

Legal Secretaries, Incorporated (LSI) is dedicated to the continuing education of the legal staff professional.

To conduct an organization for the further education of those engaged in the legal secretarial profession.

To pursue and stimulate a high order of the professional standards and ethics among those involved in the legal profession pursuant to the Code of Ethics adopted by San Gabriel Valley Legal Secretaries Association.

*LSI's Motto*

*Excellence Through Education*

*LSI'S 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.*

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*Why Should You Join?*

Please allow us to expand your view and enlighten you.

**SAN GABRIEL VALLEY  
LEGAL SECRETARIES  
ASSOCIATION**



**MEMBER  
LEGAL SECRETARIES,  
INCORPORATED  
(CALIFORNIA)**

Legal Secretaries, Incorporated ("LSI")

Legal Secretaries, Incorporated ("LSI"), and its affiliates (including San Gabriel Valley Legal Secretaries Association)

**SAN GABRIEL VALLEY LEGAL  
SECRETARIES ASSOCIATION  
(SGVLSA)**

offers you

Monthly Meetings

The Val-Le Gals

Bosses' Night

Day in Court

Interclub Events

Networking

Los Angeles County Forum

Scholarships

Subscription to The Legal Secretary

SGVLSA annual dues are \$45, including LSI membership and the following benefits:

**Memberships:**

Legal Secretaries Incorporated ("LSI")

Legal Specialization Sections

Costco

Credit Union

**Discounts:**

Conferences

CCLS Examination Fees

Hertz Car Rentals

Insurance

L. A. County Forum Seminars

Legal Professional's Handbook

Law Office Procedures Manual

Seminars

Working Advantage (discount on event tickets, movie tickets, theme parks, etc.)

*Why Should Law Firms and Attorneys Invest in Educating their Legal Staff?*

The ever-changing legal system demands a professional

For a Legal Secretary there is no greater honor than being a member of Legal Secretaries, Inc. ("LSI"). Being recognized by one's peers. Being one of the elite. Defining ourselves as professionals beyond the role of a legal secretary, or an assistant.

There is a world awaiting you within LSI that offers many benefits to you. It can provide you with the knowledge to make informed decisions about your career. LSI will allow you to go beyond the normal realm of just being a secretary. LSI will provide you with the tools to lift yourself up to a higher level.

There are approximately 41 member associations, any one of which would welcome the opportunity to guide you to Knowledge. We will provide you the tools and resources to overcome obstacles and accomplish your goals. We will show you how to teach and share your knowledge with others...as it was shown to you.

This is our Salute to Knowledge...  
and it could be yours...for the asking.

#### *When, How and Why...?*

Legal Secretaries, Incorporated ("LSI") was formed over sixty years ago in Long Beach when Eula Mae Jett, a legal secretary, discovered she had prepared the wrong form for filing with the court. The first meeting had 50 legal secretaries who met to promote continuing education and training for the legal support community. SGVLSA was chartered on November 10, 1948, at the Pasadena Athletic Club. The Charter was presented to the association by Evelyn Atwood, State President. The chapter became the 17<sup>th</sup> association in the state. There were sixty charter members of SGVLSA, which was the largest association in the state.

(SGVLSA)), is a nonsectarian, nonpartisan, non-profit, and non-union professional corporation.

#### California Certified Legal Secretary

The California Certified Legal Secretary ("CCLS") program was developed by an ad hoc committee in 1988 in an effort to reward those legal staff professionals who excel at their job. The exam, which is administered twice a year by LSI, requires that applicants pass each of seven sections in order to earn the CCLS designation. The exam is designed to test skills and thinking ability in the areas of grammar, legal procedure, bookkeeping, and reasoning and ethics. Once earned by examination, the CCLS must be maintained through continuing education courses for recertification every three years. The CCLS Certifying Board includes legal professionals, lawyers and lay people.

#### Legal Specialization Sections

Consist of six Specialization Sections: Civil Litigation, Criminal Law, Family Law, Law Office Administration, Probate/Estate Planning, and Transactional Law, offered six times each year throughout the state. Seminars are offered at three Quarterly Conferences held in August, November and February, as well as at the Annual Conference held in May.

#### Los Angeles County Forum

The Los Angeles County Forum of Legal Secretaries is composed of 14 local associations. Meetings are held on the third Saturday in January, April, July and October. The Forum serves to promote its annual seminar held the first Saturday of March.

development beyond the standard "in class" or "on-the-job" training. Those employed as legal support staff must continue to acquire critical knowledge and skills and keep up-to-date just as attorneys are required to do so by the State Bar of California. By attending challenging seminars organized by the affiliated chapters of LSI, members can learn about recent developments in specific areas, hone legal procedural skills, earn Mandatory Continuing Legal Education ("MCLE") credits, and become part of a statewide network of other legal staff professionals.

#### *How is SGVLSA Effective in Training Legal Staff?*

SGVLSA offers guest speakers on topics which are relevant to today's legal office, many of whom provide the latest information available in handouts to attendees. SGVLSA offers CCLS study classes and participates in interclub educational activities. SGVLSA members are entitled to discounts to LSI and other associations' seminars. LSI and its affiliates are also authorized MCLE (mandatory continuing legal education) providers for many programs.

#### *Is SGVLSA Just for Secretaries?*

No. Because the practice of law involves more than just a lawyer and client, SGVLSA is open to all legal staff professionals including attorneys, paralegals, court reporters, docketing/ calendaring clerks, interpreters, court personnel, bank and trust employees, word processors, and anyone working in the public offices of the United States government, states, cities, counties, and municipalities. Associate and Student Memberships are available for those not meeting active membership requirements.