

# 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

Volume XLVI, Issue 5

SMCLSA Chartered May 1966

September 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.



### Inside this issue:

Officers/Chairmen	2
Meeting Notice	3
CCLS	4
Inter-Association	9
Calendar	12

## President's Message

By: Maria C. Morales-Hernandez

I hope everyone had a good summer and your kids and grandkids have settled into school and/or new schools. I would also like to wish the very best to all entering college! Our Heart Walk is Sunday, September 18, 2011 at Coyote Point in San Mateo. If you can join us, please contact Carol Karwatt. Our Membership Drive is Tuesday, September 20,



2011 at Red Morton Community Center in Redwood City. Please tell your co-workers and other legal professionals to join us! This will be a very fun event. It is also a pre-paid event, so send in your check right away. Wear comfortable clothes to enjoy the Zumba demonstration. The music will keep you moving! In October we have Day at the Races. Purchase your tickets now from Bonnie Stensler. This is an inter-association fundraiser for

*(Continued on page 4)*

## LSI® - "Experience It" Membership Drive!

Written and re-used with permission of: Lynne Gomes, Sacramento LSA

LSI has launched its annual membership drive, "LSI - Experience It" on August 1 and running through October 30. Monetary prizes will be awarded to the association placing first, second, and third in the contest. Will you help SMCLSA win?

- **TELL** your colleagues and coworkers about SMCLSA!
- **INVITE** them to an SMCLSA meeting or event. Just **ASK!** (You never know who will say yes.)
- **FORWARD** SMCLSA's and LSI's website address for them to check out!
- **EMAIL** your boss and other legal professionals about SMCLSA's

guest speakers and programs!

- **SHARE** the educational information you receive at meetings!
- **POST** flyers for upcoming SMCLSA meetings and events at your workplace!
- **PLACE** a copy of the SMCLSA *Legalaire* or LSI's *The Legal Secretary* in your lunchroom!
- **ATTEND** an LSI Quarterly Conference and **BRING** a friend. You will have so much fun, and have a great selection of workshops to choose from! The next two conferences are so close: November

*(Continued on page 2)*

## 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 Mary L. King, CCLS	pmarquez@clappmoroney.com srtek@pacbell.net
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@pacbell.net
Reservations	Lisa Landa	Lisa8182@hotmail.com
Pot O' Gold	Tanya and Mary	

## LSI® - Experience It" Membership Drive!

*(Continued from page 1)*

- 11-13 in Rancho Cordova, and February 24-26, 2012 in Concord!
- **ASK** if your firm pays for SMCLSA membership as part of its continuing education for support staff! (Perhaps they would share cost?)
- **PROMOTE** the California Certified Legal Secretaries

("CCLS") certification program!

- **EDUCATE** yourself and others about the benefits and discounts that come with SMCLSA and LSI membership. (Have you checked recently? You could be missing out on some great deals!
- **CONTACT** the SMCLSA Membership Chairman if you have any questions or need

additional information about SMCLSA or LSI membership.

If your firm is interested in contributing to the LSI contest prize, contact Sandra Jimenez, CCLS at [sjimenez52@yahoo.com](mailto:sjimenez52@yahoo.com).

**Cynthia L. Woodman**  
**First Vice President and**  
**SMCLSA Membership**  
**Chairman**  
[cwoodman@sbcglobal.net](mailto:cwoodman@sbcglobal.net)

# SMCLSA's September Membership Drive



San Mateo County Legal Secretaries Association's

## Membership Drive 2011

Find out why you should join!

The San Mateo County Legal Secretaries Association (SMCLSA) is a local association of Legal Secretaries, Incorporated ("LSI®"), a nonprofit mutual benefit corporation consisting of legal secretaries and law office support staff in the state of California. Our monthly meetings are educational and typically MCLE-qualified. SMCLSA provides networking, continuing education, and a wide range of educational discounts and benefits through our state organization, LSI®.

**Presentation on benefits of membership.**

**Menu:** Mexican Buffet catered by *Takobar Catering*

**Entertainment:** Zumba! with Claudia Rodas & Luchi Boyle

Plus lots of special doorprizes.

