“Creating Connections – Building Bridges….Together”

Who we are…

The San Francisco Legal Professionals Association (SFLPA) was established in 1936 as the San Francisco Legal Secretaries Association. In May 2003, our corporate name changed as we amended our bylaws to allow membership to anyone who works in the legal industry.

With over 100 members, the SFLPA is made up of legal secretaries, paralegals, legal assistants, court clerks, court reporters and others that work in the legal support service arena. Our value is that we service all members of the legal community.

The SFLPA is one of the approximately 40 local chapters of our parent organization Legal Secretaries, Incorporated (LSI), a California Mutual Benefit Nonprofit Organization. Members of the SFLPA are also members of LSI. There are many learning opportunities for our members to grow as legal professionals from both the SFLPA and LSI programs.

Our Mission…

The purpose of the SFLPA is to provide educational, professional and personal development programs to its members. Additionally, the SFLPA supports the San Francisco Bay Area community by participating in local charitable events, supporting students who are pursuing careers in the legal community, including by providing scholarship opportunities for such students.
What we can do for you...

Our motto is ‘Excellence through Education.’ We strive to provide educational programs, increase personal development skills, as well as create networking opportunities in addition to promoting very high standards of legal professionalism.

If you are an individual who is interested in keeping up with the changes in the legal system or if you are a firm who would like assistance in providing these very important learning opportunities to your staff, the SFLPA can help you.

We are a very active organization with plenty of learning opportunities. We work hard and we enjoy the process of gaining knowledge while making ourselves better members of the legal community through continuous education.

Benefits of Membership...

- Gain value and employer respect by contributing accurate information learned in workshops and seminars.
- Enjoy continuing education workshops and seminars that provide CCLS recertification credits, as well as paralegal and attorney MCLE credits.
- Receive discounted rates on all education, programs and membership dinner meetings. Our monthly ‘lunch and learn’ presentations are free of charge.
- Receive monthly SFLPA newsletter, quarterly magazine published by LSI, as well as quarterly LSS newsletters for each section joined with the most current information regarding specific area of law.
- Receive a local roster of your colleagues.
- Achieve personal and professional excellence.
- Reasonable annual rates and low cost educational opportunities.
Additional Advantages…

- Continuing education and professional development.
- Local association educational meetings.
- The Hearsay, a newsletter published monthly to SFLPA Members.
- Quarterly LSI Conferences held in: May, August, November and February throughout the state.
- Benefits available to members on an individual basis:
  - Discounts on LSI’s Rutter Group Publications.
  - Financial Consulting
  - Disability Income Plan
  - Long-term Care Plan
  - Medical Plan
  - Credit Union Memberships
  - Rental Car Discounts

Our Programs…

- Educational Programs: which include lunch time presentations, after work seminars and weekend workshops.
- Day-in-Court Presentations: which include changes in the law, mock trials and tours of local courts.
- Special Guest Presentations: which include local congressional leaders, judges and key personnel of the local courts, as well as judicial council members.
- Scholarship Program: three levels provided to students who wish to pursue a career in the legal filed.
- Quarterly Membership Meetings: at locations throughout the city with keynote speakers.
- Social Networking Opportunities
- Fundraisers/Membership Events
Legal Secretaries, Incorporated (LSI) Programs...

- California Certified Legal Secretary Training Program
- Legal Specialization Section Seminars:
  - Civil Litigation * Criminal Law * Family Law * Transactional Law
  - Probate/Estate Planning * Law Office Administration
- Legal Secretary Training: Online classes offered, including Beginning Legal Secretary and Discovery.
- Quarterly Conferences throughout the state of California.

To learn more about LSI, please visit their website: [www.lsi.org](http://www.lsi.org).

Become a Certified Professional

The California Certified Legal Secretary (CCLS) program offers you the opportunity to take a major step forward in your career. As a CCLS, you become increasingly valuable to the California legal community. When you become a CCLS, you may:

- Qualify for professional, personal and economic rewards.
- Improve your knowledge of California Legal Practice and procedure.
- Broaden your opportunities for job advancement.
- Enhance your self-confidence and self-esteem.
- Gain further recognition and respect within the legal community.
- Increase your marketability to potential employers.
As a CCLS...

Once you attain certification, you will have gained knowledge in the following areas:

- California Legal Procedures
- Legal Terminology
- Legal Computation.
- Skills
- Ability to Communicate Effectively
- Reasoning & Ethics
- Law Office Administration.

Increase your value and become a ‘California Certified Legal Secretary’ – CCLS.

Supporting our Community...

We strive to give back to our community by:

- Helping law firms provide educational opportunities to their staff.
- Providing MCLE Accreditation to Attorneys, Paralegals and Certified Legal Secretaries.
- Support our local charities such as AIDS Walk SF, Toys for Tots, Food Drive and One Warm Coat.
- Supporting other legal non-profits such as: SF Bar Association, SF Paralegal Association, Bay Area Legal Forum and neighboring LSI Chapters.
- Scholarships to local High School and College Students in need as well as individuals transitioning to legal careers.
Become a Member...

- **Active Membership**: shall be a person who is licensed to practice law in this state, or who is actively engaged for a period of not less than one year in any one or combination, of the following-named occupations: 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 that provides legal support services, including legal placement, copying or document processing, process serving, or, the legal department of any public or private institutions, including government offices.

- **Associate Membership**: (1) any person who has been licensed to practice law in this state for less then one year, or any person who is actively engaged in any one or a combination of the name occupations as listed above (active membership). (2) any person who is enrolled in a legal secretarial or paralegal training course.

- **Eligibility**: to be considered for membership, one must attend a SFLPA/LSI Sponsored event.

- **Membership Dues**: Annual Dues are $55 for a fiscal year. The fiscal year runs from May through April. A renewal fee of $45 is due on May 1st for any new fiscal year.

The SFLPA has been serving legal professionals in San Francisco for over 80 years.

**Our Motto**: “Excellence through Education”

To learn more about our programs and services, please visit our website at: www.sflpa.org

For Information about Membership, please contact:

**Vice President/Membership Chair**: Carol Romo

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