

APPLICATION FOR MEMBERSHIP IN
SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

Complete and deliver the original application, with check payable to SCCoLPA, for \$55.00
(\$45.00 for less than one year's legal experience), \$35.00 for Student/Associate Members, which includes local dues, any initiation fee and Legal
Secretaries, Incorporated.
(LSI)* Per Capita Tax, to:

SCCoLPA Treasurer
P.O. Box 90509
San Jose, CA 95109-3627

Name of Applicant: _____

Employer: _____ Position: _____

Work Address: _____ City/Zip: _____

Work Telephone: (_____) _____ Work Fax: (_____) _____

Home Address: _____ City/Zip: _____

Home Telephone: (_____) _____ Home Fax: (_____) _____

Work E-Mail: _____ Home E-Mail: _____

Birthday: Month _____ Day _____ Preferred Mailing:
Home _____ Work _____

Employment in the Legal Field (Include Positions, Years): _____

Area of Law: _____

Previous Membership in Legal Secretaries Associations Dates: _____



If Student/Associate Member

Name of School _____

If accepted as a member, I agree to be bound by the bylaws and standing rules of Legal Secretaries, Incorporated, and the local association to which I hereby apply for membership, including the following 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. (Dedicated to the memory of Joan M, Moore, PLS, CCLS, LSI President 1980-82)

Signature of Applicant: _____ Date: _____

Sponsor: _____ Application Approved: _____

--LSI Specialization Sections Membership--

LSI Members are eligible for membership in the following LSI Legal Specialization Sections:

- | | | |
|----------------------------|--------------------------|--------------------|
| Civil Litigation | —Criminal Law | —Family Law |
| —Law Office Administration | —Probate/Estate Planning | —Transactional Law |

Annual Dues for LSI Members (as of 5/08) are \$20 for each specialization section or \$75 for all sections. LSI Legal Specialization Section Membership includes: (1) Quarterly Section Newsletters; (2) Free Quarterly Conference Workshops; (3) Reduced Registration Fees for Regional Specialization Sections Seminars; and (4) Statewide Roster Listings each Section Member's Name, Address, Telephone Number, Expertise, and Geographical area with which is familiar

To request LSI Legal Specialization Sections Membership information, copy this entire page and mail the copy to: Legal
Specializations Sections Coordinator
LSI Corporate Office
P.O. Box 660
Fortuna, CA 95540-0660

Please choose any committee(s) in which you have an interest or would like additional information about. Please send an email to stoodleyjim@gmail.com if you have any questions.

- Advertising: Plan and coordinate advertisers for the website.
- Bay Area Forum: Plan/coordinate quarterly seminars sponsored by the Bay Area Legal Secretaries Forum.
- Benefits: Inform members of LSI benefits changes/additions to benefits.
- CCLS: Coordinate study groups and assist members in preparation for the CCLS examination.
- Chapter Achievement: Track and record Chapter Achievement points earned by members.
- Community Outreach: It shall be the duty of the Community Outreach Chair to explore possible outreach projects and to collect and disburse donations to any charitable project.
- Day-in-Court: Plan/coordinate program for members to tour local court(s).
- Education: Plan/coordinate any and all educational classes, including Beginning Legal Secretaries course.
- Employment: Collect and provide employment information for members to be published on the SCCoLPA website at www.SCCoLPA.org.
- Historian: Prepare photo album/historical record of the association to be presented to the SCCoLPA president at the end of the year.
- Interclub: Organize a program(s) with sister associations(s) and inform members of sister association events.
- Law Office Administration: Inform members of changes in the legal field that affect the legal secretary.
Legal Procedures: Inform members of current court forms, schedules, rules, procedures, and changes in the law.
- Marketing: To get the word out about SCCoLPA and to be sure that the materials about SCCoLPA, LSI, LSI magazines, SCCoLPA newsletters, etc. are at each meeting.
- Professional Liaison: Encourage good public relations with the Santa Clara County Bar Association.
Scholarship/Career Promotion: Promote the legal secretaries career to those interested in becoming legal secretaries; promote enthusiasm and continued interest to those remaining in the legal secretary's field.
- Ways and Means: Plan/organize/promote fundraising activities.
- Web Page Coordinator: Collect and edit reports and information on a monthly basis for our website at www.SCCoLPA.org and coordinate our website host to keep the website current and informative.