

WEST TEXAS PARALEGAL ASSOCIATION
An Affiliate of the National Association of Legal Assistants/Paralegals, Inc. (NALA)
P.O. Box 93103
Lubbock TX 79493

ASSOCIATE MEMBERSHIP APPLICATION FOR YEAR _____ - _____
Dues \$25.00

NAME: _____

FIRM NAME: _____

PREFERRED ADDRESS: _____

CITY STATE ZIP _____

PREFERRED PHONE/FAX: _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____

HAVE YOU BEEN CONVICTED OF A FELONY OFFENSE? YES NO

TOTAL YEARS EMPLOYED AS A PARALEGAL _____

TOTAL YEARS OF LEGAL EXPERIENCE (if different) _____

CLA/CP STATUS: Please give date of Certification: _____

Specialty Certification: _____ Area _____

Formal or special education, schooling or training: _____

Member of NALA? YES NO Paralegal Division? YES NO

I HEREBY CONSENT TO WTPA CONTACTING MY PRESENT AND/OR FORMER SUPERVISING ATTORNEY(S) FOR VERIFICATION OR CLARIFICATION OF MY QUALIFICATIONS FOR MEMBERSHIP.

Please check the appropriate category(ies) that apply to you:

- _____ 1. I am a student in a paralegal program at _____
_____. (Paralegal Program Educator verification below must be completed if applying under this category.)
- _____ 2. I am a Paralegal Educator at _____.
- _____ 3. I am a paralegal who is not under the direct supervision of an attorney, having been a paralegal for one (1) year or longer.
- _____ 4. I am a paralegal who has not yet attended a meeting of the Association, but I satisfy the criteria set out above for Active Membership. (Attorney-Employer Attestation must also be completed if applying under this category).

I hereby apply for associate membership in the West Texas Paralegal Association. I hereby certify that I qualify under at least one of the categories marked above. I have read the definition of a paralegal and the NALA Code of Ethics and Professional Responsibility as stated below and agree to be bound by them and the Bylaws as adopted by the WTPA.

Applicant's Signature: _____ Date: _____

LEGAL ASSISTANT PROGRAM EDUCATOR VERIFICATION

I have read the definition of a paralegal as stated below and I hereby verify that the Applicant, _____ is enrolled as a student in the paralegal program at _____.

Signature by Educator: _____ Date: _____
Phone/Email address: _____

To be completed by Membership Chair:

_____ This Applicant has been approved as an _____ Active _____ Associate Member

_____ This Applicant does not meet the qualifications for membership.

Date determination made: _____

By: _____
Vice-President, Membership

_____ Payment received and accepted Check No. _____
_____ Payment returned to Applicant

NALA Code of Ethics and Professional Responsibility

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National Association of Legal Assistants, Inc.

Definition: Legal assistants, also known as paralegals, are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney.

In **2001**, NALA members also adopted the ABA definition of a legal assistant/paralegal, as follows:

A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible. (Adopted by the ABA in 1997)

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; and (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 service.

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.