



North Texas Paralegal Association

An affiliate of the National Association of Legal Assistants, Inc.

Membership Application

DEAR APPLICANT:

Thank you for your interest in the North Texas Paralegal Association (Hereinafter "NTPA"). NTPA is created based on the following:

1. To further education among members of the legal assistant/paralegal profession;
2. To encourage a high order of ethical and professional attainment;
3. To establish good fellowship among legal assistants/paralegals;
4. To cooperate with bar and other law-related professional associations;
5. To promote professional growth and recognition of the legal assistant/ paralegal profession; and
6. To explore affiliated membership in the National Association of Legal Assistants, Inc.

Enclosed please find an application for membership to NTPA. Please complete the enclosed application using the instructions listed below:

1. Please complete all pages of this application.
2. Please attach a copy of your most CURRENT RESUME which also describes any work you are performing as a legal assistant, or have performed as a legal assistant.
3. **Make sure to attach proof of any CLE referenced in category "C," certification, and/or education you have received.**
4. Student applicants must attach a copy of your school curriculum and transcript.
5. Sign and date the application.

Return the application along with a **check or money order in the amount of \$50.00** made payable to the North Texas Paralegal Association to the following address: North Texas Paralegal Association, P.O. Box 600876, Dallas, Texas 75360. If you are a student applicant, please submit a check or money order in the amount of \$10.00. **Please note that an additional \$30.00 fee will be assessed when a check for dues is returned marked "return unpaid."**

DEFINITION OF A PARALEGAL

"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 and who performs specifically delegated substantive legal work for which a lawyer is responsible."

Adopted August 1997, by the House of Delegates of the American Bar Association

*Again, thank you for your interest in NTPA.
Your application will take approximately four weeks to process.*

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MEMBERSHIP APPLICATION

For Use by the Association:

Date Received: _____

Number: _____

Date Approved: _____

Please complete the following:

Name: _____

(Print your name and designation as it should appear on your membership certificate)

Please check any that apply to you:

CLA/CP CLAS in _____ ACP in _____ Pace RP Other _____

Board Certified Legal Assistant by TBLS in _____

Employer: _____

Office Phone: _____ Fax: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Are you employed full-time? Yes

No (Full time is defined as more than 35 hours a week)

Are you employed part-time? Yes

No (Part time is defined as at least 20 hours a week)

Home Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Preferred Mailing Address: Home or Office

Is e-mail contact appropriate? Yes No

If yes, please provide your E-Mail Address _____

If you do not wish your information to be available in a membership directory, please check: No

Date of Birth(month and day only): _____ (optional)

Have you been convicted of a felony offense? Yes No

How did you hear about NTPA? _____

In which area of law do you practice within your firm: (Please check any that apply):

Administrative

Estates, Trusts and Probate

Personal Injury

Bankruptcy

Family

Real Estate

Commercial Litigation

Immigration

Toxic Torts

Corporate

Intellectual Property

Wrongful Death

Criminal

Labor

Other: _____

TO BE COMPLETED BY APPLICANT FOR ACTIVE MEMBERSHIP

I have been employed full time as a legal assistant for at least one (1) year. Yes [] No []
I have been employed part time as a legal assistant for at least two (2) years. Yes [] No []
(If No to both, please complete associate membership application on page 4) Number of Years: _____

Please check the appropriate boxes. (Please note for Active Membership, you must check one box from category A, or B, or C and you **must** check the box in category D.) If you do not wish to complete requirement D, please complete the associate membership application below. Additionally, please attach proof of any certification, degree and/or CLE you have obtained:

Category A: Certification

- [] Successful completion of the CLA examination given by the National Association of Legal Assistants, Inc.
- [] Successful completion of the Board Certification examination by the Texas Board of Legal Specialization.
- [] Successful completion of the PACE examination given by the National Federation of Paralegal Associations, Inc.

OR

Category B: Education

- [] Successful completion of an associate's, bachelor's or higher degree in Legal Assistant/ Paralegal Studies.
- [] Successful completion of an ABA approved program of education and training for legal assistants.
- [] Successful completion of a four-year degree from an institutionally accredited college or university and paralegal certificate from an ABA-approved program.
- [] Successful completion of a four-year degree from an institutionally accredited college or university.
- [] Successful completion of a legal assistants program that consists of at least fifteen (15) semester hours of substantive legal courses.

