



# Membership Application

## MEMBERSHIP CATEGORY DESCRIPTIONS:

**ACTIVE MEMBER:**  
 An Active Member shall be an individual engaged in the process serving, court filing, electronic filing, photocopy, or attorney service business. Active members shall be qualified to be a Registered Process Server or Photocopier under the provisions of the Business and Professions Code of the State of California, and shall have no felony convictions or convictions of a misdemeanor involving moral turpitude within the immediate preceding seven years. Active members shall be entitled to a listing in the association Membership Directory which will list their name, company name, address, telephone, fax and e-mail only. Active members may advertise their name and/or company name, in all association produced directories, publications and on the website. Active members may vote, hold office, elected or appointed, and may serve on or chair a committee. Active Membership in this Association is not transferable.

**ASSOCIATE MEMBER:**  
 An Associate member shall be an individual engaged in the process serving, court filing, photocopy, or attorney service business located outside of the State of California. Associate members shall be entitled to a listing in the association Membership Directory under the Associate member section; however, they may not make reference to any branch office(s) that they may have in California, unless they opt to also have Active membership. Associate members may advertise their company name in all association produced directories, publications and on the website. Associate members shall be eligible for a listing on the association website under the associate member section. Associate members may not vote, or hold office, elected or appointed; but may serve on or chair a committee.

(over)

## GENERAL INFORMATION

Name of Applicant: \_\_\_\_\_  
 \*\*\*Referred By: \_\_\_\_\_

Please check if applicable:  
 **Process Server** Registration #: \_\_\_\_\_ County: \_\_\_\_\_ Exp.: \_\_\_\_\_  
 **Photocopier** Registration #: \_\_\_\_\_ County: \_\_\_\_\_ Exp.: \_\_\_\_\_  
 Business License: Type: \_\_\_\_\_ Number: \_\_\_\_\_  
 (Important: Please attach a copy of the business license, exemption of business license and registration certificates.)

## SELECT YOUR MEMBERSHIP CATEGORY OR CATEGORIES

MEMBERSHIP CATEGORY SELECTION:	<input type="checkbox"/> ACTIVE DUES: \$350/year or \$29. <sup>95</sup> /month	<input type="checkbox"/> ASSOCIATE DUES: \$100/year	<input type="checkbox"/> INDEPENDENT CONTRACTOR DUES: \$100/year or \$9. <sup>95</sup> /month	<input type="checkbox"/> VENDOR DUES: \$350/year
Allowed to Vote	Yes	No	No	No
Allowed to Hold Office	Yes	No	No	No
Entitled to Privileges (Newsletter, Directory)	Yes	Yes	Yes	Yes
Eligible to Attend Events as a Member	Yes	Yes	Yes	Yes
Eligible to Sit on a Committee	Yes	Yes	Yes	Yes
Eligible to Serve as a Committee Chair	Yes	Yes	Yes	Yes
Roster Listing	Yes	Yes	Mbrs. only section	No
Members-Only Section Access	Yes	No	No	No
Pouch	Yes	No	No	Yes

Non-Process Server / Photocopier / PI or Vendor should contact CALSPRO Administration about becoming a SUPPORTING member.

## YOUR ROSTER INFORMATION

The following information must be completed in order to be listed in the online directory. Information must be typewritten or printed legibly.

The information that appears on this form will contain your listing in the roster.

Please check the appropriate listing and provide all appropriate information.

Primary listing under which county: \_\_\_\_\_

For ACTIVE / ASSOCIATE / I.C. Membership, the following information will be listed (based on the grid above):

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_ County: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Services offered:  
 PS – Process Server (attach registration)  CF – Court Filing  CRS – Court Records Search  
 SP – Subpoena Preparation  ST – Skip Tracing  PI – Private Investigation (attach license)  
 PC – Photocopying (attach registration)

Hours of Operation: \_\_\_\_\_  
 Other Services (Limit 25 words): \_\_\_\_\_  
 Special Information (Limit 25 words): \_\_\_\_\_  
 Counties Served (Limit 250 characters): \_\_\_\_\_

Listing in Additional Counties (@ \$100.00 per county):  
 (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 (4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

# Membership Application (cont.)

## INDEPENDENT CONTRACTOR:

An Independent Contractor member shall be an individual engaged in the process serving, photocopy or court filing business inside the State of California. An independent contractor is a natural person that provides goods or services to another entity under terms specified in a contract or within a verbal agreement. Independent contractor members may advertise their name, and/or company name, in the member's only section of the website. Independent Contractor members may not vote or hold office, elected or appointed; but may serve on or chair a committee.

## VENDOR MEMBER:

Vendor members shall be any company associated with the process serving, court filing, photocopy, or attorney service industry, except owners, partners or stockholding corporate officers of process serving, photocopy or attorney service firms.



*Contributions or gifts (including membership dues) to CALSPRO are not tax deductible as charitable contributions. Pursuant to the Federal Reconciliation Act of 1993, association members may not deduct as ordinary and necessary business expenses, that portion of association dues dedicated to direct lobbying activities. Based upon the calculation required by law, 25.5% of the dues payment only should be treated as nondeductible by CALSPRO members. Check with your tax advisor for tax credit/deduction information.*

For VENDOR Membership, the following information will be listed:

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_

## PAYMENT INFORMATION

Membership dues are due annually on January 1. Pro-ration of membership dues is available in the *second* year of membership; please contact the office for further details.

ACTIVE MEMBER – Dues:  \$350/year or  \$29.<sup>95</sup>/month (choose one)

ASSOCIATE MEMBER – Dues: \$100/year

INDEPENDENT CONTRACTOR – Dues:  \$100/year or  \$9.<sup>95</sup>/month (choose one)

VENDOR MEMBER – Dues: \$350/year

Additional Listing(s) at \$100 each x \_\_\_ county(ies)

**TOTAL ENCLOSED: \$ \_\_\_\_\_**

CALSPRO offers a convenient automatic payment plan for your membership. Dues will be charged to your credit card on the 1<sup>st</sup> of each month. By signing below you authorized CALSPRO to initiate credit card charge(s) to remain in full effect until written notification from you is received by CALSPRO, in accordance with the terms and conditions contained herein.

- Check Enclosed, payable to CALSPRO.  
 Credit Card Charge in the Amount of the Total Charge Line  
 VISA  MASTERCARD  AMEX

Account #: \_\_\_\_\_ Exp.: \_\_\_\_\_

Credit Card Verification Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Print Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

## ACKNOWLEDGEMENT

I agree to authorize the California Association of Legal Support Professionals (CALSPRO) to investigate the statements made on this application and my qualifications for membership. I agree to preserve the confidentiality of communications from the association, and further agree to not distribute to non-members without the advance written permission of the association. I agree that upon accepting membership in the California Association of Legal Support Professionals, to abide by the Bylaws and Code of Ethics as a condition of my membership and continued membership herein. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration was executed:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit your completed application and all fees to (please fax back with credit card only do not email):*

**California Association of Legal Support Professionals (CALSPRO)**

2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833

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