



RICHMOND PARALEGAL ASSOCIATION
Post Office Box 384, Richmond, Virginia 23218

Membership Application Form

Name _____

Home phone (_____) _____ - _____ Office phone (_____) _____ - _____ Cell Phone (_____) _____ - _____

Home address _____

Employer _____

Employer address _____

Email address _____

Job Title: _____ Designation (CP, ACP) _____ NALA Member (Yes/No) _____

Specialty/Area of Practice: _____

I hereby apply for membership in the Richmond Paralegal Association ("RPA") in the following category:

<p>Active (Voting Privileges) - \$75.00—(1) Any individual who has successfully completed a curriculum of training as a paralegal at an approved* school, (2) any individual who has been continuously employed as a paralegal for a minimum of two years, (3) any individual who has successfully completed the CLA/CP examination administered by the National Association of Legal Assistants, (4) any individual who otherwise qualifies as an active member under the bylaws. *RPA does not recognize correspondence or home study courses as fulfilling the education criteria necessary to become an active member of the organization.</p>
<p>Provisional Membership (Non-Voting) — \$50.00—Any individual who does not meet the requirements for an active membership but is employed as a paralegal. All provisional members under Section 3.8(A) of the Bylaws will automatically become active members upon completion of two years of provisional membership. All provisional members under Section 3.8(B) of the Bylaws must qualify under another category of membership upon completion of two years of provisional membership.</p>
<p>Student Membership (Non-Voting) — \$25.00 — Any individual who is a student in good standing at any university, college, junior college, or other approved school pursuing a course of studies as a paralegal; provided that all such schools and curricula shall be subject to approval of the Executive Board of the Association. <i>Such individual may not be actively employed as a paralegal, unless the individual is instead an Active Member.</i></p>
<p>Retired Member (Non-Voting) — \$25.00 — Any member of RPA currently residing in the Richmond area, who has retired from the paralegal profession, and has been a member for at least 5 years or has received a lifetime membership status from the RPA Executive Board.</p>
<p>Associate Membership and Sustaining Membership (Non-Voting) — \$100.00—Those individuals who are members of bar associations and/or members of the educational field endorsing the paralegal concept, individuals or entities that are actively involved in the promotion of the paralegal profession.</p>
<p>Lifetime Member (Voting Privileges) — \$0.00— Any individual who qualifies as an Active Member who has also been given Lifetime Member status from the RPA Executive Board.</p>

RPA's Bylaws prohibit the acceptance of a member who has been convicted of a felony.

I agree to be bound by the NALA Code of Ethics and Professional Responsibility and by the Bylaws as adopted by the Richmond Paralegal Association. I further understand that this application is subject to approval by the Richmond Paralegal Association.

Signature: _____ Date: _____

The Richmond Paralegal Association is an affiliate of NALA.
Members are bound by the NALA Code of Ethics and Professional Responsibility.

Pages 1 and 2 must be completed and mailed to the above address with check payable to Richmond Paralegal Association Attn: Treasurer
If you have questions, please contact us at membership@richmondparalegals.org

SECTION I. TO BE COMPLETED BY APPLICANT FOR ACTIVE, PROVISIONAL, ASSOCIATE, OR SUSTAINING MEMBERSHIP

NAME _____

EMPLOYER _____

Please mark the most appropriate description of your employer –

- Law department; Non-profit organization; Judicial agency/court; Government legal agency; Corporate law department;
- Private law office (consisting of ___# attorneys and ___# legal personnel); Other _____.

Name of immediate supervisor _____.

How long have you employed as a paralegal? _____ Total years of legal experience _____

Specialty area of practice (i.e. litigation, real estate) _____

Formal or special education (name and address of school) _____

Please provide proof of same by attaching an official transcript or proof of completion

Date of graduation _____ Emphasis (if applicable) _____

National Association of Legal Assistants/Paralegals – Certified Paralegal date of certification _____ No. _____

SECTION II. TO BE COMPLETED BY APPLICANT’S ATTORNEY-EMPLOYER FOR ACTIVE, PROVISIONAL, ASSOCIATE, OR SUSTAINING MEMBERSHIP WHEN APPLICANT HAS HAD NO FORMAL TRAINING FOR THE POSITION OF PARALEGAL

ATTORNEY-EMPLOYER ATTESTATION – I hereby attest that Applicant is employed by me and is recognized as a paralegal and that Applicant is under the supervision and direction of an attorney, is capable of performing the following services generally described by the American Bar Association’s Standing Committee on Paralegals:

- 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 assigning tasks, 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 fields of law.

I further attest that Applicant has been employed by me for _____ years; that Applicant’s ethical and professional conduct are above reproach; and that Applicant is recommended for membership in the Richmond Paralegal Association.

Employer _____

Signature of immediate Supervising Attorney _____ Date _____, 20____

SECTION III. TO BE COMPLETED BY APPLICANT FOR STUDENT MEMBERSHIP.

School _____

Length of paralegal training program _____ Expected date of graduation _____

ATTESTATION OF SCHOOL: I hereby attest that Applicant is currently enrolled in the paralegal course at this school.

Your title _____ School _____

Signature _____ Date _____, 20____