

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 XLV, Issue 12

SMCLSA Chartered May 1966

April 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.



**April's Flower:
the sweet pea.**

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President's Message

By: Shara J. Bajurin, CCLS

April's flower is the sweet pea. In the language of flowers, the meaning of the sweet pea is "blissful pleasure, good-bye, adieu and thank you for a lovely time." I couldn't have asked for a more appropriate flower for my last month as your president.

Thank you to all of you. Serving as president has been an incredibly

rewarding and special experience for me. I learned a lot about our association, our profession, and a lot about myself. I'm fortunate to belong to SMCLSA and to have so many of you to call friend. Thank you for all you have done over these past two terms. Please join me in supporting our incoming President Maria as she begins her journey.

President-Elect Maria C. Morales-Hernandez



Congratulations to our incoming President Maria Hernandez. Maria has been a member of SMCLSA since 1991, and has served as First Vice President, Recording Secretary, Reservations

Chairman, and Corresponding Secretary, in addition to her assistance with countless committees

and charitable events. Her theme for 2011-2012 is "Teamwork is Key." As the saying goes, "The nice thing about teamwork is that you always have others on your side." The colors for Maria's term are red and black. Maria has a wonderful husband, David, and two teenage children, Guillermo age 15, and Gloria age 13. Maria also regularly attends Zumba classes. Zumba is a Latin-inspired dance-fitness program. On March 26, Maria raised money and participated in the San Mateo "Zumbathon for Autism Awareness" event at Coyote Point. We are so fortunate to have a wonderful woman, friend, and President of SMCLSA. Please do your best to support her this year, including attending our Annual Installation of Officers on April 17, 2011 at Crystal Springs Golf Course. Meet and congratulate your incoming officers as we begin a new year.



Officers and Chairmen 2010-2011

President	Shara J. Bajurin, CCLS	sbajurin@carr-mcclellan.com
First Vice President	Gina Kundert	GKundert@redwoodcity.org
Second Vice President	Candy De Souza	C.desouza@att.net
Recording Secretary	Denise McNeil	neese12@yahoo.com
Treasurer	Cynthia L. Woodman	cwoodman@sbcglobal.net
Governor	Carol Karwatt	Carol.karwatt@gmail.com
Parliamentarian	Nancy O'Shea, CCLS	nancyoshea07@comcast.net
Corresponding Secretary	Donna A. Bottarini	Donna.Bottarini@chw.edu
Bay Area Legal Secretaries Forum	Pilar Marquez	pmarquez@clappmoroney.com
Scholarship	Doris A. Burke	dburke@garviclaw.com
Charitable Projects	Tanya R. Tate	Tanya.tate@hotmail.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	Mary L. King, CCLS	srtek@pacbell.net
Reservations	JoAnne Lein	jlein@cpmlegal.com
Pot O' Gold	Laureen Spini Linda Kinney	Laureen.spini@oracle.com lckinney7@yahoo.com

Riverside Superior Court On-Line Calendaring

Effective April 11, 2011, the Court will provide an on-line system for reserving civil law and motion hearing dates. With the exception of unlawful detainer and small claims cases, a civil law and motion hearing date can be reserved through the court's website. The only fee is the



motion filing fee. The court accepts Visa, MasterCard, Discover, and American Express as forms of payment. A receipt with a confirmation number is available for printing. Once a motion hearing date is reserved through the system, parties must serve and file the motion papers with the court pursuant to statute.

Upon the filing of the motion and any related documents with the court, the reserved motion hearing date will be confirmed. This convenient new service is available 24 hours a day, seven days a week. For further information, please visit the court's website at www.riverside.courts.ca.gov and go to on-line services.

Scholarship Winners 2011 Announced

By: Doris A. Burke

The Scholarship Committee consisting of Doris Burke, Mary King and Cynthia Woodman met on Friday, March 11, 2011, at Doris Burke's home in San Mateo. A total of four applicants applied for the scholarship award; two applications under Plan A and two applications under Plan C. The committee selected all four applications for a scholarship award based on a point system provided by Cynthia Woodman from her experience as Legal Secretaries Incorporated (LSI) Scholarship Chairman. The scholarship winners are: Joy Johnson, awarded \$1,000 under Plan A; Marija Stevanovic, awarded \$1,000, under Plan A; Monica Airo, awarded \$500, under Plan C; and Erica Tinoco, awarded \$500, under Plan C



Marija Stevanovic and Doris Burke.

The committee also selected Ms. Johnson's application for consideration for Legal Secretaries Incorporated's Eula Mae Jett Scholarship Program. Doris Burke submitted Ms. Johnson's application to LSI on March 17, 2010. The scholarship winners have been notified and invited to our Installation of Officers Brunch on April 17, 2011. Their cost will be paid for by the Association and the Association will be reimbursed for the cost from the scholarship account.

Lawyers in the Gutter

Join other members of San Mateo County LSA in a wonderful evening to support a great local cause, Samaritan House, a private non-profit organization providing services to help meet the essential daily needs of over 12,000 low-income people within San Mateo County. Services include case management, clothing, medical care, food, shelter, employment assistance and food and toys for the holidays.

Purchase your tickets, and indicate that you would like to bowl with the SMCLSA Team 2011. If you have questions about the team, contact Shara Bajurin at (650) 696-2595.

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 or (650) 871-5666

California Secretary of State Free Electronic Copy

On March 11, 2011 California Secretary of State announced a proposed regulation changes to ensure a business will receive an uncertified electronic copy of their filed Statement of Information at no charge when filing a Statement of Information online.

By the end of 2011, the Secretary of State will have expanded the ability of customers to file their Statement of Information documents online and provide the capability for customers to receive an electronic copy of the filed documents at the time of the transaction. The intent of the Secretary of State is for customers to receive an electronic copy of the filed document at the completion of the online filing transaction. Under current regulations, the customers would be charged \$1.00 for the first page and \$.50 for each page thereafter because current regulations do not differentiate between requests for document

processing through paper submissions and online submissions.

These regulations are needed to clearly indicate that there will be no charge for an uncertified electronic copy of the filed Statement of

Information filed online, which closely estimates the actual cost of providing the electronic copy and is intended to encourage more online filings.

The written public comment period will close April 29, 2011. Any person may submit comments about the proposed regulations. To be considered, the appropriate person identified below must receive written

comments before the close of the written public comment period.

Written comments may be submitted to: Anika Van Eaton, Secretary of State, Business Programs Division, 1500 11th St. Sacramento, CA 95814, or to: anika.vaneaton@sos.ca.gov



March 17, 2011 General Membership Meeting



Palo Alto LPA's Ethics Education Program

Palo Alto Legal Professionals Association hosted an MCLE program on March 24, 2011. Attorney John Steele presented "Getting Ready for the New California Ethics Rules" at the law offices of Fenwick & West in Mountain View.

Nancy O'Shea, CCLS and Shara Bajurin, CCLS from SMCLSA attended, as well as familiar members of sister associations. Mr. Steele did a wonderful job discussing the regulation of the legal profession. He discussed the importance of tracking the return of fee agreements, and the importance of necessary language to include in contingency fee agreements. If an attorney ever has a question, the California State Bar has an ethics hotline.

<http://ethics.calbar.ca.gov/Ethics/Hotline.aspx>

Hotline personnel can't provide legal advice, but will assist attorneys in finding the answers they need.



Attorney John Steele, Speaker, and organizer Kathy Dore of PALPA.

Legal Procedures — California State Bar

The California State Bar Association announced on March 8, 2011 that lawyers accused of stealing more than \$25,000 from their clients would have a consumer alert placed prominently at the top of their State Bar profile page under a proposal being circulated for public comment.

The Board of Governors' Regulation, Admissions and Discipline Oversight Committee approved sending the plan by Chief Trial Counsel James Towery out for a 45-day public comment period. Public comment is due by April 21.

Currently a Notice of Disciplinary Charges is posted on a lawyer's State Bar web page, which is accessed through the "Attorney Search" function at calbar.ca.gov, when a state bar prosecutor has filed charges against the attorney with the State Bar Court. Under Towery's proposal, a consumer alert, along with a disclaimer about being innocent until proven guilty, would be posted in large type on the top of the web page when either charges had been filed or when a "threat of harm" petition had been filed. Currently, such a petition is not posted on the website.



"Of all the types of lawyer misconduct, this is the clearest breach of ethical duties capable of causing client harm," Towery told the committee at its Los Angeles meeting on March 4. "... The degree to which we can identify these cases and quickly remove these lawyers from practice is the best kind of public protection."

The proposal coincides with creation of a Major Misappropriations Team, headed by Supervising Trial Counsel Joseph Carlucci, whose task is early identification of lawyers who have stolen \$25,000 or more from clients and expedited investigations and filing of charges or "threat of harm" petitions, which allow for immediate involuntary inactive enrollment.

Formed Feb. 1, the team has identified 160 cases involving 60 lawyers of alleged misappropriation of more than \$25,000. Total alleged misappropriations amount to \$11.5 million, Towery said.

The State Bar of California is an administrative arm of the California Supreme Court, serving the public and seeking to improve the justice system for more than 80 years. All lawyers practicing law in California must be members of the State Bar.

CCLS “Verbs Lie or Lay” Quiz



1. He had (laid, lain) his silverware on the table.
2. The garbage has (laid, lain) on the table for weeks.
3. Roger had (laid, lain) the pen on top of the desk.
4. He (lay, laid) the foundations for a solid business.
5. Will you (lay, lie) down for a few moments' rest?
6. Dave will (lie, lay) the carpet tomorrow.
7. It has (laid, lain) on a shelf for years.
8. The secretary (lay, laid) down the rules.
9. You should (lay, lie) down before dinner.
10. The material (lay, laid) there unnoticed for months.
11. The dog (lies, lays) there every day.
12. The main reason (lies, lays) dormant
13. The chicken has (laid, lain) the eggs.
14. He lied to me while he (lay, laid) there.
15. Sam (laid, layed) the carpet.
16. The U.N. Building (lies, lays) on the south side of the street.
17. The carpet has (laid, lain) there for 12 years.
18. The fly lays eggs while she (lies, lays) on the ledge.
19. Would you please (lie, lay) down.
20. His dreams (lie, lay) unfilled today.

Present Tense	Past Tense	Past Participle
Lie	Lay	Lain
Lay*	Laid	Laid

* Requires an object

Grammar Girl's™ Quick & Dirty Tip™ For Better Writing

- | | | |
|----------|----------|---------|
| 15. laid | 8. laid | 1. laid |
| 16. lies | 9. lie | 2. lain |
| 17. lain | 10. lay | 3. laid |
| 18. lies | 11. lies | 4. laid |
| 19. lie | 12. lies | 5. lie |
| 20. lie | 13. laid | 6. lay |
| | 14. lay | 7. lain |

ANSWERS TO VERBS - LIE OR LAY QUIZ

San Mateo County Superior Court News



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO
Hall of Justice and Records
400 County Center
Redwood City, California 94063-0965

JOHN C. FITTON
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 363-4516
FAX (650) 363-4698

March 28, 2011

To All Interested Persons,

The Court is proposing to make changes to its Local Court Rules. These new changes will become effective on July 1, 2011 when adopted. The court invites you to review and provide your comment on these proposals as required by the State of California Rules of Court, Rules 10.613.

You may send your comments to:

smsccomment@sanmateocourt.org

with a subject line stating "Comments on Proposed Rule changes. Please state the proposal number, the section and paragraph number on which you are commenting and your comment.

Comments must be received in our office no later than 4 PM, Wednesday, May 11, 2011.

Sincerely,
John C. Fitton, Court Executive Officer

A handwritten signature in black ink, appearing to read "Timothy J. Gee".

By: Timothy Gee
Court Rules Committee Staff

DIVISION II, COURT MANAGEMENT CHAPTER 5. GENERAL RULES -- New rules that will facilitate the return of records to parties at the conclusion of the case and will provide other parties the opportunity to obtain certified copies of records before the court returns them to the proffering party.

DIVISION 5 – FAMILY LAW DEPARTMENT, FAMILY COURT SERVICES -- Calif. Rules of Court, 5.240(e) that addresses court ordered counsel to represent minors, mandates that courts are to: "By January 1, 2010, each court must develop local court rules in accordance with rule 10.613 that provide for acceptance and response to complaints about the performance of the court-appointed counsel for a child." This proposal addresses this mandate so that we will be compliant with CRC 5.240.

Santa Clara County LPA's Educational Events

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

A WORKSHOP ON WRITTEN DISCOVERY PROCEDURES:

*What do you propound? Do you object or answer?
What do you do next?*

Wednesday, April 27, 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: Jon A. Heaberlin, Esq.
Rankin, Landsness, Lahde, Serverian & Stock
San Jose, CA

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: preparing and serving interrogatories, requests for admission, and demand for production/inspection of documents and/or tangible things, how to respond to discovery requests, use of written discovery in trial preparation and trial, what do you propound next.

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?

Association Events

- ✓ **Fiscal Year begins May 1**
- ✓ **Annual Installation of Officers in April**
- ✓ **Board Meetings (1st Tuesday) and General Membership Meetings (3rd Tuesday)**
- ✓ **CCLS Study Groups**
- ✓ **Annual Scholarships**
- ✓ **Membership Drive in September**
- ✓ **Annual Holiday Party in December**
- ✓ **Day in Court**
- ✓ **Legal Education Classes**
- ✓ **Community Service**



LSI® Programs

- ✓ **LSI® Annual Meeting in May**
- ✓ **Quarterly Conferences**
- ✓ **Officer and Chairman Training**
- ✓ **CCLS Exams**
- ✓ **Legal Specialization Section Regional Workshops**
- ✓ **Eula Mae Jett Scholarship**



LSI® Publications

✓ **LSI® Legal Professional's Handbook**

✓ **Law Office Procedures Manual**

✓ **The Legal Secretary**



Quick History of San Mateo County LSA

Fall 1965 – Group is formed to provide continuing education for legal secretaries.

1966 – SMCLSA is Chartered.

1967 – Joined other Bay Area associations to present educational programs, which later became the Bay Area Legal Secretaries Forum (“the Forum”).

March 1967 – First “Day in Court” program.

October 1967 – Official pin and logo is adopted.

December 1967 – First Annual Christmas Party hosted by attorney Dennis Woodman. Event later changes its name to “Annual Holiday Party.”

March 1968 – First SMCLSA Scholarship Awarded.

April 9, 1971 – SMCLSA Articles of Incorporation filed.

1971 – First LSI Annual Conference hosted by SMCLSA.

1974 – First paralegal training program presented at Canada Community College (2-year program).

2011 – SMCLSA is now 45 years old and has more than doubled in size.

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

DEADLINE: Thursday, May 4, 2011, before noon

~A reservation made is a reservation paid~

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**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: **SSJCLPA CONFERENCE FUND**
MAIL TO: Debbie Burgoine, Registration Co-Chair, 222 E. El Campo Ave, Stockton, CA 95207
Home: (209) 472-9676 Email: db_lumming@yahoo.com

You are cordially
Invited to celebrate
San Mateo County Legal
Secretaries Association's



45th Installation of Officers and Bosses' Day

Sunday, April 17, 2011

Crystal Springs Golf Club

6640 Golf Course Drive, Burlingame, CA

Buffet Brunch 11 a.m. to 2 p.m.

\$30 pre-paid

RSVP by April 4, 2011



Elected Officers

President: Maria C. Morales-Hernandez
First Vice President: Cynthia L. Woodman
Second Vice President: Gina Kundert
Recording Secretary: Shara J. Bajurin, CCLS
Treasurer: Denise McNeil
Governor: Doris A. Burke

Payment must be received no later than 4/4/2011.

Mail to Cynthia Woodman

111 Wellesley Crescent, 3E, Redwood City, CA 94062

Email: cwoodman@sbcglobal.net

LSI® Annual Conference May 19-22, 2011



Los Angeles Legal Secretaries Association
invites you to our Disco Party
"Staying Alive @ L.A. LIVE"
May 19 - 22, 2011

Legal Secretaries, Incorporated — 77th Annual Conference

JW MARRIOTT @ L.A. LIVE
900 West Olympic Boulevard
Los Angeles, CA 90015
Phone: (213) 765-8600

Conference Registration Form

Name (to be used on badge): _____
 Mailing address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 E-mail Address: _____
 Local Association: _____ LSA/LPA

