

**MEMBERSHIP APPLICATION**  
**LEGAL ASSISTANTS OF THE WESTERN SLOPE**

a Colorado nonprofit corporation

\*\*Affiliated with National Association of Legal Assistants, Inc. \*\*

Legal Assistants of the Western Slope (LAWS) is a nonprofit corporation founded in 1995 to provide legal assistants, also known as paralegals, working on Colorado's Western Slope with a professional organization to provide local access to continuing education for its members; to encourage a high order of ethical and professional attainment; to promote the paralegal profession; and to inform and educate the public and legal community about the effective utilization of legal assistants.

LAWS maintains four levels of membership: Active Membership, Student Membership, Associate Membership and Sustaining Membership. The qualifications for each level of membership are described below.

**Active Membership** is open to **a)** individuals with a minimum of two years work experience in the paralegal field in which the majority of work is of a substantive nature, performed under the direct supervision of an attorney and which would otherwise be performed by an attorney; **OR b)** individuals who have a baccalaureate degree, or certificate from an ABA approved, institutionally accredited, or other legal assistant course of study, plus one year of work experience as described in subparagraph a). Active membership is the only level of membership with voting privileges.

**Student Membership** is open to any individual who is a student in good standing in any college, junior college or other school, pursuing a course of study as a legal assistant.

**Associate Membership** is open to **a)** individuals with less than two years work experience in the paralegal field in which the majority of work is of a substantive nature, performed under the direct supervision of an attorney and which would otherwise be performed by an attorney; **OR b)** individuals who have a baccalaureate degree, or certificate from an ABA approved, institutionally accredited, or other legal assistant course of study, and less than one year of work experience as described in subparagraph a).

**Sustaining Membership** is open to those individuals, law firms, corporations or legal assistant program representatives who endorse the legal assistant concept or are actively involved in the promotion of the legal assistant profession who contribute annual dues of \$50.00 or more.

**ANNUAL DUES**

<b>Active Membership:</b>	<b>\$40.00</b>	<b>Associate Membership:</b>	<b>\$20.00</b>
<b>Student Membership:</b>	<b>\$20.00</b>	<b>Sustaining Membership:</b>	<b>\$50.00 or more</b>

**SECTION 1 – TO BE COMPLETED BY ALL APPLICANTS**

I hereby apply for:  active  student  associate  sustaining membership in the LEGAL ASSISTANTS OF THE WESTERN SLOPE.

I agree to be bound by the Code of Ethics and Professional Responsibility adopted by the National Association of Legal Assistants, Inc. (found on pages 4-5 of this Membership Application), and the bylaws adopted by the Legal Assistants of the Western Slope. I understand that this application is subject to approval by the Legal Assistants of the Western Slope.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

How did you hear about LAWS? \_\_\_\_\_

Are you a member of NALA? \_\_\_\_\_

**SECTION 2 – TO BE COMPLETED BY INDIVIDUALS APPLYING FOR ACTIVE MEMBERSHIP**

Name: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Employer: \_\_\_\_\_ Office Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Total years legal experience: \_\_\_\_\_  
How long employed as a legal assistant/paralegal? \_\_\_\_\_  
Formal or special education (name and address of school) or training for present position: \_\_\_\_\_

Date of graduation: \_\_\_\_\_ If CLA/CP Certification, date certified: \_\_\_\_\_

Check most appropriate description of your employer(s):  corporate law department

court or other judicial agency  private law office consisting of \_\_\_\_\_ attorneys and \_\_\_\_\_ paralegals.

Your specialty, if applicable: \_\_\_\_\_

Current professional or business organization memberships: \_\_\_\_\_

I have a minimum of two years work experience in the paralegal field in which the majority of work I perform is of a substantive nature, performed under the direct supervision of an attorney and which would otherwise be performed by an attorney. (Please submit a copy of your resume.)

I have a minimum of one year work experience in the paralegal field in which the majority of work I perform is of a substantive nature, performed under the direct supervision of an attorney and which would otherwise be performed by an attorney, plus I have a baccalaureate degree, or certificate from an ABA approved, institutionally accredited, or other legal assistant course of study. (Please submit a copy of your resume.)

