



# SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

A Member of Legal Secretaries, Incorporated ("LSI®")

P.O. Box 90509  
San Jose, CA 95109-3627  
Organized 1940  
[www.sccolpa.org](http://www.sccolpa.org)

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December 10, 2019

Re: Marilyn Ott Memorial Scholarship (SCCoLPA Program)  
Eula Mae Jett Scholarship (LSI Scholarship Program)  
APPLICATION DEADLINE: **MARCH 1, 2020**

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Dear Educators and Counselors:

The purpose of this letter is to advise your students about the availability of scholarships for those students interested in a career in the legal field. For purposes of these scholarships, "legal field" is defined to include (a) legal assistant (including paralegal); (b) legal secretary (including receptionist); (c) court reporter; and (d) law office administrator. Both Santa Clara County Legal Professionals Association ("SCCoLPA") and Legal Secretaries, Inc. ("LSI") provide scholarship programs.

SCCoLPA, a local non-profit organization, is offering students the opportunity to apply for scholarships for two different Scholarship Programs:

1. The **Marilyn Ott Memorial Scholarship Program**, sponsored by SCCoLPA, offers students a \$500 scholarship award by (1) filling out an application, (2) submitting a biographical letter, (3) submitting an unofficial school transcript and if applicable (4) submitting a resume.
2. The **Eula Mae Jett Scholarship Program**, sponsored by LSI, offers students a \$2,000 first place and \$1,000 second place scholarship award by (1) filling out an application, (2) submitting a biographical letter, (3) submitting three letters of recommendation, (4) submitting an unofficial school transcript and if applicable (5) submitting a resume.

Legal Secretaries, Inc. ("LSI") is a California non-profit corporation established in 1934. LSI is known for its educational programs, scholarship awards, and legal publications entitled "LSI Legal Professional's Handbook" and "Law Office Procedures Manual." LSI has approximately 1,200 members in 33 local associations throughout California. SCCoLPA is the local chapter of

LSI and is dedicated to providing low-cost educational seminars and workshops to the legal community in Santa Clara County.

SCCoLPA will award a \$500 scholarship at its monthly meeting in April 2019. LSI scholarships will be awarded in May 2020 at the Annual Conference of LSI in Sacramento, California (the applicant need not be present to win). Scholarships awarded are for applicants enrolled in college or school in the fall of 2020 and spring of 2021. **The deadline for submission of a scholarship application is March 1, 2020.**

Scholarship awards under these two scholarship programs shall be given as follows:

**Plan A – High School Senior**

Applicants shall be restricted to seniors who will have successfully completed high school by the end of June 2020 and will be enrolled in the fall semester immediately following the school year in a college or business school offering a course of study in the legal field. All applicants must be legal residents of the State of California during the scholarship year.

**Plan B – College Student**

Applicants shall be restricted to students who will have completed at least one year of college by June of the school year, and who will be enrolled in the fall semester immediately following the school year in a college or business school in a course of study in the legal field, until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal related program. All applicants must be legal residents of the State of California during the scholarship year.

**Plan C – Career Change Student**

Applicants shall be restricted to students who will be enrolled in the fall semester in a college or business school in a course of study in the legal field and shall be an individual who either (a) desires to re-enter the workforce after a prolonged absence but requires training or specialized education in order to qualify as a candidate for a position in the legal field; or (b) has been in the workforce for a number of years but desires to enter the legal field and wants to receive the training or specialized education needed to do so. All applicants must be legal residents during the scholarship year.

**INSTRUCTIONS ON APPLICATIONS AND SUPPORTING DOCUMENTS**

Applications and accompanying documents should be typewritten and on current forms. The Application Form (attached) specifies the rules and documents required for submission of an application for these scholarships.

Applicants must submit one unofficial transcript. LSI reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on original school letterhead. Copies of transcripts will be accepted if they contain either an embossed school seal or certification identifying the copy as a true copy of the original transcript.

The applications and supporting documents will be reviewed by a panel of judges. The judges shall take into consideration the following: (a) the applicant's desire to seek a career/position in the legal field; (b) the applicant's prospects for success in further education; (c) the financial need of the applicant; (d) the personal characteristics, aspirations and goals of the applicant, and (e) the applicant's extracurricular activities and what they have gained from them.

Please provide this cover letter, as well as the application form, to interested students. If your school has a website with a designated scholarship/career page, I would also appreciate if you would have this information posted in that section. All applications should be mailed to SCCoLPA's Scholarship Chairman at the following address:

Elise Dresser, CCLS  
c/o Santa Clara County Legal Professionals Association  
P.O. Box 90509  
San Jose, CA 95109

Should you or a student have any questions, please feel free to contact me at the email address noted below.

Very truly yours,

*Elise Dresser*

Elise Dresser, CCLS  
Santa Clara County Legal Professionals Association  
Scholarship Chairman  
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Enclosures

cc: Shannon Quigley, SCCoLPA President