

Why Join MALA*Montana Association of Legal Assistants?



MALA is the only National Association of Legal Assistants affiliate in Montana. This affiliation provides MALA members with CLA/CP testing opportunities within the State not available to non-members. MALA members also enjoy discounted rates on MALA's continuing legal education seminars, subscription to MALA's Job Bank and quarterly newsletter, representation within the Montana Bar Association, networking opportunities with other professionals in the legal community, and updates on national and local legislation affecting the paralegal profession.

APPLICATION FOR MEMBERSHIP

By submitting this application I hereby agree to be bound by the bylaws adopted by the Montana Association of Legal Assistants. I understand that this Association is an affiliate of the National Association of Legal Assistants (NALA). I hereby agree to be bound by the NALA Code of Ethics and Professional Responsibility on page 4 of this Application.

Date: _____ **Signature:** _____

Name: _____

Home Address: _____

Preferred Mailing Address: ____ work ____ home

Telephone: Home (406) _____
Business (406) _____ FAX No. (406) _____

Employer: _____ Application Date: _____
Address: _____

_____ Email: _____

Position Title: _____

Your Areas of Specialty Areas or Areas of Interest:

- Business/Corporate Criminal Law Real Estate General
- Probate/Estate Bankruptcy Family Law Other
- Administrative Taxation Litigation

Years Worked in Legal Profession: 0-1 2-5 6-10 over 10

Years as Legal Assistant or Crossover: 0-1 2-5 6-10 over 10

Number of Lawyers in Your Office:

- 0-1 2-5 6-10 11-20 over 20

Type of Legal Office:

- Law Office Corporate Legal Dept. Self-employed
- Court System Government Services Other

Formal or special education (name and address of school) or training for present position:

Date of graduation: _____ Specialty (if applicable): _____

If you have a CLA/CP or ACP designation, please indicate the year certified:

CLA/CP: _____

ACP: _____

Area(s) of ACP certification: _____

Membership in this Association is based on requirements approved by Association members. There is only one membership category which includes legal assistants who are working under the direct supervision of an attorney, students and graduates of legal assistant programs, attorneys or paralegal educators, and persons acting, or who have acted in the past, in a legal assistant capacity. All members may vote and hold office in this Association.

Membership applications should be completed and submitted with your check for \$25.00 made payable to the Montana Association of Legal Assistants, and mailed to:

MALA Vice President
P.O. Box 9016
Missoula, Montana 59807-9016

Please mark below the requirement for membership that you feel you have met and provide the information requested:

1. Legal assistant working under the direct supervision of an attorney.
(Attorney attestation required.)

Supervising Attorney's Name _____

2. Student of a legal assistant program.
(Student attestation required.)

Name of Program: _____

3. Graduate of a legal assistant program.
(Certificate required.)

Name of Program: _____

4. Certified Legal Assistant.
(CLA Certificate required.)

Supervising Attorney's Name _____

5. Attorney.

Law Firm: _____

6. Paralegal educator.

Educational Institution: _____

7. I am presently acting in a legal assistant capacity (i.e., "cross-over" legal secretary).
(Attorney attestation required.)

Supervising Attorney's Name: _____

8. I have acted in the past in a legal assistant capacity.
(Attorney attestation required.)

Supervising Attorney's Name: _____

Based on the above information, we accept this applicant for membership in the Montana Association of Legal Assistants:

Date

Committee Member

Membership Committee Chairman

Committee Member

**National Association of Legal Assistants
CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY OF
NATIONAL ASSOCIATION OF LEGAL ASSISTANTS, INC.**

Preamble

It is the responsibility of every legal assistant to adhere strictly to the accepted standards of legal ethics and to live by general principles of proper conduct. The performance of the duties of the legal assistant shall be governed by specific canons as defined herein in order that justice will be served and the goals of the profession attained.

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as general guide, and the enumeration of these rules does not mean 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 professional 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 and shall assist in preventing 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 other 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.

ATTORNEY ATTESTATION

I, _____, am an attorney in good standing in the State of _____. I attest that _____ meets the qualifications for active voting membership to the Montana Association of Legal Assistants as outlined in requirement nos. 1, 7 or 8 of the Application for Membership attached.

Dated this _____ day of _____, 20_____.

Signature of Attesting Attorney

Print name of attesting attorney

Address of attesting attorney

STUDENT ATTESTATION

I hereby attest that _____ is currently enrolled in the legal assistant course at this school.

Signature: _____ Date: _____

Title: _____

School Name: _____

School Address: _____

Telephone: _____