

WESTERN DAKOTA ASSOCIATION OF LEGAL ASSISTANTS

Application for Membership

Name _____ Employer _____

Home Address _____ Office Address _____

Home telephone _____ Office telephone _____

Fax: _____ Email _____

Years employed as a Legal Assistant _____ Years of legal experience _____

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

Date of Graduation _____ Specialty (if any) _____

Membership Categories

ACTIVE MEMBERSHIP (voting privileges): Dues - \$50.00 Active membership is open to any individual who meets at least one of the following requirements.

(a) Any individual who has successfully completed the Certified Legal Assistant (CLA) examination of NALA, or

(b) Any individual who has graduated from an ABA Approved Program of Study for Legal Assistants, or

(c) Any individual who has graduated from a course of study for legal assistants which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of 60 semester hours (equivalent of 90 quarter hours) of classroom study, or

(d) Any individual who has graduated from a course of study for legal assistants other than those set forth in (b) and (c) above, plus not less than six months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or

(e) Any individual who has received a baccalaureate degree in any field, plus not less than six months in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or

(f) Any individual who has a 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 legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or

(g) Any individual who has a minimum of two years in-house training as a legal assistant whose attorney-employer attests that such person is qualified as a legal assistant.

*For those applying under sections (b) or (c) above, please attach copy of transcript.

ASSOCIATE MEMBERSHIP (non-voting): Dues - \$45.00 Any individual who is actively working as a legal assistant but who has not achieved active membership status.

STUDENT MEMBERSHIP (non-voting): Dues - \$25.00 Any individual pursuing a full-time course of study as a legal assistant whose program director or instructor will attest that such person is currently enrolled in the legal assistant course at said school.

SUSTAINING MEMBERSHIP (non-voting): Dues - \$45.00 Any individual, law firm, corporation, member of bar association, and member of the educational field who endorses the legal assistant concept and is involved in the promotion of the legal assistant profession.

Individuals who have been convicted of a felony are not eligible for membership in WDALA.

MEMBERSHIP DUES

Membership dues are due August 1 of each year, payable by September 1. Dues will not be prorated. If dues are not received by October 1, a \$10.00 reinstatement fee shall be assessed.

I hereby apply for membership in the Western Dakota Association of Legal Assistants in the following category:
Active _____ Associate _____ Student _____ Sustaining _____

I hereby agree to be bound by the By-Laws of this association and of NALA and by the NALA Code of Ethics and Professional Responsibility. I further understand that this application is subject to approval by the Western Dakota Association of Legal Assistants.

Date _____ Signature of Applicant _____

ATTORNEY-EMPLOYER ATTESTATION

(To be completed for **Active** or **Associate** membership)

I hereby attest that _____ is employed by me and is recognized as a legal assistant and that he/she, under the supervision and direction of a lawyer, is capable of the following services as generally described by the American Bar Association's Standing Committee on Legal Assistants:

- ✦ Applying knowledge of the law and legal procedure in drafting legal documents and other papers in certain fields of the law.
- ✦ Exercising judgment and working independently with respect to assigned tasks, and keeping and meeting deadlines.
- ✦ Preparing or interpreting legal documents for review by lawyers.
- ✦ Selecting, compiling and using technical information from such references as digests, encyclopedias, or practice manuals.
- ✦ Analyzing procedural problems and recommending solutions in certain fields of law.
- ✦ Preparing detailed office procedures for efficient handling of specialized field(s) of law.

I further attest that applicant has been employed by me as a legal assistant for _____ years; that this applicant works at least three-fourths of the total employed hours as such legal assistant; that this applicant's ethical and professional conduct are above reproach; and that he/she is recommended for membership in the Western Dakota Association of Legal Assistants.

Signature of attorney-employer
Firm name and address

TO BE COMPLETED BY THE SCHOOL

(To be completed by school program director or instructor)

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

Name of school _____

Address _____

Name of program director or instructor _____

Signature _____ Date _____

Please send check (made payable to WDALA) and entire completed form to the SECOND VICE PRESIDENT, whose name and address are listed on the "OFFICERS" web page.