



MEMBERSHIP APPLICATION

ATLANTA PARALEGAL ASSOCIATION, INC.

an affiliate of the National Association of Legal Assistants, Inc.

Membership in APA is open to paralegals/legal assistants, students enrolled in a course of paralegal studies, attorneys, bar associations, paralegal educators or any individual, firm or corporation which endorses the paralegal concept or is involved in the promotion of the paralegal profession. All APA members are bound by the NALA Code of Ethics and Professional Responsibility in addition to any other code adopted by APA Board of Directors. Only persons or entities qualified for membership according to the provisions of APA's Bylaws shall become members. Applications require the approval of the APA board of directors.

APA MEMBERSHIP BENEFITS:

✦ Free Monthly Educational Seminars ✦

- Professional Recognition
- Quarterly Newsletter
- Volunteering/Mentoring
- Networking/Career Opportunities
- Continuing Legal Education
- Leadership Development

\$90	ACTIVE MEMBERSHIP <i>This the only membership class which has full voting privileges. Active members are also the only APA members who may serve as an officer, director or committee chairperson.</i>	Active membership is open to any individual who meets at least one of the following requirements: <ol style="list-style-type: none"> 1. Successfully completed NALA's Certified Paralegal Exam and is currently in good standing as a CP with NALA and/or a member of NALA, in good standing, or 2. Graduated from an American Bar Association (ABA) approved paralegal program, or 3. Graduated from an institutionally accredited program (but not ABA approved) with not less than the equivalent of 60 semester hours of classroom study, or 4. Graduated from a paralegal program not listed above, but has no less than six months of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal, or 5. Holds a baccalaureate degree in any field, plus not less than six (6) months of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal, or 6. Minimum of three (3) years of law-related experience under the supervision of an attorney including at least six (6) months of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal, or 7. Minimum of two (2) years of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal
➤ <i>Student, Associate or Sustaining members may serve on committees and receive all of the benefits of Active members, <u>with the exception of:</u> (i) voting or (ii) holding an office as an officer, director or committee chairperson. Only Active and Student members may have access to the membership directory.</i>		
\$25	STUDENT MEMBERSHIP	Student membership is open to any individual who is enrolled as student, in good standing, in any university, college or other approved institution pursuing a course of studies as a paralegal. A student that has graduated from an approved institution may retain their student membership status for a maximum of one (1) year after their graduation date. A student member cannot be actively employed as a paralegal or legal assistant.
\$75	ASSOCIATE MEMBERSHIP	Associate membership is open to any individual who meets at least one of the following requirements: <ol style="list-style-type: none"> 1. Member of bar associations endorsing the paralegal concept or involved in the promotion of the paralegal profession, or 2. Individuals involved in the educational field who endorses the paralegal concept or is involved in the promotion of the paralegal profession, or 3. Those persons directly involved in the supervision of paralegals, or 4. A paralegal who does not live or work within the metropolitan Atlanta area
\$100	SUSTAINING MEMBERSHIP	Sustaining membership is open to individuals, law firms, corporations and paralegal program representatives who endorse the paralegal concept or is actively involved in the paralegal profession.

METHOD OF PAYMENT

Applications will be considered incomplete if not accompanied with payment of membership dues.

I hereby apply for the following membership in APA:

Active (\$90) Student (\$25) Associate (\$75) Sustaining (\$100)

PAYMENT METHOD:

Online payment using PayPal via www.atlantaparalegal.org/membership
(email application and a copy of the receipt to membership@atlantaparalegal.org)

Check made payable to Atlanta Paralegal Association, Inc. in the amount of \$_____
(mail application and payment to P.O. Box 7552, Atlanta, GA 30357, Attn: Membership)

MEMBERSHIP APPLICATION | PART I

Please complete the information below. This is required of all applicants for APA membership. For Part II of the form, please complete the section related to the type of membership class for which you are applying.

Preferred Address: Home Office

Last Name _____ First Name _____ Middle Initial _____

Home Address _____

City _____ State _____ Zip _____ Phone _____

Firm/Organization's Name _____

Employer's Address _____

City _____ State _____ Zip _____

Office Phone _____ Office Fax _____

Job Title: _____ Designation (CP, ACP) _____

Specialty/Area of Practice _____

Preferred E-Mail _____ Alt E-Mail _____

I agree to be bound by the NALA Code of Ethics and Professional Responsibility and by the Bylaws as adopted by the Atlanta Paralegal Association. I further understand that this application of membership is subject to approval by the board of directors of the Atlanta Paralegal Association. I acknowledge that my name, email address and specialty/area of practice will be disclosed on a secured online directory that is only accessible by Active or Student members.

