

# RICHMOND PARALEGAL ASSOCIATION

## Membership Application

Name \_\_\_\_\_

Please include any designation (CLA, CP, MBA, etc.)

Office phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employer \_\_\_\_\_

Employer address \_\_\_\_\_

Home address \_\_\_\_\_

Email address \_\_\_\_\_

I hereby apply for membership in the Richmond Paralegal Association in the following category-

<input type="checkbox"/>	<p><b>Active (Voting Privileges) - \$75.00</b> – (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 CLA/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></p>
<input type="checkbox"/>	<p><b>Provisional Membership (Non-Voting) - \$50.00</b> – 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.</p>
<input type="checkbox"/>	<p><b>Student Membership (Non-Voting) - \$25.00</b> – 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 has completed a minimum of twelve (12) semester hours or equivalent provided the individual is not employed as a paralegal.</p>
<input type="checkbox"/>	<p><b>Retired Membership (Non-Voting) - \$25.00</b> – Any member of RPA currently residing in the Richmond metropolitan area, who has retired from the paralegal profession.</p>
<input type="checkbox"/>	<p><b>Associate Membership and Sustaining Membership (Non-Voting) - \$100.00</b> – 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.</p>

*RPA's Bylaws prohibit acceptance of a member who has been convicted of a felony. Membership dues are not prorated.*

I agree to be bound by the 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 \_\_\_\_\_, 20\_\_\_\_

Pages 1 and 2 must be completed and returned to the above address with payment payable to the Richmond Paralegal Association

PO Box 384 • Richmond • VA 23218

WWW.RICHMONDPARALEGALS.ORG

*The Richmond Paralegal Association is an affiliate of NALA - Members are bound by the NALA Code of Ethics and Professional Responsibility in addition to any Code adopted by the Association.*

Name \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT FOR ACTIVE OR PROVISIONAL MEMBERSHIP**

Please mark the most appropriate description of your employer -

- Nonprofit Law Department       Judicial Agency or 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) or training for present position  
\_\_\_\_\_

Expected date of graduation \_\_\_\_\_ Emphasis (if applicable) \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT'S ATTORNEY-EMPLOYER FOR PROVISIONAL MEMBERSHIP**

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.

Signature of Immediate Supervising Attorney \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_ Printed Name: \_\_\_\_\_

**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 and has completed 12 semester hours (or equivalent) in the paralegal course at this school.

School \_\_\_\_\_

Signature of Student Advisor \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_ Printed Name and Title \_\_\_\_\_

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