



RICHMOND PARALEGAL ASSOCIATION

Post Office Box 384, Richmond, Virginia 23218

Application for Membership 2012

Name _____

Home phone (____) _____ - _____ Office phone (____) _____ - _____ Cell Phone (____) _____ - _____

Home address _____

Employer _____

Employer address _____

Email address _____

I hereby apply for membership in the Richmond Paralegal Association (“RPA”) in the following category-

<input type="checkbox"/>	Active (Voting Privileges) - \$75.00 – (1) Any individual who has successfully completed a curriculum of training as a paralegal at an approved school or (2) any individual who has been continuously employed as a paralegal for a minimum of two years or (3) any individual who has successfully completed the CP examination administered by the National Association of Legal Assistants. <i>RPA does not recognize correspondence or home study courses as fulfilling the educational criteria necessary to become an active member of the organization.</i>
<input type="checkbox"/>	Lifetime (Voting Privileges) – Free Any individual who qualifies as an Active Member who has also been given Lifetime Member status from the RPA Executive Board.
<input type="checkbox"/>	Provisional (Non-Voting) - \$50.00 – Any individual who does not meet the requirements for Active Membership but is employed as a paralegal. All provisional members will automatically become Active members upon completion of two (2) years of Provisional membership.
<input type="checkbox"/>	Student (Non-Voting) - \$25.00 – Any individual who is a student in good standing pursuing a course of study as a paralegal at an approved school. A student shall be defined as one who is enrolled at an approved school and the individual is not employed as a paralegal.
<input type="checkbox"/>	Retired (Non-Voting) - \$25.00 – Any member of RPA currently residing in the Richmond metropolitan area, who has retired from the paralegal profession.
<input type="checkbox"/>	Associate and Sustaining (Non-Voting) - \$100.00 – Those individuals who are members of bar associations and/or members of the educational field endorsing the paralegal concept, individuals or entities that are actively involved in the promotion of the paralegal profession, and those individuals and entities that provide services to and who contribute \$100.00 or more annually.

RPA's Bylaws prohibit acceptance of a member who has been convicted of a felony.

I agree to be bound by the NALA Code of Ethics and Professional Responsibility and the Bylaws as adopted by the Richmond Paralegal Association. I further understand that this Application is subject to approval by the Richmond Paralegal Association.

Signature _____ Date _____, 2012

*The Richmond Paralegal Association is an affiliate of NALA.
Members are bound by the NALA Code of Ethics and Professional Responsibility.*

**Pages 1 and 2 must be completed and returned to the above address
with payment payable to Richmond Paralegal Association
Attn: Kitty Bice, CP, Treasurer**

Name _____

**TO BE COMPLETED BY APPLICANT FOR
ACTIVE, PROVISIONAL, ASSOCIATE OR SUSTAINING MEMBERSHIP**

Employer _____

Please mark the most appropriate description of your employer -

Law department, non-profit organization _____; Judicial agency, court _____; Government legal agency _____;
Corporate law department _____; Private law office _____ consisting of # attorneys _____ # legal personnel _____;
Other _____

Name of immediate supervisor _____

How long employed as a paralegal? _____ Total years legal experience _____

Specialty area of practice (i.e., litigation, real estate) _____

Formal or special education (name and address of school) _____
Please provide proof of same by attaching an official transcript or proof of completion

Date of graduation _____ Emphasis (if applicable) _____

National Association of Legal Assistants / Paralegals - Certified Paralegal date of certification: _____ No. _____

**TO BE COMPLETED BY APPLICANT'S ATTORNEY-EMPLOYER FOR
ACTIVE, PROVISIONAL, ASSOCIATE OR SUSTAINING MEMBERSHIP WHEN
APPLICANT HAS HAD NO FORMAL TRAINING FOR THE POSITION OF PARALEGAL**

ATTORNEY-EMPLOYER ATTESTATION - I hereby attest that Applicant is employed by me and is recognized as a paralegal and that Applicant is under the supervision and direction of an attorney, is capable of performing the following services as generally described by the American Bar Association'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 the law.
- Exercising judgment and working independently with respect to assigning tasks, keeping and meeting deadlines.
- Preparing or interpreting legal documents for review by lawyers.
- 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 law.
- Preparing detailed office procedures for efficient handling of specialized field(s) of law.

I further attest that Applicant has been employed by me as a paralegal for _____ years; that Applicant's ethical and professional conduct are above reproach, and that Applicant is recommended for membership in the Richmond Paralegal Association.

Employer _____

Signature of Immediate Supervising Attorney _____ Date _____, 2012

**TO BE COMPLETED BY APPLICANT FOR
STUDENT MEMBERSHIP**

School attending _____

Length of paralegal training program _____ Expected date of graduation _____

**TO BE COMPLETED BY THE SCHOOL FOR
APPLICANT FOR STUDENT MEMBERSHIP**

I hereby attest that Applicant is currently enrolled in the paralegal course at this school.

Your title _____

School _____

Signature _____ Date _____, 2012