



NEVADA PARALEGAL ASSOCIATION, INC.

An affiliate of the National Association of Legal Assistants

NEW MEMBERSHIP APPLICATION

INSTRUCTIONS TO ALL APPLICANTS: Complete the appropriate pages of this Application to ensure full consideration by the Nevada Paralegal Association (“NPA”).

1. In Section 1, determine the classification of membership for which you are qualified.
 - a. If applying as an Active Voting Member, attach the following:
 - i. A completed and signed Application with an Applicant Attestation and Paralegal/Legal Assistant Pledge of Professionalism;
 - ii. A current resume with a copy of your job description which details your job duties;
 - iii. The applicable attorney attestation (a form is attached hereto);
 - iv. A copy of any degree or certificate of completion from an educational institution demonstrating completion of the educational requirements for membership (if applicable);
 - v. A copy of any certificates issued by the National Association of Legal Assistants (“NALA”) showing the CLA/CP/ACP designation (if applicable).
 - b. If applying as an Associate Non-Voting Member, attach the following:
 - i. A completed Application;
 - ii. A current resume with a job description which details your job duties;
 - iii. Proof of membership for preceding three (3) years in NPA or other NALA affiliated association.
 - c. If applying as a Retired Voting Member, attach the following:
 - i. A completed Application;
 - ii. Proof of age or other retirement document;
 - iii. Proof of membership for preceding three (3) years in NPA or other NALA affiliated association.
 - d. If applying as a Student Non-Voting Member, attach the following:
 - i. A completed Application with a signed Applicant Attestation and Student Pledge of Professionalism;
 - ii. A program description showing the course of study in which you are enrolled;
 - iii. A completed and signed copy of School Attestation;
 - iv. If you have already graduated within the last year and have not gained employment as a paralegal, but are actively seeking same or working in another legal profession position, attach a program description showing the course of study from which you graduated and a copy of your diploma.
2. If you wish to have dual membership with the Clark County Bar Association, complete the attached CCBA Application. Return the completed CCBA Application to NPA with the NPA Application. To qualify for the dual membership, you must qualify for NPA membership.

Return the completed Application and all respective supporting documentation to the Nevada Paralegal Association at P.O. Box 12003, Las Vegas, NV 89112.

Your application will be reviewed at the next Board of Directors’ meeting following receipt of your application. The Board of Directors meets the first Wednesday of each month, except July.

VENDORS: Please contact the Association for current available sponsorship opportunities.

DUES STRUCTURE

Please do not include payment of the annual dues with your NEW membership application as NPA prorates the dues quarterly. Upon review and acceptance of your application, you will be notified as to the follow-up procedures.

Dues shall be prorated on a quarterly basis to NEW members only after January 1.

	Active	Associate	Retired	Student
Annual (if application is accepted on or before the 3 rd Wed in March)	60.00	45.00	45.00	45.00
Annual + CCBA	75.00	60.00	60.00	60.00
2 nd Quarter (if application is accepted on or before the 3 rd Wed in June)	45.00	33.75	33.75	33.75
2 nd Quarter + CCBA	60.00	48.75	48.75	48.75
3 rd Quarter (if application is accepted on or before the 3 rd Wed in September)	30.00	22.50	22.50	22.50
3 rd Quarter + CCBA	45.00	37.50	37.50	37.50
4 th Quarter (if application is accepted on or before the 3 rd Wed in December)	15.00	11.25	11.25	11.25
4 th Quarter + CCBA	30.00	26.25	26.25	26.25

The dues of NPA shall be paid as follows: Dues are payable January 1 of each year and a \$5.00 discount will be given to RENEWING members remitting dues no later than January 31st. Payments received in the mail must be postmarked by January 31st.

SECTION 1 - QUALIFICATIONS:

ACTIVE MEMBERSHIP is open to any individual who meets at least one of the following requirements, except those persons having been convicted of a felony (whose civil rights have not been reinstated) or disbarred from the practice of law, and understand that this application is subject to review and approval of the NPA Board of Directors. This membership classification carries full voting privileges. Active Members are also the only NPA members who may serve as association officers or voting members of the Board of Directors.

