



# SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION

## 2016-2017 MEMBERSHIP APPLICATION

Please make checks payable to: SCCOLPA  
Send to: SCCoLPA Treasurer  
P.O. Box 90509  
San Jose, CA 95109-3627

Member's Name \_\_\_\_\_

\*Title: *[Examples at bottom of page]* \_\_\_\_\_

Residence Address \_\_\_\_\_

Business Name \_\_\_\_\_

Residence City and Zip Code \_\_\_\_\_

Business Address \_\_\_\_\_

Residence Telephone Number \_\_\_\_\_

Business City/State/Zip Code \_\_\_\_\_

Residence Fax Number \_\_\_\_\_

Business Telephone Number/Business Fax Number \_\_\_\_\_

E-Mail Address (Home) \_\_\_\_\_

E-Mail Address (Work) \_\_\_\_\_

PREFERRED E-MAIL: *(Check One)*

Residence: \_\_\_\_\_ Business: \_\_\_\_\_

Field of Law \_\_\_\_\_

Birthdate: \_\_\_\_\_  
Month/ Day

Year I became a member of SCCoLPA: \_\_\_\_\_

How many years with SCCoLPA? \_\_\_\_\_

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: \_\_\_\_\_

Application Approved: \_\_\_\_\_

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

## MEMBERSHIP CATEGORIES

- Active Member:** Dues for an Active Member of this Association shall be \$25.00 per year, plus \$20.00 per capita tax to LSI for total of \$45.00, following payment the first year of \$55.00 which includes a one-time only \$10.00 initiation fee.
- Associate Member:** Candidates with less than one year 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, following payment the first year of \$35.00 which includes a one-time only \$10.00 initiation fee.
- Associate Membership as defined in the by-laws 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 \$20.00 LSI per capita taxes.
  - B. More than 10 years in SCCoLPA, no payment.
- Disabled Member:** Must present certification of permanent disability and wishing to retain active status:
- A. Less than 10 years in SCCoLPA, payment of \$20.00 LSI per capita taxes.
  - B. More than 10 years in SCCoLPA, no payment.
- Life Member:** Granted upon vote of the members to any member who has performed outstanding services to the Association. If a life member desires to retain active membership status, full payment of dues is required.
- 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.

### **PLEASE CHECK THE APPROPRIATE BOX(ES) BELOW**

- ACTIVE MEMBER (\$55.00 – new; \$45.00 renewing member)
- ASSOCIATE/STUDENT MEMBER (\$35.00) *(for students, please attach proof of enrollment to this application)*
- RETIRED MEMBER:     A (\$20.00)     B (\$0.00)
- DISABLED MEMBER:     A (\$20.00)     B (\$0.00)
- LIFE MEMBER *(If a life member desires to retain active membership status, full payment of dues is required)*

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 Membership, Shannon Quigley at: [shannonmquigley2016@gmail.com](mailto:shannonmquigley2016@gmail.com).

- \_\_\_\_\_ **Advertising:** Plan/coordinate advertisers for the website.
- \_\_\_\_\_ **Bay Area Legal Forum:** Plan/coordinate quarterly seminars & annual seminar sponsored by the Bay Area Legal Forum (BALF).
- \_\_\_\_\_ **Benefits:** Inform members of LSI benefits, and changes/additions to benefits.
- \_\_\_\_\_ **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 professional's 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-Club:** 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.