

**MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION
and LEGAL SECRETARIES, INCORPORATED**

APPLICATION FOR MEMBERSHIP

APPLICATION FOR GENERAL MEMBERSHIP: Applicants must be currently employed and have had at least six (6) months' experience in the legal field. Applicants must be sponsored by at least one (1) active member of our association (or request sponsorship by the membership chairman), must attend one (1) regular meeting of the association, and must pay the **membership dues of \$55.00** (which includes a one-time administrative fee of \$10.00) before they can be recommended to the Board for active membership. Applicants applying **between November 1 and March 1: your initial dues will be prorated to \$40.00**. Applicants applying after March 1: your application will be held and your membership will begin May 1. Renewals are \$45.00 per year, due in May of each year. (Annual per capita tax is included in your membership dues and includes subscription to the *Legal Secretary*.)

APPLICATION FOR STUDENT MEMBERSHIP: Persons studying to become employed in the legal field shall be eligible to become members of the Association upon payment of one-half the annual dues set by this Association and acceptance by the general membership. Said Student Members shall be allowed to participate in the activities of the Association, including serving on committees, but shall not be entitled to hold office or vote. Student Membership does not include membership in Legal Secretaries, Inc. ("LSI"). **Dues for a Student Member are \$27.50 per year.**

APPLICATION FOR ASSOCIATE MEMBERSHIP: Persons who do not qualify for General Membership or Student Membership may join our Association as an Associate Member upon payment of one-half the annual dues set by this Association and acceptance by the general membership. Said Associate Members shall be allowed to participate in the activities of the Association, including serving on committees, but shall not be entitled to hold office or vote. Associate Membership does not include membership in Legal Secretaries, Inc. ("LSI"). **Dues for an Associate Member are \$27.50 per year.**

Meetings: Regular meetings are held on the second Monday of each month. Social hour begins at 5:30 p.m., our speaker begins at 6 p.m., followed by dinner at 6:30 p.m. Meeting locations are announced in the monthly newsletter, the *Quid Novi*, and on our website at www.MtDiabloLPA.info under Calendar of Events.

Please complete the application, make check payable to MDLPA, and return both to Cristina Gomez, Paralegal, Angius & Terry LLP, 1990 N. California Blvd., Suite 950, P.O. Box 8077, Walnut Creek, CA 94596. If you have any questions regarding membership, please contact Cristina at membership@MtDiabloLPA.info.

Name:		Home Phone:		Birthdate:	
Home Address:		City:		State:	Zip:
Employer:		Work Phone:		Extension:	
Work Address:		City:		State:	Zip:
Home email address:		Work email address:		Preferred Use: <input type="checkbox"/> Home email & address <input type="checkbox"/> Work email & address	

I have read and agree to be bound by the Code of Ethics of Legal Secretaries, Incorporated, as set forth on page 2.

Signature of Applicant: _____ **Date:** _____

Sponsor: _____ I would like the Membership Chair to be my sponsor

PLEASE CHECK YOUR SPECIALTY:

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Business/Corporate | <input type="checkbox"/> Litigation | <input type="checkbox"/> No Specialty |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Criminal | <input type="checkbox"/> Probate/Estate Planning | <input type="checkbox"/> Other |
| <input type="checkbox"/> Arbitration | <input type="checkbox"/> Family | <input type="checkbox"/> Real Estate | |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Law Office Management | <input type="checkbox"/> Tax | _____ |

YEARS WORKED IN THE LEGAL PROFESSION:

- 0-6 months 6 mos. – 2 years 2 – 5 years 6 – 10 years Over 10 years Over 20 years

Have you been a member of LSI in the past? _____ **If yes, please indicate which association** _____

Please indicate your hobbies or talents: _____

CODE OF ETHICS

Members of Legal Secretaries, Incorporated, are bound by the objectives of this Association and the standards of conduct required of the legal profession:

It shall be the duty of each member of Legal Secretaries, Incorporated, to observe all laws, rules and regulations now and 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.

Please choose any one or more committees which you have interest in chairing or on which you would like additional information:

Chair/Serve	More Info	Committee	Responsibilities
		Audit/Budget	Audit previous year's accounting and prepare budget for new fiscal year.
		Bar/Professional Liaison	MDLPA's contact with the Bar Association, the Court(s), etc.
		Bulletin Editor	Responsible for publishing our monthly bulletin, the <i>Quid Novi</i> .
		CCLS (California Certified Legal Secretary)	Coordinate study group and assist members in their preparation for the CCLS exam.
		Day In Court	Coordinate program for members to tour local court.
		Employer Appreciation Night	Plan/coordinate an annual evening to honor employers of MDLPA members.
		Employment Liaison	Acts as a contact for attorneys seeking legal secretaries or other legal support staff and for members seeking employment with attorneys.
		Insurance/Credit Union	Responsible for keeping members informed about the insurance and credit union benefits available to us as members of LSI.
		Interclub/Publicity	Organize a program(s) with sister association(s) and inform members of sister association events. Promote MDLPA and its events through advertising media.
		Historian	Prepare photo album/historical record of the association to present to President.
		Law Office Products and Management	Inform members about useful office products and management tools or techniques.
		Legal Procedure	Inform members of current court forms, schedules, rules, procedures and changes in the law.
		Legal Secretarial Training	Responsible for promoting legal secretarial training by presenting seminars or other programs.
		Program/Reservations	Reserve restaurant for general meeting, coordinate speakers/entertainment for monthly meetings, and coordinate reservations from members and collect money for dinner.
		Scholarship	Responsible for awarding MDLPA's scholarship, including accepting and reviewing applications, and presentation of the scholarship award. Chairperson also submits qualified applications to the LSI scholarship program.
		Sunshine/Hospitality	Responsible for sending cards and/or flowers when appropriate (hospitalization, births, etc.) To members and others special to MDLPA.
		Ways & Means	Responsible for MDLPA fund-raising through projects such as bake sales, See's candy sales, Entertainment books, drawings, etc.

FOR BOARD USE ONLY:

Application Received:	Check Received (date & amount):	Application and check forward to Treasurer, copy to President:	Approved by Board:
Approved by Membership:	Meeting Attended:	Initiated:	