



# SAN DIEGO LEGAL SECRETARIES ASSOCIATION

## NEW/RENEWAL MEMBERSHIP—ANNUAL DUES

### MAY 1, 2021 to APRIL 30, 2022

#### Membership Category & Registration Dues

#### NEW MEMBER Application

#### RENEWAL Application

Active Member	\$60*	Active Retired Member	\$30*	LPI Life Member	\$0
Associate Member	\$20	Retired Member	\$0	Life/Honorary Member	\$0

**Membership dues paid from May 1 to May 31, 2021 will be \$60.**

**Membership Renewals paid after May 31, 2021 will be \$70 (\$60 dues + \$10 late fee).**

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

**NOTES:** For **Renewal** members, applications and/or dues received **after May 31, 2021**, 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, 2021**, the registration fee is \$45.00. 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, 2021.**

Apply and pay dues online at [www.sdlsa.org](http://www.sdlsa.org) (PayPal or Credit Card),  
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:**  
Please contact me at my **Business / Employer** **Residence**  
*(For SDLSA® Business and Announcements, Legalines, and Membership Roster)*

**BUSINESS / EMPLOYER CONTACT INFORMATION**

Business / Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
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Do not publish *business telephone* in SDLSA® Roster Do not publish *business e-mail address* in SDLSA® Roster  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/Professionals organization: \_\_\_\_\_  
Name of Organization
Dates

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

**HOME CONTACT INFORMATION (MANDATORY)**

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 PROFESSIONALS, 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 PROFESSIONALS, 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 \_\_\_\_\_

**\*\* CONTINUED ON NEXT PAGE \*\***

## 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 Professionals, Incorporated, a statewide organization.

The membership year runs from May 1, 2021 through April 30, 2022. 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 Professional*, a quarterly magazine published by LPI®
- 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
- California Certified Legal Secretary (CCLS®) program
- MCLE and CCLS credit offered at SDLSA® educational programs throughout the year
- Visit SDLSA®/LPI® websites for offers on insurance plans, car rentals, financial planners, and more

### LPI® LEGAL SPECIALIZATION SECTIONS MEMBERSHIP

SDLSA® Active Members are eligible for membership in the following LPI Legal Specialization Sections:

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

ANNUAL DUES FOR LPI MEMBERS ARE \$75 TO JOIN ALL SECTIONS OR \$20 PER SECTION AND IS PAID DIRECTLY TO LPI. LPI® 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 CONTACT INFORMATION, EXPERTISE AND GEOGRAPHICAL AREA WITH WHICH FAMILIAR.

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

LEGAL SPECIALIZATION SECTIONS COORDINATOR  
LPI® CORPORATE OFFICE  
2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833  
[kim@legalprofessionalsinc.org](mailto:kim@legalprofessionalsinc.org)

### SDLSA® is a Volunteer-Based Organization.

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

Anniversary Celebration	Historian	Membership
Archives	Installation	Nominations & Elections
Audit	Inter-Association	Programs
Boss/Secretary Cum Laude	<i>Legalines</i>	Publicity & Social Media
Community Outreach	Legal Procedure & Day in Court	Scholarship & Career Promotion
Education	Marketing & Advertising	Ways & Means

Name: \_\_\_\_\_ Phone/E-Mail: \_\_\_\_\_

PLEASE SUBMIT BOTH PAGES OF THIS FORM