Please check if applicable; include title Please check if you are:
 State Officer: _____ Governor CCLS PLS
 State Chairman: _____ Delegate Alternate

SCRIPT TICKET (included Registration, Welcome Reception, Banquet and Brunch):
 POSTMARKED ON OR BEFORE APRIL 19, 2011 _____ @ \$125.00 \$ _____
 POSTMARKED AFTER APRIL 20, 2011 _____ @ \$135.00 \$ _____

INDIVIDUAL TICKETS:

Registration by April 19, 2011	_____ @	\$ 20.00	\$ _____
Registration after April 20, 2011	_____ @	\$ 30.00	\$ _____
President's Lunch (Friday)	_____ @	\$ 35.00	\$ _____
Governor's Lunch (Friday)	_____ @	\$ 35.00	\$ _____
Newcomer's Lunch (Friday)	_____ @	\$ 35.00	\$ _____
Welcome Reception (Friday)	_____ @	\$ 25.00	\$ _____
CCLS Lunch (Saturday)	_____ @	\$ 35.00	\$ _____
Banquet (Saturday)	_____ @	\$ 50.00	\$ _____
Brunch (Sunday)	_____ @	\$ 30.00	\$ _____
TOTAL AMOUNT:			\$ _____

Special Dietary Request (including VEGETARIAN): _____

MAKE CHECKS PAYABLE TO: LALS A 2011 CONFERENCE FUND

RETURN THIS FORM WITH PAYMENT TO REGISTRATION CHAIR:

JULIA EVANS
1838 Waters Avenue
Pomona, CA 91766
(714) 852-6872

Email: jevans@alvaradosmith.com

[NO REFUNDS AFTER APRIL 30, 2011]



Los Angeles Legal Secretaries Association
 invites you to our Disco Party
“Staying Alive @ L.A. LIVE”
May 19 – 22, 2011
Legal Secretaries, Incorporated — 77th Annual Conference

JW MARRIOTT @ L.A. LIVE
 900 West Olympic Boulevard
 Los Angeles, CA 90015
 Phone: (213) 765-8600

HOTEL REGISTRATION FORM

Name (to be used on badge): _____
 Mailing address: _____
 City/State/Zip: _____
 Home Telephone: _____ Work Telephone: _____
 E-mail Address: _____
 Local Association: _____ LSA/LPA
 Arrival Date: _____ Departure Date: _____

ACCOMMODATIONS: (Plus applicable taxes and fee

- | | | | |
|--|---------------------|---------------------------------|---------------------|
| <input type="checkbox"/> SINGLE / DOUBLE | \$ 169.00 per night | <input type="checkbox"/> TRIPLE | \$ 189.00 per night |
| <input type="checkbox"/> EXECUTIVE SUITE | \$ 189.00 per night | <input type="checkbox"/> QUAD | \$ 220.00 per night |
| <input type="checkbox"/> ADD'L PERSON | \$ 20.00 per night | | |

RESERVATIONS: <https://resweb.passkey.com/go/leg> - Or call: 1-800-266-9432

Check In: 4:00 p.m. - Check-out: 12:00 p.m.

Smoke-free policy – Pets are not allowed.

PARKING: Valet parking: \$29.00 per day - Off-site parking available at Convention Center and other nearby lots

AIRPORTS: Los Angeles (LAX) 17 miles or Burbank-Glendale-Pasadena (BUR) – 17 miles

General Information, contact:
 Margaret Tovar, CCLS, Conference Chair
 (213) 452-0115 or (562) 556-4790
 Email: mtovar@kbblaw.com

SAN MATEO COUNTY LEGAL SECRETARIES

Legal Careers Blossoming Here.

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

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

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FIRST CLASS MAIL

Items to Calendar ...

Date	Notes
April 5, 2011 at 6 p.m.	SMCLSA Board Meeting, Carr, McClellan, 216, Park Rd., Burlingame, CA.
April 17, 2011 at 11 a.m.	SMCLSA 45th Annual Installation of Officers, Crystal Springs Golf Course.
May 3, 2011 at 6 p.m.	SMCLSA Board Meeting at Carr, Yeley & Adams, 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 or www.smclsa.org.