

# 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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May 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.



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## President's Message

By: Maria C. Morales-Hernandez



I thought Shara's update on the flower of the month is great so I will continue with her tradition. May's flower is the Lily of the Valley. It is said this garden plant signifies the "return of

happiness." That being said, I am very happy that you have the confidence in choosing me as your President. Serving as the president of SMCLSA will be a welcome challenge for me. I would like to thank all of the past presidents for their commitment to this organization. It showed at our 45th annual installation!

I also want to thank all the chairmen for agreeing to staying on their current positions and to those that have already stepped up. Thank you Linda Clark, Tanya Tate, Shara Bajurin, Gina

Kundert, JoAnne Lein, Bonnie Stensler, Pilar Marquez, Carol Karwatt, Doris Burke, Cynthia Woodman, and Mary King. There is a list of chairmen positions on our website, please feel free to look at the list and contact me if you are interested in holding any of the positions. We will need a Christmas Holiday Committee as well as a Reservations Chairman. I hope that all members step up and volunteer their talent. Remember that "Teamwork is Key"! Our Board meeting will be on May 3 at 6 p.m. at the Law Offices of Carr, Yeley & Associates, 605 Middlefield Road, Redwood City. The May General Membership Meeting will be held at Crystal Springs on May 17 starting with "Attitude Adjustment" at 5:30 p.m. the meeting starts at 6 p.m. Starting in June our general membership meetings will be held at Rancho Inn, Terrace Cafe in Millbrae. I'm very excited and look forward to working together!

## Time to Pay Membership Dues!

Renewal form on Page 9.

Due May 1, 2011, and

late after May 31, 2011



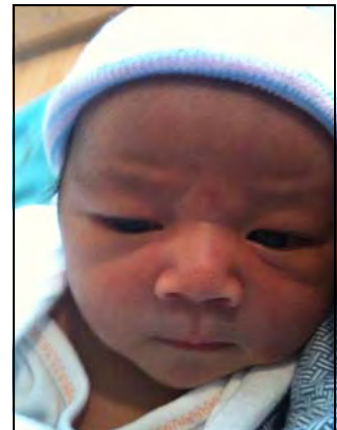
## Officers and Chairmen 2011-2012

President	Maria C. Morales-Hernandez	Mchernandez1965@sbcglobal.net
First Vice President	Cynthia L. Woodman	cwoodman@sbcglobal.net
Second Vice President	Gina Kundert	GKundert@redwoodcity.org
Recording Secretary	Shara J. Bajurin, CCLS	sbajurin@carr-mcclellan.com
Treasurer	Denise McNeil	neese12@yahoo.com
Governor	Doris A. Burke	dburke@garviclaw.com
Parliamentarian	Tanya R. Tate	Tanya.tate@hotmail.com
Corresponding Secretary	Donna A. Bottarini	Donna.Bottarini@chw.edu
Bay Area Legal Secretaries Forum	Pilar Marquez	pmarquez@clappmoroney.com
Scholarship	JoAnne Lein	JLein@cpmlegal.com
Charitable Projects	Carol Karwatt	Carol.karwatt@gmail.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	Tanya R. Tate and Mary L. King, CCLS	Tanya.tate@hotmail.com srtek@pachbell.net
Reservations	Open	
Pot O' Gold	Open	

## Welcome Baby Sugiyama

SMCLSA Member Tracie Sugiyama welcomes her little bundle of joy, Troy Hiroshi Keriik Sugiyama. He was born on April 18, 2011 at 9:35 p.m., weighing in at 7 pounds, 13 oz., and measuring 20 3/4 inches long. Tracie reports, "With an easy pregnancy these past couple of months, I suspected that birthing and getting him to sleep might prove difficult. However, he

proved me wrong and has been a perfect little angel."



## Saying Good-bye to SMCLSA Past-President Madeline Hanson

By: Mary L. King, CCLS

Madeline Hanson passed away peacefully in her home the evening of Monday, November 29, 2010.

