



NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

1516 South Boston, Suite 200
Tulsa, OK 74119-40130
(918) 587-6828 FAX (918) 582-6772



NOTICE OF INTENT TO RETAKE

In order to properly register your intent to retake, please complete both sides of this form and return to NALA Headquarters at the above address. Retake form must be accompanied by a certified check, money order, firm check, VISA, Master Card, Discover or American Express. Personal checks will not be accepted. Examination and respective application deadline dates are listed below.

(2-4) Name \_\_\_\_\_

(9-10) Address \_\_\_\_\_

(12-14) City/State/ZIP \_\_\_\_\_

(16) Home phone ( ) \_\_\_\_\_

(19) Please check preferred mailing address: " Home " Office

(20) Employer \_\_\_\_\_

(21) Address \_\_\_\_\_

(24-26) City/State/ZIP \_\_\_\_\_

(28) Office phone ( ) \_\_\_\_\_ (29) FAX ( ) \_\_\_\_\_

(31) E-mail address: \_\_\_\_\_

Date employed \_\_\_\_\_

Name of individual attorney to whom assigned \_\_\_\_\_

(EX 2) Testing Session (please check one): " March 20-21, 2009 " July 24-25, 2009 " December 4-5, 2009

(EX 10) Social Security # \_\_\_\_\_

(23) Preferred testing city code \_\_\_\_\_ (23) Alternate testing city code \_\_\_\_\_

APPLICATION DEADLINES:

January 15, 2009 for the March 20-21, 2009 Examination at Nationwide Locations
May 15, 2009 for the July 24-25, 2009 Examination at Nationwide Locations
October 1, 2009 for the December 4-5, 2009 Examination at Nationwide Locations

Please be sure to include payment of \$60 per section when filing retake form.

Applications postmarked on the deadline date will be accepted. Applications transmitted by FAX or overnight delivery services must be received on the deadline date in order to avoid a \$25 late change. The original of any FAXED application must be mailed to NALA. A notation that an original application will follow by mail should appear on the FAXED copy. Applications mailed or transmitted by FAX within ten (10) working days after the application deadline must be accompanied by a nonrefundable \$25 late fee. Applications mailed or transmitted by FAX after the ten (10) working day allowance will not be accepted.

Total Retake Fee: (# of Sections x \$60)\_\_\_\_\_ Certified Check/Money Order #\_\_\_\_\_

Master Card " VISA " Account #\_\_\_\_\_ Expiration Date \_\_\_\_\_
American Express " Discover "

Name as appears on card \_\_\_\_\_

NOTE: Contributions or gifts to the National Association of Legal Assistants, Inc., are not deductible as charitable contributions for federal income tax purposes. However, payments may qualify as ordinary and necessary business expenses.

Please be sure to complete the reverse side of this form. All applicants must sign the attestation on the reverse side of this form. L (OVER)

**RETAKE POLICY:**

Applicants in retake status may attend a maximum of five retake sessions within a three year period and will be allowed to choose which sections will be retaken during any retake session. Again, an applicant may only attend a retake session five times within the three year period. The examination must be successfully completed within five retake sessions in three years or credit for all passed sections will be forfeited.

**REFUND POLICY:**

If applicant must withdraw due to illness, or if the application is rejected, payment less a \$25 processing fee will be refunded within a reasonable time after the respective examination date.

Applicants are eligible to transfer from one testing session to another upon payment by **certified check, money order, firm check, VISA, Master Card, Discover or American Express** of a \$50 nonrefundable transfer fee. Applications may be transferred, with payment of the transfer fee, a maximum of three times within 12 months of the application date. Except in emergency situations, transfers are discouraged.

**SECTIONS TO RETAKE:**

Please check off the sections you intend to retake, as well as your choice of retake time under the respective section. Please note that the Judgment and Analytical Ability may only be retaken at the 12:30 p.m. session on Friday. Substantive Law may be taken either at 12:30 p.m. on Friday or at 1:45 p.m. on Saturday.

- “(02) Communications  
“(T1) Fri. - 9:30 am   “(T4) Sat. - 11:00 am
- “(03) Ethics  
“(T1) Fri. - 9:30 am   “(T3) Sat. - 9:30 am
- “(04) Judgment & Analytical Ability  
“(T2) Fri. - 12:30 pm only
- “(06) Legal Research  
“(T1) Fri. - 9:30 am   “(T4) Sat. - 11:00 am

- “(99) Substantive Law  
    Check off Elective Parts  
        “(T2) Fri. - 12:30 pm  
            OR  
        “(T5) Sat. 1:45 pm
- “(08) Administrative
- “(09) Bankruptcy
- “(10) Contract
- “(11) Business Organizations
- “(12) Criminal
- “(13) Litigation
- “(14) Estate Planning & Probate
- “(15) Real Estate
- “(16) Family Law

**ATTESTATION FOR CERTIFYING EXAM**

I hereby declare that the above information is complete and truthful. I further pledge not to divulge the contents of any examination questions for certification as a legal assistant by the National Association of Legal Assistants, Inc. (the "Examination Questions"), and agree to be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc. Inasmuch as it is and ever will be impracticable and extremely difficult to determine the actual damages resulting to the National Association of Legal Assistants, Inc. should I divulge the contents of any Examination Questions, I agree to pay to the National Association of Legal Assistants, Inc., as liquidated damages and not as a penalty, the sum of \$500 for each breach of my agreement not to divulge the contents of any Examination Questions. I further understand that the CLA designation may be suspended or revoked and that I may be prohibited from taking any further NALA exams, including, but not limited to, any specialty exams or retaking the general certification exam for the following reasons:

- 1) Falsification of information on application form.
- 2) Subsequent conviction of the unauthorized practice of law.
- 3) Failure to meet continuing legal education requirements as required by the Certifying Board.
- 4) Divulging the contents of any Examination Questions.
- 5) Subsequent conviction of a felony.
- 6) Violation of the NALA Code of Ethics and Professional Responsibility.

With full knowledge of the above requirements and agreement to be bound by any decisions of the Certifying Board for Legal Assistants of the National Association of Legal Assistants, Inc., with respect to examinations or designations, I submit this application.

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