

Tidewater Paralegal Association

Application for Membership

**General Information:**

Name: (Include cp/acp designation) Employer:

Birthday: Position Title:

[Month & Day Only]

Home Address: Address:

Phone: Phone:

E-mail: E-mail:

preferred contact address: \_\_\_Home or \_\_\_Employer

Veteran? ( )Yes( ) No

**Education:**

School/College/University:

[Highest Level Attained]

Degree(s) Attained: Years Completed:

Legal Assistant: Major(s):

Date(s) of Graduation: Specialty:

Other:

**Affiliations:** (check all that apply)

\_\_\_ National Association of Legal Assistants (“NALA”)

\_\_\_ National Federation of Paralegal Associations, Inc. (“NFPA®”)

\_\_\_ Previous Local Association – Name:

\_\_\_ Other – Name:

**Experience:**

Paralegal/Legal Assistant Other Legal Experience Other

[Indicate Number of Months/Years of experience]

Area(s) of Specialty:

**Membership Category Applying for and Annual Dues:**

Active ($50)\*

Student ($30)\*\*

Sustaining ($50)\*\*\*

Provisional ($50)

Associate ($50)\*\*\*

\*If Applying for Active Membership, Please check all that apply:

\_\_\_ Successful Completion of an **ACP, CLA**/**CP** Examination & Year Completed:

\_\_\_ Graduation from an ABA Approved Paralegal Studies Program

Name School & Year Graduated:

\_\_\_ A Baccalaureate Degree and

\_\_\_ One (1) Year Experience as a Legal Assistant/Paralegal

\_\_\_Minimum of 24 Semester Hours or Equivalent in Paralegal Specialty Courses

\_\_\_ Associates Degree in Paralegal Studies with 60 Semester Hours or Equivalent with a Minimum of 24 Semester Hours or Equivalent in Paralegal Studies Courses

Name of School & Year Graduated:

\_\_\_ Successful Completion of a Paralegal Certificate Program from an Accredited College or University

Name of School & Year Completed:

\_\_\_ Two (2) Years’ Experience as a Legal Assistant under Supervision of an Attorney.

[Please have employer complete attestation on the following page if this is the only item checked.]

\*\*If Applying for Student Membership, Please have the following attestation completed by the school:

I Attest that [Name] is currently enrolled in the

Legal Assistant/Paralegal Studies Program at

[School Name]

**Date:**  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:**

\*\*\*If Applying for Associate or Sustaining Membership, Please Indicate the Following:

\_\_\_Educator

\_\_\_Attorney

\_\_\_Other – Please Explain:

**Application Attestation**

I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws adopted by the Tidewater Paralegal Association, Inc. I further understand that this application is subject to the approval of Tidewater Paralegal Association (“TPA”).

Date: Signature of Applicant:

**Committee Membership**

Please choose one or more of the following committees you may be interested in. All Active members are encouraged to serve on no less than one standing or special committee.

\_\_\_\_ Website \_\_\_\_ Annual Seminar \_\_\_\_ Newsletter

\_\_\_\_ Venue \_\_\_\_ Public Relations \_\_\_\_ Speaker

\_\_\_\_ Facebook \_\_\_\_ Job Bank \_\_\_\_ Membership

**Attorney/Employer Attestation**

**I attest that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is employed by me and is recognized as a Legal Assistant/Paralegal and that he/she, under the supervision and direction of a lawyer, is capable of 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 law.
* Exercising judgment and working independently with respect to assigned tasks, keeping and meeting deadlines.
* Preparing or interpreting legal documents for review by lawyers.
* Selecting, compiling and using technical information from such references as digest, encyclopedias or practice manuals.
* Analyzing procedural problems and recommending solutions in certain fields of law.
* Preparing detailed office procedures for efficient handling of specialized fields of law.
* Doing work that in the absence of the paralegal would be handled by an attorney.

**I further attest that applicant’s ethical and professional conduct is above reproach, and that he/she is recommended for membership in the Tidewater Paralegal Association (“TPA”). Applicant has been employed by**  **for \_\_\_ less than two years or \_\_\_ more than two years**

**Date:**   **Signature:**

**Title:**

**ACP**®, **CLA**®and **CP**® are registered certification marks of the National Association of Legal Assistants. Their use is permitted only by those who have met and maintained national certification standards.