



Date Received: \_\_\_\_\_  
 Paid: \$ \_\_\_\_\_  
 Check #: \_\_\_\_\_ Cash \_\_\_\_\_ Credit \_\_\_\_\_  
 Membership Type: \_\_\_\_\_  
 Date Approved: \_\_\_\_\_

**Montana Association of Legal Assistants\*Paralegals**

MALA is the only National Association of Legal Assistants affiliate in Montana.

Please return completed application and \$30.00 to:

**MALA**  
**ATTN: MEMBERSHIP**  
**PO Box 9016**  
**Missoula, MT 59807-9016**

Or

apply online at [www.malanet.org](http://www.malanet.org) and pay only \$26.00

**APPLICATION FOR MEMBERSHIP**

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

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

First Name:	Last Name:
Email:	
Business Name:	Business Telephone:
Business Address:	Business Fax:
	Mobile Telephone:
Home Address:	Home Telephone:
	Birth Date (Month/date only):

Preferred location for mailing: Office Home  
 Would you like to receive notices of job openings and CLE via email? Yes No  
 Do you have a certificate or degree in paralegal studies: (School \_\_\_\_\_) Yes No  
 Are you a CLA/CP? Yes No  
 If so, are you an ACP (specialty) Yes No Areas: \_\_\_\_\_  
 Are you an active member of NALA in good standing? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Are you a notary? Yes No  
 Your Areas of Practice:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Criminal Prosecution  | <input type="checkbox"/> Personal Injury      |
| <input type="checkbox"/> Bankruptcy         | <input type="checkbox"/> Domestic/Family Law   | <input type="checkbox"/> Product Liability    |
| <input type="checkbox"/> Civil Litigation   | <input type="checkbox"/> Employment Law        | <input type="checkbox"/> Real Estate          |
| <input type="checkbox"/> Commercial Law     | <input type="checkbox"/> Environmental Law     | <input type="checkbox"/> Taxation             |
| <input type="checkbox"/> Construction Law   | <input type="checkbox"/> Insurance Defense     | <input type="checkbox"/> Wills/Estate/Probate |
| <input type="checkbox"/> Contract Law       | <input type="checkbox"/> Intellectual property | <input type="checkbox"/> Worker's Comp.       |
| <input type="checkbox"/> Corporate Law      | <input type="checkbox"/> Medical Malpractice   |   |
| <input type="checkbox"/> Criminal Defense   | <input type="checkbox"/> Natural Resources     |   |
| <input type="checkbox"/> Other: _____       |  |   |

Type of Legal Office:

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Law Office   | <input type="checkbox"/> Corporate Legal Dept. | <input type="checkbox"/> Self-employed |
| <input type="checkbox"/> Court System | <input type="checkbox"/> Government Services   | <input type="checkbox"/> Other         |

Membership Type:

*Active – New	\$30.00 (check) - \$26.00 (online)
**Active – Renewal	\$30.00 (check) - \$26.00 (online)
	After July 1st - \$40.00 (check) – \$36.00 (online)
***Student – School: _____	Free with proof of enrollment
Associate	Free

\*Certificate of Completion of Paralegal Studies, Certified Paralegal or Advanced Certified Paralegal Certificate from NALA or completed Employer Attestation must be attached.  
 \*\*(10 hours of CLE required)  
 \*\*\*Completed Instructor or Program Director Attestation must be attached (No CLE required)

ALL RENEWALS – ADD \$10 REINSTATEMENT FEE IF POSTMARKED AFTER JULY 1  
 If all information and fees are not included with this form, the entire form will be returned to applicant.

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Membership in this Association is based on requirements approved by Association members. There are three membership categories which include Active Member, Student Member and Associate Member. Only Active members may vote and hold office in this Association.

