



JOIN
THE LEADING
PARALEGAL
ASSOCIATION

ABOUT US



WHO ARE WE

NALA is the leading paralegal association in the U.S. Its mission is to provide continuing education and professional development programs to all paralegals. NALA provides current information about the profession, continuing education programs (course and webinars), networking opportunities, professional certification programs, occupational survey reports, and publications to help paralegals excel in the workplace.



OUR PROMISE

NALA leads the paralegal profession by providing a voluntary certification program, continuing legal education, and professional development programs for all paralegals.



WHO ARE YOU

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 American Bar Association and NALA).

The term "legal assistant" is also used in some areas to refer to those working in this capacity.

So if you are a current paralegal, participating in a paralegal program, or just starting out in the profession, NALA has programs and benefits to meet each of your needs. Our tools will help you build a successful career as a paralegal. We are determined to help you discover how rewarding the paralegal profession can be.

WHY JOIN?

NALA is a member-driven association. It is only as strong as its members and only as active as these members are involved in their profession and professional association. Individual members join NALA for a variety of reasons. Primarily among these reasons are the opportunities for involvement in a number of activities that speak to their individual interests as a professional.

BENEFITS OF JOINING NALA

As members of NALA you will receive the following benefits with your membership:



Access to the professional's only online library of case law, legislative, and bar association activities.



Subscription to *Facts & Findings* and *Facts & Findings Digital* journals featuring educational and informative articles for paralegals.



Discounted rate on NALA continuing education programs and select products.



Special local and national discounts on Affinity products and services.



*Select complimentary member education courses.



*\$80.00 gift certificate – to be used towards NALA continuing education programs.

*Active type membership ONLY

EDUCATION

Continuing education is a major priority for NALA. We offer a variety of resources to help the professional development of paralegals. These sources include the nationwide Conference & Expo in July of every year which consists of three days of education covering a variety of topics, and our abundance of online education courses and programs.



WE SET STANDARDS

NALA's study of the professional responsibility and ethical considerations of paralegals is ongoing. Our research led to the development of the NALA Model Standards and Guidelines for Utilization of Paralegals, which summarizes case law, guidelines, and ethical opinions adopted by the various states affecting paralegals. It is used as an educational tool for bar associations, paralegal committees, and organizations interested in promoting standards for paralegals within their communities.

The NALA Model Standards and Guidelines for Utilization of Paralegals is available through NALA's website. Specifically, the guidelines represent a statement of duties and responsibilities of paralegals and outlines minimum qualifications and standards necessary to assure the public and the legal profession that they are, indeed, paralegals.

MEMBERSHIP TYPES

For more information or if you would like to apply online, please visit our website www.nala.org

*ACTIVE **\$140**

This is the only membership classification which carries full voting privileges, complimentary education and a gift certificate. Active members are also the only NALA members who may serve as association officers, members of the Board of Directors, or committee chairs. Open to all individuals who meet at least one of the following qualifications:

1. Successfully completed NALA's Certified Paralegal Exam
2. Graduated from an ABA approved paralegal program
3. Graduated from an institutionally accredited program with not less than the equivalent of 60 semester hours of classroom study
4. Graduated from a paralegal program not listed above, but has no less than six months of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal
5. Holds a baccalaureate degree in any field, plus not less than six months of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal
6. 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 a qualified paralegal
7. Minimum of two years of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal

STUDENT **\$50**

New student members receive two years of membership for the price of one. Open to all individuals who meet at least one of the following qualifications:

1. Full-time student in good standing pursuing a course of study as a paralegal
2. Full-time student is defined as a student taking a minimum of 12 semester hours or who is taking all of the paralegal courses the schedule permits, provided the individual is not employed as a paralegal

**For more information on student membership or to join, please see the student brochure or visit our website.*

SUSTAINING

Available to individuals, law firms, corporations, and paralegal program representatives who endorse the paralegal concept or are actively involved in the promotion of the paralegal profession and who contribute dues of \$115 or any amount in excess thereof.

