



APPLICATION FOR MEMBERSHIP

2025-2026

ALABAMA ASSOCIATION OF PARALEGALS, INC.

Your Name: _____
(Please print) LAST, FIRST

Date Received: _____
Region: _____
Date Approved: _____
Check #: _____
Amount: _____

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)–(6) below that applies for the purpose of considering your qualifications for membership.
- (3) Attach proof of your qualifications as set forth in Sections (2)–(6) 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 1st** through **August 31st**. Dues are billed annually in September. Dues are not pro-rated. First year's dues and initiation fee must accompany application form. **Online payments will incur a processing fee.**

Active Membership	\$95.00 annually; \$5.00 initiation fee (\$100.00 total)
Associate Membership	\$80.00 annually; \$5.00 initiation fee (\$85.00 total)
Student Membership	\$0.00 annually; \$0.00 initiation fee (\$0.00 total)
Patron Membership	\$125.00 annually; \$5.00 initiation fee (\$130.00 total)
Distinguished Membership (Emeritus)	\$0.00 annually; \$0.00 initiation fee (\$0.00 total)
Distinguished Membership (Retired)	\$30.00 annually; \$5.00 initiation fee (\$35.00 total)

- Firms renewing for 5 members at once will receive 10% discount. (Renewal must be mailed in).
- Firms renewing for 10 members at once will receive 15% discount. (Renewal must be mailed in).

(1) TO BE COMPLETED BY ALL APPLICANTS

Name: _____ CP _____ 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 (Article 4.1.A in Bylaws)

Active membership carries full voting privileges and is open to any individual who resides in the state of Alabama, is actively employed as a paralegal full-time, part-time (10 hours or less per week), or by contract in the state of Alabama, works under the supervision of a licensed practicing attorney or member of the judiciary, and meets at least one of the following qualifications:

(1) _____Any individual who has successfully completed the Certified Paralegal (CP) examination of NALA **(please attach a current copy of the certificate that demonstrates successful completion of the Certified Paralegal (CP) examination of NALA- The Paralegal Association).**

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

(3) _____Any individual who holds a bachelor's or associate 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 60 semester hours of classroom study of which at least 15 semester hours are substantive legal courses PLUS at least six month's work experience as a paralegal performing substantive legal tasks **(please attach a copy of the 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 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 bachelor's degree or associate degree in any field, PLUS at least two 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 year's work experience as a paralegal performing substantive legal tasks under the supervision of a licensed, practicing attorney, and 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 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, updated as of Feb. 2020).

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 NALA- The Paralegal Association. I further understand ~~th~~ 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 _____ years / _____ months, and that applicant's ethical and professional conduct are above reproach.

Date: _____ Signature: Alabama State Bar No. _____
Date Admitted to Alabama State Bar: _____

(3) ASSOCIATE MEMBERS (Article 4.1.B in Bylaws)

Associate membership is a non-voting membership and is open to any individual who meets at least one of the following qualifications:

- (1) _____ Any individual currently employed as a paralegal but has not yet satisfied the requirements for Active membership.
- (2) _____ Any individual who meets the requirements for Active Membership but is 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) _____ Any individual who has graduated from a paralegal studies program but has not yet satisfied the work experience requirements for Active membership (**please attach a copy of the bachelor's or associate degree or certificate of graduation and a copy of the curriculum showing all courses covered**).
- (4) _____ Any individual who is directly involved in the supervision of paralegals, including law office managers and administrators.

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 NALA- The Paralegal Association. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

Date: _____ Signature: _____

(4) STUDENT MEMBERS (Article 4.1.C of Bylaws)

Student membership is a non-voting membership and is open to any individual who is a student in good standing in any accredited university, college, junior college, or other post-secondary institution pursuing a course of study as a paralegal as 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

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 NALA- The Paralegal Association. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

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) PATRON MEMBERS (Article 4.1.D of Bylaws)

Patron membership is a non-voting membership and is open to any lawyer, firm, agency, association, corporation, educational institution, or other entity endorsing the paralegal concept or involved in the promotion of the paralegal profession who expresses interest in giving added support to the goals and programs of the Association by paying such annual membership dues as may be set by the Board. Patron members may choose one employee to be designated as their representative. Patron membership is not open to businesses that would otherwise qualify as a sponsor or vendor (i.e. businesses trying to sell products or services to paralegals or their law firms).

Please check one:

- Lawyer
- Firm
- Agency
- Association
- Corporation
- Educational Institution
- Other _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Telephone: (____) _____ Fax: (____) _____ Email Address: _____

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 NALA- The Paralegal Association. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

Date: _____ Signature: _____

(6) DISTINGUISHED MEMBERS (Article 4.1.E of Bylaws)

Distinguished membership is a non-voting membership that is made up of two groups, Emeritus and Retired, and is open to any individual who meets the stated qualifications, as follows:

(1) **EMERITUS:** Emeritus membership is open to any individual who meets ALL of the following qualifications:

- Individual shall be a former active voting member in good standing of the Association for at least 10 years;
- Individual shall have served either as an officer or as a committee chair of the Association for at least two years;
- Individual shall have been a retired paralegal or a retired paralegal working part-time (10 hours or less per week) at the time of the application for Emeritus membership status and shall be retired or part-time at every annual membership meeting thereafter. If the individual

is retired and employed part-time as a paralegal, and the individual works more than 10 hours per week, the Emeritus membership status shall convert to an Active membership status, and Active membership dues are payable for the next renewal period;

- Individual shall submit a membership information update form during each yearly membership renewal period to maintain Emeritus membership status; and
- Application for Emeritus membership must be submitted to the Second Vice President-Membership on the first membership renewal after retirement and confirmed by the Board.

(2) RETIRED: Retired membership is open to any individual who meets ALL of the following qualifications:

- Individual shall be retired from the paralegal profession; and
- Individual shall be a former active voting member in good standing of the Association for at least 10 years.

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 NALA- The Paralegal Association. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

Date: _____ **Signature:** _____

(7) 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 specialized area of work published in an Alabama Association of Paralegals, Inc. directory?

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

(d) ____ Yes ____ No Are you a member of NALA-The Paralegal Association?

(e) AAPI has several working committees, please indicate which one committee 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 & Diversity, Equity, & Inclusion (DEI)
Assist Second Vice President – Membership with any membership-related events. Assist with furthering AAPI's goals of encouraging, supporting, and maintaining high standards of DE&I. Monitor DE&I trends & issues. Strengthen DE&I initiatives throughout AAPI.
- Seminars
Assist Second Vice President – Assist with facilitating seminar events
- Ways and Means
Assist with facilitating sponsorships
- Region 1
Assist with planning social events, community service projects, or meet & greets within your region
- Region 2
Assist with planning social events, community service projects, or meet & greets within your region
- Region 3
Assist with planning social events, community service projects, or meet & greets within your region
- Region 4
Assist with planning social events, community service projects, or meet & greets within your region

Do not forget to attach required supporting documentation.

ALABAMA ASSOCIATION OF PARALEGALS, INC.

NALA, The PARALEGAL ASSOCIATION

Code of Ethics and Professional Responsibility

Each NALA member agrees to follow the canons of the NALA Code of Ethics and Professional Responsibility. Violations of the Code may result in cancellation of membership. First adopted by the NALA membership in May of 1975, the Code of Ethics and Professional Responsibility is the foundation of ethical practices of paralegals in the legal community.

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 so that justice will be served and goals of the profession attained. (See Model Standards and Guidelines for Utilization of Legal Assistants, Section II.)

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

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)

The ABA adopted a revised definition in 2020, removing the term "legal assistant." NALA realizes that the terms legal assistant and paralegal are used in the United States. NALA recognizes and supports paralegals, regardless of title; however, as an organization, we primarily use the term paralegal.

- 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 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.

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