I am currently employed as a full-time, part-time, or freelance paralegal working under the direction of an attorney duly-licensed to practice law in the State of Nevada or in the State of _____; **and**, at least one of my supervising attorneys will sign an appropriate attestation to that fact (note: a freelance paralegal must provide the Affidavit(s) of Supervising Attorney(s) for Freelance Paralegal that during the last twelve month period the paralegal has worked at least 1,000 hours under the direct supervision of one or more licensed Nevada attorneys); **and [check all that apply, but at least one of the following must be checked]:**

- 1. I successfully completed the voluntary Certified Legal Assistant (CLA/CP) examination offered by the National Association of Legal Assistants in the year _____ and my status is current (attach a copy of the certificate).
 - 2. I graduated from an American Bar Association (ABA) approved program of study for paralegals (attach a copy of the certificate or diploma).
 - 3. I graduated from a course of study for paralegals which is institutionally accredited and requires not less than the equivalent of 60 hours of classroom study, but the program is not ABA approved (attach a copy of the certificate or diploma).
 - 4. I graduated from a course of study for paralegals which is institutionally accredited, but the program is not ABA approved (attach a copy of the certificate or diploma).
 - 5. I have a baccalaureate degree from an institutionally accredited school (attach a copy of the certificate or diploma).
 - 6. I have received at least three (3) years of continuous in-house training as a paralegal.
 - 7. I have had at least five (5) years of continuous law-related work experience under the supervision of an attorney **and** at least one (1) year of that time was spent with in-house training as a paralegal.
- ASSOCIATE/NON-VOTING MEMBERSHIP:** Within the last three (3) years, I was qualified as an active, retired, or student member, but am now employed in a non-paralegal law-related field. I have not been convicted of a felony or disbarred from the practice of law, and understand that this application is subject to review and approval of the NPA Board of Directors. This membership classification does not carry any voting privileges (attach job description).
- RETIRED/VOTING MEMBERSHIP:** I have been an Active Member of NPA (or other NALA affiliated association) for at least three (3) years at the time of my retirement. I have not been convicted of a felony or disbarred from the practice of law, and understand that this application is subject to review and approval of the NPA Board of Directors. This membership classification has full voting privileges. (Attach proof of age, or other retirement qualification, and proof of membership in NPA or other NALA affiliated association.)
- STUDENT/NON-VOTING MEMBERSHIP:** I have not been convicted of a felony or disbarred from the practice of law, and understand that this application is subject to review and approval of the NPA Board of Directors. This membership classification does not carry any voting privileges. I qualify in one of the following qualifications:
- 1. I am currently enrolled in a formal course of study for paralegals at a college, university, junior college, or post-secondary school at _____ (attach program description).
 - 2. Within the last year, I have graduated from a formal course of study for paralegals at a college, university, junior college, or post-secondary school at _____ (attach program description); and I am currently employed in a non-paralegal, but law-related position or I am actively seeking employment in a law-related/paralegal position.

It is understood that one year after the next annual renewal period, I must either qualify as an Active Voting Member or my continued membership will be reviewed by the Board of Directors on a case by case basis.

SECTION 2 – APPLICANT’S INFORMATION

Please review the qualifications in Section 1 for each classification of membership to determine the correct classification for which you are qualified.

I am applying for:

- Active Voting Member
- Associate Non-Voting Member
- Retired Voting Member
- Student Non-Voting Member
- with CCBA dual membership
- with CCBA dual membership
- with CCBA dual membership
- with CCBA dual membership

Mr. Mrs. Ms. Miss

Name: _____

Employer (if applicable): _____

Preferred Mailing Address: _____

Preferred e-mail Address: _____

Preferred telephone number: _____

Birthday (day and month only): _____ (MM/DD)

I consent to the publication of my birthday in the NPA newsletter or other NPA related publication. ___ Yes ___ No.

Certifications: _____

Current Business & Professional Memberships: _____

Area of Law: _____

I consent to the publication of my information in the “Members Only” portion of the NPA website and in any membership directory, which may be provided only to current NPA members. ___ Yes ___ No

AN APPLICANT’S OR MEMBER’S PERSONAL INFORMATION WILL NOT BE GIVEN OR SOLD TO ANY THIRD PARTY INCLUDING, BUT NOT LIMITED TO, THE CCBA OR ANY VENDOR SPONSOR WITHOUT THAT APPLICANT’S OR MEMBER’S EXPRESS CONSENT.

IMPORTANT NOTICES

NPA is an affiliate of the National Association of Legal Assistants (“NALA”) and, as such, ALL members are bound by the NALA Code of Ethics and Professional Responsibility, as amended from time to time, in addition to any code adopted by NPA. A copy of the NALA Code of Ethics can be obtained from the NPA website at www.nevadaparalegal.org or the NALA website at www.NALA.org.

Membership in NPA, a NALA-affiliated association, does not confer Certified Legal Assistant (CLA) or Certified Paralegal (CP) or Advanced Certified Paralegal (ACP) status. Use of the “CLA” or “CP” or “ACP” designation is prohibited except by proper certification from NALA. Further information regarding the certification designations can be obtained at www.NALA.org.

