

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

APPLICATION FOR MEMBERSHIP

Please complete this application, make check payable to MDLPA, and return both to MDLPA Membership Chairman, P.O. Box 4253, Walnut Creek, CA 94596 OR by email to information@mtdiablolpa.info. You may also pay by PayPal by visiting www.mtdiablolpa.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 the above address or email to information@mtdiablolpa.info.) If you have any questions regarding membership, please send an email to information@mtdiablolpa.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. Cash I am paying by PayPal.* I am paying by Credit Card (fill out form provided below).

CHECK APPROPRIATE BOX(ES):

- 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 **\$55.00** (by Check/Cash) or **\$60** (by Credit Card/PayPal*) (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 **\$40.00** (by Check/Cash) or **\$45** (by Credit Card/PayPal*). I understand that should I wish to renew my membership, 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 **\$45** per year (by Check/Cash) or **\$50** (by Credit Card/PayPal*), 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*.)

* Payment by PayPal must be made from our website: www.mtdiablolpa.info.

- 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 **\$27.50** (by Check/Cash) or **\$30** (by Credit Card/PayPal*). **Please provide verification of enrollment.** [NOTE: If you qualify for general membership, you cannot apply for student membership.]

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 **\$20** (by Check/Cash) or **\$22.50** (by Credit Card/PayPal*). I understand that membership renewals occur on May 1 and if I want to renew my membership, 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 **\$27.50** (by Check/Cash) or **\$30** (by Credit Card/PayPal*). 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 **\$27.50** (by Check/Cash) or **\$30** (by Credit Card/PayPal*). [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 4/30. I am enclosing the pro-rated dues in the amount of **\$20** (by Check/Cash) or **\$22.50** (by Credit Card/PayPal*). I understand that membership renewals occur on May 1 and if I want to renew my membership, 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 **\$27.50** (by Check/Cash) or **\$30** (by Credit Card/PayPal*). 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.

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

FOR BOARD USE ONLY:

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

CREDIT CARD PAYMENT

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