ASSOCIATE **\$115**

Open to all individuals who meet at least one of the following qualifications:

1. Those members of bar associations endorsing the paralegal concept or involved in the promotion of the paralegal profession
2. Those members of the educational field endorsing the paralegal concept or involved in the promotion of the paralegal profession
3. Those persons directly involved in the supervision of paralegals

AFFILIATED ASSOCIATIONS

This program permits the affiliation of state and local paralegal associations, as well as student legal associations, that subscribe to the same goals and philosophies of NALA. Through the affiliated association programs, these organizations are better able to concentrate on and reach their goals and demands of the membership.

At the same time, these organizations are informed regularly of national developments within the field for distribution to the membership, and provide a strong national voice and representation.

Affiliated associations are also provided with a voice on the NALA Board of Directors and participation in membership forums, discussion sessions, and meetings during the NALA Conference & Expo.

First year's dues and initiation fee **MUST** accompany the application form. Thereafter, dues are billed annually and you will receive your first bill one year after obtaining your NALA membership.

**20% Discount for active military or active military reserve.*

METHOD OF PAYMENT

Applications must be accompanied by a non-refundable \$15 initiation fee. This fee is waived for members of NALA Affiliated Associations or for those who have successfully completed the Certified Paralegal certification examination.

I hereby apply for the following type of NALA membership:

- Active (\$140) Associate (\$115) Sustaining (\$115)
 Check Enclosed (payable to NALA) in the amount of \$ _____

Charge to: Visa MasterCard American Express Discover

\$ _____
 Amount Card Number Expiration Date

Billing Address: _____

City State Zip

Name as appears on card _____

Cardholder's Signature _____

Are you a member of a NALA Affiliated Association? Yes No

If yes, name of association: _____

MEMBERSHIP APPLICATION PART 1

Please complete the information below. This is required of all applicants for NALA membership. For Part 2 of the form, please complete the section related to the type of membership for which you are applying.

Preferred Address: Home Office

Last name First name Middle Initial

Home Address: _____

City State Zip

Employer's Name _____

Employer's Address: _____

City State Zip

Office Phone Office Fax Number

Preferred E-mail _____

Alternate E-mail _____

I agree to be bound by the Code of Ethics and Professional Responsibility and the bylaws as adopted by NALA. I further understand that this application is subject to approval by NALA.

Signature _____ Date _____

In accordance with Articles 3.7 and 3.22 of the NALA Bylaws, individuals who have been convicted of a felony are not eligible for membership in NALA. The bylaws can be found on the "About NALA section of our website www.nala.org.

How did you become acquainted with NALA? _____

MEMBERSHIP APPLICATION PART 2

ACTIVE MEMBERSHIP. This information and attestation is required to complete the application for Active membership to NALA.

BACKGROUND INFORMATION:

How long have you been employed as a paralegal: _____

Formal or specialized education (name and address of school) or training for present position: _____

Date of graduation: _____

If Certified Paralegal, date of certification: _____

If Advanced Certified Paralegal, date of certification: _____

Check the most appropriate description of your employer:

- Law department; non profit organization
 Judicial agency; court; government
 Corporate law department

Private law office consisting of: _____ Number of attorneys
 _____ Number of paralegals
 _____ Number of nonlegal personnel

Specialty area of work; if applicable: _____

Circle which qualification for Active membership you are applying under:
 (See page 3) 1 2 3 4 5 6 7

ATTORNEY / EMPLOYER ATTESTATION:

(Note: This section must be completed by all applicants qualifying under qualification numbers 4, 5, 6 and 7).

I hereby attest that _____ is employed by me and meets the qualifications for Active membership in NALA as listed under Active membership number _____.

Name of Attorney / Employer (please print) _____

Signature _____ Date _____

ASSOCIATE & SUSTAINING MEMBERSHIP

Part 1 of the membership application is required to complete the application for Associate or Sustaining membership to NALA.

Check the categories that apply:

ASSOCIATE MEMBERSHIP

- Attorney Paralegal Educator Paralegal Supervisor

SUSTAINING MEMBERSHIP

- Company or law firm membership (If company membership, be sure the contact person is listed in Part 1)
 Paralegal Supervisor Individual Member

WHY NALA?

- ✓ **Exceptional Continuing Education**
- ✓ **Professional Development Programs**
- ✓ **Connect with Paralegals Globally**
- ✓ **Leadership Opportunities**
- ✓ **Volunteer Opportunities**
- ✓ **Affinity Discounts**



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