

**CONTRA COSTA COUNTY LEGAL PROFESSIONALS
ASSOCIATION and LEGAL PROFESSIONALS, INCORPORATED**

APPLICATION FOR MEMBERSHIP

☐ **APPLICATION FOR GENERAL MEMBERSHIP:** Applicants must be currently employed or seeking employment in the legal field. Applicants must pay the membership dues of **\$30.00** (\$70 Formerly)(\$30 LPI per capita dues only for period 5/1/2022 to 4/30/2023; CCCLPA will waive \$40 dues for 2022-2023 fiscal year due to COVID-19)

☐ **APPLICATION FOR STUDENT MEMBERSHIP:** Persons studying to become employed in the legal field are eligible for full membership in the Association, or may at their option apply for Student Membership upon payment of one-half the General Member dues set by this Association and acceptance by the Board. Said Student Members shall be allowed to participate in the activities of the Association, including serving on committees, but shall not be entitled to hold office or vote. Student Membership does not include membership in Legal Professionals, Inc. ("LPI"). Dues for a Student Member are **\$20** (2022-2023 fiscal year).

Please complete this application, make check payable to CCCLPA, and return both to:
CCCLPA 13 Fairway Court, Pittsburg, CA 94565. If you have any questions regarding membership, please contact Judy A. Martinez at 510.891-3315 or email: jmh1561@aol.com. A membership roster will be prepared containing the name, phone number and email address provided by the applicant and provided to any member upon request.

Name:		Contact Phone for Roster:		Birthdate (month & day):	
Home Address:		City:		State:	Zip:
Employer Name:		Work Phone:		Extension:	
Work Address:		City:		State:	Zip:
Preferred E-mail address for Roster:		Preferred Mailing Address: <input type="checkbox"/> Home <input type="checkbox"/> Work		Delivery method of <i>The Legal Secretary</i> : <input type="checkbox"/> Electronic <input type="checkbox"/> Paper copy by mail	

☐ Check payable to CCCLPA is enclosed. See next page to make a credit card charge.

CODE OF ETHICS

Members of Legal Professionals, Incorporated, are bound by the objectives of this Association and the standards of conduct required of the legal profession:

It shall be the duty of each member of Legal Professionals, Incorporated, to observe all laws, rules and regulations now and 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.

I have read and agree to be bound by the Code of Ethics of Legal Professionals, Incorporated, as set forth above.

Signature of Applicant: _____ **Date:** _____

PLEASE CHECK YOUR SPECIALTY:

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Business/Corporate | <input type="checkbox"/> Litigation | <input type="checkbox"/> No Specialty |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Criminal | <input type="checkbox"/> Probate/Estate Planning | <input type="checkbox"/> Other |
| <input type="checkbox"/> Arbitration | <input type="checkbox"/> Family | <input type="checkbox"/> Real Estate | _____ |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Law Office Management | <input type="checkbox"/> Tax | |

YEARS WORKED IN THE LEGAL PROFESSION:

- ☐ 0-6 months ☐ 6 mos. – 2 years ☐ 2 – 5 years ☐ 6 – 10 years ☐ Over 10 years ☐ Over 20 years

Have you been a member of LPI in the past? _____

If yes, please indicate which association _____

How did you hear about Contra Costa County LPA? _____

The undersigned authorizes CONTRA COSTA COUNTY LEGAL PROFESSIONALS ASSOCIATION to charge my credit card,

For: _____

TOTAL AMOUNT \$ _____

CREDIT CARD TYPE _____

CREDIT CARD # _____

CARD CV2 # _____ (3 or 4 digit security number on back of card)

EXPIRATION DATE _____

BILLING ADDRESS _____

City: _____ State: _____

BILLING ZIP CODE _____

PHONE NUMBER: _____

NAME ON CARD _____
(As it appears on card)

ENTITY ON BEHALF OF PAYMENT: _____

IF YOU WOULD LIKE A RECEIPT, PLEASE PROVIDE YOUR EMAIL ADDRESS:

SIGNATURE

DATE

Please choose any one or more committees which you have interest in chairing or on which you would like additional information:

Chair/Serve	More Info	Committee	Responsibilities
		Audit/Budget	Audit previous year's accounting and prepare budget for new fiscal year.
		CCLS (California Certified Legal Secretary)	Coordinate study group and assist members in their preparation for the CCLS exam.
		Day In Court	Coordinate program for informational evening with local judges.
		Employment Liaison	Acts as a contact for attorneys seeking legal secretaries or other legal support staff and for members seeking employment with attorneys.
		Insurance/Credit Union	Responsible for keeping members informed about the insurance and credit union benefits available to us as members of LPI.
		Interclub/Publicity	Organize a program(s) with other LPI association(s) and inform members of LPI association(s) events. Promote CCCLPA and its events through advertising media.
		Legal Procedure	Inform members of current court forms, schedules, rules, procedures and changes in the law.
		Legal Secretarial Training	Responsible for promoting legal secretarial training by presenting seminars or other programs.
		Scholarship	Responsible for awarding CCCLPA's scholarship, including accepting and reviewing applications, and presentation of the scholarship award. Chairperson also submits qualified applications to the LPI scholarship program.
		Ways & Means	Responsible for fund-raising through projects such as raffles, candy sales, Entertainment books, drawings, etc.