



**San Diego Legal Secretaries Association**  
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San Diego, California 92112-7073, USA

[www.sdlsa.org](http://www.sdlsa.org)

Linda Gubba-Reiner, Director  
SDLSA Legal Secretarial Training  
and Scholarship Chair  
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**2012 Scholarship Programs**  
**San Diego Legal Secretaries Association**  
**Legal Secretaries, Inc.**

Dear Applicant,

Legal Secretaries, Incorporated ("LSI"), a nonprofit, educational association was organized with the main goal of educating and training people in the legal field. San Diego Legal Secretaries Association ("SDLSA"), is a local chapter of LSI.

SDLSA is offering the Virginia Caperton Memorial Scholarship to students who want to enter the legal field. This scholarship program is parallel to the Eula Mae Jett Scholarship offered by Legal Secretaries, Incorporated. For purposes of these scholarships, "legal field" is defined as:

- ◆ ***Legal Secretary (including receptionist)***
- ◆ ***Legal Assistant (including paralegal)***
- ◆ ***Court Reporter***
- ◆ ***Law Office Administrator***

In order to be eligible, applicants must enroll in a college or business school in the fall of 2012, offering a course of study in the legal field leading to a degree or certificate of completion upon graduation. One or more scholarships will be awarded by SDLSA. In addition, SDLSA will then choose one applicant from each of the three Plans to submit to LSI for the opportunity to win a \$1,000 Eula Mae Jett Scholarship.

The deadline to submit the applications to me is ***February 29, 2012***. As noted on the enclosed documentation, please mail your application and supporting documentation to: ***Linda Gubba-Reiner, c/o Law Offices of Kenneth N. Greenfield, 16516 Bernardo Center Drive, Suite 210, San Diego, California 92128.***

For further information about San Diego Legal Secretaries Association, visit [SLDSA.org](http://SLDSA.org) or learn about Legal Secretaries, Incorporated at [LSI.org](http://LSI.org).

Please contact me if you would like further information regarding the Scholarship Programs. In addition SDLSA is available to present workshops/seminars to your school or group in the topics of careers in the legal field and legal secretarial training. I look forward to hearing from you.

Very Truly Yours,

**San Diego Legal Secretaries Association**

*Linda Gubba-Reiner*

Linda Gubba-Reiner, Director  
SDLSA Scholarship Chair  
[lgreiner@cox.net](mailto:lgreiner@cox.net)  
(858) 722-1584

Enclosures: Application, Checklist, Reminders, Information Sheet, and Plan

All SDLSA members are affiliated with Legal Secretaries, Incorporated, a statewide organization.

**LEGAL SECRETARIES, INCORPORATED  
EULA MAE JETT SCHOLARSHIP PROGRAM**

**APPLICATION**

**Circle One:**                    **Plan A (College Student)**  
   **Plan B (High School Senior)**  
   **Plan C (Re-Entry Level)**

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

Deadline For Submitting Application to SDLISA:  
**February 29, 2012**

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

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

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

E-mail: \_\_\_\_\_

\_\_\_\_\_  
[Signature of Applicant]

\*   \*   \*   \*   \*   \*   \*   \*   \*   \*   \*   \*

**Scholarship Rules of Entry, Plans A and B**

1. GPA:  
    If under Plan A: attach official transcript of grades and list of classes taken in college  
  
    If under Plan B: attach official transcript of grades in high school.

2. Attach three (3) letters of recommendation: One letter from applicant's major teacher or counselor stating applicant's ability and performance in school, a description of the applicant's personal traits, character, personality, and goals (the letter to be on the school's letterhead); and two (2) additional letters from someone other than a family member or a member of Legal Secretaries, Incorporated, but stating the author's relationship to the applicant.
3. Attach a biographical letter from you stating reasons why you should receive a scholarship, what motivates you to pursue a career in the legal field, your future goals, and your financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them.

All letters should be addressed, "To Whom It May Concern" and be typewritten on 8-1/2" x 11" paper.