Madeline was born February 3, 1925, to Francisco and Enriqueta DelCastillo in El Paso, Texas. She had one brother and four sisters. The family moved to Houston in the late 1920s. Madeline married Milo Hanson in 1948 in Houston. They moved to San Mateo County, California, first living in San Bruno, where Milo was employed by United Airlines. After having two sons, they moved to Redwood City in the early 1950s where Madeline worked as a legal secretary and courtroom clerk. Madeline also ran her own secretarial service and worked as an independent contractor for many attorneys in San Mateo County.

Madeline was very active in her community, a member of St. Pius Parrish, member of the San Mateo County Legal Secretaries Association, of which she served as its president



1979-1980. While employed as a courtroom clerk in the Superior Court of San Mateo County, she

was an active member of the California Court Association. Madeline lived in Redwood City until 2000 when she moved to Meridian, Idaho to be near her son Gary and his family. She was actively involved with the Meridian Senior Center and her church. In spite of her failing memory, she enjoyed dancing, socializing with her friends and her trips with her close friend Al John.

Madeline is survived by her two sons, Niles Hanson (Mary Ann) of Eugene, Oregon and Gary Hanson (Diana) of Meridian, Idaho, four grandchildren, three sisters and numerous nieces and nephews. She was laid to rest beside her husband, Milo,

in the Los Altos, California cemetery following a Funeral Mass held at Holy Apostles Catholic Church on December 2, 2010.

# First Legal | Network

## Support Services ● Investigations ● Document Solutions

First Legal Network is our newest sponsor and paid supporter of SMCLSA. Sue Hamer and Ron Hellpap will make a short presentation about the services provided by First Legal at our May 17, 2011 General Membership Meeting. With four areas of expertise, First Legal will have the service that you need. First Legal's **Attorney Services** include court filings, process serving, and messenger. **Investigations** include trace, search and locate. **Records Retrieval**

includes preparation of subpoenas as well handling medical and business records subpoenas and authorizations and acting as deposition officer. The **Digital Solutions** services include copying, scanning, indexing, and coding. Coding is indexing of discovery documents and putting them into a format compatible with Summation and Concordance. Get more detailed information from First Legal's website

<http://www.firstlegallnetwork.com/>

# CCLS Quiz - Who or Whom?

1. Mrs. Monroe, (who, whom) we are sure you know, is president of the PTA.
2. We selected Mrs. Davis, (who, whom) we know has had a great deal of experience.
3. The author (who, whom) we talked about will speak at the club on Friday.
4. He is a person to (who, whom) we must look for advice.
5. The bookkeeper, (which, whose) desk is next to mine, will return at one o'clock.
6. Addresses of members to (who, whom) notices should be sent are on my side of the desk.
7. Guess (who, whom) we saw today.
8. (Who, Whom) could it have been?
9. We do not know (who, whom) to elect.
10. Address this letter to Mrs. Roberts, (who, whom) we have asked to act as our representative.
11. Give the package to (whoever, whomever) is there.
12. They will appoint (whoever, whomever) they want.
13. The manager asked (who, whom) had typed the letter.
14. Mary wondered (who's, whose) briefcase was on the chair.
15. (Who, Whom) are you going with?
16. We shall place the order with (whoever, whomever) you recommend.
17. (Who, Whom) do you plan to interview today?
18. Randy said he did not know to (who, whom) to turn for help.
19. An auditor (who, whom) we expected did not come.
20. There are many people (who, whom) never seem to be satisfied.



- |          |              |              |
|----------|--------------|--------------|
| 1. whom  | 8. who       | 15. whom     |
| 2. who   | 9. whom      | 16. whomever |
| 3. whom  | 10. whom     | 17. whom     |
| 4. whom  | 11. whoever  | 18. whom     |
| 5. whose | 12. whomever | 19. whom     |
| 6. whom  | 13. who      | 20. who      |
| 7. whom  | 14. whose    |              |

