

# Please Distribute to School Newspaper Editor

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## PRESS RELEASE

### SCHOLARSHIP OPPORTUNITY FOR STUDENTS SEEKING LEGAL CAREERS

JANUARY, 2017, WALNUT CREEK, CA. The Mt. Diablo Legal Professionals Association (“MDLPA”) will award one scholarship of \$1,000, and will send up to three qualified applications to Legal Secretaries, Incorporated for entry in the Eula Mae Jett Scholarship, where six scholarships of \$1,500 will also be awarded.

Applications shall be residents of California who desire a career in the legal field. “Legal field” for this scholarship is defined as:

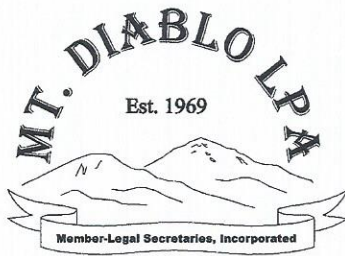
- Legal Secretary (including receptionist);
- Legal Assistant (including paralegal);
- Court Reporter; and
- Law Office Administrator.

Applicants may be a current college student, a high school senior entering college, or any person wishing to pursue their education in the legal field.

**DEADLINE FOR ENTRY: MARCH 1, 2017**

For an application or more information, please visit [www.MtDiabloLPA.info](http://www.MtDiabloLPA.info) or contact:

Lindy Maynes-Kolthoff, 2017 Scholarship Chair  
[information@MtDiabloLPA.info](mailto:information@MtDiabloLPA.info)



Mt. Diablo Legal Professionals Association  
P.O. Box 4253, Walnut Creek, CA 94596

## **\$1,000 - \$2,500 SCHOLARSHIP OPPORTUNITY**

The Mt. Diablo Legal Professionals Association ("MDLPA") will award one scholarship of \$1,000, and will send up to three qualified applications to Legal Secretaries, Incorporated for entry in the Eula Mae Jett Scholarship, where six scholarships of \$1,500 will also be awarded.

Applications shall be residents of California who desire a career in the legal field. "Legal field" is defined as:

- Legal Secretary (including receptionist);
- Legal Assistant (including paralegal);
- Court Reporter; and
- Law Office Administrator.

Applicants may be a current college student, a high school senior entering college, or any person wishing to pursue their education in the legal field. Please note that scholarships are not intended for students planning to enter law school. *Members of LSI are not eligible for LSI scholarships.* Relatives of LSI members are eligible as long as they meet the criteria.

**DEADLINE FOR ENTRY: MARCH 1, 2017**

For an application or more information, please visit [www.MtDiabloLPA.info](http://www.MtDiabloLPA.info) or contact:

Lindy Maynes-Kolthoff  
[information@MtDiabloLPA.info](mailto:information@MtDiabloLPA.info)



EULA MAE JETT SCHOLARSHIP APPLICATION

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS, CITY, CA, ZIP

\_\_\_\_\_  
PHONE:

\_\_\_\_\_  
EMAIL:

\_\_\_\_\_  
SPONSORING ASSOCIATION SUBMISSION DEADLINE: March 1, 2017.

SUBMITTED UNDER PLAN: (Plan A — HS Senior; Plan B — College Student; Plan C — Career Change Student)  
Plan: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT:

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Legal Secretaries, Incorporated (LSI) offers scholarships to persons desiring a career in the legal field. A career in the "legal field" shall be interpreted and defined as follows: (i) legal secretary; (ii) legal assistant (including paralegal); (iii) court reporter; and (d) law office administrator. Scholarships are not intended for students planning to enter law school. All applicants must be legal residents of the State of California, and must be attending school within the State of California.

Members of LSI are not eligible for LSI scholarships. Relatives of LSI members are eligible as long as they meet the criteria as set forth in the Plan of Administration (as revised August 2012).

The application and accompanying documentation (see checklist) should be word processed and on current forms.

(Revised August 2012)

## EULA MAE JETT SCHOLARSHIP APPLICATION CHECKLIST

NAME OF APPLICANT: \_\_\_\_\_

SPONSORING ASSOCIATION: Mt. Diablo Legal Professionals Assoc (MDLPA)

SPONSORING ASSOCIATION SUBMISSION DEADLINE: MARCH 1, 2017

SUBMITTED UNDER PLAN (see application for information): \_\_\_\_\_

DATE: \_\_\_\_\_

### \_\_\_\_\_ BIOGRAPHICAL LETTER FROM APPLICANT

Letter should state the reasons why applicant should receive a scholarship, academic achievement of the applicant, applicant's motivation to pursue a career in the legal field, applicant's future goals, and applicant's financial need. The letter should be word processed on 8.5"x11" paper and addressed "To Whom it May Concern."

### \_\_\_\_\_ THREE LETTERS OF RECOMMENDATION

Letters of recommendation should be from someone other than a family member or a member of LSI (e.g., long-term family friend, teacher, school counselor, employer or coworker) and should contain the author's relationship to the applicant. Additional items to include in the letter are a description of the applicant's personal traits (character, personality and goals) and the applicant's school or work experience and ethic. Letters should be word processed on 8.5"x11" paper and addressed "To Whom it May Concern."

### - \_\_\_\_\_ UNOFFICIAL SCHOOL TRANSCRIPT

LSI reserves the right at any time to request an official transcript from the applicant. "Official transcript" shall be defined as transcripts printed on original school letterhead. A copy of the transcript may be accepted if it contains either an embossed school seal or certification identifying the copy as a true copy of the original transcript.

### - \_\_\_\_\_ RESUME (ONLY REQUIRED UNDER PLAN C)

The resume should list applicant's legal and/or secretarial experience, if any. Resume must include dates of employment, employer name and address, position, and reason for leaving.