



# NEVADA PARALEGAL ASSOCIATION, INC.

*An affiliate of the National Association of Legal Assistants*

## Application for Membership Renewal

### INSTRUCTIONS TO ALL APPLICANTS

1. If renewing as an Active Voting member, and none of your information has changed, complete Section 2, sign the Applicant's Attestation, and the Paralegal's Pledge of Professionalism. Submit all documents with your annual dues.
  - a. If any of your employment, certification, or educational information has changed, please review the application and submit the necessary information.
2. If renewing as an Associate, Retired or Student Member, complete Section 2, sign the Applicant's Attestation, and submit all documents with your annual dues.
  - a. If any of your employment, certification, or educational information has changed, please review the application and submit the necessary information.
3. If you are changing your membership status from a Student Member to an Active Member:
  - a. Attach a current resume, with a copy of your job description which details your job duties.
  - b. Attach the applicable attorney attestation.
  - c. Attach a copy of any degree or certificate of completion from an educational institution demonstrating completion of the educational requirements for membership.
  - d. Attach a copy of any certificates issued by the National Association of Legal Assistants showing the CLA/CP/ACP designation.
  - e. Read, sign, and attach the Paralegal/Legal Assistant Pledge of Professionalism.
4. If you wish to have a dual membership in the Clark County Bar Association, complete the CCBA Application and return it with this renewal. Upon approval of your renewal, the CCBA Application with the appropriate payment will be forwarded to CCBA.
5. Attach payment for the Annual Dues pursuant to the Dues Structure below:

Renewing 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 31<sup>st</sup>. Payments received in the mail must be postmarked by January 31<sup>st</sup>.

	Active	Associate	Retired	Student
Annual NPA Dues	60.00	45.00	45.00	45.00
Annual NPA Dues + CCBA Dues	75.00	60.00	60.00	60.00

6. Return the signed Application, the dues payment, the Pledge of Professionalism, and any required supporting documentation to the Nevada Paralegal Association at P.O. Box 12003, Las Vegas, NV 89112.

**NOTE:** IF ANY DOCUMENTS, OTHER THAN THE PLEDGE OF PROFESSIONALISM, HAVE BEEN PREVIOUSLY SUBMITTED TO NPA FOR MEMBERSHIP CONSIDERATION, YOU DO NOT NEED TO RESUBMIT SAME.

## **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 (and 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 NPA 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 [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 certificate).
  - 2. I graduated from an American Bar Association (ABA) approved program of study for paralegals (attach certificate).
  - 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 certificate).
  - 4. I graduated from a course of study for paralegals which is institutionally accredited, but the program is not ABA approved (attach certificate).
  - 5. I have a baccalaureate degree from an institutionally accredited school (attach degree).
  - 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 does not carry any 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 renewal membership in the Nevada Paralegal Association. I HEREBY GIVE PERMISSION TO THE ASSOCIATION 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 Nevada Paralegal Association.

**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 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 Pledge of Professionalism.

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

IN THE EVENT THAT I AM CHANGING MY MEMBERSHIP FROM STUDENT MEMBER TO ACTIVE MEMBER, I AM SUBMITTING THE FOLLOWING ATTORNEY AFFIDAVIT

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. \_\_\_\_\_  
Admitted to Bar: \_\_\_\_\_

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

IN THE EVENT THAT I AM CHANGING MY MEMBERSHIP FROM STUDENT MEMBER TO ACTIVE MEMBER WORKING AS A FREELANCE LEGAL ASSISTANT/PARALEGAL OR CHANGING MY EMPLOYMENT TO THAT OF A FREELANCE LEGAL ASSISTANT/PARALEGAL, I AM SUBMITTING THE FOLLOWING ATTORNEY AFFIDAVIT

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 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. \_\_\_\_\_

Admitted to Bar: \_\_\_\_\_

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

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](http://www.nevadaparalegal.org).

Print Form

## CCBA/NPA DUAL MEMBERSHIP APPLICATION



P.O. Box 12003  
Las Vegas, NV 89112  
[www.nevadaparalegal.org](http://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


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



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