

ARKANSAS PARALEGAL ALLIANCE, INC.
(AFFILIATE OF THE NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.)

MEMBERSHIP APPLICATION

DEFINITIONS

In considering candidates for membership, Arkansas Paralegal Alliance's primary criteria is that the applicant must first be determined to be working as a legal assistant defined by NALA as follows:

Legal assistants are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training, and experiences, 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.

For further reference, the American Bar Association ("ABA") has defined a legal assistant as follows:

Persons who, although not members of the legal profession, are qualified through education, training, or work experience, are employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under direction and supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal concepts such that, absent that legal assistant, the attorney would perform the task.

QUALIFICATIONS FOR MEMBERSHIP

Membership of this Association shall be open to all persons who shall qualify for membership according to the provisions of the Bylaws. Only Active Members are qualified to vote. The four classes of membership are as follows:

1. Qualifications for Active Members: The following shall qualify for active membership:

- (a) Any individual who has a minimum of one year of work experience as a paralegal and is currently employed as a paralegal, whose attorney attests that such person is qualified as a paralegal, and must be performing duties of a paralegal as defined by the American Bar Association, as in Article II, above ; or,
- (b) Any individual who is a Certified Legal Assistant/Certified Paralegal (CLA/CP) as defined and administered by NALA, and is currently working as a paralegal.

2. Qualifications for Associate Members: The following shall qualify for associate membership:

- (a) Any individual who has less than one year working experience as a paralegal and is currently employed as a paralegal, whose attorney attests that such person is qualified as a paralegal; and/or
- (b) Any individual who is a graduate of an accredited legal assistant program, or two-year program offering diploma or certificate in paralegal studies, but not currently employed as a paralegal.

3. Qualifications for Sustaining Members: The following shall qualify for sustaining membership:

- (a) Any individual who was formerly employed as a paralegal; or
- (b) Any individual is a Certified Legal Assistant/Certified Paralegal (CLA/CP), but is not currently working as a paralegal; or
- (c) Any law firm, paralegal training program or school, or law related business.

4. Qualifications for Student Members: The following shall qualify for student membership:

- (a) Any individual who is currently enrolled and is in good standing in any university, college, junior college or an approved accredited school pursuing a course of studies **for Paralegal technology** or accredited two-year program offering diploma or certificate in paralegal studies. Each year student members must have a paralegal program official sign an attestation that such student is actively enrolled in the paralegal program; or

Any individual who is a student member upon graduation may retain a student membership with this organization for one year post graduation date if not employed as a **Paralegal**. After lapse of this time period, applicant must reapply.

ARKANSAS PARALEGAL ALLIANCE, INC.

EMPLOYER-ATTORNEY ATTESTATION

MUST be completed when applying for Active or Associate Membership

In order to fit the definition of a paralegal, the individual must spend a minimum of fifty percent (50%) of his/her time performing paralegal duties.

I hereby attest that _____ is employed by me as a paralegal, is qualified as a paralegal, and that his/her ethical and professional conduct is above reproach. I hereby recommend him/her for membership in the Arkansas Paralegal Alliance, Inc. He/She, under my supervision and direction, performs the following duties: (Please list the duties in the space provided below. Please be specific and state the approximate percentage of time spent on each duty.

_____ % _____
_____ % _____
_____ % _____
_____ % _____
_____ % _____
_____ % _____

= **100 %**

I further attest that this applicant has been employed by me as a paralegal for six (6) months or longer (*if applying for associate membership*) or twelve (12) months or longer (*if applying for active membership*) **[attorney, please circle whether applicant meets the 6-months+ or 12-months+ tenure]:**

Signature of Employer/Attorney: _____

Business/Firm: _____

Address: _____

STUDENT ATTESTATION

To be completed when applying for Student Membership
Paralegal Program Attestation

I hereby attest that _____ is actively enrolled and is a student in the paralegal program school.

Signature of Program Administrator: _____

School/Program: _____

Address: _____

ARKANSAS PARALEGAL ALLIANCE, INC.

Please forward this application, current résumé, attorney attestation form, and dues payment to the following address:

Charlotte A. Sheraden-Baker, CP
2020 South Y Street
Fort Smith, AR 72901
charlottesheraden@sbcglobal.net

The Arkansas Paralegal Alliance reserves the right to prescribe further rules and regulations dealing and governing the admission of individuals to membership in this Association, either by Amendment to the Bylaws or in rules and regulations set forth in the promulgated Standing Rules of this Association.

The dues of this Association shall be due May 1 of each year, payable by June 1. The amount of dues of this Association shall be in respect to the classification of membership listed below. The dues are as follows:

Active Members	\$40
Sustaining Members	\$25
Associate Members	\$20
Student Members	\$15/Free 1 yr.

Application must be accompanied by dues payment. For members who join after October 31, dues shall be adjusted according to the time remaining in the fiscal year. Make checks payable to the Arkansas Paralegal Alliance, Inc.

Arkansas Paralegal Alliance, Inc. USE ONLY:

Date Received:

Date Approved: _____ or Denied:

Date Notified: _____ by:

