

VIRGINIA PENINSULA PARALEGAL ASSOCIATION

APPLICATION FOR MEMBERSHIP

Virginia Peninsula Paralegal Association (VAPPA) (formerly Peninsula Legal Assistants, Inc. (PLA)), is an affiliate of the National Association of Legal Assistants, Inc. (NALA), and its members are bound by the NALA Code of Ethics and Professional Responsibility. Membership is open to those persons who meet the specified qualifications for (i) active membership, (ii) associate membership, (iii) sustaining membership, or (iv) student membership.

QUALIFICATIONS FOR ACTIVE MEMBERSHIP:

Active membership is the only membership classification which carries full voting privileges. Active members are also the only members who may serve as association officers, members of the executive committee, or committee chairpersons. Active members are required to attend a minimum of four (4) business meetings per fiscal year and serve the association as either an officer, committee chair or committee member. Active (voting) membership is open to:

(1) Any individual who has successfully completed the Certified Legal Assistant (CLA) Examination of NALA;

(2) Any individual who has graduated from an ABA approved program of study for legal assistants;

(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 sixty (60) semester hours of classroom study;

(4) Any individual who has graduated from a course of study for legal assistants other than those set forth in two (2) and three (3) above, plus not less than six (6) months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant;

(5) Any individual who has received a baccalaureate degree in any field, plus not less than six (6) months in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant;

(6) Any individual who has a minimum of three (3) years of law-related experience under the supervision of an attorney, including at least six (6) 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 (2) years of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.

ACTIVE MEMBERSHIP APPLICATION

I hereby apply for active membership in **Virginia Peninsula Paralegal Association**. I agree to be bound by the NALA Code of Ethics and Professional Responsibility.

Date: _____ Signature: _____

Printed/typewritten name: _____

Home address: _____

Home phone: _____ E-mail address: _____

Employer: _____ Office phone: _____ FAX: _____

Office address: _____

Contact preference: Home: _____ Office: _____ E-Mail: _____

Application made under Category (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____

If applying under Category 1: Date of CLA certification: _____ (Attach copy of certification)

If applying under Category 2, 3, 4, 5, 6, or 7:

Highest level of education: _____ College/University: _____

College/University address: _____ Date of graduation: _____

Type of program (certificate or degree): _____ College/University Major: _____

Total years experience under direct supervision of attorney: ___ Primary work area: _____

Total years/months in-house training under attorney/employer: ___ Primary work area: _____

(Category 2 or 3: attach evidence of graduation or completion of program)

(Category 4, 5, 6, or 7: attach attorney/employer attestation)

ATTORNEY/EMPLOYER ATTESTATION

I hereby attest that _____ is employed by me as a legal assistant, performs legal assistant duties under my direct supervision, and meets the qualifications for active membership in **Virginia Peninsula Paralegal Association**, under the category specified above.

Date: _____

Signature of Attorney/Employer

Printed or Typewritten Name of Attorney/Employer

Application for active membership approved: _____ Category: _____

VAPPA Membership Chairperson

Date: _____

Dues Paid: \$ _____

QUALIFICATIONS FOR ASSOCIATE MEMBERSHIP

Associate (non-voting) membership is open to:

- (1) Those members of bar associations endorsing the legal assistant concept or involved in the promotion of the legal assistant profession;
- (2) Those members of the educational field endorsing the legal assistant concept or involved in the promotion of the legal assistant profession;
- (3) Those persons directly involved in the supervision of legal assistants;
- (4) Those persons in law-related fields interested in the legal profession.

