



## **APPLICATION FOR MEMBERSHIP**

Qualifications (LAW Bylaws Article IV)

**ACTIVE MEMBERS:** Active membership is open to any individual who meets at least one of the following requirements. This is the only membership classification which carries full voting privileges. Active members are also the only members who may serve as association officers or members of the Board of Directors.

1. Any individual who has successfully completed the Certified Paralegal / Certified Legal Assistant (CP/CLA) examination of NALA.
2. Any individual who has graduated from an ABA approved program of study for Legal Assistants.
3. 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 of classroom study.
4. Any individual who has graduated from a course of study for legal assistants other than those set forth in 2 & 3 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.
5. 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.
6. 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.
7. Any individual who has a minimum of two years of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.

**ASSOCIATE MEMBERS:** Associate membership is open to any individual who meets at least one of the following qualifications.

1. Those members of bar associations endorsing the legal assistant concept or involved in the promotion of the legal assistant profession.
2. Those members of the educational field endorsing the legal assistant concept or involved in the promotion of the legal assistant profession.

**STUDENT MEMBERS:** Student membership is open to any individual who meets at least one of the following qualifications.

1. Any individual who is a full time student taking a minimum of twelve (12) study/ credit hours and is in good standing in any university, college, junior college or other approved school pursuing a certificate or degree in legal assistant studies, and who does not otherwise meet the qualifications of any other LAW membership class.
2. Any individual who is enrolled in less than twelve (12) study / credit hours and is in good standing in any university, college, junior college or other approved school pursuing a certificate or degree in legal assistant studies, and is not employed more than twenty (20) hours as a legal assistant, and who does not otherwise meet the qualifications of any other LAW membership class.

**DUES STRUCTURE:** The applicant's first year dues and initiation fee must accompany application form.

Active Members:	\$65 annually plus \$15 one-time initiation fee
Associate Members:	\$50 annually and no initiation fee
Student Members:	\$25 annually plus \$5 one-time initiation fee

Legal Assistants of Wyoming is affiliated with the National Association of Legal Assistants Inc. (NALA). By applying for membership in L.A.W., you agree to be bound by and adhere to NALA's Code of Ethics and Professional Responsibility.

### **CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY**

It is the responsibility of every legal assistant to adhere strictly to the accepted standards of the legal ethics and to live by general principles of proper conduct. The performance of the duties of the legal assistant shall be governed by specific canons as defined herein in order that justice will be served and the goals of the profession attained.

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general guide, and the enumeration of these rules does not mean there are not other of equal importance although not specifically mentioned.

Court rules, agency rules and statutes must be taken into consideration when interpreting the canons. LAW is affiliated with the National Association of Legal Assistants.

Canon 1: A legal assistant shall not perform any of the duties that lawyers only may perform nor take any actions that attorneys may not take.

Canon 2: A legal assistant 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 legal assistant must not: engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; establish attorney-client relationships, set fees, give legal opinions or advise or represent a client before a court or agency unless so authorized by that court or agency; and 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 legal assistant must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. This service of an attorney is essential in the public interest whenever such legal judgment is required.

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

Canon 6: A legal assistant 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 services.

Canon 7: A legal assistant 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 legal assistant must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of the court.

Canon 9: A legal assistant's conduct is guided by bar associations' code of professional responsibility and rules of professional conduct.

# Active Membership Application

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Preferred mailing address (check one):  Home  Office

If CLA/CP, date certified: \_\_\_\_\_

If CLAS/ACP, area of specialty: \_\_\_\_\_

Formal or special education or training for present position:

School: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Date of Birth (month and day): \_\_\_\_\_

Check the qualifications under which you are applying: (see page one of application)

1       2       3       4       5       6       7

**ATTORNEY / EMPLOYER ATTESTATION:** *This section must be completed by all applicants qualifying under requirements 4, 5, 6 or 7.*

I hereby attest that \_\_\_\_\_ is employed by me and meets the qualifications for active membership in Legal Assistants of Wyoming, as listed under requirement number \_\_\_\_\_.

Date: \_\_\_\_\_ Name of Attorney / Employer \_\_\_\_\_

Signature: \_\_\_\_\_

**All applicants please complete last page.**

# Student Membership Application

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

School attending: \_\_\_\_\_

Length of legal assistant training program: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_

Date of Birth (month and day): \_\_\_\_\_

Check the qualifications under which you are applying: (see page two of application)

1       2

**SCHOOL ATTESTATION:** *This section must be completed by all applicants qualifying under requirements 1 or 2. To be completed by school program director or instructor.*

School: \_\_\_\_\_

Address: \_\_\_\_\_

Name of program director: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**All applicants please complete last page.**

# Associate Membership Application

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Check one:  Attorney  Educator  Other \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All applicants please complete last page.**

# To Be Completed By All Applicants

I agree to be bound by the Code of Ethics and Professional Responsibility and the bylaws as adopted by Legal Assistants of Wyoming.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with Article 4.7 of the LAW bylaws, individuals who have been convicted of a felony are not eligible for membership in Legal Assistants of Wyoming.

**Referred by:** \_\_\_\_\_  
(Must be filled out for referring member to receive credit for referral.)

**RETURN TO:**       **Second Vice President**  
                          **Legal Assistants of Wyoming**  
                          **P.O. Box 155**  
                          **Casper, WY 82602-0155**