



SAN DIEGO LEGAL SECRETARIES ASSOCIATION

NEW/RENEWAL MEMBERSHIP – ANNUAL DUES

MAY 1, 2018 to APRIL 30, 2019

Membership Category & Registration Dues

NEW MEMBER Application RENEWAL Application

| | | | | | |
|------------------|-------|-----------------------|-------|----------------------|-----|
| Active Member | \$50* | Active Retired Member | \$20* | LSI Life Member | \$0 |
| Associate Member | \$15 | Retired Member | \$0 | Life/Honorary Member | \$0 |

* All Active SDLSA® members are also members of LSI.® See next page for membership qualifications.

NOTES: For Renewal members, applications and/or dues received **after May 31, 2018**, are subject to a \$10 penalty fee. The \$10 fee will be deposited into the SDLSA Scholarship Fund. For new Active members applying **after Nov. 1, 2018**, the registration fee is \$35.00. Pursuant to Standing Rule No. 4, a collection fee of \$25, plus bank charges shall be assessed for each returned check.

Deadline for Renewal Applications + Dues without late fee is May 31, 2018

Apply and pay dues online at www.sdlsa.org, or return this form with a check **payable to SDLSA®** to:

**Membership Chair, San Diego Legal Secretaries Association
PO Box 127073, San Diego, CA 92112-7073**

PLEASE TYPE OR PRINT CLEARLY ENTIRE FORM TO MINIMIZE ERRORS

Applicant's Name: _____
Last First Middle Initial

PREFERRED CONTACT FOR SDLSA COMMUNICATIONS, LEGALINES NEWSLETTER AND MEMBERSHIP ROSTER :
Please contact me at my Business / Employer Residence

BUSINESS / EMPLOYER CONTACT INFORMATION

Business / Employer: _____ Position: _____

Street Address: _____ City, State, Zip: _____

Telephone: _____ E-Mail Address: _____

Do not publish business telephone in SDLSA Roster

Do not publish business e-mail address in SDLSA Roster

Current Areas of Law: _____ How did you hear about SDLSA? _____

Name of supervisor: _____ Email Address of Supervisor: _____

Length of Time with Current Employer: _____ If employed less than 6 months, please list previous employment:

| | | |
|--------------|----------|-------------------------|
| Name of Firm | Position | Dates Employed/Location |
|--------------|----------|-------------------------|

Previous Membership in a Legal Secretaries organization: _____
Name of Organization Dates

Please check if you are: CCLS PLS CLA Other Credential or Certification: _____

HOME CONTACT INFORMATION

Street Address: _____ City, State, Zip: _____

Telephone: _____ E-Mail Address: _____

Do not publish home telephone in SDLSA Roster

Do not publish home e-mail address in SDLSA Roster

Birthdate (optional): Month: _____ Day: _____ When did you become a member of SDLSA? _____

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)

Applicant's Signature _____ Date _____

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SAN DIEGO LEGAL SECRETARIES ASSOCIATION

SDLSA[®] 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 in the courts, and persons employed in other offices or institutions directly engaged in any work of a legal nature in San Diego County. Our objective is to join together to further the education of legal secretaries and to cooperate with attorneys, judges and bar associations in stimulating a high order of professional standards and ethics among those performing secretarial and other duties in law offices. We encourage friendship, cooperation and an exchange of ideas among members. All Active and Active Retired SDLSA[®] members are affiliated with Legal Secretaries, Incorporated, a statewide organization.

The membership year runs from May 1, 2018 through April 30, 2019. Active membership applicants must have been continuously employed in legal work (1) in San Diego for at least six months, or (2) elsewhere for at least 12 months. Associate memberships are available for those not meeting active membership requirements. The SDLSA Board of Directors will review all applications for membership approval.

SDLSA[®] offers the following benefits and programs, in addition to many others:

- Subscription to *The Legal Secretary*, a quarterly magazine published by LSI[®]
- Subscription to *Legalines*, a monthly bulletin published by SDLSA[®]
- Monthly membership meetings with educational guest speakers
- Legal education classes on legal procedures, both beginning and advanced
- Credit union, insurance plans (dental & medical), AAA, car rentals, Wells Fargo, 1-800-FLOWERS
- California Certified Legal Secretary (CCLS) program
- MCLE and CCLS credit offered at SDLSA educational programs throughout the year

LSI[®] LEGAL SPECIALIZATION SECTIONS MEMBERSHIP

SDLSA[®] Active Members are eligible for membership in the following LSI Legal Specialization Sections:

- Civil Litigation
- Family Law/ Criminal
- Probate/Estate Planning
- Federal
- Law Office Administration
- Specialty Law

ANNUAL DUES FOR LSI MEMBERS ARE \$75 TO JOIN ALL SECTIONS OR \$20 PER SECTION. LSI[®] LEGAL SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE WORKSHOPS; (3) REDUCED REGISTRATION FEES FOR REGIONAL SPECIALIZATION SECTIONS SEMINARS; AND, (4) STATEWIDE ROSTER LISTING EACH SECTION MEMBER'S NAME, ADDRESS, TELEPHONE NUMBER, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR.

For membership information about LSI[®] Legal Specialization Sections, visit LSI's website at www.LSI.org or copy this entire page and e-mail or mail the copy to:

LEGAL SPECIALIZATION SECTIONS COORDINATOR
LSI CORPORATE OFFICE
2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833
kim@lsi.org

SDLSA is a Volunteer-Based Organization.

Please Consider Joining a Committee as You Submit Your Application. We Appreciate Your Support!

Anniversary Celebration
Archives
Audit
Boss/Secretary Cum Laude
Community Outreach
Education

Historian
Installation
Inter-Association
Legalines
Legal Procedure & Day In Court
Marketing & Advertising

Membership
Nominations & Elections
Programs
Publicity & Social Media
Scholarship & Career Promotion
Ways & Means

Name: _____ Phone/E-Mail: _____

PLEASE SUBMIT BOTH PAGES OF THIS FORM