ASSOCIATE MEMBERSHIP APPLICATION

Date: _____ Signature: _____

Printed/typewritten name: _____

Home address: _____

Home phone: _____ E-mail address: _____

Employer: _____ Office phone: _____ FAX: _____

Office address: _____

Contact preference: Home: _____ Office: _____ E-Mail: _____

Application made under Category (1) _____ (2) _____ (3) _____ (4) _____

If applying under Category 4: Law-related field: _____

Application for active membership approved: _____ Category: _____

VAPPA Membership Chairperson

Date: _____

Dues Paid: \$ _____

SUSTAINING MEMBERSHIP APPLICATION

I hereby apply for sustaining membership in **Virginia Peninsula Paralegal Association**. I agree to be bound by the NALA Code of Ethics and Professional Responsibility.

Date: _____ Signature: _____

Printed/typewritten name: _____

Home address: _____

Home phone: _____ E-mail address: _____

Employer: _____ Office phone: _____ FAX: _____

Office address: _____

Contact preference: Home: _____ Office: _____ E-Mail: _____

Application made under Category (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____

If applying under Category 1: Date of CLA certification: _____ (Attach copy of certification)

If applying under Category 2, 3, 4, 5, 6, or 7:

Highest level of education: _____ College/University: _____

College/University address: _____ Date of graduation: _____

Type of program (certificate or degree): _____ College/University Major: _____

Total years experience under direct supervision of attorney: ___ Primary work area: _____

Total years/months in-house training under attorney/employer: ___ Primary work area: _____

(Category 2 or 3: attach evidence of graduation or completion of program)

(Category 4, 5, 6, or 7: attach attorney/employer attestation)

ATTORNEY/EMPLOYER ATTESTATION

I hereby attest that _____ is employed by me as a legal assistant, performs legal assistant duties under my direct supervision, and meets the qualifications for active membership in **Virginia Peninsula Paralegal Association**, under the category specified above.

Date: _____

Signature of Attorney/Employer

Printed or Typewritten Name of Attorney/Employer

Application for active membership approved: _____ Category: _____

VAPPA Membership Chairperson

Date: _____

Dues Paid: \$ _____

QUALIFICATIONS FOR STUDENT MEMBERSHIP

Student (non-voting) membership is open to any individual who is a full-time or part-time student in good standing in any college or university pursuing a course of study as a legal assistant.

STUDENT MEMBERSHIP APPLICATION

I hereby apply for student (non-voting) membership in **Virginia Peninsula Paralegal Association.**

Date: _____ Signature: _____

Printed/typewritten name: _____

Home address: _____

Home phone: _____ E-mail address: _____

Contact preference: Home: _____ Other: _____ E-Mail: _____

Name of college or university: _____

Address of College or University: _____

ABA approved program: _____ Expected date of graduation/completion: _____

Length of program, semester hours: _____ quarter hours: _____ Degree program: _____

Full-time student: _____ Part-time student: _____ Employed in legal field: _____ Full-time: _____ Part-time: _____

ATTESTATION BY REGISTRAR:

I hereby attest that _____ is a full-time or part-time student in good standing at _____, pursuing a course of study as a legal assistant. (Good standing is defined as a student who has paid all fees to the college or university and has met the required minimum grade point average.)

Name of College or University: _____

Date: _____

Signature of Registrar

Printed/Typewritten Name and Title

Application for active membership approved: _____ Category: _____

VAPPA Membership Chairperson

Date: _____ Dues Paid: \$ _____

MEMBERSHIP DUES AND APPLICATION PROCEDURE

Annual fee for membership in **Virginia Peninsula Paralegal Association** is \$35.00 for active (voting) members, \$60.00 for sustaining (non-voting) members, and \$25.00 for student (nonvoting) members or associate (non-voting) members.

Membership dues are not prorated; however, individuals who pay initial membership dues in March may elect to have such dues apply to the following fiscal year. The fiscal year begins May 1 and ends April 30. All applications and supporting documentation are subject to review by the executive committee of **Virginia Peninsula Paralegal Association**.

Application for membership, accompanied by the membership fee and supporting documentation should be mailed to:

Lisa West, CP, Membership Chairperson
Patten, Wornom, Hatten & Diamonstein, L.C.
12350 Jefferson Avenue, Suite 300
Newport News, VA 23602

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.