## ANSWERS TO PRONOUNS - WHO OR WHOM QUIZ

## Santa Clara County LPA's Educational Event

More information and registration on-line at <http://www.sccolpa.org/>

### A WORKSHOP ON CONSERVATORSHIP AND GUARDIANSHIP PROCEDURES

Wednesday, May 25, 2011

5:45 p.m. – Registration	The Bold Knight
6:15 p.m. – Dinner Served	840 N. First Street, San Jose
7:00 p.m. – 8:30 p.m. – Workshop	(408) 297-2170
	Additional parking next door
	@ Valley Credit Union

Presenter: Rebecca F. Weisman, Esq.  
Law Offices of Fleishman & Weisman

Cost: \$50 (non-members – includes dinner and free one-year membership in SCCoLPA/no refunds)  
\$35 (members – includes dinner/no refunds)

This short presentation is designed for the legal professional with some legal background or an experienced legal professional who requires a refresher and will answer many questions you have and more including: What is a conservatorship? What is a guardianship? Who qualifies to be a conservator or guardian? Who needs a conservator? Who needs a guardian? What are the procedures?

## Who or Whom Rule

**Rule:** Use the he/him method to decide which word is correct.

he = who

him = whom

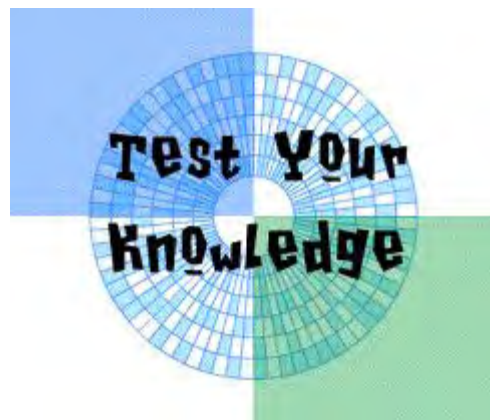
Examples:

**Who/Whom wrote the letter?**

He wrote the letter. Therefore, *who* is correct.

**For who/whom should I vote?**

Should I vote for him? Therefore, *whom* is correct.



## Governor's Report

February 2011, Third Quarterly Conference, Oroville, California

The conference was held at the Gold County Casino in Oroville, California. I attended the Governor's Luncheon.

There was continued discussion on whether the current LSI Administrator Catherine Culver should become an employee when she was hired as an independent contractor. Catherine wants to suddenly change her status to an employee at great expense to LSI. The final vote on the issue will be held at the pre-Governor's meeting at the annual conference in May.

In relation to the above, the Association agreed (with some disagreement) to hire Littler Mendelsen to research what the requirements are for independent contractor v. employee.

As of the conference LSI has 1,652 members.

The conference held by San Fernando Valley LPA netted the Association \$5,858.78.

Deadline for Chapter Achievement points is April 30, 2011.

Julie Edsill, Parliamentarian, is going to draft Bylaw language for associations to have telephone conference, email, etc. to pass urgent business that cannot

wait for a scheduled board meeting or able to call a special meeting to personally attend.

There will be President, Governor, minute taking, and marketing programs offered at the annual among other workshops.

The Executive Committee reviewed the correct titles of chairmanships and committees so they would refer to them correctly orally and in the written form.

The following are open chairmanships with LSI: CCLS Chair, Legal Procedure and Criminal Law Section.

There will be voting by the current Governors after the annual for bids submitted for conferences: November 2012 Palm Springs or Long Beach and May 2013 Santa Clara or Knotts Berry Farm. No bids were received for May 2013 and August 2013.

The Power Point presentation to be distributed to Associations to promote membership has a deadline of the annual conference to be ready. Associations have been waiting quite sometime for this.

Next Conference is Annual downtown Los Angeles, May 19-22, 2011.

Respectfully submitted,

Carol S. Karwatt, Governor

The San Mateo County Trial Lawyers Association  
*presents the seventh annual*



### LAWYERS IN THE GUTTER

May 18, 2011

6:30-9:30 p.m.

At Bel Mateo Bowl

Proceeds Benefitting Samaritan House

Tickets: \$30/adults, \$20/children ages 6-17, free for children 5 and under.

Includes three hours of bowling, shoe rental, pizza, ice cream sundae bar and drinks. Lots of fund activities, including Planet Bowling, Monte Carlo, and a raffle. Prizes include Free Game Coupons and Bel Mateo Bowl t-shirts.

