



# SAN DIEGO LEGAL SECRETARIES ASSOCIATION

## APPLICATION FOR MEMBERSHIP

MAY 1, 2010 to APRIL 30, 2011

Complete and deliver the original application with a **check payable to SDLSA for \$50.00** (\$35.00 if membership application is sent *after* November 1, 2010), which includes local dues, any initiation fee and Legal Secretaries, Incorporated (LSI)\* per capita tax, to:

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

PLEASE TYPE OR PRINT CLEARLY TO MINIMIZE ERRORS

Applicant's Name: \_\_\_\_\_

Employer / Business: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Position: \_\_\_\_\_

Current Areas of Law: \_\_\_\_\_

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

Name of Firm	Position	Dates Employed
--------------	----------	----------------

Previous Membership in a Legal Secretaries organization: \_\_\_\_\_

Name of Organization	Dates
----------------------	-------

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

How did you hear about SDLSA?  Website  SDLSA Member (Name): \_\_\_\_\_  Other: \_\_\_\_\_

Birthdate (optional): Month: \_\_\_\_\_ Day: \_\_\_\_\_

### PREFERRED CONTACT INFORMATION:

Please contact me at my Residence  \* Please contact me at my Work/Business

*(For SDLSA Business & Announcements, Legalines, and Membership Roster)*

\* Employer/Business *(Please list name if you'd like to be contacted there):* \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_  Do not publish telephone

Preferred E-Mail Address: \_\_\_\_\_  Do not publish e-mail

Preferred method for receiving monthly publications of Legalines: Email  U.S. Mail

### SECONDARY CONTACT INFORMATION:

Residence  \*\* Work/Business

*(For SDLSA database purposes only)*

\*\*Employer/Business Name: *(If not listed above):* \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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 \_\_\_\_\_

Sponsor (if any) \_\_\_\_\_ APPLICATION APPROVED \_\_\_\_\_

## 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 objectives and purposes are to join together for the further 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 SDLSA members are affiliated with Legal Secretaries, Incorporated, a statewide organization.

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 featured guest speakers**
- **Legal education classes, both beginning and advanced on legal procedures**
- **Credit union membership, insurance plans (dental & medical), Costco, Hertz, Wells Fargo**
- **California Certified Legal Secretary program (CCLS)**

Applicants must have been continuously employed in San Diego for a period of at least six months or elsewhere for a continuous period of at least 12 months. Associate and Student memberships are available for those not meeting active membership requirements. Annual dues for active membership are \$50.00, for membership from May 1, 2010 to April 30, 2011. Student and Associate memberships are \$15.00. Pursuant to Standing Rule No. 5, a collection fee of \$15, plus bank charges, shall be assessed for each returned check.

### LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP

LSI Members are eligible for membership in the following LSI Legal Specialization Sections:

- |                             |                           |                     |
|-----------------------------|---------------------------|---------------------|
| • CIVIL LITIGATION          | • CRIMINAL LAW            | • FAMILY LAW        |
| • LAW OFFICE ADMINISTRATION | • PROBATE/ESTATE PLANNING | • TRANSACTIONAL 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

*To request LSI Legal Specialization Sections membership information, copy this entire page and mail the copy to:*

**LEGAL SPECIALIZATION SECTIONS COORDINATOR  
LSI CORPORATE OFFICE  
P. O. Box 660  
Fortuna, CCA 95540-0660**

**WE ARE A VOLUNTEER-BASED ORGANIZATION AND WE NEED YOUR HELP!  
WE ARE ASKING OUR NEW MEMBERS TO PLEASE CONSIDER JOINING ONE OF THE  
FOLLOWING COMMITTEES! WE APPRECIATE YOUR SUPPORT!**

- |  |   |
|--|---|
| <input type="checkbox"/> Advertising             | <input type="checkbox"/> Legal Secretary Training |
| <input type="checkbox"/> Anniversary Celebration | <input type="checkbox"/> Mailing                  |
| <input type="checkbox"/> Career Promotion        | <input type="checkbox"/> Marketing                |
| <input type="checkbox"/> Chapter Achievement     | <input type="checkbox"/> Membership               |
| <input type="checkbox"/> Charitable Projects     | <input type="checkbox"/> Nominations & Elections  |
| <input type="checkbox"/> Court Cues              | <input type="checkbox"/> Photographer             |
| <input type="checkbox"/> Database                | <input type="checkbox"/> Programs                 |
| <input type="checkbox"/> Employment              | <input type="checkbox"/> Publicity                |
| <input type="checkbox"/> Historian               | <input type="checkbox"/> Roster                   |
| <input type="checkbox"/> Hostess                 | <input type="checkbox"/> Ways and Means           |
| <input type="checkbox"/> Installation            | <input type="checkbox"/> Website Liaison          |
| <input type="checkbox"/> Interclub Event         | <input type="checkbox"/> Other:                   |
| <input type="checkbox"/> Legalines               | <input type="checkbox"/> Other:                   |

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

**PLEASE RETURN BOTH PAGES OF THIS FORM**