OR

Category C: Experience

- [] 3 years of employment as a Legal Assistant/Paralegal and 10 hours of Continuing Legal Education(CLE)* in the last calendar year. Please submit proof of such CLE.

AND

Category D: Continuing Legal Education *

- [] I agree to obtain 10 hours of CLE* in the next twelve (12) months.

(Note: It is recommended that one hour be in ethics.)

*CLE is defined as participatory on-site attendance, in-house, video, Internet, CD ROM, and national and state association approved CLE.

ACTIVE APPLICANT ATTESTATION

I hereby apply for **active** membership in NTPA. I hereby certify that I am employed as an active legal assistant in the State of Texas, that I work under the ultimate supervision of a duly licensed attorney at all times, and that I qualify as a member under the category checked above. 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, and I understand that if any information submitted in this application is false, it will be grounds for denial of my application. I hereby agree to complete at least ten (10) hours of CLE in the next twelve (12) months, including up to two (2) hours of self-study, and submit proof of same to NTPA upon request. I agree to be bound by the NALA Code of Ethics and Professional Responsibility, which is attached to this application. I hereby state that all information contained in this application is true and correct.

DATE: _____ SIGNATURE: _____

TO BE COMPLETED BY APPLICANT FOR ASSOCIATE MEMBERSHIP

- [] 1. I am presently employed as a coordinator, supervisor, or instructor of the legal assistant program within my firm, company or agency. Please submit proof of your employment via a letter on letterhead from your employer. **OR**
- [] 2. I meet the criteria for active membership, however, I do not wish to maintain the required ten(10) hours of CLE in the next twelve (12) months. Please submit proof of meeting criteria for active membership. **OR**
- [] 3. I am not currently employed full-time as a legal assistant/paralegal, but I have achieved certification by NALA, NFPA or TBLS. Please submit proof of certification. **OR**
- [] 4. I am an individual who is currently employed by an ABA approved program providing education and training for legal assistants/paralegals. Please submit proof of your employment via a letter on letterhead from your employer.

ASSOCIATE APPLICANT ATTESTATION

I hereby apply for **associate** membership in NTPA. 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, and I understand that if any information submitted in this application is false, it will be grounds for denial of my application. I understand that I may apply for active membership at such time as I satisfy the criteria for active membership. I agree to be bound by the NALA Code of Ethics and Professional Responsibility, which is attached to this application. I hereby state that all information contained in this application is true and correct.

DATE: _____ SIGNATURE: _____

TO BE COMPLETED BY APPLICANT FOR STUDENT MEMBERSHIP

****Students:** Please return Page 2 of the membership application along with this page. Thank you!

School Attending: _____

Address: _____

City: _____ State: _____ Zip: _____

Administrator's Name : _____

Expected date of graduation: _____

Length of Program: _____ Hours/Semesters Completed: _____

Please check the appropriate category and make sure you submit a copy of your transcript and curriculum:

- 1. Currently enrolled in an ABA approved program of education and training for legal assistants.
- 2. Currently enrolled in a legal assistants program in which I will earn a Bachelor's Degree. The Program consists of a minimum of sixty (60) semester hours of which fifteen (15) are substantive legal courses.
- 3. Currently enrolled in a legal assistants program in which I will earn an Associate's Degree. The Program consists of a minimum of sixty (60) semester hours of which fifteen (15) are substantive legal courses.
- 4. Currently enrolled in a legal assistants program that consists of at least fifteen (15) semester hours of substantive legal courses.

STUDENT APPLICANT ATTESTATION

I hereby apply for **Student** membership in NTPA. I hereby give consent to the association to contact my present program administrator for verification or clarification of my qualifications for membership, and I understand that if any information submitted in this application is false, it will be grounds for denial of my application. I understand that I may apply for active membership at such time as I satisfy the criteria for active membership. I agree to be bound by the NALA Code of Ethics and Professional Responsibility, which is attached to this application. I hereby state that all information contained in this application is true and correct.

DATE: _____ SIGNATURE: _____

Enrollment Verification

I hereby verify that _____ is currently enrolled in the paralegal program at _____ and is a student in good standing with this institution.

Date: _____ Signature: _____

Printed Name: _____

Title: _____