



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.

**You may complete the application electronically by visiting
 malanet.org**

OR

Complete this form and mail it along with \$35.00 to:

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

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 \$35.00
 **Active – Renewal \$35.00
After July 1st - \$45.00
 ***Associate/Sustainable \$15.00
 ****Student – School: _____ Free with proof of enrollment

*Certificate of Completion of Paralegal Studies, Certified Paralegal or Advanced Certified Paralegal Certificate from NALA, or completed Employer Attestation must be attached.

** Proof of 10 hours of CLE required.

*** If you qualify for Active Membership, then you do not qualify for Associate Membership.

**** 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.

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 Types:

Active Membership (VOTING): Open to individuals who meet at least one of the following qualifications (*please check one*):

- Successfully completed NALA's Certified Paralegal Exam. (*Copy of Certificate Required*)
- Graduated from an ABA-approved paralegal program. (*Copy of Degree/Diploma*)
- Graduated from an institutionally accredited program with not less than the equivalent of 60 semester hours of classroom study. (*Copy of Diploma*)
- Graduated from a paralegal program not listed above, but has no less than six months of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal. (*Completed Attorney Attestation*)
- Holds a baccalaureate degree in any field, plus not less than six months of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal. (*Completed Attorney Attestation*)
- Minimum of three years of law-related experience under the supervision of an attorney, including at least six months of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal. (*Completed Attorney Attestation*)
- Minimum of one year of in-house training as a paralegal, whose attorney-employer attests that such person is a qualified paralegal. (*Completed Attorney Attestation*)

Associate / Sustaining Membership (NON-VOTING): Open to any individuals new to the paralegal industry who do not qualify for membership under MALA's Active or Student membership types and who meet at least one of the following qualifications:

Associate Membership

- Member of bar association endorsing the paralegal concept or involved in the promotion of the paralegal profession.
- Individual involved in the educational field who endorses the paralegal concept or is involved in the promotion of the paralegal profession.
- Supervisor of paralegals.

Sustaining Membership

- Open to individuals, law firms, corporations, and paralegal program representatives who endorse the paralegal concept or are actively involved in the promotion of the paralegal profession.

Student Membership (NON-VOTING): Open to individuals who meet the following qualifications:

- Enrolled student (taking at least 5 semester hours in the current session or upcoming) in good standing in any university, college, junior college, or other approved school pursuing a course of study as a paralegal.
- Not currently employed as a paralegal.

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*Paralegals as outlined in requirement nos. i-vii of the Application for Membership.

Dated _____.

Signature of Attesting Attorney

Print name of attesting attorney

Address of attesting attorney

STUDENT ATTESTATION

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

Dated _____.

Signature of Attesting Instructor/Program Director

Print name and Title

Print name of school

Print name of school address and phone number

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

Each member agrees to follow the canons of the NALA Code of Ethics and Professional Responsibility. Violations of the Code may result in cancellation of membership. First adopted by the NALA membership in May of 1975, the Code of Ethics and Professional Responsibility is the foundation of ethical practices of paralegals in the legal community.

A paralegal must adhere strictly to the accepted standards of legal ethics and to the general principles of proper conduct. The performance of the duties of the paralegal shall be governed by specific canons as defined herein so that justice will be served and goals of the profession attained. (See Model Standards and Guidelines for Utilization of Legal Assistants, Section II.)

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general guide intended to aid paralegals and attorneys. The enumeration of these rules does not mean there are not others of equal importance although not specifically mentioned. Court rules, agency rules and statutes must be taken into consideration when interpreting the canons.

Definition: *Legal assistants, also known as paralegals, are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney.*

In 2001, NALA members also adopted the ABA definition of a legal assistant/paralegal, as follows:

A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible. (Adopted by the ABA in 1997)

Canons:

Canon 1 – A paralegal must not perform any of the duties that attorneys only may perform nor take any actions that attorneys may not take.

Canon 2 – A paralegal may perform any task which is properly delegated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.

Canon 3 – A paralegal must not: (a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; and (b) establish attorney-client relationships, set fees, give legal opinions or advice or represent a client before a court or agency unless so authorized by that court or agency; and (c) engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

Canon 4 – A paralegal must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.

Canon 5 – A paralegal must disclose his or her status as a paralegal at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

Canon 6 – A paralegal must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal service.

Canon 7 – A paralegal must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.

Canon 8 – A paralegal must disclose to his or her employer or prospective employer any pre-existing client or personal relationship that may conflict with the interests of the employer or prospective employer and/or their clients.

Canon 9 – A paralegal must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

Canon 10 – A paralegal's conduct is guided by bar associations' codes of professional responsibility and 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 (1st, 2nd, 3rd, 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