



LAS VEGAS VALLEY PARALEGAL ASSOCIATION, INC.

Setting the Standard for Paralegal Excellence in Southern Nevada Since 1978

An affiliate of the National Association of Legal Assistants

MEMBERSHIP APPLICATION

SECTION 1: INSTRUCTIONS TO ALL NEW APPLICANTS:

1. Complete the appropriate pages of this application to ensure full consideration by the Las Vegas Valley Paralegal Association ("LVVPA").
 1. In Section 1, determine the classification of membership for which you are qualified.
 - a. If applying as a Voting Member, attach the following:
 - i. A completed and signed Application with an Applicant Attestation and Paralegal/Legal Assistant Pledge of Professionalism;
 - ii. A current resume with a copy of your job description which details your job duties;
 - iii. The applicable attorney attestation (a form is attached hereto);
 - iv. A copy of any degree or certificate of completion from an educational institution demonstrating completion of the educational requirements for membership (if applicable);
 - v. A copy of any certificates issued by the National Association of Legal Assistants ("NALA") showing the CLA/CP/ACP designation (if applicable).
 - b. If applying as an Associate Non-Voting Member, attach the following:
 - i. A completed Application;
 - ii. A current resume with a job description which details your job duties;
 - iii. Proof of membership for preceding three (3) years in LVVPA or other NALA affiliated association.
 - c. If applying as a Retired Voting Member, attach the following:
 - i. A completed Application;
 - ii. Proof of age or other retirement document;
 - iii. Proof of membership for preceding three (3) years in LVVPA or other NALA affiliated association.
 - d. If applying as a Student Non-Voting Member, attach the following:
 - i. A completed Application with a signed Applicant Attestation and Student Pledge of Professionalism;
 - ii. A program description showing the course of study in which you are enrolled;
 - iii. A completed and signed copy of School Attestation;
 - iv. If you have already graduated within the last year and have not gained employment as a paralegal, but are actively seeking same or working in another legal profession position, attach a program description showing the course of study from which you graduated and a copy of your diploma.
2. Return the completed Application and a check for \$10.00 (non-refundable processing fee). All supporting documentation must be included for consideration:

Las Vegas Valley Paralegal Association
P.O. Box 12003
Las Vegas, NV 89112
3. Your application will be reviewed at the next Board of Directors' meeting following receipt of your application. The Board of Directors meets the first Wednesday of each month, unless otherwise noted on the Event Calendar of the website at <http://www.lvvpa.org>.
4. You will be notified through your preferred email address of the decision of the Board of Directors. You will be required to provide full payment of your membership dues at the next General Meeting of the Association. If there is no General Meeting scheduled, you will be expected to send full payment of your membership dues within 2 weeks of the notification by the Board of Directors of your approved membership.

CCBA Dual Membership

5. Complete the attached CCBA Application. Return the completed CCBA Application to LVVPA with the LVVPA Application.
6. To qualify for the dual membership, you must qualify for LVVPA membership.

CCBA Membership expires on December 31 of the year, regardless of when you submit your membership.

SECTION 2: TYPES OF MEMBERSHIPS:

<p>VOTING (check one)</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> • This membership classification carries <u>full voting</u> privileges. • Only membership classification who may serve as association officers, members of the Board of Directors, or committee chairs. • Open to all individuals who meet at least one of the following requirements: <ol style="list-style-type: none"> 1. A person who has successfully completed the Certified Paralegal (CP) Examination of NALA, or 2. An individual who has graduated from an ABA approved program of study for paralegals, or 3. An individual who has graduated from a course of study for paralegals which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of 160 semester hours of classroom study, or 4. An individual who has graduated from a course of study for paralegals other than set forth in 2 or 3 above, plus not less than six months of in-house training as a paralegal, whose attorney attests that such person is qualified and currently working as a paralegal, (the Attorney Attestation must be signed); or 5. An individual who has received a baccalaureate degree in any field, plus not less than six months in-house training as a paralegal whose attorney-employer attests that such person is qualified and currently working as a paralegal, (the Attorney Attestation must be signed); or 6. An 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 paralegal, whose attorney-employer attests that such person is qualified and currently working as a paralegal, (the Attorney Attestation must be signed); or 7. An individual who has a minimum of two years of in-house training as a paralegal, whose attorney/employer attests that such person is qualified and currently working as a paralegal, (the Attorney Attestation must be signed); or 8. An individual who qualifies under any one of the sections numbered 2 through 7, and is not working as a paralegal, but is working in the legal field under the supervision of an attorney or who is actively seeking employment in the legal field (the Attorney Attestation must be signed.) ** <p>**Each application submitted under this section will be reviewed on a case-by-case basis by the LVVPA Board of Directors, and the acceptance and the status of voting or non-voting member will be determined at the sole discretion of the LVVPA Board of Directors.</p>
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<p>STUDENT (non-voting) (check one)</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> • Open to all individuals who meet at least one of the following requirements: <ol style="list-style-type: none"> 1. Any individual who is a student in good standing at any college, community college, or other school pursuing a course of study as a paralegal, or 2. Any individual who has graduated from such a course of study within the last 18 months and is not currently working as a paralegal.
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<p>ASSOCIATE (non-voting) (check one)</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> • Open to all individuals who meet at least one of the following requirements: <ol style="list-style-type: none"> 1. Any individual who was otherwise qualified in the prior three (3) years as an active, or student member, but now employed in a non-paralegal law-related field, or 2. Any member of the Nevada Bar Association endorsing the paralegal concept or involved in the promotion of the paralegal profession, or 3. Any member of the educational field endorsing the paralegal concept or involved in the promotion of the paralegal profession, or 4. Any person, including any individual attorney or other law professional, who is interested in promoting the goals of the Association. 5. Those persons directly involved in the supervision of paralegals.
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<p>RETIRED (Voting)</p>	<ul style="list-style-type: none"> • This membership classification carries <u>full voting</u> privileges. • Open to members who been an Active Member of LVVPA (or other NALA affiliated association) for at least three (3) years at the time of retirement. • Has not been convicted of a felony or disbarred from the practice of law, and understands that this application is subject to review and approval of the LVVPA Board of Directors.
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<p>BENEFACTOR (non-voting)</p>	<ul style="list-style-type: none"> • Open to any law firm, corporation, legal service provider, institution or other entity interested in supporting the goals of the Association.
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NEW **RENEWAL**

Name:	Last: _____		First: _____		Initial: _____	
	Home Address: Street: _____					
Birthdate:	City: _____		State: _____		Zip: _____	
	Home Telephone: _____					
Personal Email:	Month: _____	Date: _____	I consent to the publication of my birth date in the LVVPA newsletter or other LVVPA related publication: <input type="checkbox"/> YES			
	<input type="checkbox"/> NO					
Present Employer:	Business: _____					
Business Address:	Street: _____					
	City: _____		State: _____		Zip: _____	
Business Email:	_____					
Business Fax:	_____					
Specialty area1:	_____					
Specialty area2:	_____					
Other:	_____					

NOTE: ALL LVVPA newsletters and communications will be sent via e-mail (please check preference):
 I prefer to receive email at this address: **Personal E-mail** **Business E-mail**

Certifications:

I consent to the publication of my information in the "Members Only" portion of the LVVPA website and in any membership directory, which may be provided only to current LVVPA members: **YES** **NO**

ANNUAL MEMBERSHIP DUES (check one)	<input type="checkbox"/> Active (Voting) Member	\$65.00
	<input type="checkbox"/> Student (Non-Voting) Member	\$45.00
	<input type="checkbox"/> Associate (Non-Voting) Member	\$45.00
	<input type="checkbox"/> Retired (Voting) Member	\$45.00
	<input type="checkbox"/> Benefactor (Non-Voting) Member	\$45.00

APPLICANT ATTESTATION

I hereby apply for membership in the Las Vegas Valley Paralegal Association. I HEREBY GIVE PERMISSION TO LVVPA TO CONTACT MY PRESENT AND FORMER SUPERVISING ATTORNEY(S) AND/OR EDUCATIONAL INSTITUTION FOR VERIFICATION OR CLARIFICATION OF MY QUALIFICATIONS FOR MEMBERSHIP. I understand that falsification of information submitted on this application will be grounds for denial of this, or any future application submitted to the LVVPA.

I certify as follows:

1. I have not been convicted of a felony for which I have not been pardoned or otherwise had my full civil rights restored;
2. I have never been convicted of a misdemeanor involving theft, embezzlement, or fraudulent misappropriation of money or other property;
3. I have never been disbarred or suspended as an attorney licensed to practice law in any state, territory, or jurisdiction;
4. I have never had a license or permit to practice or engage in any profession or occupation revoked or suspended; and
5. I have never been expelled or suspended from membership in a law-related professional association.

I further understand that, if applicable, my membership as an Active Voting Member in the Las Vegas Valley Paralegal Association is conditioned upon my continued employment by a supervising licensed attorney. I agree to notify the Association should my employment terminate at any time during the calendar year.

I have read the "Definition of a Legal Assistant" as stated below and I have read and agree to be bound by NALA's Code of Ethics and Professional Responsibility, as well as LVVPA's Paralegal/Legal Assistant Pledge of Professionalism or Student's Pledge of Professionalism, respectively, if applicable.

I understand that membership in LVVPA is not membership in NALA. I further understand that membership in LVVPA does not authorize me to practice law.

Date: _____

Signature _____

DEFINITION OF A LEGAL ASSISTANT

A legal assistant (also known as a paralegal) is a person, qualified through education, training, or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada

AFFIDAVIT OF CURRENT SUPERVISING ATTORNEY

STATE OF NEVADA)
) ss.
COUNTY OF CLARK)

_____ being first duly sworn deposes and states:

1. I am an attorney duly licensed to practice law in the State of Nevada.

2. I have read the "Definition of a Legal Assistant" set forth below, and I hereby certify that _____, the Applicant, is a legal assistant/paralegal and works under my direct supervision in the performance of specifically delegated legal work for at least fifty percent (50%) of the time, and for the period _____ to the present, and that I remain responsible for the Applicant's work product.

Dated: _____

Signature

Nevada Bar No. _____

SUBSCRIBED AND SWORN TO before me this
_____ day of _____, 20____.

Notary Public in and for said
County and State

DEFINITION OF A LEGAL ASSISTANT

A legal assistant (also known as a paralegal) is a person, qualified through education, training, or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada

**AFFIDAVIT OF CURRENT SUPERVISING ATTORNEY
FOR FREELANCE LEGAL ASSISTANT/PARALEGAL**

(Note: a freelance paralegal must provide the Affidavit(s) of Supervising Attorney(s) for Freelance Legal Assistant/Paralegal stating that during the last twelve month period the legal assistant/paralegal has worked at least 1,000 hours under the direct supervision of one or more licensed Nevada attorneys.)

STATE OF NEVADA)
) ss.
COUNTY OF CLARK)

_____ being first duly sworn deposes and states:

1. I am an attorney duly licensed to practice law in the State of Nevada.

2. I have read the "Definition of a Legal Assistant" set forth below, and I hereby certify that _____, the Applicant, is a legal assistant/paralegal and works under my direct supervision in the performance of specifically delegated legal work for at least fifty percent (50%) of the time, and for the period _____ to the present, for approximately _____ hours per week, and that I remain responsible for the Applicant's work product.

Dated: _____

Signature

Nevada Bar No. _____

SUBSCRIBED AND SWORN TO before me this
_____ day of _____, 20_____.

Notary Public in and for said
County and State

DEFINITION OF A LEGAL ASSISTANT

A legal assistant (also known as a paralegal) is a person, qualified through education, training, or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada

SCHOOL ATTESTATION

THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS FOR STUDENT MEMBERSHIP AND MUST BE SIGNED BY THE SCHOOL PROGRAM DIRECTOR OR OTHER PROGRAM AUTHORIZED INSTRUCTOR.