### **Membership Type:**

**Active Member (VOTING):** This membership comes with full voting rights. Active membership is open to any individual who meets at least one of the following requirements (*please check one*):

- i. Any individual who has successfully completed the Certified Paralegal (“CP”) examination of NALA and is currently in good standing as a CP with NALA (**Copy of Certificate required**), or
- ii. Any individual who has graduated from an American Bar Association (“ABA”) approved program of study for paralegals, (**Copy of Degree/Diploma**) or
- iii. Any individual who has graduated from a course of study for paralegals, which is institutionally accredited but not ABA approved, and which requires no less than the equivalent of sixty (60) semester hours of classroom study, (**Copy of Diploma**) or
- iv. Any individual who has graduated from a course of study for paralegals other than those set forth in ii and iii above, plus not less than six (6) months of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal, (**Completed Attorney Attestation**) or
- v. Any individual who has received a baccalaureate degree in any field, plus not less than six (6) months in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal, (**Completed Attorney Attestation**) or
- vi. Any individual who has a minimum of two (2) years of law related experience under the supervision of an attorney, including at least six (6) months of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal, (**Completed Attorney Attestation**) or
- vii. Any individual who has a minimum of one (1) year of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal (**Completed Attorney Attestation**).

### **Student Member (NON-VOTING):**

Student membership is open to any individual who is a full-time or part-time student in good standing in any college, junior college, community college, or other school pursuing a course of study as a paralegal. A student that has graduated from the above outlined paralegal educational programs may retain their membership status as a student member for one year after the date of their graduation or until such time as they qualify as an Active member. This classification of membership has no voting rights and those members of this classification cannot serve as an officer, director, committee chairperson, or member of the Executive Committee.

**Associate Member (NON-VOTING):**

Associate membership is open to any individual new to the paralegal industry who do not qualify for membership under MALA's Active or Student membership types listed above, or those individuals who are members of the Bar Associations endorsing the paralegal concept or involved in the promotion of the paralegal profession; those individuals who are members of the educational field endorsing the paralegal concept or involved in the promotion of the paralegal profession; and those persons involved in the supervision of paralegals and not actively working as a paralegal. This classification of membership has no voting rights and those members of this classification cannot serve as an officer, director, committee chairperson, or member of the Executive Committee. This classification of membership may be a member of any committee, except Executive committee, and may have a vote on the committee, but cannot serve as the committee Chairperson. Once the Associate Member has acquired more experience and/or education, the Associate Member may be converted to an Active MALA membership type with all the rights of an active MALA membership.

\_\_\_\_\_

Date

\_\_\_\_\_

Committee Member

\_\_\_\_\_

Membership Committee Chairman

\_\_\_\_\_

Committee Member

**ATTORNEY-EMPLOYER 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

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**STUDENT ATTESTATION**

I hereby attest that \_\_\_\_\_ is currently enrolled in the Paralegal Studies program at \_\_\_\_\_ with an anticipated graduation date of \_\_\_\_\_.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Attesting Instructor/Program Director

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**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.

Montana Association of Legal Assistants\*Paralegals

**COMMITTEE VOLUNTEER FORM**

Name \_\_\_\_\_

Telephone No. (406) \_\_\_\_\_ Fax No. (406) \_\_\_\_\_

Email: \_\_\_\_\_

**COMMITTEES AND PROJECTS** (indicate order of preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.))

- |  |  |
|--|--|
| _____ Standing Seminar Committee         | _____ Bylaws Committee                 |
| _____ Professional Development Committee | _____ Library                          |
| _____ Nominations & Elections            | _____ Student Liaison Committee        |
| _____ Advertising/Newsletter             | _____ Parliamentarian                  |
| _____ Internet/Website                   | _____ MALA Representative to State Bar |
| _____ Membership Committee               | _____ Job Bank                         |
| _____ Audit Committee                    | _____ Mentoring Program                |
| _____ Legislature Monitoring Committee   | _____ Community Outreach Committee     |

**Suggestions or Comments:** \_\_\_\_\_

Return to:

MALA  
Board of Directors  
PO Box 9016  
Missoula, MT 59807-9016

Email: [mala@malanet.org](mailto:mala@malanet.org)