



San Mateo County Legal Secretaries Association

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

LEGALAIRE

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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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President's Message

We have your fertilizer right here!

By: Shara J. Bajurin, CCLS

The flower of the month of May is the lily of the valley. In the language of flowers, "the lily of the valley signifies the return of happiness." As we start our fiscal year, I think it is perfect to say that we are expecting the return of happiness. Your Program Chairman, Candy De Souza has nearly completed a year's scheduling of fantastic speakers. Your Legal Education Chairman has planned the upcoming Municipal Law Seminar on June 23, 2010, and

registrations are coming in daily. Yes, our theme this year is "Legal Careers Blossoming Here," and how better to blossom than through education? Hope you are also enjoying the beautiful, if sometimes unpredictable, weather of May. As our happiness returns this spring, take a moment to enjoy it, and remember to fertilize your legal career with the educational opportunities available in your Association, through LSI®, Bay Area Legal Secretaries Forum, and other local Associations.

Installation of Officers 2010-2011

Alameda County LSA



Rod Cardinale, Jr.,
Santa Clara
County LPA

San Mateo County LSA



June Topic: "Family Law War Stories"

Our speaker for the June general membership meeting on June 15, 2010 will be Vicki A. Yeley on the topic of "Family Law War Stories." Ms. Yeley is SMCLSA's former Queen Boss, and a long-time supporter of our Association.

For reservations, please contact JoAnne Lein at Jeanine Acosta by e-mail at jlein@cpmlegal.com or call (650) 697-6000.



Officers and Chairmen 2010-2011

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SMCLSA Hosts One-Day Seminar

San Mateo County Legal Secretaries Association is presenting a one-night seminar on Municipal Law at the Redwood City Library on June 23, 2010 from 5:30 p.m. to 9 p.m. This course is designed to provide basic training in municipal government and is suitable for all levels of experience. Course materials are included in the pre-paid registration fee of \$15. San Mateo County Legal Secretaries Association, a local association of Legal

Secretaries Incorporated, an approved MCLE provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of three hours. Registration information is available at www.smclsa.org. Questions? Contact Gina Kundert at (650) 780-7201, or e-mail gkundert@redwoodcity.org.

California Certified Legal Secretaries (CCLS)



1. Superior Court have original jurisdiction in all causes except:
 - a. writs to lower courts
 - b. causes given to other courts by statute
 - c. Limited civil action
2. Which of the following are not pleadings?
 - a. cross-complaints
 - b. answers
 - c. motions
3. Which documents are not filed with the court?
 - a. subpoenas
 - b. declarations
 - c. motions
4. A small claims court action has jurisdiction for recovery of money _____ or less.
 - a. \$7,500
 - b. \$5,000
 - c. \$10,000
5. The deposition of an expert witness shall take place within ___ miles of the courthouse where the action is pending.
 - a. 10 miles
 - b. 25 miles
 - c. 75 miles

Answers: b, c, a, b, c.

Courts & Rules ~ Small Claims Court Closure

The unprecedented, deepening and ongoing reductions in state court funding have necessitated the reduction of over 20% of our court workforce. As a result of those reductions, effective May 3, 2010, the Small Claims Divisions located at 500 County Center in Redwood City, 800 N. Humboldt in San Mateo and 1050 Mission Road in South San Francisco, will be consolidated with the Civil Division and relocated to Redwood City. The small claims hearings will continue to be conducted at the three court branch locations based on their current venue.



The new location for the consolidated Small Claims Clerk's Office will be in Room A on the first floor of the Hall of Justice located at 400 County Center in Redwood City. EZ Legal File will remain available at www.ezlegalfile.org to assist in the preparation and submission of Small Claims filings. Filings and correspondence may still be submitted in person or by mail to the new location in Redwood City.

This information may also be found on our court website at www.sanmateocourt.org

Care Package Donations

Fire Chief Don Dornell spoke to us way back in 2007 about a special group of soldiers they support by sending letters and care packages. Chief Dornell has asked us to donate items because the soldiers have been deployed once again. Please bring packaged snacks and personnel hygiene items to our May 18, 2010 General Membership meeting. We'll arrange to have the items delivered to Chief Dornell, who tells us the "boxing party" will take place sometime around May 26-27. "Thank you,

one and all, for your continued support of our program. We've taken a break while the company trained, rotated personnel, acclimated new personnel, and prepared for their next 'Rendezvous with Destiny.' Let's get back to what we said we'd do and support them once again." A firm date for the boxing party will be posted to SMCLSA's website when it is known.



SAVE THE DATES:

- SMCLSA Team Heart Walk
September 19, 2010
- Day at the Races
October 3, 2010

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SAN MATEO COUNTY LEGAL SECRETARIES

Legal Careers Blossoming Here.

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Items to Calendar ...



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Date	Notes
May 4, 2010	SMCLSA Board Meeting at Carr, McClellan, 216 Park Road, Burlingame
May 18, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill
May 20-23, 2010	LSI® 2010 Annual Conference, Sacramento, CA.
June 1, 2010	SMCLSA Board Meeting at Carr, McClellan, 216 Park Road, Burlingame
June 15, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill.
June 23, 2010	SMCLSA Municipal Law Seminar, Redwood City Law Library
July 6, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill
July 20, 2010	SMCLSA General Membership Meeting, Poplar Creek Grill

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

**San Mateo County LSA Study Group for CCLS Exam
Begins July 11, 2010**

Questions? Contact Shara at sbajurin@carr-mcclellan.com