

# NEVADA PARALEGAL ASSOCIATION

## 2010 NPA MEMBERSHIP APPLICATION

### Active Membership

Active Membership is open to all individuals who meet at least one of the following requirements. This is the only membership classification which carries full voting privileges. Active members are also the only NPA members who may serve as association officers, members of the Board of Directors, or committee chairs

For items 4, 5, 6, 7, and 8, the Attorney Attestation on the following page must be signed.

1. A person who has successfully completed the Certified Paralegal (CP) Examination of NALA, or
2. An individual who has graduated from an ABA approved program of study for paralegals, or
3. An individual who has graduated from a course of study for paralegals which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of 160 semester hours of classroom study, or
4. An individual who has graduated from a course of study for paralegals other than set forth in 2 or 3 above, plus not less than six months of in-house training as a paralegal, whose attorney attests that such person is qualified and currently working as a paralegal, or
5. An individual who has received a baccalaureate degree in any field, plus not less than six months in-house training as a paralegal whose attorney-employer attests that such person is qualified and currently working as a paralegal, or
6. An individual who has a minimum of three years of law related experience under the supervision of an attorney, including at least six months of in-house training as a paralegal, whose attorney-employer attests that such person is qualified and currently working as a paralegal, or
7. An individual who has a minimum of two years of in-house training as a paralegal, whose attorney-employer attests that such person is qualified and currently working as a paralegal; or
8. An individual who qualifies under any one of the sections numbered 2 through 7, and is not working as a paralegal, but is working in the legal field under the supervision of an attorney or who is actively seeking employment in the legal field. Each application submitted under this section will be reviewed on a case-by-case basis by the NPA Board of Directors and the acceptance and the status of voting or non-voting member will be determined at the sole discretion of the NPA Board of Directors.

**Student Membership** is open to open to all individuals who meet at least one of the following requirements:

1. Any individual who is a student in good standing at any college, community college, or other school pursuing a course of study as a paralegal, or
2. Any individual who has graduated from such a course of study within the last 18 months and is not currently working as a paralegal.

**Associate Membership** is open to all individuals who meet at least one of the following requirements:

1. Any individual who was otherwise qualified in the prior three (3) years as an active, or student member, but now employed in a non-paralegal law-related field, or
2. Any member of the Nevada bar association endorsing the paralegal concept or involved in the promotion of the paralegal profession, or
3. Any member of the educational field endorsing the paralegal concept or involved in the promotion of the paralegal profession, or
4. Those persons directly involved in the supervision of paralegals.

**Retired Membership** is open to any individual otherwise qualified in the prior three (3) years as an active, or student member, but is now retired.

### Dual NPA/CCBA Membership

The Clark County Bar Association (CCBA) has also entered into an agreement with NPA to provide those NPA members who wish to have membership in the CCBA a discounted membership fee. Additionally, NPA has also agreed to decrease its annual membership rate for those who have the dual membership. For additional information regarding membership benefits please review the CCBA website at: <http://www.clarkcountybar.org/>

### 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

**NO ONE MAY USE THEIR NPA AFFILIATION FOR PURPOSES OF SOLICITATION, MARKETING, ADVERTISING, OR OTHER COMMERCIALIZATION PURPOSES WITHOUT THE EXPRESS WRITTEN APPROVAL OF THE NPA BOARD OF DIRECTORS.**

## Method of Payment

At this time, NPA is not able to accept credit or debit cards. Please make your check or money order payable to NPA and mail the application with payment to:

NPA – Membership,  
P.O. Box 12003  
Las Vegas, NV 89112

In the event that your application is not accepted by the NPA Board of Directors, your check will be returned to you. At this time, NPA **cannot** accept credit cards for the payment of the dues.

For CCBA Dual Membership, please also complete the attached CCBA application and **provide a separate payment**. The CCBA is able to accept a variety of payment methods as noted on its application.

**NOTE: Individuals who have been convicted of a felony or have been disbarred are not eligible for membership in NPA.**

I am applying for  Renewal  New

Dues Structure:

<u>Without</u> CCBA Dual Membership		<u>With</u> CCBA Dual Membership		
	To NPA:		To NPA:	To CCBA:
<input type="checkbox"/> Voting Member	\$60.00	<input type="checkbox"/> Voting Member	\$50.00	\$25.00
<input type="checkbox"/> Student Member	\$45.00	<input type="checkbox"/> Student Member	\$35.00	\$25.00
<input type="checkbox"/> Associate Member	\$45.00	<input type="checkbox"/> Associate Member	Not qualified for dual membership	
<input type="checkbox"/> Retired Member	\$45.00	<input type="checkbox"/> Retired Member	\$35.00	\$25.00

## BACKGROUND INFORMATION

**This is required of all NPA applicants.**

Check All information which you **do not** wish to appear in the NPA Membership Directory or other NPA publication

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_  Personal E-mail: \_\_\_\_\_

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

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

Business Phone: \_\_\_\_\_  Business E-mail: \_\_\_\_\_

Specialty area(s): \_\_\_\_\_

**Note:** If you attach a company business card for employer information, be sure to place an "X" next to any information you **do not** want to appear in the Membership Directory or other NPA publication.

NOTE: ALL NPA newsletters and communications will be sent via e-mail (please check preferred e-mail address):  Business E-mail  Personal E-mail

## ACTIVE MEMBERSHIP APPLICATION

How long have you been employed as a paralegal? \_\_\_\_\_

Total years of legal experience? \_\_\_\_\_

Date Certified for CLA/CP: \_\_\_\_\_

Date Certified for ACP: \_\_\_\_\_

Circle which qualification(s) for active membership you are applying under (see front of form): 1 2 3 4 5 6 7 8

### Attorney/Employer Attestation

(Note: This section must be completed by all **NEW** applicants qualifying under Nos. 4, 5, 6, 7 and 8.)

I hereby attest that \_\_\_\_\_ is employed by me and meets the qualifications for active membership in NPA as noted above.

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

Name of attorney/employer (please print): \_\_\_\_\_

Signature: \_\_\_\_\_



# NALA Code of Ethics & 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 paralegals, Section II.)

The canons of ethics set forth hereafter are adopted by the NALA, 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

Paralegals, also known as legal assistants, are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, paralegals 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 paralegal, as follows:

A 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 employer 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.

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

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

