



Application for Membership

TO BE COMPLETED AND SIGNED BY ALL APPLICANTS:

Name: _____ CLA/CP _____ ACP _____

Employer/University: _____

Preferred Mailing Address: _____

Preferred Phone Number: _____

Preferred Email Address: _____

Area of Practice: _____

Are you a NALA Member?: _____

Referred By: _____

*if a RRVPA member referred you, they will receive a \$10.00 gift card

I hereby apply for:

- 1. Voting Membership: please complete Section 1, Section 2, Section 3, Section 4, or Section 5 _____ (Dues \$60)
2. Associate Membership: please complete Section 6 _____ (Dues \$45)
3. Student Membership: please complete Section 7 _____ (Dues \$20)
4. Sustaining Membership: please complete Section 8 _____ (Dues \$75)

THE FISCAL YEAR BEGINS SEPTEMBER 1. DUES SHALT NOT BE PRORATED.

Please mail this application form and your check, payable to RRVPA, for the dues indicated above to:

Katy Tellinghuisen
Severson, Wogsland, & Liebl, P.C.
4627 44th Ave. S., Ste. 108
Fargo, ND 58104

Red River Valley Paralegal Association is affiliated with the National Association of Legal Assistants ("NALA"). All members are bound by the NALA Code of Ethics and professional Responsibility in addition to any code adopted by the association.

The term legal assistant and paralegal are used interchangeable, much like the terms attorney and lawyer.

A legal assistant/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, adopted by NALA in 2001)

Membership Definitions:

4.1. Voting Member: voting membership shall be open to any legal assistant/paralegal who meets one of the requirements set forth below:

- A. **Graduation from one of the following ABA approved legal assistant/paralegal studies:** bachelor's degree, associate's degree or a post-baccalaureate program. If not ABA approved, graduation from a legal assistant/paralegal program which consists of minimum of 60 semester credit hours, or the equivalent, of which 18 semester credit hours are substantive courses. (Note: Section 1 must be completed.)
- B. A bachelor's degree in any field, and either one-year employer training as a legal assistant/paralegal; or 18 semester credit hours of legal assistant/paralegal substantive courses. (Note: Section 2 and/or 3 must be completed.)
- C. Successful completion of a national certifying examination which is specifically designed for legal assistants/paralegals and which includes continuing legal education for maintenance of that certification status. (Note: Section 4 must be completed.)
- D. Seven years or more of experience working as a legal assistant/paralegal who has been employer trained by and under the supervision of an attorney who attests that such person is qualified as a legal assistant/paralegal. (Note: Employer attestation form, Section 5, must be completed.)

Only Voting Members may vote and hold office in the Association.

4.2 Associate Member: (Non-voting) Any individual who is working as a legal assistant/paralegal who has not yet achieved the status of a voting member; or an individual who works in a related area of work (for example, but not limited to, legal assistant manager, legal assistant supervisor, nurse consultant or legal investigator). (Note: Section 6 must be completed.)

4.3 Student Member: (Non-voting) Any person who is currently enrolled in a course of study for legal assistants/paralegals as a student in good standing in any university, college, or other approved school pursuing a course of studies as a legal assistant/paralegal may

become a student member of RRVPA. A Student Member may fully participate in the affairs of the Association by serving on any standing or special committee, except where such participation is not granted pursuant to these Bylaws or the Standing rules of the Association. After a student member has graduated from a formal course of study, he or she must upgrade his or her membership to that of a regular or associate member by submitting the appropriate application to the Second Vice President. (Note: Section 7 must be completed.)

4.4 Sustaining Members: (Non-voting) Any lawyer, law firm, agency, association, educational institution, corporation or other entity interested in supporting the legal assistant/paralegal profession and the Association may become a sustaining member by meeting such additional standards, if any, as may time to time be prescribed by the Standing Rules of the Association. (Note: Section 8 must be completed)

Voting Members:

All RRVPA **voting** members are asked to select a committee(s) on which to serve to assist the Association in meeting its objectives. Student, associate, and sustaining members are **not** required to serve on committees, but may do so if they wish. Please indicate your preference below.

Committees: Please choose **one** committee that you would like to join for the 2018-2019 membership year.

- _____ Education Programs
* Assist with planning and implementing Lunch & Learns and other educational programs.
- _____ Outreach
* Plan and organize various volunteer and social events in the community.
- _____ Membership
* Develop and assist with programs and events to encourage membership and assist with membership drive.
- _____ Finance and Audit Committee
* Audit the Treasurer's books at the close of the fiscal year, plan a budget, and assist with sponsorship drive.
- _____ Public Relations
* Assist in drafting newsletters and promotional publications; update website and other media forums.
- _____ Mentor Program
* Be a Mentor for the program and match mentor and mentee participants.

