

ARIZONA PARALEGAL ASSOCIATION

P.O. Box 26879 - Phoenix, AZ 85068 – www.azparalegal.org



2012 New Membership Application

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Facsimile #		CP/ACP ?		Area of Specialization (See Codes)	
Please send my newsletters and mailings to above address:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, where?		
Please send e-mail correspondence to above e-mail address:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, what e-mail address?		
Are you interested in serving on the Board of Directors or an APA Committee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	What area of interest?		

REFERRAL INFORMATION:	
How did you hear about the APA?	

MEMBERSHIP OPTIONS:			
VOTING MEMBERSHIP	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dues \$75.00 (on or after July 1, \$65.00)
Voting Membership is open to any Arizona resident (a) who is actively employed in the State of Arizona in the capacity of a paralegal, (b) whose work is supervised by an attorney, and (c) who meets <u>at least one</u> of the requirements below:			
1. _____ Graduation from an ABA-approved program of study for legal assistants/paralegals (please attach a copy of school certification of graduation from program and have attorney/employer complete attestation);			
2. _____ Graduation from a course of study for paralegals which is institutionally accredited but not ABA-approved, which requires not less than the equivalent of 60 semester hours of classroom study and which devotes at least the equivalent of 15 semester hours to substantial legal courses (please attach a copy of school certification of graduation from program and have attorney/employer complete attestation);			
3. _____ Graduation from a course of study for paralegals other than a course described in (1) or (2) above, plus has not less than six months of in-house training as a paralegal (please attach a copy of school certification of graduation from program and have attorney/ employer complete attestation);			
4. _____ Has a baccalaureate degree in any field, plus has not less than six months of in-house training as a paralegal (please attach a copy of school certification of graduation from program and have attorney/employer complete attestation);			
5. _____ Successful completion of the Certified Legal Assistant (CLA) examination of the National Association of the Legal Assistants, Inc. (please attach a copy of school certification of graduation from program and have attorney/employer complete attestation);			
6. _____ At least three years of law-related experience under the supervision of an attorney, including at least six months of in-house training as a paralegal (please have attorney / employer complete attestation);			
7. _____ At least two years of in-house training as a paralegal under the supervision of an attorney (please have attorney / employer complete attestation);			
(* All other categories of members are not eligible to vote in APA elections)			

NON-VOTING MEMBERSHIP	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dues \$65.00 (on or after July 1, \$55.00)
Open to: _____ Paralegals not currently employed in the capacity in the State of Arizona and who meet the requirements of voting membership under subpart (c) on the previous page; OR _____ Paralegals employed outside the State of Arizona or paralegals not currently employed in the capacity outside the State of Arizona.			
Please submit supporting documentation that you are/have been employed as a Paralegal from one of the following:			
1. attach a copy of school certification of graduation from ABA-approved program of study for legal assistants/paralegal			
2. attach a copy of school certification of graduation from a course of study for paralegals which is institutionally accredited but not ABA-approved, which requires not less than the equivalent of 60 semester hours of classroom study and which devotes at least the equivalent of 15 semester hours to substantial legal courses			
3. attach a copy of school certification of graduation from a course of study for paralegals other than a course described in (1) or (2) above, AND attach have attorney/employer complete attestation that demonstrates not less than six months of in-house training as a paralegal			

4. **attach** a copy of (a) baccalaureate degree in any field AND attach a (b) have attorney/employer complete attestation that demonstrates not less than six months of in-house training as a paralegal
5. **attach** a copy of the certificate that demonstrates successful completion of the Certified Legal Assistant (CLA) examination of the National Association of the Legal Assistants, Inc.
6. **attach** a copy of a completed attorney/employer attestation that demonstrates at least three years of law-related experience under the supervision of an attorney, including at least six months of in-house training as a paralegal.
7. **attach** a copy of a completed attorney/employer attestation that demonstrates at least two years of in-house training as a paralegal under the supervision of an attorney

STUDENT MEMBERSHIP	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dues \$25.00 (on or after July 1, \$20.00)
Open to Students enrolled in a formal training program for paralegals (legal assistants), either in the State of Arizona or outside the State of Arizona (please have the school administrator complete the attestation).			

SPONSOR	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dues \$100.00 (on or after July 1, \$90.00)
Open to any person, firm, corporation, association, or educational institution interested in supporting the goals and purposes of the APA.			

ATTORNEY/EMPLOYER ATTESTATION

I hereby attest that the applicant _____ is currently employed by me as a legal assistant/paralegal and has worked for me in that capacity since _____; that the applicant is working under the supervision and direction of an attorney; and that the applicant's ethical and professional conduct are above reproach.

Date: _____ Signature: _____

Firm/Attorney name: _____

Address: _____ Telephone Number: _____

SCHOOL ATTESTATION

I hereby attest that the applicant _____ is currently enrolled in our paralegal training program. The applicant enrolled in the program on _____ and the applicant's anticipated date of completion of the program is _____.

Date: _____ Signature: _____

Name of School: _____

Address: _____ Telephone Number: _____

APPLICANT ATTESTATION (Application cannot be processed without a signature)

I hereby apply for the category of membership designated above. I attest that the information contained in this application and in any supporting documents is true, correct, and accurate and that I have not been convicted of a felony. I agree to be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc. and by the Bylaws and other rules adopted from time to time by the Arizona Paralegal Association.

Date: _____ Signature: _____

PLEASE RETURN COMPLETED APPLICATION, REQUIRED DOCUMENTATION AND CHECK FOR DUES (PAYABLE TO THE ARIZONA PARALEGAL ASSOCIATION) TO:

APA Membership
P.O. Box 26879
Phoenix, AZ 85068

APA does not recognize correspondence or home study courses as fulfilling the educational criteria necessary to become a member of the organization, unless the program is institutionally accredited and meets the classroom hours requirement as identified under Voting Membership, subject to the discretion of the Board of Directors of APA. In addition, APA bylaws prohibit granting of membership privileges to a person who has been convicted of a felony or does not work under the supervision of an attorney.

PRACTICE AREA CODES		
01 Administrative Law	06 Estate Planning and Probate	11 Managerial Duties
02 Bankruptcy Law	07 Family Law	12 Paralegal Student (ABA Approved)
03 Business Organizations	08 Litigation	13 Paralegal Student (Non ABA Approved)
04 Contract Law	09 Real Estate Law	14 Not Currently Employed
05 Criminal Law	10 Other Areas of Law _____	15 Not Applicable