APPLICANT ATTESTATION

I hereby apply for membership in the Nevada Paralegal Association. I HEREBY GIVE PERMISSION TO NPA TO CONTACT MY PRESENT AND FORMER SUPERVISING ATTORNEY(S) AND/OR EDUCATIONAL INSTITUTION FOR VERIFICATION OR CLARIFICATION OF MY QUALIFICATIONS FOR MEMBERSHIP. I understand that falsification of information submitted on this application will be grounds for denial of this, or any future application submitted to the NPA.

I certify as follows:

1. I have not been convicted of a felony for which I have not been pardoned or otherwise had my full civil rights restored;
2. I have never been convicted of a misdemeanor involving theft, embezzlement, or fraudulent misappropriation of money or other property;
3. I have never been disbarred or suspended as an attorney licensed to practice law in any state, territory, or jurisdiction;
4. I have never had a license or permit to practice or engage in any profession or occupation revoked or suspended; and
5. I have never been expelled or suspended from membership in a law-related professional association.

I further understand that, if applicable, my membership as an Active Voting Member in the Nevada Paralegal Association is conditioned upon my continued employment by a supervising licensed attorney. I agree to notify the Association should my employment terminate at any time during the calendar year.

I have read the "Definition of a Legal Assistant" as stated below and I have read and agree to be bound by NALA's Code of Ethics and Professional Responsibility, as well as NPA's Paralegal/Legal Assistant Pledge of Professionalism or Student's Pledge of Professionalism, respectively, if applicable.

I understand that membership in NPA is not membership in NALA. I further understand that membership in NPA does not authorize me to practice law.

Date: _____

Signature

DEFINITION OF A LEGAL ASSISTANT

A legal assistant (also known as 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 ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada

AFFIDAVIT OF CURRENT SUPERVISING ATTORNEY

STATE OF NEVADA)
) ss.
COUNTY OF CLARK)

_____ being first duly sworn deposes and states:

1. I am an attorney duly licensed to practice law in the State of Nevada.

2. I have read the "Definition of a Legal Assistant" set forth below, and I hereby certify that _____, the Applicant, is a legal assistant/paralegal and works under my direct supervision in the performance of specifically delegated legal work for at least fifty percent (50%) of the time, and for the period _____ to the present, and that I remain responsible for the Applicant's work product.

Dated: _____

Signature

Nevada Bar No. _____

SUBSCRIBED AND SWORN TO before me this
____ day of _____, 20 ____.

Notary Public in and for said
County and State

DEFINITION OF A LEGAL ASSISTANT

A legal assistant (also known as 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 ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada

**AFFIDAVIT OF CURRENT SUPERVISING ATTORNEY
FOR FREELANCE LEGAL ASSISTANT/PARALEGAL**

(Note: a freelance paralegal must provide the Affidavit(s) of Supervising Attorney(s) for Freelance Legal Assistant/Paralegal stating that during the last twelve month period the legal assistant/paralegal has worked at least 1,000 hours under the direct supervision of one or more licensed Nevada attorneys.)

STATE OF NEVADA)
) ss.
COUNTY OF CLARK)

_____ being first duly sworn deposes and states:

3. I am an attorney duly licensed to practice law in the State of Nevada.

4. I have read the "Definition of a Legal Assistant" set forth below, and I hereby certify that _____, the Applicant, is a legal assistant/paralegal and works under my direct supervision in the performance of specifically delegated legal work for at least fifty percent (50%) of the time, and for the period _____ to the present, for approximately _____ hours per week, and that I remain responsible for the Applicant's work product.

Dated: _____

Signature

Nevada Bar No. _____

SUBSCRIBED AND SWORN TO before me this
_____ day of _____, 20____.

Notary Public in and for said
County and State

DEFINITION OF A LEGAL ASSISTANT

A legal assistant (also known as 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 ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada

SCHOOL ATTESTATION

THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS FOR STUDENT MEMBERSHIP AND MUST BE SIGNED BY THE SCHOOL PROGRAM DIRECTOR OR OTHER PROGRAM AUTHORIZED INSTRUCTOR.

Name of School: _____

Length of legal assistant/paralegal program: _____

Expected date of graduation: _____

ATTESTATION:

I hereby attest that _____ (*name of applicant*) is currently enrolled in the Legal Assistant/Paralegal course at _____ (*name of educational institution*).

Length of legal assistant/paralegal program: _____

Degree: _____

Expected date of graduation: _____

Dated: _____

SCHOOL: _____

By: _____

Name: _____

Title: _____

LEGAL ASSISTANT/PARALEGAL
PLEDGE OF PROFESSIONALISM

In my role as a paralegal, I aspire to a standard of conduct that warrants the term “professional.” I seek to earn a reputation of honor, trustworthiness, and professionalism among my employer, my employer’s clients, the legal community, and the community at large.

