



APPLICATION FOR MEMBERSHIP

ALABAMA ASSOCIATION OF PARALEGALS, INC.

ALABAMA ASSOCIATION OF PARALEGALS, INC.

FOR USE BY AAPI ONLY:

Your Name: \_\_\_\_\_  
(Please print) LAST, FIRST

Date Received: \_\_\_\_\_  
Region: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Check #: \_\_\_\_\_  
Amount: \_\_\_\_\_  
CC

## APPLICATION FOR MEMBERSHIP

### INSTRUCTIONS TO ALL APPLICANTS:

- (1) All pages of this application must be completed IN FULL. Only properly completed applications with the required documentation attached will be processed.
- (2) Check each category in Sections (2)–(5) below that applies for the purpose of considering your qualifications for membership.
- (3) Attach proof of your qualifications as set forth in Sections (2)-(5) below.
- (4) Attach the required application fee.
- (5) Please keep a copy of your application for future reference.
- (6) Please detach the Code of Ethics and Professional Responsibility and keep for your future reference.

### COMPLETED APPLICATION FORM WITH PAYMENT SHOULD BE MAILED TO:

ALABAMA ASSOCIATION OF PARALEGALS, INC.  
Attention: Second VP-Membership  
P.O. Box 1834  
Birmingham, AL 35201

### DUES STRUCTURE

Membership year is September 1 through August 31. Dues are billed annually in August. Dues are not pro-rated. First year's dues and initiation fee must accompany application form.

Active Membership	\$60.00 annually; \$5.00 initiation fee (\$65.00 total)
Associate Membership	\$45.00 annually; \$5.00 initiation fee (\$50.00 total)
Student Membership (1 year)	\$30.00 annually; \$5.00 initiation fee (\$35.00 total)
Student Membership (2 year)	\$40.00 biannually; \$5.00 initiation fee (\$45.00 total)
Sustaining Membership	\$90.00 annually; \$5.00 initiation fee (\$95.00 total)

### (1) TO BE COMPLETED BY ALL APPLICANTS

Name: \_\_\_\_\_ CLA \_\_\_\_\_ CP \_\_\_\_\_ CLAS \_\_\_\_\_ ACP \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Employer: \_\_\_\_\_

Office Address: \_\_\_\_\_ Office Phone: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

## (2) ACTIVE MEMBERS

Active membership is open to any individual who resides in or is actively employed as a paralegal in the State of Alabama and who works under the supervision of a licensed, practicing attorney and who meets at least one of the following requirements. This is the only membership classification which carries full voting privileges.

(1) \_\_\_\_ Any individual who has successfully completed the Certified Legal Assistant (CLA) or Certified Paralegal (CP) examination of NALA (**please attach a current copy of the certificate that demonstrates successful completion of the Certified Legal Assistant (CLA) or Certified Paralegal (CP) examination of the National Association of Legal Assistants**).

(2) \_\_\_\_ Any individual who holds a bachelor's or associate's degree in Paralegal Studies from an ABA approved paralegal program (**please attach a copy of the bachelor's or associate's degree**).

(3) \_\_\_\_ Any individual who holds a bachelor's or associate's degree in Paralegal Studies from a paralegal program which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of sixty (60) semester hours of classroom study of which at least 15 semester hours are substantive legal courses PLUS at least six (6) month's work experience as a paralegal performing substantive legal tasks (**please attach a copy of the bachelor's or associate's degree and completed attorney-employer attestation that demonstrates at least six (6) month's work experience as a paralegal performing substantive legal tasks**).

(4) \_\_\_\_ Any individual who has graduated from a paralegal certificate program requiring a minimum of 24 credit hours for completion, PLUS at least one (1) year's work experience as a paralegal performing substantive legal tasks (**please attach a copy of the certificate of graduation and a copy of the curriculum showing all courses covered and completed attorney-employer attestation that demonstrates at least one (1) year's work experience as a paralegal performing substantive legal tasks**).

(5) \_\_\_\_ Any individual who has received a baccalaureate degree in any field, PLUS at least two (2) year's work experience as a paralegal performing substantive legal tasks (**please attach a copy of the bachelor's or associate's degree and completed attorney-employer attestation that demonstrates at least two (2) year's work experience as a paralegal performing substantive legal tasks**).

(6) \_\_\_\_ Any individual who has a minimum of five (5) year's work experience as a paralegal performing substantive legal tasks under the supervision of a licensed, practicing attorney, whose attorney-employer attests that such person is qualified as a paralegal (**please attach completed attorney-employer attestations that demonstrate a minimum of five (5) year's work experience as a paralegal performing substantive legal tasks**).