Send checks payable to "SMCTLA" to:

Carol Karwatt,

Correy, Luzaich, Pliska, De Ghetaldi & Nastari

700 Camino Real, Millbrae, CA 94040

Questions? Contact Amanda Riddle at [alr@coreylaw.com](mailto:alr@coreylaw.com) or (650) 871-5666

## May General Membership Meeting



SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION

Member: Legal Secretaries Incorporated

### General Membership Meeting Notice



### Program: In Home Elder Care Options Speaker: Sali Gosula

The 85-and-older population is expected to more than triple between 2008 and 2050 in the United States. You need to know the most current information on in-home elder care services. Sali Gosula is an amazing speaker, mother of two, and owner and Executive Director of Synergy HomeCare of San Mateo.

- Date: Tuesday, May 17, 2011  
Place: Crystal Springs Golf Club  
6640 Golf Course Drive, Burlingame  
Time: 6 to 9 p.m.  
Price: \$30 for members (\$40 for non-members).  
Includes dinner, tax, tip and program.

Reservations: Contact Shara J. Bajurin, CCLS at (650) 696-2595  
or email her at [sbajurin@carr-mcclellan.com](mailto:sbajurin@carr-mcclellan.com)

DEADLINE: Thursday, May 4, 2011, before noon

~A reservation made is a reservation paid~

# SMCLSA 45th Installation of Officers and Bosses' Day April 17, 2011



Vicki A. Yeley, Esq., Doris Burke, Denise McNeil, Shara Bajurin, Gina Kundert, Cynthia Woodman, and President Maria Hernandez.



Gina Kundert, Cynthia Woodman, LSI President Brooke Atherton, CCLS, Shara Bajurin, and Santa Clara County President Rod Cardinale.



Teamwork is Key



President's Award 2011 to Denise McNeil.



## Dues are Due!

**SAN MATEO COUNTY LEGAL SECRETARIES ASSOCIATION  
DUES RENEWAL 2011 - 2012  
Federal Tax ID No. 94-6173220**

Active (regular) Membership: \$40.00  
Retired: \$31.50

**Make checks payable to SMCLSA and send check to:**

Denise McNeil, Treasurer  
114 Peninsula Avenue  
San Mateo, CA 94401

Even if your information has **NOT** changed from last year, please complete the form below and include with your check. Please PRINT or TYPE the information.

Name: \_\_\_\_\_

Active        
Retired      
CCLS        
PLS          
Honorary Life Member   

Birthday Month and Day: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Where do you prefer email:      Home                   Work

Where do you prefer snail mail:      Home                   Work

**Membership renewal due May 1, 2011, and delinquent May 31, 2011**

# LSI® Quarterly Conference August 19-21, 2011



STOCKTON-SAN JOAQUIN COUNTY  
 LEGAL PROFESSIONALS ASSOCIATION  
 invites you to  
**"CELEBRATE THE SEASONS IN STOCKTON"**  
 August 19-21, 2011  
 LSI Quarterly Conference  
 Stockton Hilton Hotel  
 Stockton, California

### \*\* CONFERENCE REGISTRATION FORM \*\*

Name (to be used on badge): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax Telephone: \_\_\_\_\_  
 Local Association: \_\_\_\_\_ LSA/LPA  
 (Do not abbreviate)

INDICATE IF YOU ARE:	Title	INDICATE IF YOU ARE:	Title
_____ State Officer	_____	_____ Governor	_____
_____ State Chairman	_____	_____ PLS/CCLS	_____

SCRIP (includes Registration, Welcome Reception, Banquet & Brunch):  
 POSTMARKED on or before July 19, 2011 \$100.00 \$ \_\_\_\_\_  
 POSTMARKED after July 19, 2011 (no exceptions) \$110.00 \$ \_\_\_\_\_

SINGLE TICKETS:

_____ Registration PRIOR to July 19, 2011	\$15.00	\$ _____
_____ Registration AFTER July 19, 2011	\$25.00	\$ _____
_____ Welcome Reception (Friday evening)	\$20.00	\$ _____

