

**ANNUAL DUES RENEWAL  
NORTHEAST TEXAS ASSOCIATION OF PARALEGALS, INC.**

(An Affiliate of the National Association of Legal Assistants, Inc.)

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**Classification:**

ACTIVE	<input type="checkbox"/> Voting	<input type="checkbox"/> Non-voting	\$35.00
ASSOCIATE	<input type="checkbox"/> Voting	<input type="checkbox"/> Non-voting	\$35.00
STUDENT	<input type="checkbox"/> Voting	<input type="checkbox"/> Non-voting	\$25.00
SUSTAINING			\$100.00

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Name: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

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

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

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

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

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

Business Telephone: \_\_\_\_\_ Business Facsimile: \_\_\_\_\_

Office e-mail: \_\_\_\_\_ Home e-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Preferred Mailing Address: \_\_\_\_\_ Home \_\_\_\_\_ Business

Area(s) of specialization, if any: \_\_\_\_\_

NALA Member  CLA/CP  ACP  SBOT/PD

TBLS/Specialty \_\_\_\_\_

Please list first year you became a member of NTAP \_\_\_\_\_

**Optional for Directory:**

Education: \_\_\_\_\_

Other Memberships: \_\_\_\_\_

NTAP Background (offices held, committees served on, etc.) \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Children's Names and Ages: \_\_\_\_\_

Hobbies, Goals, and/or Other personal Information: \_\_\_\_\_

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**FOR SUSTAINING MEMBERS ONLY:**

Check one:  Attorney  Law Firm  Corporation  School  Educator

**Be Completed by Applicant for ACTIVE Membership:**

I hereby apply for active membership in the Northeast Texas Association of Paralegals, Inc. I hereby certify that I am a resident of the State of Texas; that I am employed as a Paralegal; and that I qualify as a member under the category or categories checked below. I hereby give consent to the Association to contact my present and/or former supervising attorney(s) for verification or clarification of my qualifications for membership.

Please check the appropriate category or categories:

\_\_\_\_\_ a. The experienced individual who (i) is presently employed as a paralegal; (ii) possesses a minimum of five (5) years of law-related experience; (iii) possesses a minimum of six (6) months paralegal experience; (iv) for whom the employer-attorney will attest to that individual's qualifications as a Paralegal; and (v) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

\_\_\_\_\_ b. The paralegal who (i) has successfully completed the CP examination, and/or a specialty certification examination administered by the Texas Board of Legal Specialization; (ii) possesses a minimum of six (6) months paralegal experience; (iii) possess a minimum of two (2) years law-related experience; (iv) for whom the employer-attorney will attest to that individual's qualifications as a paralegal; and (v) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

\_\_\_\_\_ c. The paralegal who (i) has successfully completed a course of study for paralegals; (ii) possesses a minimum of six (6) months paralegal experience; (iii) possess a minimum of two (2) years law-related experience; (iv) for whom the employer-attorney will attest to that individual's qualifications as a paralegal; and (v) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

\_\_\_\_\_ d. The paralegal who fulfills the criteria for Active membership in the Paralegal Division of the State Bar of Texas.

**To Be Completed by Applicant for ASSOCIATE Membership:**

I hereby apply for associate membership in the Northeast Texas Association of Paralegals, Inc. I hereby certify that I am a resident of the State of Texas; and that I qualify as a member under the category or categories checked below. I hereby give consent to the Association to contact my present and/or former supervising attorney(s) for verification or clarification of my qualifications for membership.

Please check the appropriate category or categories:

\_\_\_\_\_ a. The experienced individual who (i) is presently employed as a paralegal; (ii) possesses a minimum of five (5) years of law-related experience but does not possess the minimum six (6) months paralegal experience; (iii) for whom the employer-attorney will attest to that individuals' qualifications as a paralegal; and (vi) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

\_\_\_\_\_ b. The paralegal who fulfills the criteria for Associate membership in the Paralegal Division of the State Bar of Texas; or

\_\_\_\_\_ c. If you were OR are currently an ACTIVE Member and you have retired, taking a leave of absence, or changing careers you may renew as an ASSOCIATE Member without an attorney verification signature. For this category, you must enclose a letter (with your application) describing your situation.

**To Be Completed by Applicant for STUDENT Membership:**

I hereby apply for Student Membership in the Northeast Texas Association of Paralegals, Inc. I certify that:

\_\_\_\_\_ a. I am a student in good standing enrolled in a university, college, junior college, or other program of study for paralegals and can attest that I have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony.

Name of institution and location: \_\_\_\_\_

\_\_\_\_\_ b. The individual who (i) has completed any university, college, junior college or other program of study for paralegals; (ii) is presently employed as a paralegal, but does not possess a minimum of five (5) years of law related experience and does not possess the minimum six (6) months paralegal experience; but for whom the employer-attorney will attest to that individuals' qualifications as a paralegal; and (iii) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony.

**To be Completed by All Applicants:**

I have read the definition of a paralegal as stated below, and have read and agree to be bound by the Code of Ethics and Professional Responsibility of the National Association of Paralegals, Inc., and agree to be bound by the Disciplinary Procedures established by the Northeast Texas Association of Paralegals, Inc. I further understand that this application is subject to approval by the National Association of Legal Assistants, Inc.

Date: \_\_\_\_\_ Renewing Member's Signature: \_\_\_\_\_

**DEFINITION OF A PARALEGAL**

A Paralegal is a person, qualified through education, training, or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the direct supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part requires a sufficient knowledge of legal concepts that, absent such assistant, the attorney would perform the task.

**PLEASE HAVE YOUR SUPERVISING ATTORNEY SIGN THE VERIFICATION BELOW:**

(Not required for Sustaining Members)

Supervising Attorney Verification:

I have read the definition of a paralegal stated above and I hereby verify that \_\_\_\_\_ Applicant herein works under my direct supervision as a paralegal and that I remain responsible for the Applicant's work product.

Name of Supervising Attorney: \_\_\_\_\_  
\_\_\_\_\_  
Attorney's Signature  
State Bar Card Number: \_\_\_\_\_

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

***Please return completed application and check to:***  
**NTAP, Inc., Membership Chairperson, P. O. Box 2284, Longview, Texas 75606**