

APA Membership Application

ATLANTA PARALEGAL ASSOCIATION, INC.

an affiliate of NALA

Membership in the Atlanta Paralegal Association, Inc. (“APA”) shall be open to paralegals, students in paralegal programs, attorneys or paralegal educators and any individual or firm which endorses the paralegal concept or is involved in the promotion of the paralegal profession, based on requirements approved by APA. APA shall be an affiliated association of NALA and all members of APA are bound by the NALA Code of Ethics and Professional Responsibility in addition to any other code that maybe adopted by APA. There are currently four (4) types of APA membership.

Qualifications (APA Bylaws - Membership)

Active Membership: This membership comes with full voting rights. Active membership is open to any individual who meets at least one of the following requirements (*please check one*):

- i. Any individual who has successfully completed the Certified Legal Assistant (“CLA”) or Certified Paralegal (“CP”) examination of NALA and is currently in good standing as a CLA or CP with NALA, or
- ii. Any individual who has graduated from an American Bar Association (“ABA”) approved program of study for paralegals, or
- iii. Any individual who has graduated from a course of study for paralegals, which is institutionally accredited but not ABA approved, and which requires no less than the equivalent of sixty (60) semester hours of classroom study, or
- iv. Any individual who has graduated from a course of study for paralegals other than those set forth in “ii” and “iii” above, plus not less than six (6) months of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal, or
- v. Any individual who has received a baccalaureate degree in any field, plus not less than six (6) months in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal, or
- vi. Any individual who has a 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
- vii. Any individual who has a minimum of two (2) years of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal.

Student Membership: Student membership is open to any individual who is a full-time student in good standing in any college, junior college, community college, or other school pursuing a course of study as a paralegal. A student that has graduated from the above outlined paralegal educational programs may retain their membership status as a student member for two years after the date of their graduation, or until such time as they qualify as an Active Member. This classification of membership has no voting rights and those members of this classification cannot serve as an officer, director, committee chairperson, or member of the Executive Committee.

Associate Membership: Associate membership is open to individuals who meet at least one of the following qualifications: (1) those members of bar associations endorsing the paralegal concept or involved in the promotion of the paralegal profession, or (2) those members of the educational field endorsing the paralegal concept or involved in the promotion of the paralegal profession, or (3) those persons directly involved in the supervision of paralegals. This classification of membership has no voting rights and those members of this classification cannot serve as an officer, director, committee chairperson, or member of the Executive Committee. This classification of membership may be a member of any committee, excepting Executive Committee, and have a vote on the committee, but cannot serve as the Committee Chairperson.

Sustaining Membership: Sustaining membership is available to those individuals, law firms, corporation, and paralegal program representatives who endorse the paralegal concept or are actively involved in the promotion of the paralegal profession. This classification of membership has no voting rights and those members of this classification cannot serve as an officer, director, committee chairperson, or member of the Executive Committee. This classification of membership may be a member of any committee, excepting Executive Committee, and have a vote on the committee, but cannot serve as the Committee Chairperson.

Only persons or entities qualified for membership according to the provisions of APA’s Bylaws shall become members.

METHOD OF PAYMENT

Annual Membership Dues: Active \$90; Associate \$75; Student \$25; Sustaining \$100 minimum

I hereby apply for the following membership in APA: Active Associate Student Sustaining
 Check Enclosed, payable to Atlanta Paralegal Association, Inc., in the amount of \$_____.

I hereby certify that I qualify for the class of membership designated and I authorize APA to activate my membership. I understand that misrepresentation is grounds for termination of membership.

Signature _____ Date: _____

Membership Application – Part 1

Please complete the information below. **This is required of all applicants for APA membership.** Please complete Part 2 of this form for the class of membership for which you are applying.

Preferred Address: _____ Home _____ Office _____

Last Name _____ First Name _____ Middle Initial _____

Home Address _____

Home City _____ State _____ Zip _____ Phone _____

Employer's Name _____

Employer's Address _____

City _____ State _____ Zip _____ Office Phone _____

Job Title _____

Preferred email _____ Alternate email address _____

I agree to be bound by the bylaws adopted by APA. I further agree to be bound by *NALA Code of Ethics and Professional Responsibility* in addition to any other code that maybe adopted by APA. I attest that any and all information stated above is true and correct to the best of my knowledge. I understand that this application is subject to approval by APA.

Have you ever been convicted of a felony? Yes No

If yes, please explain:

Date: _____ Signature: _____

ACTIVE MEMBERSHIP Application – Part 2

NALA Member: _____ Yes _____ No

NALA CLA/CP: _____ Yes _____ No If yes, date received: _____ Certificate
No: _____

NALA ACP/CLAS: _____ Yes _____ No

Job Title: _____ How long at current position: _____

Total years of legal assistant/paralegal experience: _____

Areas of law: _____

ATTORNEY/EMPLOYER ATTESTATION

I hereby attest that _____ is employed by me and meets the qualifications for active membership in
APA as listed under active membership requirement number _____.

Date: _____ Signature: _____
Georgia State Bar No. _____

STUDENT MEMBERSHIP Application – Part 2

This information and attestation is required to complete the application for Student membership in APA.
(The School Program Director or an Instructor should complete this form)

SCHOOL ATTESTATION

I, hereby attest that _____, the Applicant for Student Membership in APA, is
currently enrolled in the paralegal program at this school. The Applicant’s anticipated date of completion of the program
is _____.

School: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Program Director/Instructor _____ Title _____

Signature: _____ Date: _____

ASSOCIATE AND SUSTAINING MEMBERSHIP APPLICATION – Part 2

This information is required to complete the application for Associate or Sustaining membership.

Check the categories that apply:

Associate Membership:

- Member of Bar Association Educator Supervisor

Sustaining Membership:

- Company or law firm membership (*If company membership, be sure the contact person is listed in Part 1*)
 Paralegal Supervisor Individual Member

OTHER INFORMATION

(a) _____ Yes _____ No, I do/do not want my name, firm name and address, business telephone number and email address, and area of law published in the Atlanta Paralegal Association, Inc. directory.

(b) Area of Practice – If you are willing to have your name published in an APA 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.

COMMITTEE INVOLVEMENT:

Please indicate the committee(s) on which you would be willing to serve:

- Educational Programs Membership Finance Nominations/Election
 Public Relations Website Audit Ethics

COMPLETED APPLICATION FORM WITH PAYMENT SHOULD BE MAILED TO:

ATLANTA PARALEGAL ASSOCIATION, INC.

Attention: Membership

P.O. Box 7552

Atlanta, GA 30357

FOR USE BY APA ONLY:

Date Received: _____

Date Approved: _____

Membership Type: _____

Check #: _____ **Amount:** _____

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 consider 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 property 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.