September 20 at 6 p.m., Cost is \$25 per person

At Red Morton Community Center

1120 Roosevelt Avenue, Redwood City, California

Check our website for more information at [www.smclsa.org](http://www.smclsa.org)

**This is a pre-paid event.**

**Reservations and payment must be received by Thursday 9/15/2011**

Names(s) of those attending:

**\*\*Membership not required to attend.**

\_\_\_\_\_

Your address and telephone number:

\_\_\_\_\_

Amount enclosed (checks payable to SMCLSA)

\$ \_\_\_\_\_

Return to: Gina Kundert  
c/o City of Redwood City  
City Attorney's Office  
1017 Middlefield Road  
Redwood City, CA 94083

Questions?  
Call Cynthia Woodman at (850)855-5902  
or email [cwoodman@sbcglobal.net](mailto:cwoodman@sbcglobal.net)

# CCLS Quiz - Commonly Misspelled Words



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

Agreeable  
 Apparent  
 Appearance  
 Athlete  
 Believable  
 Commitment  
 Conscientious  
 Cousin  
 Debt  
 Definite  
 Desperate  
 Eligible  
 Embarrass  
 Exceed  
 Familiar  
 Forty  
 Grammar  
 Half  
 Independence  
 Knowledge  
 Maintenance  
 Misspell  
 Occurrence  
 Parallel  
 Pastime  
 Privilege  
 Probably  
 Recommend  
 Satellite  
 Separate  
 Sure  
 Truly  
 Vacuum  
 Villain  
 Visible

## President's Message, cont'd.

*(Continued from page 1)*

SMCLSA. Because of Bonnie's hard work, we will be joined by many other associations, including Marin County LPA, Mt. Diablo LPA, and Santa Clara County LPA. Show your support by attending. This is a great event for you and your family and friends.



# Legal Procedures

## San Francisco County Superior Court Announces Reduced Hours Effective October 3, 2011

Effective October 3, 2011, the San Francisco Superior Court will reduce all clerks' office hours to 8:30 a.m. to 4 p.m., Court Executive Officer T. Michael Yuen announced today.

Hours in the Criminal and Traffic Division clerks' offices will be shorter by 60 minutes daily. Those two clerks' offices will open 30 minutes later in the morning and close 30 minutes earlier in the afternoon. Beginning October 3, 2011, 25 civil courtrooms will be closed indefinitely, and the Court will reopen after an operations overhaul that will least affect the Criminal Division. However, under the reorganization plan, just three of 17 civil trial departments will remain open.

## USDC, Central - E-filing Training No Longer Required

Effective August 1, 2011, the United States District Court, Central District of California, is discontinuing mandatory e-filing training for attorneys as a precondition for a CM/ECF login and password. Computer-Based Training (CBT) modules will continue to be available on the court's CM/ECF website; however, attorneys will now be granted a login and password without first completing training. It is important to note that if e-filing errors are high, the court may choose to order completion of the training modules on-line. If so ordered, logins and passwords may be disabled pending completion of training.

Attorneys needing a login and password should refer to the court's CM/ECF website located at <http://support.cacd.uscourts.gov/> and follow instructions for registering for a CM/ECF login and password.

Please feel free to contact Cris Squieri, Operations Manager, at 213-894-1927 if you have further questions.

## COUNTY OF RIVERSIDE: Assessor Parcel Number(s)

Pursuant to Government Code Section 27297.7 and County of Riverside Resolution Number 2011-195,

the Riverside County Recorder's Office will implement a Courtesy Notice Program whereby a "Notice" will be mailed to the last owner of record when a Deed, Deed of Trust or other similar document is recorded, informing the owner of the recording of the document.

As a result, effective September 1, 2011, the Assessor Parcel Number(s) will be required to be set out on the following types of documents: Construction Deed of Trust, Deed, Deed of Trust, Easement, Easement Deed, Mortgage, Partial Easement, Partial Easement Deed, Reinstatement of a Deed of Trust, and Trustee's Deed Upon Sale. The Courtesy Notice Program does not apply when property is being granted to a Federal, State, County or City government agency.

For Title Company submissions the Assessor Parcel Number(s) will continue to be required on the additional following document types: Agreements and Contracts of Sale, Assignments of Lease/Subleases, Indentures, Land Patents, Leases/Subleases, Orders (Confirming Sale), and Sheriff's Deeds.

For Tax Collector submissions the Assessor Parcel Number(s) will continue to be required on Tax Deed to Purchaser documents.

You may contact Danielle Rifilato Research and Policy Analyst at (951) 486-7030 should you have any questions.

## DE SOUZA & ASSOCIATES

**Certified Shorthand Reporters**  
A FULL SERVICE COURT REPORTING AGENCY  
SERVING THE ENTIRE BAY AREA  
**650-341-2671**

Prompt and Professional Service  
Standard 10 Day Delivery  
Videotape and Interpreter Depositions  
Hearings

Complimentary Conference Room  
Realtime Reporting Available  
Daily and Expedited Service Available  
Complimentary Litigation Support

## LSI® Publications

LSI® Legal Professional's Handbook, Law Office Procedures Manual, and The Legal Secretary are wonderful resources. With your membership in SMCLSA, you receive the LSI® magazine each quarter.

