



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.



Time to Pay Membership Dues!

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Carol Karwatt Installed as LSI PRC Editor

As a surprise to all attending the LSI Annual Conference May 14-17, Carol Karwatt was appointed and installed as an Editor on the Publications Revisions Committee. Carol will be in charge of editing LSI publications. This honored



position will keep Carol busy in the coming year., as she will be required to work for LSI throughout the year, as well attend PRC meetings and LSI conferences and meetings. Congratulations Carol!

Installation of Officers 2009-2010

Alameda LSA



San Francisco LPA

San Mateo LSA



June Speaker: Barry J. Parker, Esq.

Our speaker for the June general membership meeting on June 16, 2009 will be Barry J. Parker on the topic of "Trademark Adoption Guidelines to Avoid Troubled Times." There will be hands-on instruction. Reservations: Contact Jeanine Acosta by e-mail at jacosta@cpmlegal.com or call (650) 259-3223.



Officers and Chairmen — 2009-2010

- President **Shara J. Bajurin, CCLS**, sbajurin@carr-mcclellan.com
- First Vice President JoAnne Lein, jlein@cpmlegal.com
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- Parliamentarian, **OPEN**
- Corresponding Secretary, Linda Clark, lclark@cpmlegal.com
- Bay Area Legal Secretaries Forum, Diana Prisk (diprisy@yahoo.com), and Dietra Prater-Slack (slackclass@aol.com)
- Bulletin, Shara J. Bajurin, CCLS



- California Certified Legal Secretary (CCLS®), **OPEN**

OPEN

- Charitable and Special Projects, **OPEN**
- Day in Court, **OPEN**
- Historian, Donna A. Bottarini
- Inter-Association, **OPEN**
- Legal Procedure, Karen Jordan
- Legal Specialization Sections, **OPEN**
- Marketing, Publications, Benefits, **OPEN**
- MCLE Coordinator, Cynthia Woodman, cwoodman@sbcglobal.net

Lisa Landa-Dowling, lisa8182@hotmail.com

- Roster, Doris
- Reservations, Jeanine Acosta, jacosta@cpmlegal.com
- Supplies and Stationery, **OPEN**
- Ways & Means/Pot O' Gold, Cynthia Woodman, cwoodman@sbcglobal.net

LSI Benefit —

- Become one of the 2000 elite legal professionals in California
- Build a network of knowledge by meeting other legal professionals
- Continuing education is the main focus of Legal Secretaries, Incorporated
- Our motto: Excellence through Education
- Expand your personal and professional development and skills through a multitude of educational opportunities offered statewide
- Enjoy discounted educational benefits through the Continuing Education of the Bar
- Become a California Certified Legal Secretary (CCLS®) through a course of study and a comprehensive examination
- Easily maintain your CCLS credits and your MCLE credits through workshops and seminars sponsored by the Legal Specialization Sections of Legal Secretaries, Incorporated

Courts & Rules — Amendments to the Bankruptcy Rules

The most pronounced amendment to the bankruptcy rules is a broad change in Rule 9006 to the calculation of time computation, i.e. the manner of determining a deadline in the rules as a certain number of days or hours from a triggering event. In order to simplify the rules, especially for pro se debtors, calculation of deadline dates no longer requires the consideration of only "business days," but instead the

counting of all calendar days for the stated time period, excluding the date of the event that triggers the period, but including weekends and holidays. If, at the end of the time period, the deadline day is on a weekend or holiday, then the period is extended to the next day that is not a weekend or holiday, with a proviso for state holidays as discussed below. These same rules apply for calculation of hourly time periods, except if the hourly time period ends on

a weekend or holiday, then the deadline for the hourly time period is automatically extended to the same time on the next day that is not a weekend or holiday.

The is a re-print of information provided by the Insolvency Law Committee of the Business Law Section of the California State Bar provides. Web site: www.calbar.org/buslaw/insolvency.

California Certified Legal Secretaries (CCLS)

Matchmaker

Match the words with the information on the right.

- | | |
|----------------|---|
| 1. CD | a. statute of limitations |
| 2. Esq. | b. date of birth |
| 3. c, cc | c. doing business as |
| 4. Chron file | d. Memorandum of Points and Authorities |
| 5. K | e. order to show cause |
| 6. EOM | f. for your information |
| 7. SOL | g. signed by |
| 8. OSC | h. materials retained by date produced |
| 9. SASE | i. end of month |
| 10. NKA | j. Esquire |
| 11. DOB | k. compact disc, certificate of deposit |
| 12. EIN | l. copy, copies |
| 13. Attn | m. self-addressed stamped envelope |
| 14. FYI | n. employer id number |
| 15. /s/ | o. date of death |
| 16. DOD | p. estimated time of departure |
| 17. P&A or MPA | q. now known as |
| 18. ETD | r. interrogatories |
| 19. DBA | s. contract (or "thousands") |
| 20. Rogs | t. Attention |



LSI California Certified Legal Secretary Chairman, Astrid Waterson, CCLS, announced that 4 people passed the CCLS exam in October 2008 and 16 passed in March 2009. LSI's CCLS Study Group had 71 participating students, and 36 of those took the CCLS exam in March. Congratulations to the latest graduates!

SMCLSA Has a New Website

As of May 1, 2009, SMCLSA has a brand new website at a brand new location: www.smclsa.org. Pamela Thompson, legal secretary, web designer, and board member of Alameda County Legal Secretaries Association, did a wonderful job of designing the new look for SMCLSA's website. After some consideration, the domain name was also changed to make it more accurately describe SMCLSA as an organization rather than a company. The site includes a members section



This will make the SMCLSA website a useful tool for members and non-members.

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SAN MATEO COUNTY LEGAL SECRETARIES

*Education is the heart
of our Association*

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We're on the Web
www.smclsa.org

Items to Calendar ...



Date	Notes
May 5, 2009 @ 6 p.m.	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
May 14-17, 2009	2009 Annual LSI Conference, Long Beach, California.
May 19, 2009	SMCLSA General Membership Meeting. Dominic's. Topic: Ethics .& Professional Responsibility.
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. Topic: Intellectual Property Law.
August 14-16, 2009	August 2009 LSI Conference, Palm Springs Hilton.
August 18, 2009	Last day for CCLS Exam Application to be received by LSI. (A late application may be accepted up to 30 days prior if space is available.)
October 17, 2009	CCLS Examination.
November 13-15, 2009	November 2009 LSI Conference, Sacramento Marriott, Rancho Cordova.
February 25-27, 2010	February 2010 LSI Conference, Doubletree Hotel, San Diego.
May 20-23, 2010	2010 Annual Conference, Sacramento.

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