

APPLICATION FOR MEMBERSHIP IN

ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION (2019-2020 Fiscal Year)

COMPLETE, THEN MAIL OR DELIVER THE ORIGINAL APPLICATION, WITH CHECK PAYABLE TO ACLSA, FOR THE APPROPRIATE AMOUNT FOR YOUR MEMBERSHIP CATEGORY CHECKED BELOW, WHICH INCLUDES LOCAL DUES, ANY INITIATION FEE AND LEGAL SECRETARIES, INCORPORATED (LSI)\* PER CAPITA TAX TO:

Winnie Owen
ACLSA Treasurer
522 Carmel Avenue
Albany, CA 94706

If paying by PayPal, send to: wocknwooll@sbcglobal.net (specify your name, ACLSA, and "membership")

NAME OF APPLICANT \_\_\_\_\_ DOB: \_\_\_\_\_ (month & day only)

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

(Use the address where you want your LSI "Legal Secretary" magazine mailed)

BUSINESS TELEPHONE (\_\_\_\_) \_\_\_\_\_ RESIDENCE TELEPHONE (\_\_\_\_) \_\_\_\_\_

BUSINESS E-MAIL \_\_\_\_\_ RESIDENCE E-MAIL \_\_\_\_\_

RENEWAL \$55 (\$25 ACLSA, \$30 LSI) NEW \$65 (\$35 ACLSA 1st yr only, \$30 LSI)
STUDENT \$12.50 (No LSI Membership) RETIRED \$42.50 (\$12.50 ACLSA, \$30 LSI)
VENDOR \$12.50 (No LSI Membership) OTHER \_\_\_\_\_

EMPLOYMENT IN THE LEGAL FIELD (INCLUDE POSITION, DATES) \_\_\_\_\_

PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES ASSOCIATION (INCLUDE ASSOCIATIONS, DATES, POSITIONS HELD) \_\_\_\_\_

SPECIAL SKILLS (SUCH AS NOTARY PUBLIC, LITIGATION, PROBATE, FAMILY LAW, ETC.): \_\_\_\_\_

TYPE OF LAW AT YOUR PLACE OF EMPLOYMENT: \_\_\_\_\_

COMMITTEE CHAIR/OFFICES WILLING TO HOLD/HELP WITH: \_\_\_\_\_

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 \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

Membership in LEGAL SECRETARIES INCORPORATED (www.lsi.org) provides many benefits including:

California Certified Legal Secretary (CCLS) Program
Law Office Procedures Manual and Legal Professional's Handbook Publications

Legal Specialization Sections:

Civil Litigation
Law Office Administration

Criminal Law
Probate/Estate Planning
Federal Law

Family Law
Transactional Law

\* 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.