



RED RIVER VALLEY PARALEGAL ASSOCIATION

Application for Membership

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)

Requirements for Membership

In addition to the following, the Board of Directors may from time to time prescribe further rules and regulations defining and governing the admission of individuals to membership in this association.

RRVPA Bylaws - Article IV

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: bachelors' 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.)

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 full time in a formal course of study for legal assistants/paralegals at a college, university, junior college or post-secondary school, which course of study requires resident classes or courses for completion of such legal assistants/paralegal programs. (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)

NOTE: MEMBERSHIP DUES PAID AFTER JUNE 30 SHALL BE APPLIED TO THE NEXT FISCAL YEAR. ALL DUES ARE DUE AUGUST 1, PAYABLE BY SEPTEMBER 1 EACH YEAR. DUES NOT RECEIVED BY OCTOBER 1 EACH YEAR REQUIRES A REINSTATEMENT FEE OF \$10.00. THE FISCAL YEAR BEGINS SEPTEMBER 1. DUES SHALL NOT BE PRORATED.

DUES ARE AS FOLLOWS:

- A. Voting Member: \$60.00
- B. Associate Member: \$45.00
- C. Student Member: \$20.00
- D. Sustaining Member: \$75.00

Membership applications should be sent to:

RRVPA

Attn: Lisa Kilde

Ohnstad Twichell, P.C.

PO Box 458

West Fargo, ND 58078-0458

TO BE COMPLETED AND SIGNED BY ALL APPLICANTS:

Name _____ CLA/CP _____ ACP _____

Employer/School _____

Preferred Mailing Address _____

Preferred Phone Number _____ Fax Number _____

Specialty _____

Email Address _____

Referred By _____

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

I hereby apply for:

Voting _____

Associate _____

Student _____

Sustaining _____

Voting Members:

Committees: Please choose one or more and number in order of preference, if none indicated a committee will be assigned.

_____ Education Programs

* Assist in preparing for seminars and other educational programs.

_____ Nominations/Elections

* Solicit nominations for officers from all members before elections.

_____ Membership

* Develop and assist with programs and events to encourage membership.

_____ Finance and Audit Committee

* Audit the Treasurer's books at the close of the fiscal year and plan budget.

_____ Legal Assistant Day

* Organize event for Legal Assistant's Day.

_____ Public Relations/Newsletter/Marketing & Website

* 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.

Non-voting Board Positions: Please check one if you are interested in serving a position.

_____ Parliamentarian

* Attend board meetings and advise the board on the Bylaws and Standing Rules.

_____ Newsletter

* Editor of the Red River Review.

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

Date _____

Signature of Applicant

SECTION 1: TO BE COMPLETED BY THOSE INDIVIDUALS REQUESTING MEMBERSHIP UNDER BYLAW 4.1(A). (VOTING)

Name/address of educational institution attended:

Length of program: _____

Date of Completion: _____

ABA Approved? _____

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: TO BE COMPLETED BY THOSE INDIVIDUALS REQUESTING 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? _____

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: TO BE COMPLETED BY THOSE INDIVIDUALS REQUESTING 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: TO BE COMPLETED BY THOSE INDIVIDUALS REQUESTING MEMBERSHIP UNDER BYLAW 4.1(C). (VOTING)

Name of national certifying examination completed: _____

_____ Date Completed: _____

SECTION 5: TO BE COMPLETED BY THOSE INDIVIDUALS REQUESTING 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: TO BE COMPLETED BY THOSE INDIVIDUALS REQUESTING 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: TO BE COMPLETED BY THOSE INDIVIDUALS REQUESTING MEMBERSHIP UNDER BYLAW 4.3. (STUDENT)

Name: _____

Name of Educational Institution: _____

Address of Educational Institution: _____

Length of program: _____ Expected Graduation Date: _____

SECTION 8: TO BE COMPLETED BY THOSE INDIVIDUALS REQUESTING MEMBERSHIP UNDER BYLAW 4.4. (SUSTAINING)

Name: _____

Address: _____

Related Area: _____

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