



# SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

## 2019-2020 NEW MEMBERSHIP / RENEWAL APPLICATION

PERSONAL	BUSINESS
NAME: _____	Job Title:** _____
Home Address: _____	Employer: _____
City/State/Zip: _____	Address: _____
Home Phone: _____ Cell: _____	City/State/Zip: _____
Email: _____	Work Phone: _____ Fax: _____
[Note: Your contact information will not be distributed outside SCCoLPA or LSI without your consent.]	Email: _____
Contact Preference: <input type="checkbox"/> Business <input type="checkbox"/> Home	Field of Law: _____
Birthdate: _____ (Month/Day)	Year I became a member of SCCoLPA: _____ (Renewing Members)

### MEMBERSHIP DUES (See Page 2 for Membership Categories and Payment Options)

- ACTIVE MEMBER (\$65.00 – New Member)
- ACTIVE MEMBER (\$55.00 – Renewing Member)
- ASSOCIATE/STUDENT MEMBER (\$50.00 - New Member) (Students, please attach proof of enrollment)
- ASSOCIATE/STUDENT MEMBER (\$40.00 - Renewing Member) (Students, please attach proof of enrollment)
- RETIRED MEMBER:  A (\$30.00)  B (\$0.00)
- DISABLED MEMBER:  A (\$30.00)  B (\$0.00)
- LIFE MEMBER (If a life member desires to retain active membership status, full payment of dues is required)

If accepted as a member, I agree to be bound by the bylaws and standing rules of Legal Secretaries, Incorporated, and/or the local association, whichever are applicable 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 and/or Santa Clara County Legal Professionals Association, 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 1980-1982)”*

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor (if any): \_\_\_\_\_ Date Application Approved: \_\_\_\_\_

**Please make checks payable to:**  
Santa Clara County Legal Professionals Association  
SCCoLPA Treasurer  
P.O. Box 90509  
San Jose, CA 95109-3627

\*\* Title: Your Title/Certifications in the legal field - EXAMPLES: CCLS (California Certified Legal Secretary); PLS (Professional Legal Secretary); CLA (Certified Legal Assistant); Paralegal; Legal Assistant; Notary Public; Office Manager; etc.

## MEMBERSHIP CATEGORIES

- Active Member:** An Active Member shall be a person who is (1) licensed to practice law; (2) employed as a legal professional in the office of an attorney engaged in the practice of law; (3) employed in any other institution or office directly engaged in work of a legal nature in California, for a period of not less than one (1) year. Dues for an Active Member of this Association shall be \$25.00 per year, plus \$30.00 per capita tax to LSI for a total of \$55.00, following payment the first year of \$65.00 which includes a one-time only \$10.00 initiation fee for new members.
- Associate Member:** Associate Members shall be candidates with less than one year of experience in a law-related environment or enrolled in an academic program involved in legal studies and not employed in the legal field. Dues for an Associate Member of this Association shall be \$25.00 per year, plus \$15.00 per capita tax to LSI for a total of \$40.00 following payment the first year of \$50.00, which includes a one-time only \$10.00 initiation fee. Associate Membership, as defined in the Bylaws, shall include any student enrolled in a certified educational program recognized by this Association.
- Retired Member:** Age 62, retired from employment, wishing to retain active status: (A) less than 10 years in SCCoLPA, payment of \$30.00 LSI per capita tax; or (B) more than 10 years in SCCoLPA, no payment.
- Disabled Member:** Must present certification of permanent disability and request to retain active status: (A) less than 10 years in SCCoLPA, payment of \$30.00 LSI per capita tax; or (B) more than 10 years in SCCoLPA, no payment.
- Life Member:** Life membership may be granted, upon vote of the members of this Association, to any member who has performed outstanding services to this Association. If a life member desires to retain active membership, it must be so indicated by the payment of dues each year. This will entitle said member to full active membership privileges, including the right to vote and hold office. This Association shall be liable for per capita taxes on all active life members. Dues for active life members shall be \$25.00 per year and no dues for inactive life members. Upon request in writing to the SCCoLPA Vice President of Membership, a member who has served as SCCoLPA President shall be granted SCCoLPA life membership at the expiration of that President's term(s) of office.
- Delinquent Dues:** When dues are not paid to the Association within thirty (30) days after the due date, such dues shall become delinquent, and such member shall without notice be suspended and shall lose all rights and privileges as a member of this Association. Such suspended member may be reinstated during the current fiscal year upon payment of the current annual dues, plus a reinstatement fee of \$5.00.

## PAYMENT OPTIONS

1. Payment of dues can be made by check or via PayPal at [www.sccolpa.org](http://www.sccolpa.org).
2. Payment covers a one-time initiation fee and first year of annual membership dues for LSI. Membership in LSI, a California non-profit mutual benefit association, includes a subscription to *The Legal Secretary* magazine, published quarterly; discounted prices on LSI publications, and more. Visit [www.lsi.org](http://www.lsi.org) for more details.
3. The fiscal year of this Association shall be from the first day of May to the last day of April of the following year. Applications accepted after March 1 will have dues pro-rated.

If you have an interest in serving on any of the following committees, or would like additional information about these committees, please contact SCCoLPA Vice President of Membership, Jessica Urioste at: [Jessica@brewerfirm.com](mailto:Jessica@brewerfirm.com).

- \_\_\_ **Advertising:** Plan/coordinate advertisers for the website.
- \_\_\_ **CCLS:** Coordinate California Certified Legal Secretary (CCLS) study groups and assist members in preparation for the CCLS examination, given in March and October of each year.
- \_\_\_ **Chapter Achievement:** Track and record Chapter Achievement points earned by members.
- \_\_\_ **Community Outreach:** Explore possible outreach projects and collect and disburse donations to any charitable projects.
- \_\_\_ **Day-in-Court:** Plan/coordinate programs for members to tour local court(s) or obtain judicial officers to speak to members.
- \_\_\_ **Education:** Plan/coordinate all educational classes, including beginning legal secretaries and legal professionals courses.
- \_\_\_ **Employment:** Collect and provide employment information for members to be published on the SCCoLPA website.
- \_\_\_ **Historian:** Prepare photo album/historical record of the association, to be presented to the SCCoLPA president at the end of the fiscal year, and to be entered in LSI's annual history book/scrapbook contest.
- \_\_\_ **Inter-Association:** Organize programs with fellow associations and inform members of those events.
- \_\_\_ **Law Office Administration/Legal Procedure:** Inform members of current changes in the legal field, current court forms, schedules, rules, procedures, and changes in the law.
- \_\_\_ **Marketing:** Assist in getting the word out about SCCoLPA and to make sure that the materials about SCCoLPA and LSI are at each meeting.
- \_\_\_ **Professional Liaison:** Encourage good public relations with the Santa Clara County Bar Association.
- \_\_\_ **Scholarship/Career Promotion:** Promote the legal professional career to those interested in furthering their careers in this field; promote enthusiasm and continued interest in those who are currently in their field.
- \_\_\_ **Ways & Means:** Plan/organize fundraising activities.
- \_\_\_ **Web Page Coordinator:** Collect and edit reports and information on a monthly basis for the website.
- \_\_\_ **Social Media:** Maintain and update all social media outlets, including but not limited to, Facebook, LinkedIn, and Twitter.