

APPLICATION FOR MEMBERSHIP IN  
SAN GABRIEL VALLEY LEGAL SECRETARIES ASSOCIATION

SUBMIT THE ORIGINAL APPLICATION WITH A CHECK MADE PAYABLE TO "SAN GABRIEL VALLEY LEGAL SECRETARIES ASSOCIATION" IN THE AMOUNT OF \$45.00. (PAYMENT INCLUDES LOCAL DUES, INITIATION FEE, AND LEGAL SECRETARIES INCORPORATED (LSI) PER CAPITA TAX). RETURN TO MEMBERSHIP CHAIR:

LINDA LANE, CCLS  
VICE PRESIDENT-MEMBERSHIP  
P.O. BOX 12582, LA CRESCENTA, CA 91224  
TELEPHONE NO.: (818) 434-6600 (CELL) or (818) 248-0739 (HOME)  
[vicepresident@sgvlsa.org](mailto:vicepresident@sgvlsa.org)

NAME OF APPLICANT: \_\_\_\_\_ DOB: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP: \_\_\_\_\_

RESIDENCE NO.: (\_\_\_\_) \_\_\_\_\_ CELL NO.: (\_\_\_\_) \_\_\_\_\_

RESIDENCE E-MAIL: \_\_\_\_\_

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

BUSINESS ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

BUSINESS NO: (\_\_\_\_) \_\_\_\_\_ BUSINESS E-MAIL: \_\_\_\_\_

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

PREFERRED MAILING ADDRESS:  HOME or  WORK [i.e., RECEIPT OF "THE LEGAL SECRETARY MAGAZINE"]

CAN YOU RECEIVE: PHONE CALLS AT WORK  YES or  NO / E-MAIL AT WORK  YES or  NO

WHICH OF THE FOLLOWING CAN BE LISTED IN OUR MEMBERSHIP ROSTER [CHECK ALL BOXES THAT APPLY]

- HOME ADDRESS  P.O. BOX  HOME PHONE NO.  CELL NO.  HOME E-MAIL ADDRESS  
 EMPLOYER'S NAME AND ADDRESS  OFFICE NO  OFFICE E-MAIL ADDRESS

PREVIOUS MEMBERSHIP IN A LEGAL SECRETARIES 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 1980-1982)*

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SPONSOR \_\_\_\_\_ APPLICATION APPROVED \_\_\_\_\_

**APPLICATION FOR MEMBERSHIP**

**PLEASE CHECK YOUR AREA(S) OF EXPERTISE:**

- |  |  |
|--|--|
| <input type="checkbox"/> ADMINISTRATIVE        | <input type="checkbox"/> LAW OFFICE MANAGEMENT   |
| <input type="checkbox"/> APPEAL                | <input type="checkbox"/> LITIGATION              |
| <input type="checkbox"/> ARBITRATION           | <input type="checkbox"/> PROBATE/ESTATE PLANNING |
| <input type="checkbox"/> BANKRUPTCY            | <input type="checkbox"/> REAL ESTATE             |
| <input type="checkbox"/> CRIMINAL LAW          | <input type="checkbox"/> SECURITIES              |
| <input type="checkbox"/> ENVIRONMENTAL LAW     | <input type="checkbox"/> CORPORATE               |
| <input type="checkbox"/> FAMILY LAW            | <input type="checkbox"/> IMMIGRATION             |
| <input type="checkbox"/> INTELLECTUAL PROPERTY | <input type="checkbox"/> OTHER (SPECIFY) _____   |

**OCCUPATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> ATTORNEY       | <input type="checkbox"/> LEGAL SECRETARY |
| <input type="checkbox"/> CLERK          | <input type="checkbox"/> PARALEGAL       |
| <input type="checkbox"/> COURT REPORTER | <input type="checkbox"/> OTHER (SPECIFY) |

**YEARS WORKED IN THE LEGAL PROFESSION:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 0 – 6 MONTHS  | <input type="checkbox"/> 1 – 4 YEARS   | <input type="checkbox"/> 5 – 9 YEARS   |
| <input type="checkbox"/> 10 – 15 YEARS | <input type="checkbox"/> 15 – 20 YEARS | <input type="checkbox"/> OVER 20 YEARS |

**REASONS FOR JOINING OUR ASSOCIATION? (PLEASE EXPLAIN)**

\_\_\_\_\_  
\_\_\_\_\_

**WHAT BENEFITS AND/OR GOALS DO YOU WANT TO ACHIEVE WITH THIS ASSOCIATION?**

\_\_\_\_\_  
\_\_\_\_\_

**WHAT TYPE OF PARTICIPATION WOULD YOU LIKE TO HAVE WITH OUR ASSOCIATION?**

\_\_\_\_\_  
\_\_\_\_\_

**ARE YOU WILLING TO HOLD A STANDING COMMITTEE POSITION OR AN ASSISTANT CHAIR? YES [ ] NO [ ]**

**DOES YOUR EMPLOYER PAY FOR YOUR MEMBERSHIP DUES? YES [ ] NO [ ]**

**DOES YOUR EMPLOYER PAY FOR YOUR MONTHLY MEETINGS? YES [ ] NO [ ]**

**DOES YOUR EMPLOYER PROVIDE YOU WITH BENEFITS? YES [ ] NO [ ]**

**~ ~ 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 |

**SPECIALIZATION SECTION MEMBERSHIP INCLUDES: (1) QUARTERLY SECTION NEWSLETTERS; (2) FREE QUARTERLY CONFERENCE SEMINARS (IF REGISTERED BEFORE CUT-OFF DATE); AND (3) ROSTER LISTING EACH SECTION MEMBER'S NAME, CONTACT INFORMATION, AREA OF EXPERTISE AND GEOGRAPHICAL AREA. DUES ARE NOMINAL AND A DISCOUNT IS OFFERED FOR MEMBERSHIP IN ALL SIX SECTIONS.**

**FOR LSI LEGAL SPECIALIZATION SECTIONS MEMBERSHIP APPLICATION AND DUES INFORMATION, VISIT OUR WEBSITE ([www.sgvlsa.org](http://www.sgvlsa.org)) UNDER MEMBERSHIP, OR LSI'S WEBSITE ([www.lsi.org](http://www.lsi.org))**

**HOW DID YOU HEAR ABOUT OUR ASSOCIATION?  OUR WEBSITE  A FRIEND  OTHER (EXPLAIN) \_\_\_\_\_**