



San Mateo County Legal Secretaries Association

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

LEGALAIRE

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Volume XLIV, Issue 5

SMCLSA Chartered May 1966

September 2009

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

This is my fifth month as your president and I can't believe things are moving so quickly. In this incredibly short period of time, we have attended two LSI conferences (and responded to several dozen directives), held three MCLE-qualified educational programs and one super-fun program about Heart Health, hosted a BALSF Quarterly Workshop on July 25, worked at two San Mateo County Bar events, planned and prepared for one 12-week educational program (starts September 21), prepared one SMCLSA

Roster, organized an Inter-Association Day at the Races (October 25), prepared nine sets of Minutes, moved our bank accounts to one bank, tracked five months of dinner reservations, sworn in several new members, written dozens of kind notes of thanks and encouragement on behalf of SMCLSA, raised thousands of dollars on behalf of the American Heart Association, and worked countless hours behind-the-scenes. It makes me breathless to think of all that you have accomplished this year.

Amazing!!! Your hearts are really showing in all that you do. I believe we are enriched by each event, whether we are a planner or participant. A wonderful quote from Fred Rogers sums it up best: "At the center of the universe is a loving heart that continues to beat and that wants the best for every person. Anything we can do to help foster the intellect and spirit and emotional growth of our fellow human beings, that is our job. Those of us who have this particular vision must continue against all odds. Life is for service."

Inter-Association Fundraiser Day at the Races

Please join us on October 25 at Golden Gate Fields for our annual Day at the Races fundraiser. This year we have joined with Alameda County LSA for an Inter-Association Event. Golden Gate Fields is a horse racing track straddling the cities of Albany and Berkeley

along the shoreline of San Francisco Bay. With the closing of Bay Meadows on May 11, 2008, Golden Gate Fields is now the only horse racing track in Northern California. The cost is \$35 per person, and includes valet preferred parking, program, Turf Club seating, and a prime rib buffet lunch. Gates open at 11 a.m. This is an event for the whole family, and children get

tickets at a reduced cost. This event is also a great opportunity to meet members Alameda County LSA. Tickets are available now. Contact Bonnie Stensler, bjstensler@comcast.net, (415) 587-3518.



GOLDEN GATE FIELDS

Officers and Chairmen — 2009-2010

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- Reservations Jeanine Acosta
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- Supplies and Stationery, **OPEN**



SMCLSA Board Tries Video Conference at Meeting

The September 1 Board Meeting marked the first time SMCLSA used video conferencing. Through the help of Laura Bajurin and her knowledge of Skype, Mary King joined the meeting. However, bugs still exist in the system, which is still somewhat imperfect. Years from now this may be a common way for us to conduct business, but the technology is still young.



Nancy helps Laura with the reception.

Bonnie Stensler and Nancy O'Shea



Courts & Rules — Supplies for Trial

The mountain of documents and binders prepared for trial are obvious. However, sometimes it is those little things that can mean so much when a trial is under way. Debbie Mitchell, the Facilities Manager at Cotchett, Pitre & McCarthy has a wonderful list of items that no attorney should be without during trial, and she was kind enough to share it with us!

Supplies for Trial

2 Hole Punch
3 Hole Punch
Acco Fasteners
Antacid
Aspirin
Bankers Boxes
Big Wall Calendars
Binder Clips/Asst.
Binders
Binders - 1/2", 1", 1 1/2", 2", 3"
Blue File Guides
Computers
Copy Paper
Cough Drops
Dolly

Easel
Easel Pads
Elmo
Envelopes - Asst. Sizes
Erasers
Exhibit Tabs
Fax Cover Sheets
Fed Ex. Env, Pre-Printed Mailing Labels
File Folders
Floppy Disks
Hi-Liters
Index Cards
Kleenex
Label Maker/Tapes

Laser Printers
Letterhead
Mailing Labels
Markers - Asst.
Memo Paper
Paper Clips
Paper Pads/Paper Towels
Pencils
Pens - Assorted
Post It Notes - Asst. Sizes
Postage Stamps
Post-It Flags - Asst. Colors
Projector
Redacting Tape - 1,

2 and 6 Line
Redwells - Legal And Letter Size
Rubber Bands/Rulers
Scissors
Screen
Second Page
Letterhead
Stamps - "Original"; "Copy"; "Draft"; "File Copy"
Staple Removers
Staplers & Staples
Tape & Dispenser
Transparencies
Trial Bags
White Board
Eraser
White Board
Markers
White Out
Windex
Yellow Paper

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*Education is the heart
of our Association*

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Items to Calendar ...



Date	Notes
September 1, 2009	SMCLSA Board Meeting at the Offices of Carr, McClellan, 216 Park Road, Burlingame.
September 15, 2009	SMCLSA General Membership Meeting, Poplar Creek Grill. HOSPITALITY NIGHT!!!
September 20, 2009	Team SMCLSA American Heart Association Walk at Coyote Point.
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 15, 2009	ANNUAL HOLIDAY PARTY ~ SAVE THE DATE!

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