These books are published through The Rutter Group and may be ordered by contacting 800-747-3161 extension 2 or through its website at <http://www.ruttergroup.com/legalsec.htm>.

Members of Legal Secretaries, Incorporated, receive a discounted rate for these publications. Both books are on the study list for those considering taking the California Certified Legal Secretary Examination.

At only \$30, the The Legal Secretary's Reference Guide is a great deal. This legal procedure guide is a useful training guide for office personnel, and as a general reference for experienced staff.



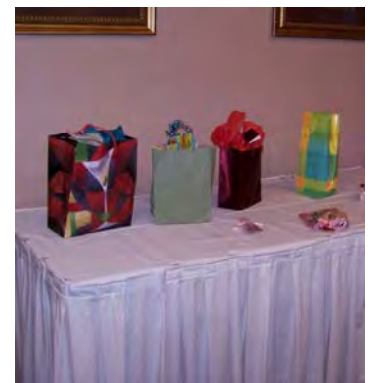
## H. M. Vreeland & Son Insurance Agency, Inc.

H. M. Vreeland is a full service bonding agency  
for all your bonding needs.

H.M. Vreeland & Son Insurance Agency, Inc.  
1109 Vicente Street, Suite 102  
San Francisco, CA 94116  
Phone: (415) 566-3401  
(800) 483-4564  
Fax (415) 566-3402

Email: [DaveCarter@hmvreeland.com](mailto:DaveCarter@hmvreeland.com) or [PaulFazzio@hmvreeland.com](mailto:PaulFazzio@hmvreeland.com)  
<http://www.hmvreeland.com/>

# August Membership Meeting



# Fun at LSI® Quarterly Conference in Stockton



# SMCLSA's Inter-Association Event



**SAVE THE DATE**  
**SUNDAY, OCTOBER 2, 2011**  
LSI BAY AREA ASSOCIATIONS  
DAY AT THE RACES  
at  
**GOLDEN GATE FIELDS**

**Gates open at 11 a.m.**

**Cost: \$35 Per Person**

**Includes: Valet Preferred Parking,  
Program, Turf Club Seating\* and  
Prime Rib Buffet Lunch**

**Make this a fundraising opportunity for your Association.  
For details contact your local Inter-Association Chairman**

**Host Association: San Mateo County LSA**

**Bonnie Stensler, PLS, CCLS  
Inter-Association Chairman**

**[bjstensler@comcast.net](mailto:bjstensler@comcast.net)**

**Phone: 415-587-3518**

\***Turf Club Dress Code:** All guests including children are requested to dress in a smart casual style. Sweat pants/suits, T-shirts, baseball hats, and thong style shoes are strongly discouraged; Stylish casual footwear including tennis shoes are welcome. Guests arriving in shorts, tank tops or clothing with offensive logos will be denied access into the Turf Club.

# LSI® November Conference Registration



## BACK TO BASICS: EDUCATION, NETWORKING AND FRIENDSHIP

LSI Quarterly Conference  
 Sacramento Marriott Rancho Cordova  
 November 11-13, 2011

### CONFERENCE REGISTRATION FORM

Name (as it will appear on badge): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Local Association (please spell out) \_\_\_\_\_ (LSA/LPA)

**PLEASE INDICATE IF YOU ARE:**

- State Officer (Specify) \_\_\_\_\_  Governor  
 State Chairman (Specify) \_\_\_\_\_  CCLS  PLS

**LEGAL TRIVIA THROWDOWN:** Interested in Being Team Member?  Yes  No

**SCRIP (Includes Registration, Welcome Reception, Banquet, and Brunch)**  
 POSTMARKED ON OR BEFORE October 11, 2011 \$100.00 \$ \_\_\_\_\_  
 POSTMARKED October 12, 2011 OR LATER \$110.00 \$ \_\_\_\_\_

**INDIVIDUAL TICKETS**

_____ Registration PRIOR to October 11, 2011	\$15.00	\$ _____
_____ Registration AFTER October 12, 2011	\$25.00	\$ _____
_____ WELCOME RECEPTION (Friday)	\$20.00	\$ _____
_____ Presidents' Luncheon (Saturday)	\$30.00	\$ _____
_____ Governors' Luncheon (Saturday)	\$30.00	\$ _____
_____ Membership Luncheon (Saturday)	\$30.00	\$ _____
_____ BANQUET (Saturday Evening)	\$40.00	\$ _____
_____ BRUNCH (Sunday)	\$25.00	\$ _____