**Scholarship Rules of Entry, Plan C**

1. Legal experience (if any). Include dates, position, employer, address, reason for leaving.

2. Secretarial experience (if any). Include dates, employer, address, reason for leaving.  
  
(Attach additional page for responses to 1 and 2 above.)
3. Attach three (3) letters of recommendation: One letter, if possible, should be from an employer (past or present, and in the legal field if applicable), giving a description of applicant's personal traits, character, personality, and work experience (letter to be on the company letterhead). Two (2) additional letters from someone other than a family member or a member of Legal Secretaries, Incorporated, but stating the author's relationship to the applicant.
4. Attach a biographical letter from you stating reasons why you should receive a scholarship, what motivates you to pursue a career in the legal field, your future goals, and your financial need. This letter shall also include applicant's extra curricular activities and what the applicant has gained from them.

All letters should be addressed, "To Whom It May Concern" and be typewritten on 8-1/2" x 11" paper.

***All applications and accompanying documents must be submitted in triplicate. For the purposes of this Scholarship, a career in the "legal field" is defined as a legal secretary (including receptionist), legal assistant (including paralegal), court reporter, and law office administrator. Scholarships are not intended for students planning to enter law school.***

**Legal Secretaries, Incorporated  
San Diego Legal Secretaries Association**

**Scholarship Reminders**

1. Scholarships are offered to California residents seeking an education and/or career in the legal field (legal secretary, paralegal, legal assistant, legal receptionist, court reporter, and/or law office administrator).
2. **Signed** application must indicate which Plan you are applying under (Plan A, Plan B, or Plan C).
3. Application, biographical letter, and reference letters must be typewritten on 8 ½" by 11" paper. *(Can be computer-generated.)*
4. Please read the application and supporting documents carefully. Make sure that you submit all required information and documentation. **Under Plans A and B, include original transcript(s).**
5. Application Package must be postmarked by **February 29, 2012.**
6. Send completed Application Package via U.S. Mail to:  
  
**Linda Gubba-Reiner  
c/o Law Offices of Kenneth N. Greenfield  
16516 Bernardo Center Drive, Suite 210  
San Diego, California 92128**
7. If you have any questions, please contact Linda Gubba-Reiner at [lgreiner@cox.net](mailto:lgreiner@cox.net) or **(858) 722-1584**. Please feel free to leave a voicemail.

Thank you.



**LEGAL SECRETARIES, INCORPORATED EULA MAE JETT SCHOLARSHIP PROGRAM  
INFORMATION TO OBTAIN SCHOLARSHIP AWARD**

Payment of the scholarship awards shall be made as follows:

1. (a) If the recipient enrolls in a school offering a concentrated course in the legal field, not having any divisions into semesters or sessions, the scholarship shall be paid one-half (1/2) upon furnishing proof of enrollment in the school, and one-half (1/2) upon furnishing proof of successful completion of the course, or continued attendance for one year from the date proof of enrollment was furnished, whichever is sooner.

(b) If the recipient enrolls in a school in which the school year is divided into two (2) semesters, the scholarship shall be paid one-quarter (1/4) upon furnishing proof of enrollment in the **Fall** semester, one-half (1/2) upon furnishing proof of successful completion of the **Fall** semester and of enrollment in the **Spring** semester, and one-quarter (1/4) upon furnishing proof of successful completion of the **Spring** semester.

(c) If the recipient enrolls in a school in which the school year is divided into three (3) sessions, the scholarship shall be paid one-third (1/3) upon furnishing proof of enrollment in the **Fall** session, one-third (1/3) upon furnishing proof of successful completion of the **Fall** and of enrollment in the **Winter** session, and one-third (1/3) upon furnishing proof of successful completion of the **Winter** session and of enrollment in the **Spring** session.

The LSI Scholarship Chairman shall request proof of enrollment and/or successful completion under 1(a), (b), or (c) above, which proof shall be received by **appropriate dates certain**, specified by the LSI Scholarship Chairman in such requests. Failure to enroll and furnish proof of enrollment and successful completion under 1 (a), (b), or (c) above by the **required dates certain** shall result in a forfeiture of the entire award.

