

**NORTHEAST TEXAS ASSOCIATION OF
PARALEGALS, INC.**

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

Instructions to Applicant:

1. Complete application in full.
2. Check each category which applies.
3. Attach a comprehensive description of current job functions and any supporting information, and a current resume.
4. Please attach your check for \$35.00 for Active membership, \$35.00 for Associate membership, \$25.00 for Student membership or \$100.00 for Sustaining membership as appropriate.
5. Be sure to keep a copy of your application for future reference.
6. Please return your completed application and check to: NTAP, Inc., P.O. Box 2284, Longview, Texas 75606.

To be Completed by All Applicants:

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

Optional Information for Directory:

Education: _____

Other Memberships: _____

If you have previously been a NTAP member, list the first year you were a member, and any other offices held, committees served on, etc.: _____

Spouse's Name: _____ Children: _____

Hobbies, Goals and/or Other Personal Information: _____

We welcome any comments or statements regarding our profession: _____

CHOOSE ONE OF THE FOLLOWING:

Voting Member: _____ Non-voting Member: _____

To 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 residing in and employed as a paralegal in the State of Texas, (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) is presently residing in and employed as a paralegal in the State of Texas, (ii) has successfully completed the CLA/CP examination and/or specialty certification examination administered by the Texas Board of Legal Specialization, (iii) possesses a minimum of six (6) months paralegal experience, (iv) possesses a minimum of two (2) years law related experience, (v) for whom the employer-attorney will attest to that individual's 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
- _____ c. The paralegal who (i) is presently residing in and employed as a paralegal in the State of Texas, (ii) has successfully completed a course of study for paralegals, (iii) possesses a minimum of six (6) months paralegal experience, (iv) possesses a minimum of two (2) years of law related experience, (v) for whom the employer-attorney will attest to that individual's 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
- _____ d. The paralegal who fulfills the criteria for active membership in the Paralegal Division of the State Bar of Texas.

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 Legal Assistants, Inc., and I 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: _____ Applicant's Signature: _____

DEFINITION OF A PARALEGAL

A paralegal is a person, qualified through various combinations of education, training, or work experience, who is employed or engaged by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of a licensed attorney, of specifically delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal principles and procedures that, absent such a person, an attorney would be required to perform the task.

PLEASE HAVE YOUR SUPERVISING ATTORNEY SIGN THE VERIFICATION BELOW:

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

Date: _____

State Bar Card Number: _____

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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 residing in and employed as a paralegal in the State of Texas, (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 individual's qualifications as a paralegal and (iv) 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.

I have read the definition of a paralegal as stated below, and have read and agreed to be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistant, Inc., and I 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: _____ Applicant's Signature: _____

DEFINITION OF A PARALEGAL

A paralegal is a person, qualified through various combinations of education, training, or work experience, who is employed or engaged by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of a licensed attorney, of specifically delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal principles and procedures that, absent such a person, an attorney would be required to perform the task.

PLEASE HAVE YOUR SUPERVISING ATTORNEY SIGN THE VERIFICATION BELOW:

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

Date: _____

State Bar Card Number: _____

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To be Completed by Applicant for STUDENT Membership:

I hereby apply for Student membership in the Northeast Texas Association of Paralegals, Inc. I hereby certify that I qualify as a member under the category or categories checked below.

Please check the appropriate category:

_____ a. The individual who is enrolled in any NTAP approved university, college, junior college or other program of study for paralegals.

Name of institution and location: _____

I hereby give consent to the Association to contact my present and/or former supervising attorney(s) or director of the paralegal program in which I am a student, for verification or clarification of my qualifications for membership.

I understand that I may apply for active or associate membership at such time that I satisfy the criteria for active or associate membership, and that as a student member I shall have all privileges and prerogatives of an active or associate member, except that I may not serve as an officer or committee chairperson, and I will not be able to vote on Bylaw amendments or Standing Rule changes.

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 Legal Assistants, 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: _____

Applicant's Signature: _____

DEFINITION OF A PARALEGAL

A paralegal is a person, qualified through various combinations of education, training, or work experience, who is employed or engaged by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of a licensed attorney, of specifically delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal principles and procedures that, absent such a person, an attorney would be required to perform the task.

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To be Completed by Applicant for SUSTAINING Membership:

This classification is open to attorneys, law firms, court reporters, corporations, schools or educators who support the paralegal profession and the goals, activities, and programs of this association. Any sustaining member must be residing in, or be located in the State of Texas.

Sustaining members shall not be entitled to vote, hold office or serve in a voting capacity on a committee.

Check one: Attorney Law Firm Corporation School Educator

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: Texas Zip Code: _____

Telephone Number: _____ Facsimile Number: _____

Email: _____

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NALA 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)

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; and (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 service.

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 employe 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.