket). Shara Bajurin of SMCLSA was the high bidder on a large basket of beauty products. Also included in the auction were tickets to a musical, a signed 49er's football, and several gift cards. The crab never ran out, and SCCOLPA sold the extra food at the end of the evening.



Marin and Sonoma Counties Inter-Association Event



Marin County LPA and Sonoma County LSA
Are pleased to announce their Spring Tea/Interclub Event

Sunday, March 20, 2011, 1:00 p.m.
Jacqueline's High Tea
203 Western Avenue, Petaluma, CA

\$35 per person

Includes:
Pot of Tea
Soup & Salad
Finger Sandwiches
Scone
Dessert

To reserve your spot, please send your check payable to MCLPA
c/o Isobel Clayton
2027 Beverly Way
Santa Rosa, CA 95404

RSVP FORM:

Attending: _____ x \$35 = \$ _____

Contact Information: _____
(Name, phone or email)

Name's of Attendees: _____

Reservations with payment must be received by March 12, 2011



LSI® Annual Conference May 19-22, 2011



Los Angeles Legal Secretaries Association
invites you to our Disco Party
"Staying Alive @ L.A. LIVE"
May 19 – 22, 2011

Legal Secretaries, Incorporated — 77th Annual Conference

JW MARRIOTT @ L.A. LIVE
900 West Olympic Boulevard
Los Angeles, CA 90015
Phone: (213) 765-8600

Conference Registration Form

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

Please check if applicable; include title Please check if you are:
 State Officer: _____ Governor CCLS PLS
 State Chairman: _____ Delegate Alternate

SCRIPT TICKET (included Registration, Welcome Reception, Banquet and Brunch):
POSTMARKED ON OR BEFORE APRIL 19, 2011 _____ @ \$125.00 \$ _____
POSTMARKED AFTER APRIL 20, 2011 _____ @ \$135.00 \$ _____

INDIVIDUAL TICKETS:
Registration by April 19, 2011 _____ @ \$ 20.00 \$ _____
Registration after April 20, 2011 _____ @ \$ 30.00 \$ _____
President's Lunch (Friday) _____ @ \$ 35.00 \$ _____
Governor's Lunch (Friday) _____ @ \$ 35.00 \$ _____
Newcomer's Lunch (Friday) _____ @ \$ 35.00 \$ _____
Welcome Reception (Friday) _____ @ \$ 25.00 \$ _____
CCLS Lunch (Saturday) _____ @ \$ 35.00 \$ _____
Banquet (Saturday) _____ @ \$ 50.00 \$ _____
Brunch (Sunday) _____ @ \$ 30.00 \$ _____
TOTAL AMOUNT: \$ _____

Special Dietary Request (including VEGETARIAN): _____

MAKE CHECKS PAYABLE TO: LALS A 2011 CONFERENCE FUND

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

JULIA EVANS
1838 Waters Avenue
Pomona, CA 91766
(714) 852-6872

Email: jevans@alvaradosmith.com

[NO REFUNDS AFTER APRIL 30, 2011]



Los Angeles Legal Secretaries Association
 invites you to our Disco Party
“Staying Alive @ L.A. LIVE”
May 19 – 22, 2011
Legal Secretaries, Incorporated — 77th Annual Conference

JW MARRIOTT @ L.A. LIVE
 900 West Olympic Boulevard
 Los Angeles, CA 90015
 Phone: (213) 765-8600

HOTEL REGISTRATION FORM

Name (to be used on badge): _____
 Mailing address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 E-mail Address: _____
 Local Association: _____ LSA/LPA
 Arrival Date: _____ Departure Date: _____

ACCOMMODATIONS: (Plus applicable taxes and fee

- | | | | |
|--|---------------------|---------------------------------|---------------------|
| <input type="checkbox"/> SINGLE / DOUBLE | \$ 169.00 per night | <input type="checkbox"/> TRIPLE | \$ 189.00 per night |
| <input type="checkbox"/> EXECUTIVE SUITE | \$ 189.00 per night | <input type="checkbox"/> QUAD | \$ 220.00 per night |
| <input type="checkbox"/> ADD'L PERSON | \$ 20.00 per night | | |

RESERVATIONS: <https://resweb.passkey.com/go/leg> - Or call: 1-800-266-9432

Check In: 4:00 p.m. - Check-out: 12:00 p.m.

Smoke-free policy – Pets are not allowed.

PARKING: Valet parking: \$29.00 per day - Off-site parking available at Convention Center and other nearby lots

AIRPORTS: Los Angeles (LAX) 17 miles or Burbank-Glendale-Pasadena (BUR) – 17 miles

General Information, contact:
 Margaret Tovar, CCLS, Conference Chair
 (213) 452-0115 or (562) 556-4790
 Email: mtovar@kbblaw.com

SAN MATEO COUNTY LEGAL SECRETARIES

Legal Careers Blossoming Here.

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
March 1, 2011 at 6 p.m.	SMCLSA Board Meeting, Carr, McClellan, 216, Park Rd., Burlingame, CA.
March 8, 2011 at 6 p.m.	Santa Clara County LPA's "Legal Ethical Pitfalls" (See Page 9).
March 15, 2011	Last day to report Chapter Achievement information to Governor Carol Karwatt (see form on Page 11).
March 15, 2011	SMCLSA General Membership Meeting at Terrace Café and Veranda Bar (at El Rancho Inn), 1100 El Camino Real, Millbrae, CA.
March 20, 2011 at 1 p.m.	Marin and Sonoma Counties Inter-Association Tea (See Page 13).
March 24, 2011 at 6 p.m.	Palo Alto LSA's "Getting Ready for California Ethics Rules" (See Page 8).
April 5, 2011 at 6 p.m.	SMCLSA Board Meeting, Carr, McClellan, 216, Park Rd., Burlingame, CA.
April 17, 2011 at 11 a.m.	SMCLSA 45th Annual Installation of Officers, Crystal Springs Golf Course.
May 19-22, 2011	LSI Annual Conference in Los Angeles. Hosted by: Los Angeles LSA.
August 19-21, 2011	LSI Quarterly Conference in Stockton. Hosted by: Stockton-San Joaquin County LPA.

For event details, go to www.lsi.org or www.smclsa.org.

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