I agree to be bound by the Bylaws of RRVPA and NALA Code of Ethics.

Dated: _____ Signed: _____

SECTION 1: MEMBERSHIP UNDER **BYLAW 4.1(A). (VOTING)**

Name/address of educational institution attended: _____

Length of program: _____

Date of Completion: _____

ABA Approved? Yes _____ No _____

*If not ABA approved, number of semester credit hours, or equivalent, of which 18 semester credit hours are substantive: (See requirements as set out in 4.1(A).)

SECTION 2: MEMBERSHIP UNDER **BYLAW 4.1(B). (VOTING)**

Name/address of educational institution attended: _____

Major Obtained: _____

Have you completed 18 semester credit hours of legal assistant/paralegal substantive courses?

Yes _____ No _____

If yes, name/address of education institution attended: _____

*If you have not completed 18 semester credit hours of legal assistant/paralegal substantive courses, please complete Section 3 and Attorney Employer Attestation.

SECTION 3: MEMBERSHIP UNDER **BYLAW 4.1(B) WHO HAVE NOT COMPLETED 18 SEMESTER CREDIT HOURS OF LEGAL ASSISTANT/PARALEGAL SUBSTANTIVE COURSES. ALSO MUST COMPLETE ATTORNEY EMPLOYER ATTESTATION BELOW. (VOTING).**

Name of immediate supervisor: _____

Length of time employed as legal assistant/paralegal in current position: _____

Total legal-related work experience: _____

ATTORNEY EMPLOYER ATTESTATION

I hereby attest that _____ is employed by me and is recognized as a legal assistant/paralegal and that he/she, under the supervision and direction of a lawyer, is capable of applying knowledge of the law and legal procedure in drafting legal documents and other papers in certain fields of law, exercising judgment and working independently with respect to assigned tasks, keeping and meeting deadlines, preparing and interpreting legal documents for review by lawyers, selecting, compiling and using technical information from references, analyzing

procedural problems and recommending solution in certain fields of law, and preparing detailed office procedures for efficient handling of specialized fields of law.

I further attest that applicant has been employed by me, or another licensed attorney, as a legal assistant/paralegal for one (1) year or longer and that applicant's ethical and professional conduct are above reproach; that he/she is recommended for voting membership in Red River Valley Paralegal Association.

Signature of attorney/employer: _____

Firm: _____

Address: _____

SECTION 4: MEMBERSHIP UNDER **BYLAW 4.1(C).** **(VOTING).**

Name of national certifying examination completed: _____

Date Completed: _____

SECTION 5: MEMBERSHIP UNDER **BYLAW 4.1(D).** ALSO MUST COMPLETE ATTORNEY EMPLOYER ATTESTATION BELOW. **(VOTING).**

Name of immediate supervisor: _____

Length of time employed as legal assistant/paralegal in current position: _____

Total legal-related work experience: _____

ATTORNEY EMPLOYER ATTESTATION

I hereby attest that _____ is employed by me and is recognized as a legal assistant/paralegal and that he/she, under the supervision and direction of a lawyer, is capable of applying knowledge of the law and legal procedure in drafting legal documents and other papers in certain fields of law, exercising judgment and working independently with respect to assigned tasks, keeping and meeting deadlines, preparing and interpreting legal documents for review by lawyers, selecting, compiling and using technical information from references, analyzing procedural problems and recommending solution in certain fields of law, and preparing detailed office procedures for efficient handling of specialized fields of law.

I further attest that applicant has been employed by me, or another licensed attorney, as a legal assistant/paralegal for one (1) year or longer and that applicant's ethical and professional conduct are above reproach; that he/she is recommended for voting membership in Red River Valley Paralegal Association.

Signature of attorney/employer: _____

Firm: _____

Address: _____

SECTION 6: MEMBERSHIP UNDER **BYLAW 4.2. (ASSOCIATE).**

Name: _____

Position: _____

Name of immediate supervisor: _____

Length of time employed as legal assistant/paralegal in current position: _____

Total legal-related work experience: _____

SECTION 7: MEMBERSHIP UNDER **BYLAW 4.3. (STUDENT).**

Name: _____

Name of Educational Institution: _____

Address of Educational Institution: _____

Length of program: _____ Expected Graduation Date: _____

SECTION 8: MEMBERSHIP UNDER **BYLAW 4.4. (SUSTAINING)**

Name: _____

Address: _____

Related Area: _____

**THANK YOU AND WE LOOK FORWARD TO
HAVING YOU AS A MEMBER OF RRVPA!**