



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.



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President's Message

By: Shara J. Bajurin, CCLS

The First Annual SMCLSA Team Heartwalk was a success. The Team exceeded their goal of earning \$3,000. Such a wonderful day and thank you to our organizer Carol Karwatt!



Carol Karwatt and Ana Navarro.



Nancy O'Shea and Bonnie Stensler.

SMCLSA Legal Secretary Training Course



Teaching Service of Process Sept. 21.

Legal Training Chairman Gina Kundert has done a wonderful job organizing SMCLSA's twelve-week educational program. Classes began September 21 and run through December 21. Topics include Civil Litigation, Criminal, Probate and Corporations, with the last night devoted to taking a final. The textbook is LSI's publication, "Law Office Procedures Manual." If you can provide refreshments for one night, please contact Gina at gkundert@redwoodcity.org.

Officers and Chairmen — 2009-2010

- President Shara J. Bajurin, CCLS
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- Historian Donna A. Bottarini
- Inter-Association Bonnie Stensler, PLS, CCLS
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- Roster Doris A. Burke
- Reservations Jeanine Acosta
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- Supplies and Stationery, **OPEN**
- Ways & Means/Pot O’ Gold
Laura Chappelle Laura530c@aol.com



LSI Benefits of Membership: Education

LSI’s tagline is “Educating California’s Legal Professionals.” You can acquire many hours of MCLE approved, relevant, and without having to spend much. At the Conference in November, all members (that means you!!) pay only \$10 per workshop. Workshops run Friday, November 13 through Saturday, November 14, and are well worth the drive to the Sacramento Marriott Rancho

Cordova. Topics include a criminal law workshop, “No Money, No Justice,” law office administration, “Civil Rights — Past Present & Future,” and civil litigation, “California Environmental Quality Act — Writ Practice.” Education is one of our best benefits of membership. If you are able to attend, please report back to us on what you learned.

Courts & Rules: Notice of Attorney Redaction Responsibility

The Administrative Office of the United States Courts has implemented a change to CM/ECF (“Case Management/ Electronic Case Filing) regarding the responsibility of attorneys to keep private information out of the documents filed with the courts. Now, when logging in to CM/ECF, a message appears to remind attorneys of their responsibility to redact private information from the documents that they file. Additionally, attorneys are required to acknowledge they will comply with the redaction

rules. The message displayed on the District court’s login page is as follows:
IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.

CM/ECF Filer or PACER Login

Notice
This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

<p>Authentication</p> <p>Login: _____</p> <p>Password: _____</p> <p>Client code: _____</p> <p><input type="button" value="Login"/> <input type="button" value="Clear"/></p>	<p>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bank. P. 9037. This requirement applies to all documents, including attachments.</p> <p><input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p>
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Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

California Certified Legal Secretaries (CCLS)

Day In Court Glossary of Terms

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

ADJUDICATION
 ARBITRATION
 CASELOAD
 CITATION
 COMPLAINT
 ENJOIN
 LITIGANT
 PLEADINGS
 STIPULATION
 WRIT

ADVERSARY
 BAIL
 CERTIORARI
 CLERK
 CONTINUANCE
 GARNISHMENT
 OFFENDER
 PRECEDENT
 SUBPOENA

ANSWER
 BANKRUPTCY
 CHAMBERS
 CODE
 DAMAGES
 INJUNCTION
 PETITION
 STAY
 TESTIMONY



Heart Walk Team 2009

**November:
 Vendor Night &
 Fashion Show**

**November's Meeting
 Is a Night of
 Shopping and Fun!**
 Nov. 17, 2009 at 6 pm
 Featuring a variety of
 vendors &
 the fashions of
 Drapers & Damons
 Reservations:
 Jeanine Hamilton,
 acosta@cpmlegal.com,
 (650) 259-3223

DRAPERS & DAMONS

**Parliamentary
 Procedure
 Robert's Rules Trivia**

- The first edition of the book, whose full title was Pocket Manual of Rules of Order for Deliberative Assemblies, was published in February, 1876 by then-U.S. Army Major Henry Martyn Robert (1837–1923), with the short title Robert's Rules of Order placed on its cover.
- The procedures prescribed by the book were loosely modeled after those used in the United States House of Rep., with such adaptations as Robert saw fit for use in ordinary societies.
- It is a set of time-tested rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

SAN MATEO COUNTY LEGAL SECRETARIES

*Education is the heart
of our Association*

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Items to Calendar ...



Date	Notes
October 6, 2009	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
October 20, 2009	SMCLSA General Membership Meeting, Poplar Creek Grill. "Day In Court."
October 25, 2009	Day at the Races Fundraiser at Golden Gate Fields.
November 2, 2009	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
November 13-15, 2009	November 2009 LSI Conference, Sacramento Marriott, Rancho Cordova.
November 17, 2009	SMCLSA General Membership Meeting, Poplar Creek Grill. Vendor Night and Fashion Show.
December 1, 2009	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
December 15, 2009	ANNUAL HOLIDAY PARTY ~ SAVE THE DATE!
January 5, 2009	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
January 19, 2009	SMCLSA General Membership Meeting, Poplar Creek Grill. "Changes in the Law."

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