



New Orleans Paralegal Association *Founded 1979*

P.O. Box 30604, New Orleans, Louisiana 70190

504-467-3136 www.neworleansparalegals.org

2011 MEMBERSHIP APPLICATION

Membership is for a one-year term; renewable annually on a calendar year basis (January 1 through December 31).

Membership for those joining after September 1 shall extend through the end of the next calendar year.

PLEASE TYPE OR PRINT CLEARLY Are you a **NEW MEMBER** or a **RENEWING MEMBER**?

NAME _____
(Last) (First) (Middle Initial)

E-MAIL ADDRESS* _____

EMPLOYER NAME*: _____

(Check preferred address for NOPA mail)

BUSINESS ADDRESS _____
(Street) (City) (State) (Zip) (Phone)

HOME ADDRESS _____
(Street) (City) (State) (Zip) (Phone)

***An email address and employer's name ARE REQUIRED in order to process your application. Your email address will only be used for NOPA purposes such as meeting notices, event notification or educational opportunities.**

MEMBERSHIP STATUS

Please select the Membership Category below that best describes you NOW, at the time of Application/Renewal.

DEFINITION: A Paralegal is a person qualified, through education, training or work experience, to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. This person may be retained or employed by a lawyer, law office, governmental agency or other entity or may be authorized by administrative, statutory or court authority to perform this work. "Substantive" shall mean work requiring recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts.

VOTING MEMBER*: \$60.00. Shall be employed as a paralegal as defined above at the time of application for, or renewal of, membership. A voting member shall be entitled to one vote on all matters which require the vote of members of the New Orleans Paralegal Association and shall have the right to make motions, hold office and serve on the Board of Directors. **A voting member shall possess at least ONE of the following qualifications:**

(1) Bachelor's degree and one year paralegal experience and is employed or retained as a paralegal; (2) Completion of an ABA approved paralegal program or a paralegal studies program that is not ABA approved but meets the substantive legal studies requirements pursuant to ABA guidelines and is employed or retained as a paralegal; (3) Two years' paralegal experience and is employed or retained as a paralegal.

ASSOCIATE NON-VOTING MEMBER: \$55.00. Please check the box that applies to you:

- A person seeking first-time employment as a paralegal following the completion of a paralegal studies program;
- A person who has previously been, but is not now, employed as a paralegal and meets the qualifications for a voting member.

Associate members shall not be entitled to vote on matters which require the vote of members of the New Orleans Paralegal Association and shall not have the right to make motions, hold office or serve on the Board of Directors.

STUDENT MEMBER: \$40.00. A person currently enrolled at the time of application in a formal course of Paralegal Studies. Proof of enrollment must be attached to the application. Student members shall not be entitled to vote on matters which require the vote of members of the New Orleans Paralegal Association and shall not have the right to make motions, hold office or serve on the Board of Directors.

SUSTAINING MEMBER:** \$100.00. Any corporation, partnership, organization or other entity interested in supporting NOPA may become a Sustaining Member. Sustaining Members shall not be entitled to vote on matters which require the vote of members of the New Orleans Paralegal Association and shall not have the right to make motions, hold office or serve on the Board of Directors.

PLEASE COMPLETE THE FOLLOWING:

Are you a practicing Paralegal? Yes No Number of years experience: _____

Highest Level of Education: High School; Tech/Trade/Some College; AA/AS or Para Cert.; BA/BS; Graduate

Did you complete a Paralegal Program? Yes No If Yes, where? _____

Was it ABA Approved? Yes No Did you receive a certificate? Yes No

Professional memberships, certificates, or licenses held: _____

Past and present civic or cultural activities, including offices held: _____

By submitting this application I certify that I have read and understand the classes of Membership described herein and I meet the criteria as a Paralegal and for the membership class for which I am applying or renewing.

SIGNATURE: _____ **(DATE)** _____

**** Sustaining Membership** entitles the company or organization to one member representative to NOPA functions and mailings. Where payment is required for attendance (such as the Dinner Meeting), the Member rate would apply to one representative, and the guest rate to all other representatives in attendance.

PAYMENT

Enclosed is a check in the amount of \$ _____ payable to NOPA, for the Membership. Status checked above.

Make check payable to NOPA or New Orleans Paralegal Association and mail with completed application to:
Membership Chairman, P.O. Box 30604, New Orleans, LA 70190

Does your employer reimburse for dues? Yes No

Dues paid by the Paralegal's employer are tax deductible. NOPA is a tax exempt association. Contributions or gifts to NOPA are tax deductible as charitable contributions for federal tax purposes. Payment of dues may be deductible as a business expense.

Annual membership in the New Orleans Paralegal Association includes \$20.00 for membership in the National Federation of Paralegal Associations, Inc., of which \$4.00 pays for a subscription to the National Paralegal Reporter for one year.

FOR OFFICE USE ONLY

Check No.: _____ Date Received: _____ Posted: _____

PRACTICE OR SPECIALTY AREAS

Please check no more than 3

- | | | |
|------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Advertising/Marketing | <input type="checkbox"/> Environmental Law | <input type="checkbox"/> Medical Malpractice |
| <input type="checkbox"/> Administrative Law | <input type="checkbox"/> Family Law | <input type="checkbox"/> Probate, Trusts & Estate Planning |
| <input type="checkbox"/> Anti-Trust/Trade Regulation | <input type="checkbox"/> Governmental/Municipal/Public | <input type="checkbox"/> Real Property |
| <input type="checkbox"/> Banking & Finance | <input type="checkbox"/> Entities, Agencies & Programs | <input type="checkbox"/> Regulatory Compliance |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Health Law | <input type="checkbox"/> Securities |
| <input type="checkbox"/> Collections | <input type="checkbox"/> Immigration | <input type="checkbox"/> Taxation |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Corporate Governance | <input type="checkbox"/> International Law | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Corporate M & A | <input type="checkbox"/> Labor & Employment | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Corporate (Other) _____ | <input type="checkbox"/> Legal Ethics/Prof. Responsibility | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Litigation:(Type)_____ | |
| <input type="checkbox"/> Employee Benefits | | |

NOPA LEADERSHIP OPPORTUNITIES

Indicate your interest in any NOPA Leadership Opportunities. The Committee Chair will contact you.

- | | | |
|------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Advertising/Marketing | <input type="checkbox"/> Job Bank | <input type="checkbox"/> Continuing Legal Education/Seminar |
| <input type="checkbox"/> Pro-Bono/Community Outreach | <input type="checkbox"/> Survey/Standards | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Vendor Relations | <input type="checkbox"/> PACE Standards* |
| <input type="checkbox"/> Website | <input type="checkbox"/> Event Planning | |

*The Paralegal Advanced Competency Exam (PACE) is offered by the National Federation of Paralegal Associations, Inc. (NFPA) to test the competency level of experienced paralegals. The Exam is offered to paralegals that have a minimum of two years' experience and meet specific educational requirements. PACE is designed for professional paralegals who want to pioneer the expansion of paralegal roles for the future of the profession, not to restrict entry into the profession.