



Fairbanks Association of Legal Assistants

The Farthest North NALA Affiliate

Assisting Interior attorneys in the delivery of legal services since 1985

Please return completed application to:

**FALA
Membership Committee
PO Box 74947
Fairbanks, AK 99707**

Please read the attached NALA Code of Ethics and Professional Responsibility

NAME: _____

EMPLOYER: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

This is my _____ business or _____ home address. (Please check one).

WORK TELEPHONE: _____ HOME TELEPHONE: _____

Please contact me at my _____ business or _____ home address. (Please check one).

E-MAIL ADDRESS: _____ FAX NUMBER: _____

This is an application for _____ New Membership or _____ Renewal Membership

NOTE: If Renewal Membership, you need only complete information that has changed in the last year.

Are you an active member of NALA in good standing? _____ No _____ Yes

Section 1. Type of membership: Please check one.

_____ **Active Membership:** Complete Section 4. Annual Dues: \$40.00.

If you are applying as a new member, please explain your legal experience and / or educational background and your present job duties.

_____ **Associate Membership:** Complete Section 4. Annual Dues: \$30.00.

If you are applying for an associate membership, please describe your work history and / or educational background.

_____ **Student Membership:** Complete Section 4. Annual Dues: \$20.00.

If you are applying for a student membership, please provide proof of enrollment in paralegal or legal assisting program.

_____ **Sustaining Membership:** Annual Dues: \$30.00 (individual applicants)
\$100.00 (organizations and institutional entities)

Sustaining members are individuals and organizations interested in supporting FALA's Goals. Sustaining members shall not vote on matters requiring a vote of FALA's General Membership.



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Section 2. Committees:

I am interested in the following committees: (please check all that apply).

- | | | |
|---|--|---|
| <input type="checkbox"/> Audit Committee | <input type="checkbox"/> Bylaws and Policies | <input type="checkbox"/> Continuing Legal Education |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Membership | <input type="checkbox"/> Newsletter/Publications |
| <input type="checkbox"/> Nominations and Election | <input type="checkbox"/> Social | <input type="checkbox"/> |

Section 3. Practice Area(s):

I work in the following area(s) of law: (please check all that apply).

- | | | |
|--|--|--|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Civil Litigation |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Corporate | <input type="checkbox"/> Criminal |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Insurance Defense | <input type="checkbox"/> Labor/Employment |
| <input type="checkbox"/> Maritime/Admiralty | <input type="checkbox"/> Personal Injury | <input type="checkbox"/> Probate/Estate Planning |
| <input type="checkbox"/> Natural Resources | <input type="checkbox"/> Real Property | <input type="checkbox"/> Workers Compensation |
| <input type="checkbox"/> Other (Please specify): _____ | | |

Please check the most accurate description of your employer(s):

- | | | |
|---|---|--|
| <input type="checkbox"/> Corporate Law Firm | <input type="checkbox"/> District Court | <input type="checkbox"/> Federal Court |
| <input type="checkbox"/> Judicial Agency | <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> State Office |
| <input type="checkbox"/> Private Law Firm consisting of: _____ Attorneys _____ Legal Assistants _____ Other Staff | | |

Section 4. Membership Verification:

See the attached NALA qualifications to determine if you meet the required criteria. Attach additional sheets if needed.

I agree to be bound by the Code of Ethics and Professional Responsibility and the bylaws adopted by the Fairbanks Association of Legal Assistants and the National Association of Legal Assistants, Inc.

Signature: _____ Date: _____

FALA USE ONLY					
Membership Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reviewed By:	<input type="checkbox"/> President	<input type="checkbox"/> Secretary
Forwarded To Treasurer:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Applicant Informed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NALA Membership Qualification

Active Membership

Active membership is open to individuals who meet at least one of the following requirements:

1. Any individual who has successfully completed the Certified Legal Assistant (CLA) Examination of NALA, or
2. Any individual who has graduated from an ABA approved program of study for legal assistants, 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 not less than the equivalent of 60 semester hours of classroom study, 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 the supervision of an attorney, including at least six months of 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.

Associate Membership

Associate Membership is open to individuals who meet at least one of the following qualifications:

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.

CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY

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. (See NALA 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 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 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. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Sections IV, Guideline 5.)

CANON 3

A legal assistant must not (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section VI, Guideline 2):

- 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 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. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section IV, Guideline 3.)

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. (See NALA Model Standards and Guidelines for Utilization of Legal Assistants, Section IV, Guideline 1.)

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. (See Model Standards and Guidelines for Utilization of Legal Assistants, Section IV, Guideline 1.)

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.