Proof of enrollment shall consist of the following:

2. (a) If the recipient enrolls in a school offering a concentrated course in the legal field not having any divisions into semesters or sessions, the recipient shall provide a copy of her/his schedule of classes for the concentrated course and a copy of the enrollment agreement or such other contract as the recipient may enter into with the school for such concentrated course.

(b) If the recipient enrolls in a school in which the school year is divided into two (2) semesters or three (3) sessions, the recipient shall provide a copy of her/his schedule of classes for the semester/session as distributed by the school at the time of the recipient's registration.

Proof of successful completion shall consist of a copy of whatever form of "grading" the school in which the recipient is enrolled distributes upon completion of the classes and/or subjects the recipient took during the specified time period, indicating that the recipient received credit for the class.

Failure to furnish proof of successful completion of the **Fall** semester and of enrollment in the **Spring** semester within fifteen (15) days after enrollment in the **Spring semester**, under 1(b) above, will result in the forfeiture of the remaining three-quarters (3/4) of the award. Failure to furnish proof of successful completion of the **Fall** session and of enrollment in the **Winter** session within fifteen (15) days after enrollment in the **Winter** session, under 1 (c) above, will result in a forfeiture of the remaining two-thirds (2/3) of the award; and, failure to furnish proof of successful completion of the **Winter** session and of enrollment in the **Spring** session within fifteen (15) days after enrollment in the **Spring** session under 1 (c) above, will result in a forfeiture of the remaining one-third (1/3) of the award.

If a recipient under Plan A, Plan B, or Plan C does not continue in school for the entire year, the scholarship passes to an alternate.

If a recipient under Plan A, Plan B, or Plan C does not enroll within the allotted time, and the scholarship passes to an alternate, such alternate, if unable to be admitted into the Fall semester/session after making application therefor, shall be eligible for the scholarship for the next semester/session, being the first opportunity when admittance can be gained to the school of the student's choice.

If a student fails to enroll timely for any semester/session, the scholarship shall pass to the next alternate who shall be bound by the same rules. If an alternate has already enrolled in a school at the time she/he is advised of the scholarship award, such award may be paid directly to the recipient for that semester/session, or in the event she/he is enrolled in a school offering a concentrated course in legal training not having any division into semesters or sessions, the full or remaining portion of the scholarship, as the case may be, may be paid directly to the recipient pursuant to the rules set forth as mentioned in paragraph (a) under "Payment of Scholarship..." above.

# EULA MAE JETT SCHOLARSHIP PROGRAM

## PLAN OF ADMINISTRATION

1. Each scholarship year shall be from September through August 31 of the ensuing year. Except as otherwise provided to the contrary, all references to dates herein are to those dates within a scholarship year.

2. Upon written request to the Scholarship Chairman of Legal Secretaries, Incorporate (hereinafter "LSI"), on or before **January 1**, the Scholarship Chairman of LSI shall furnish a copy of the Eula Mae Jett Scholarship Program Plan of Administration (hereinafter "Plan"), together with forms of application, to the Governor and the Scholarship Chairman of each local association (hereinafter "association") who are unable to download the Plan and forms from LSI's web site.

3. Each association desiring to participate in the scholarship program shall advise schools in its respective area of the availability of the scholarships to be awarded by LSI.

4. Each association may distribute as many applications as it desires for each Plan. Applicants must present applications and accompanying documents to the local sponsoring association by the due date determined by the sponsoring association. Applicants may submit applications and accompanying documents directly to the LSI Scholarship Chairman **ONLY** when the local association does not have an appointed Scholarship Chairman. Should applicants present their application and accompanying documents directly to the LSI Scholarship Chairman and a Scholarship Chairman has been appointed by a local association, the LSI Scholarship Chairman will immediately notify the applicant by letter of an opportunity for a local scholarship and remind the applicant that his/her application and accompanying documents must be submitted to the local sponsoring association to qualify for the LSI Scholarship according to the deadlines as described in the Plan. If the applicant chooses not to submit his/her application and accompanying documents to a local association, the applicant is then disqualified from submitting his/her application and accompanying documents for an LSI Scholarship. Each sponsoring association shall select the single application it desires to recommend for each Plan and shall forward such recommended application(s) to the LSI Scholarship Chairman, postmarked no later than **April 1**.