**Employer Attestation (required of all active member applicants). To be completed by employer.**

I hereby attest that \_\_\_\_\_ has been employed by me as a legal assistant/paralegal for a minimum of (one)(two) year(s) during which time the majority of work (she) (he) has performed has been of a substantive nature, performed under the direct supervision of an attorney and which would otherwise be performed by an attorney.

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Signature: \_\_\_\_\_

**SECTION 3 – TO BE COMPLETED BY INDIVIDUALS APPLYING FOR STUDENT MEMBERSHIP**

Name: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
School Attending: \_\_\_\_\_  
Expected Date of Graduation: \_\_\_\_\_

**School Attestation (required of all student applicants). To be completed by school program director or instructor.**

I hereby attest that \_\_\_\_\_ is currently enrolled and in good standing in the legal assistant/paralegal course of study at this school.

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Program Director or Instructor: \_\_\_\_\_  
Title: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**SECTION 4 – TO BE COMPLETED BY INDIVIDUALS APPLYING FOR ASSOCIATE MEMBERSHIP**

Name: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Employer: \_\_\_\_\_ Office Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Total years legal experience: \_\_\_\_\_  
How long employed as a legal assistant? \_\_\_\_\_  
Formal or special education (name and address of school) or training for present position: \_\_\_\_\_  
Date of graduation: \_\_\_\_\_ If CLA/CP, date certified: \_\_\_\_\_  
Check most appropriate description of your employer(s):  corporate law department  
 court or other judicial agency  private law office consisting of \_\_\_\_\_ attorneys and \_\_\_\_\_ paralegals.  
Your specialty, if applicable: \_\_\_\_\_  
Current professional or business organization memberships: \_\_\_\_\_

I have less than two years work experience in the paralegal field in which the majority of work I perform is of a substantive nature, performed under the direct supervision of an attorney and which would otherwise be performed by an attorney.

I have less than one year work experience in the paralegal field in which the majority of work I perform is of a substantive nature, performed under the direct supervision of an attorney and which would otherwise be performed by an attorney, and I have a baccalaureate degree, or certificate from an ABA approved, institutionally accredited, or other legal assistant course of study.

**SECTION 5 – TO BE COMPLETED BY INDIVIDUALS, LAW FIRMS, CORPORATIONS MEMBERS OF THE EDUCATIONAL FIELD OR LEGAL ASSISTANT PROGRAM REPRESENTATIVES APPLYING FOR SUSTAINING MEMBERSHIP**

Individual  Law Firm  Corporation  Legal Assistant Program Representative  
 Member of Educational Field  Other: \_\_\_\_\_  
Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Return completed application with payment to:**

**Jennifer LeBlanc Hemond  
c/o Viner Law  
1104 S. Townsend Avenue  
Montrose, Colorado 81401**

**Code of Ethics and Professional Responsibility**  
**Copyright 2007; Adopted 1975; Revised 1979, 1988; 1995; 2007.**  
**National Association of Legal Assistants, Inc.**

Each NALA member agrees to follow the canons of the NALA Code of Ethics and Professional Responsibility. Violations of the Code may result in cancellation of membership. First adopted by the NALA membership in May of 1975, the Code of Ethics and Professional Responsibility is the foundation of ethical practices of paralegals in the legal community.

A paralegal 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 paralegal shall be governed by specific canons as defined herein so that justice will be served and goals of the profession attained. (See Model Standards and Guidelines for Utilization of Legal Assistants, Section II.)

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general guide intended to aid paralegals 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.

In 2001, NALA members also adopted the ABA definition of a legal assistant/paralegal, as follows:

A legal assistant or 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)

**Canon 1.**

A paralegal must not perform any of the duties that attorneys only may perform nor take any actions that attorneys may not take.

**Canon 2.**

A paralegal may perform any task which is properly delegated 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 paralegal 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 advice 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 ethics or give the appearance of professional impropriety.

**Canon 4.**

A paralegal 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 paralegal must disclose his or her status as a paralegal 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 paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

**Canon 6.**

A paralegal 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 paralegal 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 paralegal must disclose to his or her employer or prospective employer any pre-existing client or personal relationship that may conflict with the interests of the employer or prospective employer and/or their clients.

**Canon 9.**

A paralegal 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 10.**

A paralegal's conduct is guided by bar associations' codes of professional responsibility and rules of professional conduct.