SATURDAY NIGHT BANQUET:  
 Circle one:  
 \_\_\_\_\_ New York Steak Salmon Vegetarian \$49.00 \$ \_\_\_\_\_

LUNCHEONS:  
 Circle One:  
 \_\_\_\_\_ California Cobb Salad Grilled Chicken Wrap Vegetarian Wrap  
 \_\_\_\_\_ Presidents Luncheon (Saturday) \$24.00 \$ \_\_\_\_\_  
 \_\_\_\_\_ Governors Luncheon (Saturday) \$24.00 \$ \_\_\_\_\_  
 \_\_\_\_\_ Membership Luncheon (Saturday) \$24.00 \$ \_\_\_\_\_

\_\_\_\_\_ SUNDAY BRUNCH: \$22.00 \$ \_\_\_\_\_

TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

SPECIAL DIETARY CONSIDERATIONS: (please list, if any, including VEGETARIAN):  
 \_\_\_\_\_

**NO REFUNDS AFTER AUGUST 5, 2011**

MAKE CHECKS PAYABLE TO: SSIJCLPA CONFERENCE FUND  
 MAIL TO: Debbie Burgoine, Registration Co-Chair, 222 E. El Campo Ave, Stockton, CA 95207  
 Home: (209) 472-9676 Email: [db\\_burming@yahoo.com](mailto:db_burming@yahoo.com)

STOCKTON-SAN JOAQUIN COUNTY  
 LEGAL PROFESSIONALS ASSOCIATION  
 invites you to  
**“CELEBRATE THE SEASONS IN STOCKTON”**  
 August 19-21, 2011  
 LSI Quarterly Conference  
 Stockton Hilton Hotel  
 Stockton, California

**\*\*HOTEL REGISTRATION FORM \*\***

Name (to be used on badge): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax Telephone: \_\_\_\_\_  
 Local Association: \_\_\_\_\_ LSA/LPA  
 (Do not abbreviate)

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

**Accommodations:** (Plus applicable taxes and fees)

- SINGLE/DOUBLE (Standard) \$129.00 per night, plus 12% tax
  - KING STANDARD WITH SOFA BED \$129.00 per night, plus 12% tax
- \*Charge of \$10.00 additional per room for triple or quadruple occupancy. No Rollaways available  
 Please use “group convention: legal” when making reservations  
 To receive group price, rooms must be booked prior to **JULY 12, 2011**  
**ROOM PRICE INCLUDES ALL AMERICAN BREAKFAST**

**Check In/Out:** (Late arrivals or departures MUST be arranged with hotel)

Check in Time: 3:00 p.m.  
 Check out Time: 11:00 a.m.

**Parking:** FREE to hotel guests

**Airports:** Sacramento International Airport (SMF) – approximately 45 miles from hotel

Please call hotel directly to book rooms: (800)-HILTONS or log on to [www.stockton.hilton.com](http://www.stockton.hilton.com) PLEASE USE GROUP NAME (ABOVE) WHEN MAKING RESERVATIONS

**GENERAL INFORMATION, CONTACT:**

Jan Kuykendall, CCLS, Conference Chair  
 Cell: (209) 747-4781  
 Email: [ks24fanatic@aol.com](mailto:ks24fanatic@aol.com)

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SAN MATEO COUNTY LEGAL SECRETARIES

## *Teamwork is Key*

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Complimentary Litigation Support

FIRST CLASS MAIL

*This newsletter brought to you digitally to save resources.  
Printed version available upon request.*



## **Items to Calendar ...**

Date	Notes
May 3, 2011 at 6 p.m.	SMCLSA Board Meeting at Carr, Yeley & Associates, 605 Middlefield Road, Redwood City, CA.
May 17, 2011 at 6 p.m.	SMCLSA General Membership Meeting at Crystal Springs Golf Club, 6640 Golf Course Drive, Burlingame, CA. \$30 for members, \$40 for non-members. Program: In Home Elder Care Options, Speaker Saili Gosula
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](http://www.lsi.org) or [www.smclsa.org](http://www.smclsa.org).**