5. Applications and accompanying documents must be typewritten and on current forms. All applications and accompanying documents must be submitted in triplicate. Applicants may submit one original official transcript to the local association chairman. However, when submitting the application to the LSI State Chairman, local association chairmen must include two copies of the official transcript in addition to the original transcript. "Official transcript" shall be defined as transcripts printed on original school letterhead. Copies of transcripts will be accepted if they contain either an embossed school seal or certification identifying the copy as a true copy of the original transcript. Applications and accompanying documents, which are not typewritten and/or submitted with postmark later than **April 1**, shall be disqualified without notification.

6. Prior to **April 1**, the LSI Scholarship Chairman shall appoint three (3) or more judges to review the applications and select the winners. The panel of judges shall be comprised of educators, lawyers, judges and civic leaders. The LSI Scholarship Chairman shall act as an advisor and non-voting member of the judging panel.

7. The scholarships shall be awarded based upon the following: (a) the applicant's desire for a career/position in the **legal field**; (b) the academic achievement of the applicant; and (c) the financial need of the applicant. Scholarships awarded in May are for applicants enrolled in college or school the following Fall and Spring. **A career/position in the**

**“legal field” shall be interpreted and defined as follows: (a) legal secretary (including receptionist); (b) legal assistant (including paralegal); (c) court reporter; and (d) law office administrator.** Scholarships are not intended for students planing to enter law school.

8. The judges, in reaching their decisions, shall take into consideration the following: (a) the applicant’s desire to seek a career/position in the legal field; (b) the applicant’s prospects for success in further education; (c) the financial need of the applicant; (d) the personal characteristics, aspirations, and goals of the applicant, and e) applicant’s extra curricular activities and what they have gained from them.

9. On or before **May 1**, each judge shall advise the LSI Scholarship Chairman of the points given to each application. From the totals of the points given by the three judges, the LSI Scholarship Chairman shall determine the winners and alternate winners under the following Plans: Plan A, three (3) winners and three (3) alternate winners; Plan B, two (2) winners and two (2) alternate winners; and Plan C, three (3) winners and three (3) alternate winners.

10. Scholarship awards shall be given as follows:

Plan A - College Student

[Three (3) awards of \$1,000 each]

Applicants shall be restricted to students who are residents of California that desire a career in the **legal field**, will have completed at least one year of college by **June** of the school year, and who will be enrolled in the Fall semester immediately following the school year in a college or business school in a course of study in the **legal field**, until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal related program

Plan B - High School Senior

[Two (2) awards of \$1,000 each]

Applicants shall be restricted to graduating high school seniors who are residents of California that successfully completed secretarial/business courses in high school and will be enrolled in the Fall semester immediately following the school year in a college or business school offering a course of study in the **legal field**, until all such courses have been taken to satisfy the requirements for a degree or certificate in said legal related program

Plan C - Re-Entry Level

[Three (3) awards of \$1,000 each]

Applicants shall be restricted to those individuals who are residents of California that do not qualify under Plan A or Plan B hereof, and who wish to pursue their education in the **legal field**. This category would include the following:

(a) An individual who desires to re-enter the work force, but requires training, a “refresher” course, or specialized education in order to qualify as a candidate for a position in the **legal field**; or

(b) An individual currently working, but who desires to enter the **legal field** and wants to receive the training or specialized education needed to do so, and (1) who cannot afford such training or specialized education, and/or (2) cannot afford to quit working.

11. Members of LSI are not eligible. Relatives of LSI are eligible as long as they meet the criteria as set out herein above.

