

**NORTHEAST TEXAS ASSOCIATION OF
PARALEGALS, INC.**
(An Affiliate of the National Association of Legal Assistants, Inc.)

Instructions to Applicant:

1. Complete application in full.
2. Check each category which applies.
3. Attach a comprehensive description of current job functions and any supporting information, and a current resume.
4. Please attach your check for \$30.00 for Active membership, \$30.00 for Associate membership, \$20.00 for Student membership or \$50.00 for Sustaining membership as appropriate.
5. Be sure to keep a copy of your application for future reference.
6. Please return your completed application and check to: NTAP, Inc., P.O. Box 2284, Longview, Texas 75606.

To be Completed by All Applicants:

Name: _____ Home Telephone #: _____

Home Address: _____

City: _____ State: Texas Zip Code: _____

Employer: _____

Business Address: _____

City: _____ State: Texas Zip Code: _____

Business Telephone: _____ Business Facsimile: _____

Office e-mail: _____ Home e-mail: _____

Date of Birth: _____ Preferred Mailing Address: _____ Home _____ Business

Area(s) of specialization, if any:

_____ NALA Member _____ CLA/CP _____ ACP _____ SBOT/PD

_____ TBLS/Specialty

Optional Information for Directory:

Education: _____

Other Memberships: _____

If you have previously been a NTAP member, list the first year you were a member, and any other offices held, committees served on, etc.: _____

Spouse's Name: _____ Children: _____

Hobbies, Goals and/or Other Personal Information: _____

We welcome any comments or statements regarding our profession: _____

CHOOSE ONE OF THE FOLLOWING:

Voting Member: _____ Non-voting Member: _____

To be Completed by Applicant for ACTIVE Membership:

I hereby apply for active membership in the Northeast Texas Association of Paralegals, Inc. I hereby certify that I am a resident of the State of Texas; that I am employed as a paralegal; and that I qualify as a member under the category or categories checked below. I hereby give consent to the Association to contact my present and/or former supervising attorney(s) for verification or clarification of my qualifications for membership.

Please check the appropriate category or categories:

- _____ a. The experienced individual who (i) is presently residing in and employed as a paralegal in the State of Texas, (ii) possesses a minimum of five (5) years of law related experience, (iii) possesses a minimum of six (6) months paralegal experience; (iv) for whom the employer-attorney will attest to that individual's qualifications as a paralegal and (v) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

- _____ b. The paralegal who (i) is presently residing in and employed as a paralegal in the State of Texas, (ii) has successfully completed the CLA/CP examination and/or specialty certification examination administered by the Texas Board of Legal Specialization, (iii) possesses a minimum of six (6) months paralegal experience, (iv) possesses a minimum of two (2) years law related experience, (v) for whom the employer-attorney will attest to that individual's qualifications as a paralegal and (vi) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

- _____ c. The paralegal who (i) is presently residing in and employed as a paralegal in the State of Texas, (ii) has successfully completed a course of study for paralegals, (iii) possesses a minimum of six (6) months paralegal experience, (iv) possesses a minimum of two (2) years of law related experience, (v) for whom the employer-attorney will attest to that individual's qualifications as a paralegal and (vi) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

- _____ d. The paralegal who fulfills the criteria for active membership in the Paralegal Division of the State Bar of Texas.

I have read the definition of a paralegal as stated below, and have read and agree to be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc., and I agree to be bound by the Disciplinary Procedures established by the Northeast Texas Association of Paralegals, Inc. I further understand that this application is subject to approval by the National Association of Legal Assistants, Inc.

Date: _____

Applicant's Signature: _____

DEFINITION OF A PARALEGAL

A paralegal is a person, qualified through various combinations of education, training, or work experience, who is employed or engaged by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of a licensed attorney, of specifically delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal principles and procedures that, absent such a person, an attorney would be required to perform the task.

PLEASE HAVE YOUR SUPERVISING ATTORNEY SIGN THE VERIFICATION BELOW:

Supervising Attorney Verification:

I have read the definition of a paralegal stated above and I hereby verify that _____, Applicant herein, works under my direct supervision as a paralegal and that I remain responsible for the Applicant's work product.

