

APPLICATION FOR MEMBERSHIP IN

ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION (2018-19 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:

Lydia Smith, ACLSA Treasurer
1835 Elkwood Drive
Concord, CA 94519

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 \$45** (\$25 ACLSA, \$20 LSI) _____ **NEW \$55** (\$35 ACLSA 1st yr only, \$20 LSI)

_____ **STUDENT \$12.50** (No LSI Membership) _____ **RETIRED \$32.50** (\$12.50 ACLSA, \$20 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

Family Law
Transactional Law
Federal 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*.