

## LEGAL SPECIALIZATION SECTIONS

- Criminal Law
- Family Law
- Law Office Administration
- Civil Litigation
- Probate/Estate Planning
- Transactional Law

As an LSI member, you have the opportunity to join one or more of these sections. There are workshops presented at each LSI Conference.

Each of these sections includes a newsletter to keep you current on the most up-to-date information. Also, you will receive a statewide membership roster and notification of periodic regional seminars.

## BAY AREA LEGAL FORUM (BALF)

ACLSA is one of several participating Bay Area associations with representative(s) on the Forum specifically dedicated to the continuing education of legal professionals. Educational workshops are presented quarterly, as well as an annual seminar consisting of topics on different areas of law. The Forum has a very good reputation for outstanding legal programs and offers MCLE credit.

## JOIN TODAY!

To join, please contact ACLSA's Vice President, Lydia Smith at (510) 272-6724 or by email at [www.aclsamembership@gmail.com](mailto:www.aclsamembership@gmail.com). She will be happy to assist you.

### Visit our website:

<http://www.ACLSA.org>

### Application for membership

# ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

(ACLSA)

Established 1936

## VICE PRESIDENT:

Lydia Smith

[www.aclsamembership@gmail.com](mailto:www.aclsamembership@gmail.com)

(510) 272-6724

ACLSA Web Site:

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## Membership Information



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## ALAMEDA COUNTY LEGAL SECRETARIES ASSOCIATION

### MEMBERSHIP INFORMATION

Alameda County Legal Secretaries Association (ACLSA) was formed in 1936 and is affiliated with Legal Secretaries, Incorporated (LSI), which was formed in 1934. Since that time, over 60 other associations in California have been chartered.

### OBJECTIVES

Our objectives are to heighten the legal secretary's professional role, to further our knowledge of the law through education and, thus, enable us to increase our information and knowledge to the membership, to create a high standard of ethics, and to establish good fellowship. We work hard to attain these goals through our educational programs, our monthly membership meetings, our monthly news bulletin, and our social events.

### MEMBERSHIP ELIGIBILITY

Any person actively employed for six months or more in a legal-related capacity may join. This includes persons who are employed as legal secretaries, legal assistants, law office administrators, administrative assistants, typists, reporters, or clerks in any law office; or persons who are employed in the court, the trust department of the banks or trust companies, or the legal department of any public or private office; or any persons licensed to practice law.

The prospective member shall attend a meeting, complete our membership application and send it to the Treasurer along with the initiation dues for one year. The applicant will be initiated at a membership meeting.

### DUES

The dues for ACLSA are \$45 a year (including the \$20 dues for LSI.) New member's first-time registration fee is \$55. Dues are adjusted according to Bylaw provisions in the event the applicant joins after the beginning of the fiscal year, which starts on May 1. When you join ACLSA, you automatically become a member of LSI.

### MEETINGS

We hold our general membership meetings on the first Tuesday of each month at the Buttercup Grill, 229 Broadway, Oakland. These are dinner meetings, and we feature speakers on legal procedures and related topics.

### EDUCATIONAL ACTIVITIES

ACLSA and LSI sponsor many educational seminars and workshops during the year especially designed to keep the conscientious legal professional up to date on changes in the law and procedure.

ACLSA sponsors a training course for beginning legal secretaries commencing in September of each year.

### REFERENCE MATERIALS

Our monthly bulletin, *The Legal Reminder*, features articles that keep members up to date on changes in legal procedures, law office products and management, and grammar and punctuation. LSI's magazine, *The Legal Secretary*, which is sent to all members quarterly, also provides educational material.

### BENEFITS

- Disability and Life Insurance
- Medical, Dental, Vision Plans
- Prescription Insurance
- IRA
- Provident Credit Union
- Employment Referrals
- Working Advantage

Eula Mae Jett Scholarship awards are made annually, according to budget, to individuals studying to become legal secretaries.

Last, but not least, is the benefit of associating with others who share interest and pride in the profession in which we work.

### CCLS CERTIFICATION

Any person having at least two years' legal experience is eligible to file an application to take the California Certified Legal Secretary (CCLS) examination, which is sponsored by LSI. This is a comprehensive eight-hour, seven-part examination, and upon passing it, a secretary attains the CCLS certification. This examination covers all phases of legal work and is designed to measure the knowledge, skill, and techniques necessary to qualify for a position in any law office.