

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

MEMBERSHIP RENEWAL

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 THE APPROPRIATE BOXES:

- 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*.
 - Postmark on or before May 31 - **\$45 (by Check/Cash)**
 - Postmark on or before May 31 - **\$50 (by Credit Card /Paypal*)**

 - Postmark Between June 1 and June 30 - **\$50 (by Check/Cash)**
 - Postmark Between June 1 and June 30 - **\$55 (by Credit Card /Paypal*)**

 - Postmark on or After July 1 - **\$55 (by Check/Cash)**
 - Postmark on or After July 1 - **\$60 (by Credit Card /Paypal*)**

 - I am submitting my renewal after July 1 and am requesting reinstatement of my membership. I am enclosing payment of **\$55 (by Check/Cash) or \$60 (by Credit Card/Paypal*)** with this renewal application.

*Payments by PayPal must be made through our website, www.mtdiablolpa.info.

- 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:

- Postmark on or before May 31 - \$22.50 (by cash/check) or \$25 (by credit card/PayPal)
- Postmark between June 1 and June 30 - \$25 (by cash/check) or \$27.50 (by credit card/PayPal)
- Postmark on or after July 1 - \$27.50 (by cash/check) or \$30 (by credit card/PayPal)

- 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:

- Postmark on or before May 31 - \$22.50 (by cash/check) or \$25 (by credit card/PayPal)
- Postmark between June 1 and June 30 - \$25 (by cash/check) or \$27.50 (by credit card/PayPal)
- Postmark on or after July 1 - \$27.50 (by cash/check) or \$30 (by credit card/PayPal)

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
		Advertising/Social Media	Responsible for keeping members and the public current on events happening in MDLPA via Facebook, Twitter, and other avenues of communication. Assist the Bulletin Editor in finding advertisers to place ads in MDLPA's bulletin.
		Audit/Budget	Audit previous year's accounting and work with the Treasurer in preparing a 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> , and locating advertisers and placing their ads in the bulletin.
		CCLS (California Certified Legal Secretary)	Coordinate study group and assist members in their preparation for the CCLS exam.
		Day In Court	Coordinate and plan a Day In Court event, usually held in January of each year. Can be a tour of the Courthouse, Jail, 911 Call Center, Law Library, or can be a video to view at January meeting (LSI has a library of video tapes that can be borrowed).
		Historian	Prepare photo album/historical record of the association to present to the outgoing President at April Installation and to enter it into the History Book/Scrapbook competition at LSI's Annual Conference.
		Legal Procedure	Inform members of current court forms, schedules, rules, procedures and changes in the law. Coordinate with the Bulletin Editor to place a notice in the Bulletin for members to read.
		Legal Secretarial Training	Responsible for promoting legal secretarial training by presenting seminars or other programs.
		Program	Reserve restaurant for general meeting and coordinate speakers/entertainment for monthly meetings. Coordinate with the Webmaster and Advertising/Social Media Chairman to promote the meeting and speaker.
		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.
		Webmaster	Responsible for MDLPA website and making sure content is current.

CREDIT CARD PAYMENTS

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

SURVEY
(Please return with your renewal.)

1. I would rather have monthly meetings on (check as many as you wish):

____ Monday; ____ Tuesday; ____ Wednesday; ____ Thursday

2. I would prefer the cost of dinner at monthly meetings not exceed (check one):

____ \$20; ____ \$25; ____ \$30; ____ \$35; ____ \$40

3. I am most interested in the following areas of law (check as many as you wish):

____ Family Law; ____ Civil; ____ Insurance Defense; ____ Construction Defect; ____ Criminal;

____ Intellectual Property; ____ Corporate; ____ Probate; ____ Guardianship/Conservatorship;

____ Real Estate/Unlawful Detainer; ____ Calendaring; ____ Employment; ____ Other (please

describe: _____

4. Considering your answer to No. 3 above, what specific topics would you like the guest presenter to speak on:

5. What do you like most about Mt. Diablo Legal Professionals Association:

6. What do you like least about Mt. Diablo Legal Professionals Association:

7. Considering your response to No. 6 above, what would you recommend we do to change your mind:

8. Do you have any recommendations for speakers? If so, please provide their name, phone number, and email information so that we may contact them.