Signature _____ Date _____

Are you a member of NALA? Yes No

If Certified Paralegal/Advanced Certified Paralegal, date certified _____

MEMBERSHIP APPLICATION | PART II

ACTIVE MEMBERSHIP

This information and attestation is required for Active membership to APA.

Circle which qualification for Active membership you are applying under (see front page) 1 2 3 4 5 6 7

How long have you been employed as a paralegal? _____ Total years of legal experience _____

Name of Immediate Supervisor _____

Check the most appropriate description of your employer:

- Law department; nonprofit organization
- Judicial agency; court, government
- Corporate law department

Private law office consisting of:

_____ number of attorneys
_____ number of paralegals
_____ number of nonlegal personnel

Specialty area of work; if applicable: _____

Formal or specialized education (name and address of school) or training _____

Date of graduation _____

Are you a member of NALA?

Yes

No

If Certified Paralegal/Advanced Certified Paralegal, date certified _____

ATTORNEY/EMPLOYER ATTESTATION

(Note: This section must be completed by all applicants qualifying under requirements number 4,5,6, and 7)

I hereby attest that _____ is employed by me and is recognized as a paralegal and that Applicant is under the supervision and direction of an attorney.

Name of Attorney/Employer (please print) _____

Signature _____ Date _____

MEMBERSHIP APPLICATION | PART II

STUDENT MEMBERSHIP

This information and attestation is required for Student membership to APA.

School Name _____

Length of paralegal training program _____

Expected date of graduation _____

SCHOOL ATTESTATION

I hereby attest that _____ is currently enrolled in the paralegal program at this school.

Name of Program Instructor (please print) _____ Title _____

Signature _____ Date _____

Email address _____ Ph. No: _____

ASSOCIATE AND SUSTAINING MEMBERSHIP

Part I of this membership application is required to complete the application for Associate or Sustaining membership to APA.

Associate Membership:

Attorney Paralegal Educator Paralegal Supervisor

Sustaining Membership:

Company or law firm membership (please be sure the contact person is listed in Part I)
 Paralegal Supervisor
 Individual

MEMBERSHIP APPLICATION | PART III

VOLUNTEERING

Please indicate an area of interest that you would be willing to serve as a volunteer: (check all that apply)

Education Membership Finance Nominations/Elections
 Public Relations Website Newsletter Ethics

FOR INTERNAL USE ONLY

Date Application Rec'd: _____

Rec'd By: _____

Date Approved: _____

NALA Code of Ethics and Professional Responsibility

A paralegal is a person qualified by education, training or work experience and be employed or retained by a lawyer, law office, corporation, governmental agency or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of a lawyer, of specifically delegated substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer.

The terms legal assistant and paralegal are used interchangeable and are considered the same within these Standing Rules. It is not the intent of APA to exclude any member of the legal profession whose job duties fit the definition of paralegal but whose job title is something other than "paralegal". Additionally, the term "substantive" shall mean work requiring recognition, evaluation, organization, analysis and communications of relevant facts and legal concepts.

Preamble A paralegal must adhere strictly to the accepted standards of legal ethics and to the general principles of proper conduct. The performance of the duties of the paralegal shall be governed by specific canons as defined herein in order that justice will be served and goals of the profession attained.

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general guide to aid paralegals and attorneys. The enumeration of these rules does not mean there is not others of equal importance although not specifically mentioned. Court rules, agency rules and statutes must be taken into consideration when interpreting the canons.

Canon 1. A paralegal must not perform any of the duties that attorneys only may perform nor take any actions that attorneys may not take.

Canon 2. A paralegal may perform any task which is properly delegated and supervised by an attorney as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.

Canon 3. A paralegal must not a) engage in, encourage or contribute to any act which could constitute the unauthorized practice of law; b) establish attorney/client relationships, set fees, give legal opinions or advice or represent a client before a court or agency unless so authorized by that court or agency; and c) engage in, conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

Canon 4. A paralegal must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.

Canon 5. A paralegal must disclose his or her status as a paralegal at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

Canon 6. A paralegal must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal services.

Canon 7. A paralegal must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.

Canon 8. A paralegal must disclose to his or her employer or prospective employer any pre-existing client or personal relationship that may conflict with the interests of the employer or prospective employer and/or their clients.

Canon 9 A paralegal must do all other things incidental, necessary or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

Canon 10. A paralegal's conduct is guided by bar associations' codes of professional responsibility and rules of professional conduct.