MARIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

Member Legal Secretaries, Incorporated
Chartered 1955

LSI- Educating California's Legal Professionals
"Excellence Through Education"

MCLPA is a non-profit, mutual benefit corporation to which membership is open to persons employed as legal support staff in the offices of attorneys who practice law in California. Also eligible for membership are attorneys, persons employed by the courts, and owners of or persons employed by other offices or institutions directly engaged in any work of a legal nature in Marin County. Our objectives and purposes are to join together for the further education of legal staff and to cooperate with other legal associations to stimulate a high order of professional standards and ethics among those performing secretarial and other duties in law offices. All MCLPA members are affiliated with Legal Secretaries, Incorporated, a statewide organization.

MCLPA offers the following benefits and programs, in addition to many others:

- Subscription to *The Legal Secretary*, a quarterly magazine published by LSI
- Subscription to *Adjudi-Kate*, a monthly bulletin published by MCLPA
- Monthly membership meetings with featured guest speakers
- Legal education classes, both beginning and advanced
- Credit union membership, insurance & financial plans, Costco, Hertz
- California Certified Legal Secretary program (CCLS)
- Legal Specialization Section membership
- Discounts on legal reference material published by LSI & CEB

Applicants must have been continuously employed in Marin County for six months or elsewhere for a continuous period of one year. Associate and Student memberships are available for those not meeting active membership requirements. Annual dues (including LSI per capita tax) for active membership are $45 for membership beginning May 1st. Associate and Student memberships do not include LSI per capita tax and are $12.50 per year. Pursuant to Standing Rule 15, a collection fee of $25, plus bank charges, shall be assessed for each returned check.

For more detailed information about membership in MCLPA, please contact:

Marin County LPA
P.O. Box 150427
San Rafael, CA 94915-0427
(415) 491-5000
kledwards@justice.com

MCLPA
Marin County
Legal Professionals Association

APPLICATION FOR MEMBERSHIP IN
MARIN COUNTY LEGAL PROFESSIONALS ASSOCIATION

COMPLETE AND DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO MCLPA, FOR $45, WHICH INCLUDES LOCAL DUES, ANY INITIATION FEE AND LEGAL SECRETARIES, INCORPORATED (LSI)* PER CAPITA TAX, TO:

Marin County LPA
P.O. Box 150472
San Rafael, Ca 94915-0427

NAME OF APPLICANT: _____

EMPLOYER _____ POSITION _____

MAILING ADDRESS _____ CITY/ZIP _____

BUSINESS TELEPHONE (_____)_____ RESIDENCE TELEPHONE (_____) _____

BUSINESS E-MAIL _____ RESIDENCE E-MAIL _____

EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITIONS, DATES) _____

_____

PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES/PROFESSIONALS ASSOCIATION (INCLUDE ASSOCIATIONS, DATES)

_____

IF ACCEPTED AS A MEMBER, I AGREE TO BE BOUND BY THE BYLAWS AND STANDING RULES OF LEGAL SECRETARIES, INCORPORATED, AND THE LOCAL ASSOCIATION TO WHICH I HEREBY APPLY FOR MEMBERSHIP, INCLUDING THE FOLLOWING CODE OF ETHICS:

IT SHALL BE THE DUTY OF EACH MEMBER OF LEGAL SECRETARIES, INCORPORATED TO OBSERVE ALL LAWS, RULES AND REGULATIONS NOW OR 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. (Dedicated to the memory of Joan M. Moore, PLS, CCLS, LSI President 1980-82)

SIGNATURE OF APPLICANT _____ DATE _____

SPONSOR _____ APPLICATION APPROVED _____

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~ ~ LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP ~ ~

LSI MEMBERS MAY ALSO JOIN ONE OR MORE OF THE FOLLOWING LSI LEGAL SPECIALIZATION SECTIONS:

~ CIVIL LITIGATION ~ CRIMINAL LAW ~ FAMILY LAW
~ LAW OFFICE ADMINISTRATION ~ PROBATE/ESTATE PLANNING ~ TRANSACTIONAL LAW

SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE WORKSHOPS; (3) REDUCED REGISTRATION FEES FOR REGIONAL SPECIALIZATION SECTIONS SEMINARS; AND, (4) ROSTER LISTING EACH SECTION MEMBER'S NAME, CONTACT INFORMATION, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR. SECTION DUES ARE NOMINAL AND A DISCOUNT IS OFFERED FOR MEMBERSHIP IN ALL SIX SECTIONS.
FOR LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP AND DUES INFORMATION, VISIT LSI'S WEBSITE AT www.lsi.org; *or*, TRANSMIT A COPY OF THIS ENTIRE PAGE OF YOUR APPLICATION TO:

LEGAL SPECIALIZATION SECTIONS COORDINATOR
LSI CORPORATE OFFICE
P. O. BOX 660
FORTUNA, CA 95540-0660
FACSIMILE: 707.725.1344 E-MAIL: lsiorg@suddenlinkmail.com

*ACCOMPANYING MEMBERSHIP IN LEGAL SECRETARIES, INCORPORATED, A CALIFORNIA NON-PROFIT MUTUAL BENEFIT ASSOCIATION, INCLUDES SUBSCRIPTION TO *THE LEGAL SECRETARY* MAGAZINE, REDUCED ANNUAL DUES FOR MEMBERSHIP IN LEGAL SPECIALIZATION SECTIONS AND DISCOUNTED PRICES ON PURCHASE OF *LSI LEGAL PROFESSIONAL'S HANDBOOK* AND *LAW OFFICE PROCEDURES MANUAL.*

Attachment to MCLPA Membership Application

If you wish, please share the following information with us:

Name:_____Birthday:_____
(month & day only)

Talents, hobbies, interests:_____

Your areas of legal expertise:_____

Counties/Courts you are familiar with:_____

Does your employer pay for your membership dues? _____ Monthly meetings? _____

What employee benefits does your employer offer?_____

What professional titles do you hold?_____
California Certified Legal Secretary, Professional Legal Secretary, etc.

One of the benefits of membership is the opportunity to meet and work with a wide variety of special, highly motivated professionals in the legal field. One way to do this, is to volunteer some of your talent to one or more of the following committees. Please check the boxes for the committees you are interested in and we will provide you with information on how to get involved!

[ ] Bulletin/Advertising/Publicity—help *Adjudi-Kate* editor compile newsletter, submit articles, solicit advertisers, issue news releases to media

[ ] CCLS—coordinate a study group and assist members preparing for the LSI administered exam

[ ] Career Promotion/Scholarships—promote our profession as a career opportunity, send notices of LSI scholarship program to schools, speak at career day

[ ] Employment—act as a clearing house for both members seeking employment and attorneys seeking qualified help, publish list in newsletter for information

[ ] Historian—take photos at meetings & events, assemble a history book to be given to the out-going president, submit your book to be judged at LSI annual conference

[ ] Interclub– attend functions sponsored by our sister organizations, organize a program which may involve neighboring associations

[ ] Legal Procedures– inform members via a column in the newsletter of changes in the law & procedures which impact our profession

[ ] Legal Secretarial Training– help develop continuing education programs & advise members of programs sponsored by LSI & BALSF

[ ] Membership/Benefits—work with Vice President to develop membership & inform members of benefits provided through LSI

[ ] Professional Liaison/Day in Court– work with local bar association & other legal associations to promote our profession, organize an event involving local court

[ ] Program– assist Vice President in organizing monthly speakers and entertainment

[ ] Ways & Means—assist Treasurer, plan/organize/promote fund raising activities