

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

MEMBERSHIP RENEWAL

- RENEWAL FOR GENERAL MEMBERSHIP:** General Members currently in good standing, whether employed or not, may renew for the fiscal year May 1 thru April 30. “Good Standing” status means dues were paid for the past fiscal year (May 1 thru April 30).
- MEMBERSHIP RENEWAL FEES:** Annual per capita tax is included in your membership dues and includes subscription to *The Legal Secretary*.
- \$50 (or discounted price of \$45 for payment by check or cash)** if paid by May 31.
- Add \$5 late fee if paid after June 1;**
 - add \$10 late fee if paid after July 1.**

** Per MDLPA Standing Rule 16(c): Delinquent Dues and Reinstatement Fees. When dues of a member are not paid to the Association by May 31, a \$5 late fee will be assessed against that member. If the dues are not paid by June 30, such member shall, upon notice, be suspended and shall lose all of her/his rights and privileges as a member of the Association. Such suspended member may be reinstated during the current fiscal year by a vote of two-thirds of the members present at a regular meeting, upon payment of the current annual dues (\$50), upon payment of a reinstatement fee of \$10 and upon payment of any reinstatement fees as may be required by LSI. **Total: \$60 (or discounted price of \$55 for payment by check or cash).**

- I am submitting my renewal after July 1 and am requesting reinstatement of my membership. I am enclosing payment of **\$60 (or discounted price of \$55 for payment by check or cash)** with this renewal application. I understand that I will need to renew my membership on May 1 and pay the appropriate renewal fee.

- RENEWAL FOR STUDENT MEMBERSHIP:** Student Members currently in good standing, who are currently studying to become employed in the legal field and do not qualify for General Membership, shall be eligible to renew their Student Membership upon payment of one-half the annual renewal dues set by this Association for General Members. “Good Standing” status means dues were paid for the past fiscal year (May 1 thru April 30). 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 on matters that involve Legal Secretaries, Incorporated. Student Membership does not include membership in Legal Secretaries, Incorporated. **Please provide proof of enrollment.**

Student Membership Renewal Fees are:

\$25* if paid by May 31,

\$27.50* if paid between June 1 and June 30 (includes \$2.50 late fee), and

\$30* (includes \$5 reinstatement fee) if paid after July 1.

(*If payment is by cash or check, deduct \$2.50 from the price.) If a Student Member is now eligible for General Membership, please renew by checking the box for Renewal for General Membership, above, and pay the appropriate renewal fee. Renewals received after December 1 will be held until the next fiscal year starting May 1, but you are entitled to pay member prices for the remainder of the fiscal year.

- RENEWAL FOR ASSOCIATE MEMBERSHIP:** Associate Members currently in good standing, who do not qualify for General Membership, shall be eligible to renew their Associate Membership upon payment of one-half the annual renewal dues set by this Association for General Members. “Good Standing” status means dues were paid for the past fiscal year (May 1 thru April 30). 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 on matters that involve Legal Secretaries, Incorporated. Associate Membership does not include membership in Legal Secretaries, Incorporated.

Associate Membership Renewal Fees are:

\$25* if paid by May 31,

\$27.50* if paid between June 1 and June 30 (includes \$2.50 late fee), and

\$30* (includes \$5 reinstatement fee) if paid after July 1.

(*If payment is by cash or check, deduct \$2.50 from this price.) If an Associate Member is now eligible for General Membership, please renew by checking the box for Renewal for General Membership, above, and pay the appropriate renewal fee. Renewals received after December 1 will be held until the next fiscal year starting May 1, but you are entitled to pay member prices for the remainder of the fiscal year.

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:** _____

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 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