



TENNESSEE PARALEGAL ASSOCIATION

an affiliate of the National Association of Legal Assistants, Inc.

Visit TPA's web site at <http://www.tnparalegal.org>

APPLICATION FOR MEMBERSHIP

Qualifications of Membership (Article 2, TPA Bylaws)

ACTIVE MEMBERS*:

1. Any individual who has successfully completed the Certified Legal Assistant (CLA) examination of NALA (**copy of CLA certificate must be attached to application**), or
2. Any individual who has graduated from an ABA approved program of study for legal assistants (copy of diploma must be attached to application), or
3. Any individual who has graduated from a course of study for legal assistants which is institutionally accredited but not ABA approved, and which requires no less than the equivalent of 60 semester hours of classroom study (copy of diploma must be attached to application), or
4. Any individual who has graduated from a course of study for legal assistants other than those set forth in (2) and (3) above, plus not less than six months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or
5. Any individual who has received a baccalaureate degree in any field, plus not less than six months in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or
6. Any individual who has a minimum of three years of law-related experience under supervision of an attorney, including at least six months on in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or
7. Any individual who has a minimum of two years of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.

STUDENT MEMBERS: Any individual who is a full-time student in good standing in any college, junior college or other schools pursuing a course of study as a legal assistant. A full-time student shall be defined as one enrolled for a minimum of 12 semester hours or equivalent or who is taking all legal assistant courses offered. Upon completion of the legal assistant program, student members may maintain their student membership classification for one year before transferring to active membership.

ASSOCIATE MEMBERS:

1. Those members of bar associations endorsing the legal assistant concept or involved in the promotion of the legal assistant profession, or
2. Those members of the educational field endorsing the legal assistant concept or involved in the promotion of the legal assistant profession, or
3. Those persons directly involved in the supervision of legal assistants.

SUSTAINING MEMBERS: Individuals, law firms, corporations and legal assistant program representatives who endorse the legal assistant concept or are actively involved in the promotion of the legal assistant profession who contribute dues of \$50 or any amount in excess thereof.

***Only Active Members have voting privileges.**

NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.
CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY
(adopted by Tennessee Paralegal Association)

PREAMBLE: A legal assistant must adhere strictly to the accepted standards of legal ethics and to the general principles of proper conduct. The performance of the duties of the legal assistant shall be governed by specific canons as defined herein so that justice will be served and goals of the profession attained.

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general guide intended to aid legal assistants and attorneys. The enumeration of these rules does not mean there are not others of equal importance although not specifically mentioned. Court rules, agency rules and statutes must be taken into consideration when interpreting the canons.

DEFINITION: Legal assistants, also known as paralegals, are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law, which qualify them to do work of a legal nature under the supervision of an attorney.

CANON 1: A legal assistant must not perform any of the duties that attorneys only may perform nor take any actions that attorneys may not take.

CANON 2: A legal assistant may perform any task which is properly designated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.

CANON 3: A legal assistant must not: a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; and b) establish attorney-client relationships, set fees, give legal opinions or advise or represent a client before a court or agency unless so authorized by that court or agency; and c) engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethic or give the appearance of professional impropriety.

CANON 4: A legal assistant must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.

CANON 5: A legal assistant must disclose his or her status as a legal assistant at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A legal assistant must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

CANON 6: A legal assistant must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal service.

CANON 7: A legal assistant must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.

CANON 8: A legal assistant must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

CANON 9: A legal assistant's conduct is guided by bar associations' codes of professional responsibility and rules of professional conduct.

TPA MEMBERSHIP APPLICATION AND RENEWAL

Complete Application/Renewal Form and mail with payment to Tennessee Paralegal Association, PO Box 21723, Chattanooga TN 37424.

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

Specify status of membership: New Renewal Renewal, Classification Change

Specify type of membership (see explanation of Membership Classification on the front of this application):

Active Member Student Member Associate Member Sustaining Member

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. 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 for reinstatement will be required. 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.

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 _____

NEW MEMBERS ONLY

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 under requirement number _____.

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

ANNUAL MEMBER DUES

State membership dues

Active - \$55.00
 Student - \$25.00
 Associate - \$60.00
 Sustaining - \$60.00

Chapter membership dues

	<i>Active, Sust., Assoc.</i>	<i>Student</i>
East Tennessee	\$15.00	\$ 5.00
Southeast	\$20.00	\$10.00
West Tennessee	\$15.00	\$15.00

Fees where applicable Initiation Fee - \$15.00 Reinstatement Fee (if not paid by May 1) - \$15.00

PAYMENT OF DUES

Select the appropriate amounts as noted above. Enclose a check payable to **Tennessee Paralegal Association** for total membership dues:

NEW MEMBERS

Annual State Dues \$ _____.00
 Initiation Fee \$ 15 .00
 Chapter Dues \$ _____.00
 Total Enclosed \$ _____.00

RENEWAL MEMBERS

Annual State Dues \$ _____.00
 Reinstatement Fee (if applicable) \$ _____.00
 Chapter Dues \$ _____.00
 Total Enclosed \$ _____.00