

**CODE OF ETHICS  
OF  
PACIFIC NORTHWEST LEGAL ASSISTANTS, dba  
PACIFIC NORTHWEST PARALEGAL ASSOCIATION (PNPA), an affiliate  
of the NATIONAL ASSOCIATION ON LEGAL ASSISTANTS (NALA)**

Members of Pacific Northwest Legal Assistants, dba Pacific Northwest Paralegal Association (PNPA), are dedicated to the development of the paralegal profession and education of all members of the association.

PNPA members agree to follow the Code of Ethics set forth below. PNPA has adopted the NALA Code of Ethics & Professional Responsibility, attached hereto and incorporated herein, and expects its members to know and adhere to NALA's Code as well as the Code of PNPA. Violations of either Code may result in the cancellation of membership.

**EVERY PNPA MEMBER SHALL:**

- ❖ Maintain the integrity and the highest principles and standards of ethical conduct of the legal profession in order to contribute to the integrity of PNPA and the legal profession.
- ❖ Pursue and maintain a high level of competence through continuing education and training in substantive areas of law to better assist the legal profession in its duty to provide legal service.
- ❖ Perform all duties of the profession honestly and competently.
- ❖ Use discretion and professional judgment commensurate with the paralegal's knowledge and experience in performing his or her duties.
- ❖ Act prudently in determining the extent to which he or she may assist clients without the presence of an attorney.
- ❖ Disclose his or her status as a paralegal at the outset of any professional relationship with a client, attorney, court, or the general public.
- ❖ Protect client confidences and privileged communications.
- ❖ Do all things necessary to enhance professional responsibility and participation in the administration of justice and public service, and encourage respect for the law and administration of justice.
- ❖ Be guided by bar associations' code of professional responsibility and rules of professional conduct.

**NO PNPA MEMBER SHALL:**

- ❖ Perform or attempt to perform duties that only attorneys may perform.
- ❖ Act in matters involving professional legal judgment.
- ❖ Engage in, encourage, or contribute to the unauthorized practice of law.
- ❖ Establish attorney-client relationships, set fees, give legal opinions, or represent a client before a court or agency unless so authorized by court or agency.