

ACTIVE MEMBERSHIP APPLICATION
For Membership Year 2011
EL PASO PARALEGAL ASSOCIATION, INC.

Please attach the appropriate proof of education, qualifications and attorney attestation.

NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME NUMBER _____

EMPLOYER: _____ AREA OF LAW: _____

OFFICE ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OFFICE PHONE: _____ FAX NUMBER: _____

E-MAIL: _____

PREFERRED MAILING ADDRESS: BUSINESS _____ HOME _____

*******MEMBERSHIP PERIOD IS JANUARY TO DECEMBER*******

ACTIVE MEMBERSHIP DUES: \$40.00 (\$25.00 fee will be assessed on returned checks)

Please make check payable to EPPA and return to the address listed below:

Bonnie Concha
Vice-President of Membership
El Paso Paralegal Association (EPPA)
Volk, Poulos & Coates, LLP
5915 Silver Springs Dr., Bldg. 1
El Paso, Texas 79912
(915) 760-5151 Tel
(915) 760-5252 Fax
E-mail: Bonnie@vpclaw.com

EL PASO PARALEGAL ASSOCIATION, INC.
An Affiliate of the National Association of Legal Assistants

ATTORNEY EMPLOYER ATTESTATION FORM

To be completed when the applicant meets the following criteria for **Active-Membership**:

1. Has successfully completed a voluntary specialty certification examination administered by the Texas Board of Legal Specialization and currently working under the direct supervision of a duly licensed attorney (see section 4.02 for the definition of paralegal); or
2. Has successfully completed the voluntary certification examination given by the National Association of Legal Assistants, Inc., plus one year of employment experience as a paralegal currently working under the direct supervision of a duly licensed attorney; or
3. Has a bachelor's or higher degree in any field plus one year of employment experience as a paralegal currently working under the direct supervision of a duly licensed attorney; or
4. Has successfully completed ABA approved program of education and training for paralegals plus one year employment experience as a paralegal currently working under the direct supervision of a duly licensed attorney; or
5. Has successfully completed a paralegal program consisting of a minimum of (60) semester hours (or equivalent quarter hours) of which fifteen (15) hours are substantive legal courses plus one year of employment experience as a paralegal currently working under the direct supervision of a duly licensed attorney; or
6. Has successfully completed a paralegal program consisting of a minimum of fifteen (15) hours of substantive legal courses plus two years of employment experience as a paralegal currently working under the direct supervision of a duly licensed attorney; or
7. Has a minimum of three (3) years of employment experience as a paralegal currently working under the direct supervision of a duly licensed attorney; or
8. Is self-employed on a freelance basis, so long as the applicant is involved in the generation of substantive legal work that otherwise would be performed by an attorney. The applicant must be performing such work under the ultimate direction and supervision of a duly licensed attorney plus have a minimum of five (5) years employment experience as a paralegal.

ATTESTATION

I hereby attest that _____ is employed by me and is recognized as a paralegal as defined below. I further attest that applicant has been employed by me since _____ / _____ (month/year) and is recommended for active membership in the El Paso Paralegal Association, Inc.

Attorney Signature

Bar Number: _____

Firm name, address and telephone number:

4.02 Definition of Paralegal: 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 the lawyer is responsible. (Adopted by the ABA in 1997)

NOTE: Please copy this page if you need multiple attestations to cover the time periods as defined above.

INSTRUCTIONS

- * All applicants meeting the qualifications of “1” or “2” must submit proof of certification.
- * All applicants meeting the qualifications of “3” must submit proof of completion of a bachelor or higher degree.
- * All applicants meeting the qualifications of “4,” or “5,” or “6” must submit a copy of their transcripts or their degree/certificate and school curriculum showing all courses covered.
- * All applicants meeting the qualifications of “8” must submit a current resume.
- * All applicants must submit an employer attestation signed by a supervising attorney. If applying under section 8, an attestation signed by an attorney for whom such paralegal currently performs, or has performed within the previous three month period, paralegal services on a contract basis.

DECLARATION

I, (print or type applicant name) _____, hereby declare my interest in and sympathy with the purposes of the El Paso Paralegal Association, Inc., and hereby promise to comply with the Articles of Incorporation, and the Bylaws. I promise to pay the dues for Active members. I understand this application is subject to formal approval by the Membership Committee of the El Paso Paralegal Association, Inc.

Signature of applicant

Date

NOTICE

UPON APPROVAL OF YOUR APPLICATION, YOU WILL RECEIVE A COPY OF EPPA'S BYLAWS. PLEASE CONTACT US IF YOU WISH TO REVIEW A COPY OF THE BYLAWS BEFORE APPROVAL OF YOUR APPLICATION.