Name of School: _____

Length of legal assistant/paralegal program: _____

Expected date of graduation: _____

ATTESTATION:

I hereby attest that _____ (*name of applicant*) is currently enrolled in the Legal Assistant/Paralegal course at _____ (*name of educational institution*).

Length of legal assistant/paralegal program: _____

Degree: _____

Expected date of graduation: _____

Dated: _____

SCHOOL: _____

By: _____

Name: _____

Title: _____

LEGAL ASSISTANT/PARALEGAL
PLEDGE OF PROFESSIONALISM

In my role as a paralegal, I aspire to a standard of conduct that warrants the term "professional." I seek to earn a reputation of honor, trustworthiness, and professionalism among my employer, my employer's clients, the legal community, and the community at large.

As a paralegal dedicated to the professional and ethical conduct of my profession, I will conduct myself in accordance with the following Pledge of Professionalism:

1. I will perform any task which is properly delegated and supervised by my attorney employer, so long as the attorney is ultimately responsible to the client and assumes complete professional responsibility for the work product.
2. I will disclose my status as a legal assistant/paralegal at the outset of any professional relationship with my attorney employer's client, other attorneys, and members of the general public.
3. I will preserve the confidences and secrets of all of my attorney employer's clients.
4. I will take reasonable measures to inform my attorney employer of potential conflicts of interest arising from my other employment or interests insofar as such other employment or interests would present a conflict of interest as if it were that of the lawyer.
5. I will understand the attorney's Nevada Rules of Professional Conduct and the Supreme Court Rules, in order to avoid any action which would involve the attorney in a violation of those Rules, or give the appearance of professional impropriety.
6. I will not establish attorney-client relationships with or set legal fees for any person or entity, including my attorney employer clients; nor will I give legal opinions or legal advice to any such persons or entities.
7. I will not knowingly engage in, encourage, or contribute to any act which could constitute the authorized practice of law.
8. I will conduct myself in a manner that will encourage trust of the legal profession by members of the public.
9. I recognize and will abide by the principle that the legal profession is devoted to public service, improvement of the administration of justice, and the uncompensated assistance to persons who cannot afford representation, and I will assist my attorney employer in all efforts to meet that standard.
10. I will treat my co-workers and other professionals with courtesy and respect.
11. I recognize that my conduct is governed by standards of fundamental decency and courtesy.
12. I recognize the services of a lawyer are essential whenever the exercise of professional legal judgment is required.

Dated: _____

Signature of Applicant

STUDENT
PLEDGE OF PROFESSIONALISM

In my role as a student enrolled in paralegal educational program with the goal of working in the legal profession, I aspire to a standard of conduct that warrants the term “professional.” I seek to earn a reputation of honor, trustworthiness, and professionalism among the legal community and the community at large.

As a student dedicated to the professional and ethical conduct of the profession to which I aspire, I will prepare myself to become a legal assistant/paralegal in accordance with the following Pledge of Professionalism:

1. I will take reasonable measures to inform any future attorney-employer with whom I interview of potential conflicts of interest arising from my other employment or interests insofar as such other employment or interests would present a conflict of interest as if it were that of the lawyer.
2. I will understand the attorney’s Nevada Rules of Professional Conduct and the Supreme Court Rules, in order to avoid any action that would give the appearance of professional impropriety.
3. I will not establish attorney client relationships with or set legal fees for any person or entity; nor will I give legal opinions or legal advice to any such persons or entities.
4. I will not knowingly engage in, encourage, or contribute to any act which could constitute the authorized practice of law.
5. I will conduct myself in a manner that will encourage trust of the legal profession by members of the public.
6. I recognize and will abide by the principle that the legal profession is devoted to public service, improvement of the administration of justice, and the uncompensated assistance to persons who cannot afford representation.
7. I will treat the other students enrolled in my school and other professionals with courtesy and respect.
8. I recognize that my conduct is governed by standards of fundamental decency and courtesy.
9. I recognize the services of a lawyer are essential whenever the exercise of professional legal judgment is required.

Upon changing my membership to that of an Active Voting Member, I will execute the Legal Assistant/Paralegal Pledge of Professionalism.

Dated: _____

Signature of Applicant