

**SAN FRANCISCO LEGAL PROFESSIONALS ASSOCIATION (“SFLPA”)**

**P.O. Box 2582  
San Francisco, CA 94126-2582  
(415) 561-9787  
www.sflpa.org**

**APPLICATION FOR MEMBERSHIP**

Please complete this application and submit the documentation that follows in full, or YOUR APPLICATION PROCESS WILL BE DELAYED. Once completed, please mail the original application with check payable to SFLPA for \$55, which includes local dues, initiation fee and Legal Secretaries Incorporation (LSI)\* per capita tax to the above address. Thank you.

**PERSONAL:**

**RECEIVE MAIL**

**BUSINESS:**

**RECEIVE MAIL**

Name: \_\_\_\_\_

Present Employer: \_\_\_\_\_

Home Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell No: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time at present employer: \_\_\_\_\_

**SPECIAL INTEREST & HOBBIES:**

**PRIOR EXPERIENCE:**

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

Firm or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

**SPONSOR:** \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Previous membership in a legal secretaries association  
(include associations/dates): \_\_\_\_\_

**TOTAL EXPERIENCE:** Legal \_\_\_\_\_ Litigation \_\_\_\_\_

**PRACTICE AREAS:** \_\_\_\_\_

List two SFLPA-Sponsored Functions (include date) attended  
in this fiscal year as a prerequisite for membership.

Completed or currently enrolled in SFLPA Civil Litigation Course?  
Yes/No \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

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.*

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\* 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 LSI Specialization sections and discounted prices on purchase of *LSI Legal Professional’s Handbook and Law Office Procedures Manual*.