



Lafayette Paralegal Association, Inc.

P. O. Box 2775
Lafayette, LA 70502



MEMBERSHIP APPLICATION

<http://www.lpa-la.org>

ALL information MUST be completed and legible • INCOMPLETE APPLICATIONS WILL BE RETURNED (NO EXCEPTIONS)

LPA's Membership Year is March 1 through the end of February • Dues are due and payable on March 1 and delinquent on April 1

Annual Dues are \$35.00

Dues for first-time, new members who join later in the fiscal year are pro-rated as follows:

July \$28.00 - Aug. \$24.50 - Sept. \$21.00 - Oct. \$17.50 - Nov. \$14.00 - Dec. Not Pro-rated - Jan. \$7.00 - Feb. \$3.50

Check One: New Membership Renewal, Same Classification Renewal, w/Classification Change

Applying For: Active Membership Associate Membership Student Membership (See Member Classifications on Page 2)

Last Name _____ First Name _____

Preferred Method(s) of Contact (check one for each)? MAIL Home or Work • EMAIL Home or Work • PHONE CALLS Home or Work or Cell

Address _____ City _____ State _____ Zip _____

Home Phone # _____ Cell Phone # _____ Home E-Mail _____

Are you a practicing paralegal? Yes No If yes, how long? _____ Full Time Part Time

Job Title _____

Practice Areas (Please list all that apply): _____

Employer _____ Address _____

Office Phone # _____ Office Fax # _____ Office Email: _____

Highest Degree Attained _____

Paralegal School/Program: _____

Paralegal Certificate? Yes No If Yes, Date Attained: _____ From? _____

Certifications? (Check All that Apply) CLA CP LCP CLAS ACP

Area(s) of Specialty _____

Other Certifications or Professional Designations? Please describe _____

Please indicate on which of the following committees you would be interested in serving (check all that apply and indicating your first choice as #1, second choice as #2, etc.). You will be assigned to one of the committees of your choice.

Job Bank # _____ Education # _____ Finance # _____ Public Relations # _____

Photographer # _____ Membership # _____ Technical/Webpage # _____ Historian # _____

Newsletter# _____ Scholarship # _____ Social Media # _____

Program # _____ Social # _____ Compensation/Utilization Survey # _____

APPLICANT ATTESTATION

I hereby attest that: the information I have provided and the statements contained herein are true and correct; that I have never been convicted of a felony; that I am not a disbarred or suspended attorney, and; that I have not been found to have engaged in the unauthorized practice of law. I further understand that my membership is subject to approval by the LPA Board of Directors, and that once approved, I will be bound by the Code of Ethics and the bylaws as adopted by the Association.

Applicant Signature _____

Date _____

Membership Classifications and Requirements

Please check the Membership Classification that applies to you below

A 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 and who performs specifically delegated substantive legal work for which a lawyer is responsible.

ACTIVE (VOTING) MEMBER: Any individual who meets at least one of the following requirements may become an Active, voting member of LPA.

- 1. Any individual who has graduated from an **American Bar Association (ABA)** approved program of study, including a law school, who is working as a paralegal. Please review the ABA Approved Paralegal Programs Directory to see if your Paralegal Program was ABA Approved: <https://www.americanbar.org/groups/paralegals/>. If you went to law school please confirm if your law school was ABA approved.
- 2. Any individual who has graduated from a course of study for paralegals which requires not less than 60 **semester hours** of classroom study. (**PLEASE NOTE:** a semester hour **IS NOT** a normal 60 minute hour, it is a unit of academic credit representing an hour of class).
- 3. Any individual who has attained a nationally recognized **paralegal certification** (NOT a certificate), whose certification remains valid. (**PLEASE NOTE:** It is important to **distinguish between a paralegal certificate and certification**. The student is now certificated in **paralegal** studies. A **certified paralegal** is one that has successfully completed a **certification** exam or other requirements of the certifying organization.)
- 4. Any retired individual who has been an ACTIVE member of LPA for at least five (5) years and who has either attained the age of 55 years or received mandatory retirement because of physical disability *and* who provides evidence of a minimum of five (5) hours of continuing legal education within the immediately preceding year.

IF YOU ARE APPLYING FOR ACTIVE MEMBERSHIP ON THE BASIS OF A CLASSIFICATION NUMBERED 5, 6, OR 7 (BELOW), YOU MUST SUBMIT THIS ATTORNEY ATTESTATION

ATTORNEY / EMPLOYER ATTESTATION

I hereby attest that this applicant is recognized as a paralegal and that he/she is capable of performing specifically delegated substantive legal work, under the supervision of an attorney, including, but not limited to the following tasks:

- Case planning, development and management;
- Legal research;
- Interviewing clients and witnesses;
- Fact gathering and retrieving information;
- Drafting and analyzing legal documents;
- Collecting, compiling, and utilizing technical and other information to make independent decisions and recommendations to the supervising attorney.

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

Name of attorney/employer (please print)

Attorney Bar #

Signature of Attorney/Employer

- 5. Any individual who has graduated from a course of study for paralegals other than those set forth in (1) and (2) above, who also has at least six months of experience as a paralegal. (**Attorney Attestation Required**).
- 6. Any individual who has attained a minimum of an Associate's Degree in any field and has at least six months of experience working as a paralegal under the supervision of a licensed attorney. (**Attorney Attestation Required**).
- 7. Any individual who has at least one year's experience working as a paralegal. (**Attorney Attestation Required**).

ASSOCIATE MEMBER (Non-Voting):

- Any paralegal who does not meet any of the qualifications for Active voting membership above;

STUDENT MEMBER (Non-Voting):

- Any student in good standing at any university, college, junior college or other school for pursuing a course of study as a paralegal.

SUSTAINING MEMBER (Non-Voting): (**Download and complete a separate Sustaining Membership Application from www.lpa-la.org**)

- 1. **Corporate Sustaining Membership** - Any individual attorney, law firm, corporation, partnership, organization or other business entity interested in supporting this Association, who contributes \$75.00, or any amount in excess thereof annually.
- 2. **Individual Sustaining Membership** - Any individual who does not meet the requirements of active, associate or student membership who wishes to support this Association by contributing \$50.00 or more to the Association annually.

LPA does not discriminate against any applicant's sex, race, age, religion, sexual orientation, political ideology, national origin, or any other category protected by law.

We do reserve the right to refuse membership to non-qualified applicants.