Name of Supervising Attorney:

Attorney's Signature

Date: _____

State Bar Card Number: _____

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To be Completed by Applicant for ASSOCIATE Membership:

I hereby apply for associate membership in the Northeast Texas Association of Paralegals, Inc. I hereby certify that I am a resident of the State of Texas; and that I qualify as a member under the category or categories checked below. I hereby give consent to the Association to contact my present and/or former supervising attorney(s) for verification or clarification of my qualifications for membership.

Please check the appropriate category or categories:

- _____ a. The experienced individual who (i) is presently residing in and employed as a paralegal in the State of Texas, (ii) possesses a minimum of five (5) years of law related experience but does not possess the minimum six (6) months paralegal experience, (iii) for whom the employer-attorney will attest to that individual's qualifications as a paralegal and (iv) can attest that they have not been convicted or given probation (whether deferred or not) of a felony or misdemeanor involving moral turpitude or any other felony; or

- _____ b. The paralegal who fulfills the criteria for Associate membership in the Paralegal Division of the State Bar of Texas; or

- _____ c. If you were OR are currently an ACTIVE member and you have retired, taking a leave of absence, or changing careers you may renew as an ASSOCIATE member without an attorney verification signature. For this category, you must enclose a letter (with your application) describing your situation.

I have read the definition of a paralegal as stated below, and have read and agreed to be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc., and I agree to be bound by the Disciplinary Procedures established by the Northeast Texas Association of Paralegals, Inc. I further understand that this application is subject to approval by the National Association of Legal Assistants, Inc.

Date: _____ Applicant's Signature: _____

DEFINITION OF A PARALEGAL

A paralegal is a person, qualified through various combinations of education, training, or work experience, who is employed or engaged by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of a licensed attorney, of specifically delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal principles and procedures that, absent such a person, an attorney would be required to perform the task.

PLEASE HAVE YOUR SUPERVISING ATTORNEY SIGN THE VERIFICATION BELOW:

Supervising Attorney Verification:

I have read the definition of a paralegal stated above and I hereby verify that _____, Applicant herein, works under my direct supervision as a paralegal and that I remain responsible for the Applicant's work product.

Name of Supervising Attorney:

Attorney's Signature

Date: _____

State Bar Card Number: _____

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To be Completed by Applicant for STUDENT Membership:

I hereby apply for Student membership in the Northeast Texas Association of Paralegals, Inc. I hereby certify that I qualify as a member under the category or categories checked below.

Please check the appropriate category:

_____ a. The individual who is enrolled in any NTAP approved university, college, junior college or other program of study for paralegals.

Name of institution and location: _____

I hereby give consent to the Association to contact my present and/or former supervising attorney(s) or director of the paralegal program in which I am a student, for verification or clarification of my qualifications for membership.

I understand that I may apply for active or associate membership at such time that I satisfy the criteria for active or associate membership, and that as a student member I shall have all privileges and prerogatives of an active or associate member, except that I may not serve as an officer or committee chairperson, and I will not be able to vote on Bylaw amendments or Standing Rule changes.

I have read the definition of a paralegal as stated below, and have read and agree to be bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc., and agree to be bound by the Disciplinary Procedures established by the Northeast Texas Association of Paralegals, Inc. I further understand that this application is subject to approval by the National Association of Legal Assistants, Inc.

Date: _____

Applicant's Signature: _____

DEFINITION OF A PARALEGAL

A paralegal is a person, qualified through various combinations of education, training, or work experience, who is employed or engaged by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of a licensed attorney, of specifically delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal principles and procedures that, absent such a person, an attorney would be required to perform the task.

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To be Completed by Applicant for SUSTAINING Membership:

This classification is open to attorneys, law firms, court reporters, corporations, schools or educators who support the paralegal profession and the goals, activities, and programs of this association. Any sustaining member must be residing in, or be located in the State of Texas.

Sustaining members shall not be entitled to vote, hold office or serve in a voting capacity on a committee.

Check one: Attorney Law Firm Corporation School Educator

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: Texas Zip Code: _____

Telephone Number: _____ Facsimile Number: _____

Email: _____

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