



**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

LEGAL PROCEDURE

**Are you up to date on all of the rules changes?
Do you like to share that information with others?**

Duties include:

- Advise the membership of proper procedures in connection with general legal practice, including changes in codes, local rules of practice and special procedures required by the courts and other agencies.
- Disseminate all information received from his/her LSI counterpart and legal support vendors to the SCCoLPA membership.
- Report to CEC Coordinator.
- Report monthly to the President, by email.
- Report quarterly to your LSI counterpart.

Time commitment: Minimal to moderate