As a paralegal dedicated to the professional and ethical conduct of my profession, I will conduct myself in accordance with the following Pledge of Professionalism:

1. I will perform any task which is properly delegated and supervised by my attorney employer, so long as the attorney is ultimately responsible to the client and assumes complete professional responsibility for the work product.
2. I will disclose my status as a legal assistant/paralegal at the outset of any professional relationship with my attorney employer’s client, other attorneys, and members of the general public.
3. I will preserve the confidences and secrets of all of my attorney employer’s clients.
4. I will take reasonable measures to inform my attorney employer of potential conflicts of interest arising from my other employment or interests insofar as such other employment or interests would present a conflict of interest as if it were that of the lawyer.
5. I will understand the attorney’s Nevada Rules of Professional Conduct and the Supreme Court Rules, in order to avoid any action which would involve the attorney in a violation of those Rules, or give the appearance of professional impropriety.
6. I will not establish attorney-client relationships with or set legal fees for any person or entity, including my attorney employer clients; nor will I give legal opinions or legal advice to any such persons or entities.
7. I will not knowingly engage in, encourage, or contribute to any act which could constitute the authorized practice of law.
8. I will conduct myself in a manner that will encourage trust of the legal profession by members of the public.
9. I recognize and will abide by the principle that the legal profession is devoted to public service, improvement of the administration of justice, and the uncompensated assistance to persons who cannot afford representation, and I will assist my attorney employer in all efforts to meet that standard.
10. I will treat my co-workers and other professionals with courtesy and respect.
11. I recognize that my conduct is governed by standards of fundamental decency and courtesy.
12. I recognize the services of a lawyer are essential whenever the exercise of professional legal judgment is required.

Dated: _____

Signature of Applicant

STUDENT
PLEDGE OF PROFESSIONALISM

In my role as a student enrolled in paralegal educational program with the goal of working in the legal profession, I aspire to a standard of conduct that warrants the term “professional.” I seek to earn a reputation of honor, trustworthiness, and professionalism among the legal community and the community at large.

As a student dedicated to the professional and ethical conduct of the profession to which I aspire, I will prepare myself to become a legal assistant/paralegal in accordance with the following Pledge of Professionalism:

1. I will take reasonable measures to inform any future attorney-employer with whom I interview of potential conflicts of interest arising from my other employment or interests insofar as such other employment or interests would present a conflict of interest as if it were that of the lawyer.
2. I will understand the attorney’s Nevada Rules of Professional Conduct and the Supreme Court Rules, in order to avoid any action that would give the appearance of professional impropriety.
3. I will not establish attorney client relationships with or set legal fees for any person or entity; nor will I give legal opinions or legal advice to any such persons or entities.
4. I will not knowingly engage in, encourage, or contribute to any act which could constitute the authorized practice of law.
5. I will conduct myself in a manner that will encourage trust of the legal profession by members of the public.
6. I recognize and will abide by the principle that the legal profession is devoted to public service, improvement of the administration of justice, and the uncompensated assistance to persons who cannot afford representation.
7. I will treat the other students enrolled in my school and other professionals with courtesy and respect.
8. I recognize that my conduct is governed by standards of fundamental decency and courtesy.
9. I recognize the services of a lawyer are essential whenever the exercise of professional legal judgment is required.

Upon changing my membership to that of an Active Voting Member, I will execute the Legal Assistant/Paralegal Pledge of Professionalism.

Dated: _____

Signature of Applicant

Complete this application and mail it to NPA today together with the NPA Membership Application found at www.nevadaparalegal.org.

Print Form

CCBA/NPA DUAL MEMBERSHIP APPLICATION



P.O. Box 12003
Las Vegas, NV 89112
www.nevadaparalegal.org

CCBA OFFERS A 50% DISCOUNT ON MEMBERSHIP TO NPA MEMBERS!
That's only \$25 to enjoy the Benefits of CCBA Membership:
 Receive the monthly bar journal Communiqué, Low/No Cost Attendance to CCBA Events or luncheons, Networking Opportunities, Discussion Forum And more....

Date: 2008-11-16 22:36:41

Check or money order enclosed for: \$ _____ or I authorize the CCBA to charge my:

MasterCard Visa

First Name: _____
 Last Name: _____
 Address: _____
 City: _____
 State: _____
 Zip/Postal Code: _____
 E-mail Address: _____
 Phone Number: _____
 Fax Number: _____

Name on card _____
 Card number _____
 Expiration date _____ Amount \$ _____
 Signature _____

I am interested in joining the following CCBA committees: (check all that apply)

- Community Service Committee
- Continuing Legal Education Committee
- Membership Services Committee
- New Lawyers Committee
- Publications Committee
- Trial By Peers Committee
- Volunteer to Assist at CCBA Events