12. Payments of the scholarship awards shall be made as follows:

- (a) If the recipient enrolls in a school offering a concentrated course in the **legal field**, not having any divisions into semesters or sessions, the scholarship shall be paid one-half (1/2) upon furnishing proof of enrollment in the school, and one-half (1/2) upon furnishing proof of successful completion of the course, or continued attendance for one year from the date proof of enrollment was furnished, whichever is sooner.
- (b) If the recipient enrolls in a school in which the school year is divided into two (2) semesters, the scholarship shall be paid one-quarter (1/4) upon furnishing proof of enrollment in the Fall semester immediately following the school year, one-half (1/2) upon furnishing proof of successful completion of the Fall semester and enrollment in the Spring semester immediately following the school year, and one-quarter (1/4) upon furnishing proof of successful completion of the Spring semester immediately following the school year.
- (c) If the recipient enrolls in a school in which the school year is divided into three (3) sessions, the scholarship shall be paid one-third (1/3) upon furnishing proof of enrollment in the Fall session immediately following the school year, one-third (1/3) upon furnishing proof of successful completion of the Fall session and enrollment in the Winter session immediately following the school year, and one-third (1/3) upon furnishing proof of successful completion of the Winter session and enrollment in the Spring session immediately following the school year.

13. The LSI Scholarship Chairman shall request proof of enrollment and/or successful completion under 12(a), (b), or (c) above, which proof shall be received by **appropriate dates certain**, specified by the LSI Scholarship Chairman in such requests. Failure to enroll and furnish proof of enrollment and successful completion under 12(a), (b), or (c) above by **the required dates certain** shall result in a forfeiture of the entire award.

14. Proof of enrollment shall consist of the following:

- (a) If the recipient enrolls in a school offering a concentrated course in the **legal field** not having any divisions into semesters or sessions the recipient shall provide a copy of her/his schedule of classes for the concentrated course and a copy of the enrollment agreement or such other contract as the recipient may enter into with the school for such concentrated course.
- (b) If the recipient enrolls in a school in which the school year is divided into two (2) semesters or three (3) sessions, the recipient shall provide a copy of her/his schedule of classes for the semester/session as distributed by the school at the time of the recipient's registration.

15. Proof of successful completion shall consist of a copy of whatever form of "grading" the school in which the recipient is enrolled distributes upon completion of the classes and/or subjects the recipient took during the specified time period, indicating that the recipient received credit for the classes.

16. Failure to furnish proof of successful completion of the Fall semester and enrollment in the Spring semester within fifteen (15) days after the enrollment in the Spring semester immediately following the school year, under 12(b) above, will result in the forfeiture of the remaining three-quarters (3/4) of the award. Failure to furnish proof of successful completion of the Fall session and enrollment in the Winter session within fifteen (15) days after enrollment in the Winter session immediately following the school year, under 12(c) above, will result in a forfeiture of the remaining two-thirds (2/3) of the award; and, failure to furnish proof of successful completion of the Winter session and

enrollment in the Spring session within fifteen (15) days after enrollment in the Spring session immediately following the school year, under 12(c) above, will result in a forfeiture of the remaining one-third (1/3) of the award.

17. If a recipient under Plan A, Plan B, or Plan C does not continue in school for the entire year, the scholarship shall pass to an alternate.

18. If a recipient under Plan A, Plan B, or Plan C does not enroll within the allotted time, and the scholarship passes to an alternate, such alternate, if unable to be admitted into the Fall semester/session after making application therefor, shall be eligible for the scholarship for the next semester/session, being the first opportunity when admittance can be gained to the school of the student's choice.

19. If a student fails to enroll timely for any semester/session, the scholarship shall pass to the next alternate who shall be bound by the same rules above. If an alternate has already enrolled in a school at the time she/he is advised of the scholarship award, such award may be paid directly to the recipient for that semester/session, or in the event she/he is enrolled in a school offering a concentrated course in legal training not having any division into semesters or sessions, the full or remaining portion of the scholarship, as the case may be, may be paid directly to the recipient pursuant to the rules set forth in the paragraph number 12(a) above.

20. The scholarship winners and sponsoring associations will be announced at the Annual Conference of Legal Secretaries, Incorporated.