



TENNESSEE PARALEGAL ASSOCIATION

P O Box 21723
Chattanooga TN 37424
www.tnparalegal.org

ACTIVE AND STUDENT NEW MEMBER APPLICATION

Specify type of membership: Active Member Student Member

**The Tennessee Paralegal Association is an affiliated member of the
National Association of Legal Assistants**

TPA has adopted, and all members are bound by, the NALA Code of Ethics and Professional Responsibility.

Full Name _____

Residence Address (Street/Apt/PO Box) _____

City _____ State _____ Zip _____ County _____

Home Phone _____ Home E-Mail Address _____

Employer _____

Office Address (Street/ PO Box) _____

City _____ State _____ Zip _____ County _____

Office Phone _____ Office E-Mail Address _____

Office Fax _____ Immediate Supervisor _____

I prefer to receive TPA mailings at my (check one): Residence Address Office Address

Chapter Affiliation: East Tennessee Southeast Tennessee West Tennessee
 At Large

My Area of Specialty is: Administration Bankruptcy Corporate Criminal Family
 Litigation Probate Real Estate Tax Other (specify: _____)

Professional: CLA (certified ___/___/___) CLAS specialty: _____ (certified ___/___/___)
 NALA Member

Have you ever been convicted of a felony? Yes No

I hereby attest the information supplied by me is true and correct, and agree to be bound by the NALA Code of Ethics and Professional Responsibility (adopted by TPA), and other code adopted by the membership of TPA, and the Bylaws of TPA.

Dated _____

Signature of Applicant/Member

Referred by _____

ALL NEW MEMBERS MUST COMPLETE

ATTORNEY / EMPLOYER ATTESTATION. This section must be completed by all applicants qualifying under requirement numbers 4, 5, 6 and 7.

I hereby attest that _____ is recognized as a legal assistant/paralegal and that he/she, under the supervision and direction of a lawyer, is capable of the following services generally described by the ABA's Standing Committee on Legal Assistants.

- 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 or interpreting legal documents for review by a lawyer'
- Selecting, compiling and using technical information from such references as digests, encyclopedias or practice manuals;
- Analyzing procedural problems and recommending solutions in certain fields of the law.
- Preparing detailed office procedures for efficient handling in specialized field(s) of law.

I further attest that the applicant has been employed by me as a legal assistant/paralegal for _____ years/months; that the applicant's ethical and professional conduct are above reproach; and that he/she is recommended for membership in the Tennessee Paralegal Association.

Dated _____

 Signature of Attorney / Employer

SCHOOL ATTESTATION (required for all student applicants). To be completed by school director or instructor.

I hereby attest that _____ is currently enrolled and in good standing in the legal assistant course at _____ (school).

Dated _____

 Signature of Director / Instructor

ACTIVE AND STUDENT MEMBER ANNUAL DUES

Blue = Active Member

Pink = Student Member

Annual State Dues	\$ _____ .00	State Membership Dues – Active Members -- \$ 60.00
		State Membership Dues – Student Members -- \$ 25.00
Application Fee	\$ 15 .00	All new applicants must pay this one-time fee.
Chapter Dues	\$ _____ .00	East TN Chapter: Active - \$15 Student - \$5
		Southeast Chapter: Active - \$20 Student - \$10
		West TN Chapter: Active - \$15 Student - \$15
Total Enclosed	\$ _____ .00	

1. Article 4.2 of the Bylaws of the Tennessee Paralegal Association states that annual dues shall be due February 1 of each year and will be delinquent after May 1.
2. Any member who fails to pay annual dues by the first day of May of any year will have membership privileges suspended and a fee of \$15.00 for reinstatement will be required.
3. New members applying for membership after October 15 of any year will have their membership carry through December of the following year. However, only new members applying before October 15 can be assured eligibility to vote at that year's annual meeting.
4. Enclose a check payable to **Tennessee Paralegal Association** for total membership dues and mail with this form to the address on the front: