

CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY
OF THE
NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general Guide, and the enumeration of these rules does not mean that there are not others of equal importance although not specifically mentioned.

- Canon 1.** A legal assistant shall not perform any of the duties that lawyers only may perform, nor do things that lawyers themselves may not do.
- Canon 2.** A legal assistant may perform any task delegated and supervised by a lawyer so long as the lawyer is responsible to the client, maintains a direct relationship with the client, and assumes full responsibility for the work product.
- Canon 3.** A legal assistant shall not engage in the practice of law by accepting cases, setting fees, giving legal advice, or appearing in court (unless otherwise authorized by court or agency rules).
- Canon 4.** A legal assistant shall not act in matters involving professional legal judgment, as the services of a lawyer are essential in the public interest whenever the exercise of such judgment is required.
- Canon 5.** A legal assistant must act prudently in determining the extent to which a client may be assisted without the presence of a lawyer.
- Canon 6.** A legal assistant shall not engage in the unauthorized practice of law.
- Canon 7.** A legal assistant must protect the confidences of a client, and it shall be unethical for a legal assistant to violate any statute now in effect or hereafter to be enacted controlling privileged communications.
- Canon 8.** It is the obligation of the legal assistant to avoid conduct which would cause the lawyer to be unethical or even appear to be unethical, and loyalty to the employer is incumbent upon the legal assistant.
- Canon 9.** A legal assistant shall work continually to maintain integrity and a high degree of competency throughout the legal profession.
- Canon 10.** A legal assistant shall strive for perfection through education in order to better assist the legal profession in fulfilling its duty of making legal services available to clients and the public.
- Canon 11.** A legal assistant shall do all things incidental, necessary or expedient for the attainment of the ethics and responsibilities imposed by statute or rule of court.
- Canon 12.** A legal assistant is governed by the American Bar Association Model Code of Professional Responsibility and the American Bar Association Model Rules of Professional Conduct.