

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

APPLICATION FOR MEMBERSHIP

- APPLICATION FOR 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 **\$60.00** (or discounted price of \$55 for payment by cash or check) (which includes a one-time administrative fee of \$10.00) before they can be recommended to the Board for active membership.

Applicants applying **after December 1:**

- Please process my application for the current fiscal year ending 4/30. I am enclosing the pro-rated dues in the amount of **\$45.00** (or discounted price of \$40 for payment by cash or check). I understand that I will be required to renew on May 1 and pay the appropriate renewal dues.
- Please hold my application until May 1. I understand that I will not be an official member until May 1 but may pay member prices for all events until my application is processed.

Renewals are **\$50.00** per year (or discounted price of \$45 for payment by cash or check), due in May of each year. (Annual per capita tax is included in your membership dues and includes membership in LSI (Legal Secretaries, Inc.) and a subscription to *The Legal Secretary*.)

- APPLICATION FOR STUDENT MEMBERSHIP:** Persons studying to become employed in the legal field are eligible for full membership in the Association, or may at their option, apply for Student Membership 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 **\$30** (or discounted price of \$27.50 for payment by cash or check). **Please provide verification of enrollment.**

Student Applicants applying **after December 1:**

- Please process my application for the current fiscal year ending 4/30. I am enclosing the pro-rated dues in the amount of **\$25.00** (or discounted price of \$22.50 for payment by cash or check). I understand that I will be required to renew on May 1 and pay the appropriate renewal dues.
- Please hold my application until May 1. I am enclosing **\$30** (or discounted price of \$27.50 for payment by cash or check). I understand that I will not be an official member until May 1 but may pay member prices for all events until my application is processed.
- 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 **\$30** (or discounted price of \$27.50 for payment by cash or check). **[NOTE: If you qualify for general membership, you cannot apply for associate membership.]**

Associate Applicants applying **after December 1:**

- Please process my application for the current fiscal year ending April 30. I am enclosing the pro-rated dues in the amount of **\$25.00** (or discounted price of \$22.50 for payment by cash or check). I understand that I will be required to renew on May 1 and pay the appropriate renewal dues.
- Please hold my application until May 1. I am enclosing **\$30** (or discounted price of \$27.50 for payment by cash or check). I understand that I will not be an official member until May 1 but may pay member prices for all events until my application is processed.

Please complete this application, make check payable to MDLPA, and return both to Cristina Moreno, MDLPA Membership Chairman, P.O. Box 4253, Walnut Creek, CA 94596. You may also pay by PayPal by visiting www.mtdiabloipa.info and clicking on the appropriate "Pay by PayPal" link, or by credit card by filling out the form attached to this application. (When paying by PayPal, please mail a copy of this renewal application to Cristina at the above address.) If you have any questions regarding membership, please contact Cristina Moreno at cristinamariamoreno@hotmail.com or information@mtdiabloipa.info. A membership roster will be prepared containing the name, phone number and email address provided by the applicant and provided to every member upon request.

Name:		Contact Phone for Roster:		Birthdate:	
Home Address:		City:		State:	Zip:
Employer Name:		Work Phone:		Extension:	
Work Address:		City:		State:	Zip:
Preferred E-mail address for Roster:		Preferred Mailing Address: <input type="checkbox"/> Home <input type="checkbox"/> Work			

- Check payable to MDLPA is enclosed. I am paying by PayPal. I am paying by Credit Card (fill out form provided below).

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.

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

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: _____

How did you hear about Mt. Diablo LPA? _____

FOR BOARD USE ONLY:

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

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.
		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.

The undersigned authorizes MT. DIABLO LEGAL PROFESSIONALS ASSOCIATION to charge my credit card,

For: _____

TOTAL AMOUNT \$ _____

CREDIT CARD TYPE _____

CREDIT CARD # _____

CARD CV2 # _____ (3 or 4 digit security number on back of card)

EXPIRATION DATE _____

BILLING ADDRESS _____

City: _____ State: _____

BILLING ZIP CODE _____

PHONE NUMBER: _____

NAME ON CARD _____
(As it appears on card)

IF YOU WOULD LIKE A RECEIPT, PLEASE PROVIDE YOUR EMAIL ADDRESS:

SIGNATURE

DATE