



San Francisco Legal Professionals Association ("SFLPA")

P.O. Box 2582, San Francisco, CA 94126

www.sflpa.org

APPLICATION FOR ASSOCIATE MEMBERSHIP

Please read the definition of an Associate Membership given on the following page of this application. If you have any questions regarding your application for Associate Membership, please ask your sponsor or any of the officers of this Association listed on our website at www.sflpa.gov

Please fill out this application, sign it and submit it to your sponsor along with a check for \$45.00 made payable to SFLPA.¹ **This payment covers a one-time initiation fee and your first year² of annual membership dues for Legal Secretaries, Incorporated (LSI).**³ A copy of this completed form is your receipt for your annual dues. Upon becoming a member, this information will be included in the Membership Roster which is shared with current members only. You will receive a membership card for the current fiscal year by U.S. Mail.

PERSONAL:	BUSINESS:
NAME: _____	Your Title: _____
Hm Address: _____	Employer: _____
City ST Zip: _____	Address: _____
Hm Ph: _____ Cell: _____	City ST Zip: _____
Email: _____	Email: _____
[Note: Your contact information will not be distributed outside SFLPA or LSI without your consent.]	Wk Ph: _____ How long? _____
	Contact Preference: <input type="checkbox"/> Home <input type="checkbox"/> Business
SPONSORSHIP:	FORMER EMPLOYMENT
Sponsor's Name: _____	Former Employer: _____
How did you find out about SFLPA? _____	City, State: _____
_____	How long? _____
Why do you want to join SFLPA? _____	Total Experience: Legal _____ Litigation: _____
_____	Areas of Practice: _____
Have you ever been a member of this Association or any others in the past? If so, when? _____	
_____	Have you completed or are you currently enrolled in an SFLPA Civil Litigation course? <input type="checkbox"/> Yes <input type="checkbox"/> No
List at least one SFLPA-Sponsored function that you attended as your pre-requisite for membership and include date(s):	1. _____ Mo. _____ Yr: _____
	2. _____ Mo. _____ Yr: _____

MEMBERSHIP OATH - BY SIGNING BELOW YOU DECLARE THAT THE INFORMATION ABOVE IS ACCURATE AND YOU SWEAR AS FOLLOWS:

(CONTINUED NEXT PAGE)

¹ Payment can also be made by U.S. mail to the post office box listed above or by using an app called Venmo
² For fiscal year beginning the previous May 1st through April 30. Applications accepted after March 1 will have dues pro-rated.
³ Accompanying membership in LSI, a California non-profit mutual benefit association, includes subscription to *The Legal Secretary* magazine published quarterly, discounted prices on LSI publications such as *The Legal Professional's Handbook* and *The Law Office Procedures Manual* and more. Visit <http://lsi.org/> for more details.

IF I AM ACCEPTED AS A MEMBER, I AGREE TO BE BOUND BY THE BYLAWS AND STANDING RULES OF LEGAL SECRETARIES, INCORPORATED AND THE SAN FRANCISCO LEGAL PROFESSIONALS ASSOCIATION TO WHICH I AM APPLYING 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. "

APPLICANT'S SIGNATURE: _____ **DATED:** _____

To be completed by an SFLPA Officer:

Approved by Board on: _____ Initials: _____ Initiation Date: _____

Associate Membership may be granted to:

(1) Any person who has been licensed to practice law in this state for less than one year, or any person who has actively engaged in any one or a combination of, the following-named occupations for less than one year: secretary, legal assistant, office administrator, stenographer, typist, clerk or reporter in any law office or court, or in work of a legal nature in a trust department of a bank or trust company, any business which provides legal support services, including legal placement, copying or document processing, process serving, or the legal department of any public or private institution, including governmental offices or,

(2) Any person who is enrolled in a training course designed to lead to employment in the occupations described above.

(3) Any person formerly employed in any of the occupations described above, but who has had such employment interrupted.

An associate member shall have the right to vote on matters pertaining to this association but not to matters pertaining to LSI. An Associate member shall have the right to serve as a committee chair, but shall not be eligible to hold office. An associate member defined in (d) (1) above shall be allowed to retain such status until they have been engaged in work of a legal nature as defined in (d)(1) above for one year. An associate member defined in (d)(2) above shall be allowed to retain such status for no more than one (1) year after completing the legal secretarial training course in which said associate member is enrolled. An associate member defined in (d)(3) above shall be allowed to retain such status until they have been engaged in work of a legal nature as defined in (d)(1) above for one year.

After meeting the employment requirements as set forth in 1(a) above and after the one year term of an associate member as defined in paragraphs (d)(1) (d)(2) and (d)(3) above expires, an associate member may become an active member by submitting an application for active membership, making payment of the annual dues in addition to the initiation fee of LSI, if any, and being approved by a majority vote of the members of the Board of Directors present at the meeting at which such application is considered.

Application for Associate Membership. An application for associate membership may be presented to the Membership Chair only after a prospective associate member has attended one function of this Association, or a seminar or workshop presented by LSI or the Bay Area Legal Forum. The application shall be presented in writing on the form prescribed by this Association and endorsed by a member in good standing. Such application shall be accompanied by the first year's dues and initiation fee, along with satisfactory proof that the applicant is eligible for associate membership. Membership is contingent upon approval by a majority vote of the members of the Board of Directors present at the meeting at which such application is considered.