## DEFINITION OF PARALEGAL

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)

# ATTESTATIONS

## APPLICANT ATTESTATION

I, \_\_\_\_\_, hereby apply for the category of membership designated above. I attest that the information contained in this application and in any supporting documents is true, correct, and accurate and that I have not been convicted of a felony. I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws adopted by the Alabama Association of Paralegals, Inc. and the National Association of Legal Assistants, Inc. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

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

## ATTORNEY-EMPLOYER ATTESTATION

I, \_\_\_\_\_, hereby attest that I am an attorney duly licensed to practice law in the State of Alabama. I have read the "Definition of Paralegal" set forth above, and I hereby attest that \_\_\_\_\_, the Applicant, is a paralegal and works under my direct supervision performing specifically delegated substantive legal work and that I remain responsible for the Applicant's work product. I further attest that applicant has been employed by me as a paralegal for a period of \_\_\_ months/years, and that applicant's ethical and professional conduct are above reproach.

Date: \_\_\_\_\_ **Signature:** \_\_\_\_\_  
Alabama State Bar No. \_\_\_\_\_  
Admitted to Alabama State Bar: \_\_\_\_\_

### (3) ASSOCIATE MEMBERS

Associate membership is open to any individual who meets at least one of the following qualifications.

- (1) \_\_\_\_\_ Individuals currently employed as a paralegal but who have not yet satisfied the requirements of Active Members (**please provide documentation of current employment**).
- (2) \_\_\_\_\_ Individuals who meet the requirements of Active Members but who are not employed at the time of application (**please provide documentation appropriate to the active membership category under which you would qualify if employed at the time of application**).
- (3) \_\_\_\_\_ Individuals who have graduated from a paralegal studies program but who have not yet satisfied the work experience requirements of Active Members (**please attach a copy of the bachelor's or associate's degree or certificate of graduation and a copy of the curriculum showing all courses covered**).
- (4) \_\_\_\_\_ Individuals directly involved in the supervision of paralegals, including law office managers and administrators.

## ATTESTATIONS

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

### (4) STUDENT MEMBERS

\_\_\_\_\_ Student membership is open to any individual who is a student in good standing in any university, college, junior college or other post secondary, institutionally accredited school pursuing a course of study as a paralegal attested by the director of such school, provided that the student is not employed on a full-time basis as a paralegal (**please attach a copy of the school curriculum and completed attestation of the program director**).

## ATTESTATIONS

### APPLICANT ATTESTATION

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

### SCHOOL ATTESTATION

I, \_\_\_\_\_, hereby attest that \_\_\_\_\_, the Applicant, is currently enrolled in the paralegal program at this school. The Applicant enrolled in the program on \_\_\_\_\_ and his/her anticipated date of completion of the program is \_\_\_\_\_.

Date: \_\_\_\_\_ Signature of Program Director: \_\_\_\_\_

School: \_\_\_\_\_

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

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

**\*\* Please attach a copy of your paralegal program's curriculum.**

## (5) SUSTAINING MEMBERS

\_\_\_\_\_ Sustaining membership is open to any firm, association, corporation, educational institution or other entity endorsing the paralegal concept or involved in the promotion of the paralegal profession.

Please check one:

- Firm
- Association
- Corporation
- Educational Institution
- Other \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

## (6) OTHER INFORMATION

(a) Preferred Mailing Address  Home  Office

(b) \_\_\_\_\_ Yes \_\_\_\_\_ No Do you want your name, firm name and address, business telephone number and email address, and area of law published in an Alabama Association of Paralegals, Inc. directory?

(c) Area of Practice – If you are willing to have your name published in an AAPi directory, please list your area of practice to ensure that you will be listed in the appropriate categories. This directory is only intended as a networking tool within the organization.

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(d) Please indicate all groups and committees you are interested in:

- Professional Relations  
Bar Association, employment, ethics, nominations, elections, student/school work
- Communications  
History, scrapbook, newsletter, community involvement, public relations, technical, website
- Membership
- Seminars
- Ways and Means

**ALABAMA ASSOCIATION OF PARALEGALS, INC.  
NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.**

**Code of Ethics and Professional Responsibility**

**Preamble**

A legal assistant must adhere strictly to the accepted standards of legal ethics and to the general principles of property conduct. The performance of the duties of the legal assistant 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 legal assistants 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 legal assistant must not perform any of the duties that attorneys only may perform nor take any actions that attorneys may not take.

**Canon 2.**

A legal assistant 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 legal assistant 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 legal assistant 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 legal assistant must disclose his or her status as a legal assistant 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 legal assistant must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

**Canon 6.**

A legal assistant 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 legal assistant 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 legal assistant 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 9.**

A legal assistant's conduct is guided by bar associations' codes of professional responsibility and rules of professional conduct.