Total Amount Enclosed \$ \_\_\_\_\_

**MENU CHOICES: (Please Indicate Choice):**

- Banquet:  Chicken Marsala,  Baked Sole, or  Italian Vegetable Calzone  
 Luncheons:  Baja Chicken Wrap or  Vegetarian Wrap

Special Dietary Restrictions: \_\_\_\_\_

Please make checks payable to: **LSI**  
 Mail to: **LSI Corporate Office, P.O. Box 660, Fortuna, CA 95540-0660**

# LSI® November Conference Hotel Registration



Legal Secretaries,  
Incorporated  
2nd Quarterly Conference

November 11-13, 2011

## BACK TO BASICS: EDUCATION, NETWORKING & FRIENDSHIP

Sacramento Marriott Rancho Cordova  
11211 Point East Drive  
Rancho Cordova, CA 95742  
Tel: (916) 638-1100  
Fax: (916) 638-5803

### HOTEL REGISTRATION FORM

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Local Association: \_\_\_\_\_ (LSA / LPA)  
 Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

#### ACCOMMODATIONS:

- Single/Double \$94.00 (plus 12% tax plus a \$1 tourism assessment fee)  
 3<sup>rd</sup> and 4<sup>th</sup> person in each guest room is \$10.00 per person, per day.  
 Check In – 3:00 p.m. Check Out – 12:00 p.m.  
 Complimentary on-site Parking

**RESERVATIONS:** Please call hotel at (800) 228-9290 or (916) 638-1100 and mention Legal Secretaries, Incorporated to get conference rate.

Or reserve on-line (group code built into web addresses below) at:

Leglega (King Bed):  
<http://www.marriott.com/hotels/travel/sacmc?groupCode=leglega&app=resvlink&fromDate=11/10/11&toDate=11/13/11>

Leglegb (2 Queen Beds):  
<http://www.marriott.com/hotels/travel/sacmc?groupCode=leglegb&app=resvlink&fromDate=11/10/11&toDate=11/13/11>

Deadline to reserve room at negotiated rate – **October 20, 2011**

**AIRPORT:** Sacramento International Airport (SMF) (27 miles)  
 NO airport shuttle  
 Alternate transportation: SuperShuttle - \$38.00 USD (one way)  
 Estimated taxi fare - \$75.00 USD (one way)

**General Information, contact:**  
 Catherine Culver, CCLS, Conference Chair  
 Tel: (800) 281-2188 / Fax: (707) 682-6888  
 E-mail: [lsjorn@suddenlinkmail.com](mailto:lsjorn@suddenlinkmail.com)

Go to [www.lsi.org](http://www.lsi.org) for more information.

**SAN MATEO COUNTY  
LEGAL SECRETARIES ASSOCIATION**

Shara J. Bajurin, CCLS  
c/o Carr, McClellan  
216 Park Road  
Burlingame, CA 94010

Phone: 650-696-2595  
E-mail: sbajurin@carr-mcclellan.com



**GOLDEN GATE FIELDS**

## **Day at the Races**

### **At Golden Gate Fields Sunday, October 2, 2011**

**Gates open at 11 a.m., Cost \$35 per person**

**Includes: valet preferred parking,  
program, Turf Club seating,  
Prime Rib Buffet Lunch**

**This fundraising event supports SMCLSA  
Contact Bonnie Stensler, PLS, CCLS  
bjstensler@comcast.net  
(415) 587-3518**

FIRST CLASS MAIL



**The Heart Walk**

## **Team Heart Walk September 18, 2011**

Support SMCLSA Team Members with a generous donation.

**Carol Karwatt, Chairman**

[Carol.karwatt@gmail.com](mailto:Carol.karwatt@gmail.com)

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

Date	Notes
Sept. 6, 2011 at 6 p.m.	SMCLSA Board Meeting at Carr, Yeley & Associates, 605 Middlefield Road, Redwood City, CA.
Sept. 18, 2011 at 9 a.m.	SMCLSA Team Heart Walk 2011, Coyote Point Park.
Sept. 20, 2011 at 6 p.m.	SMCLSA Annual Membership Drive.
October 2, 2011	Inter-Association Event Day at the Races

\*MCLE: San Mateo County Legal Secretaries Association, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing legal education credit by the State Bar of California in the amount of 1 hour. MCLE Certificates of Attendance will be available at the meeting. CCLS or continuing education certificates will need to be provided by the member.

**For event details, go to [www.lsi.org](http://www.lsi.org) or [www.smclsa.org](http://www.smclsa.org).**