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PACIFIC
NORTHWEST
PARALEGAL
ASSOCIATION

PACIFIC NORTHWEST PARALEGAL ASSOCIATION
An Affiliate Association of the National Association of Legal Assistants, Inc.

APPLICATION FOR MEMBERSHIP

Your Name: _____

- Check One: Regular Membership Applicant
 Retired Membership Applicant
 Associate Membership Applicant
 Student Membership Applicant
 Sustaining Membership Applicant

GENERAL INFORMATION

Pacific Northwest Paralegal Association (PNPA) has five categories of membership – Regular, Retired, Associate, Student, and Sustaining. **Please note PNPA’s fiscal year is from July 1 through June 30. Membership is not based on a calendar year nor are dues pro-rated by the month.** Payment of dues must accompany this application (dues paid with applications submitted between January 1 and June 30 of any year are reduced by 50%). Membership in PNPA is **not** automatic upon submission of the application and dues; and the process may take up to 30 days to confirm or deny membership in PNPA.

The Standing Rules of PNPA provide that to continue membership in PNPA after the first full year of membership all regular and associate members must attend six hours of continuing legal education (CLE) each year and must submit proof of CLE attendance. Proof shall be on a Verification of Continuing Legal Educations form provided by PNPA and the form must be submitted with the annual payment of dues. **However**, members who are Certified Legal Assistants (CLA), aka Certified Paralegals (CP), or Advanced Certified Paralegals (ACP) shall be exempt from this requirement so long as they submit a copy of the certificate showing their active status as a CLA, CP, ACP with their renewal each year.

Examples of qualifying legal-related activities include, but are not limited to, attendance or speaking at legal workshops, conferences, seminars, classes; sitting for the CLA/CP or an ACP examination of the National Association of Legal Assistants, Inc. (NALA); and participation in local or State Bar association activities. Two of the required CLE credit hours may be for non-legal, non-substantive seminars or activities (i.e., work-related training classes or seminars). CLE time is credited hour for hour, except attendance at PNPA Board Meetings will earn one credit hour per meeting, and sitting for a NALA Advanced Certification examination will earn 10 credit hours. Attendance at each activity must be verified in writing by a person other than the PNPA member to whom the CLE credit applies. A copy of the flyer, brochure, or announcement of the activity must accompany the form. The completed Verification of Continuing Legal Education form will be reviewed by PNPA’s Membership Committee.

Student members are not required to meet CLE requirements. With application for membership or renewal of dues, student members shall provide proof of ongoing student enrollment in any university, college, junior college, or other educational institution with the equivalent of a minimum of six college credit hours per term. The curriculum need not be law related. Any student member who is unable to provide proof of qualifying enrollment may apply for associate membership, paying the difference between associate and student member dues. CLE requirements must then be met. Any student who is unable to provide proof of qualifying enrollment, and does not apply for associate membership, forfeits his or her membership.

**PO BOX 1854
PORTLAND, OR
97207-1854**

**AN AFFILIATE
ASSOCIATION OF THE
NATIONAL ASSOCIATION
OF LEGAL ASSISTANTS,
INC.**



Dues shall be submitted with this application for membership. New members applying for membership prior to December 31 shall pay the full amount of the annual dues. New members applying to membership between January 1 and June 30 shall pay dues equal to 50 percent of annual dues.

PRIVACY POLICY

Pacific Northwest Paralegal Association does not collect any personal information about you unless you specifically and knowingly provide such information. Contact information provided to PNPA may be used to send information about PNPA’s programs, events, opportunities, or other useful information. PNPA will not share contact information with any other company, group or organization that is not affiliated with or endorsed by the association for the sole purpose of using such information in marketing.

NON-SOLICIATION RULES

Since the use of this association and its membership for the purpose of soliciting business is not consistent with the goals and purposes of the Pacific Northwest Paralegal Association, we have a non-solicitation policy. PNPA’s membership roster and meetings are for personal and professional development and not for solicitation.

While members are encouraged to network in person and discuss business with other members and guests, every member agrees not to engage in any bulk solicitation of others and/or guests for any business or other purpose without their express permission. Members also acknowledge that complaints from other members or guests about unwanted business or other solicitations are grounds for termination of membership.

QUALIFICATIONS FOR MEMBERSHIP

Regular (voting) members may qualify for membership by payment of annual dues and any one of the following criteria:

1. Possession of an Associate, Bachelor, Master or Doctorate degree in any field, plus a minimum of one year of law-related experience. Proof of possession of the degree, issued by the school, must be submitted with this application.
2. Successful completion of a full course of studies prescribed for training as a paralegal/legal assistant from an accredited university, college, junior college, or other school. Proof of completion of the course of studies, issued by the school, must be submitted with this application.
3. Successful completion of NALA’s CLA/CP examination. A copy of NALA’s notification of successful completion of the CLA/CP examination must be submitted with this application.
4. Continuous employment as a paralegal/legal assistant for a minimum of six months.

Retired (voting) members may qualify for membership by payment of annual dues and the following criteria:

Any legal assistant/paralegal who retires from the legal industry, is interested in promoting the purposes of PNPA and who has been a regular member in good standing of PNPA for five years.

Retired (non-voting)members may qualify for membership by payment of annual dues and the following criteria:

Any legal assistant/paralegal who retires from the legal industry, is interested in promoting the purposes of PNPLA , but has not been a regular member in good standing of PNPA for five years

Associate (non-voting) members may qualify for membership by the payment of annual dues and the following criteria:

Non-qualification for regular membership and sustaining an interest in promoting the objectives of PNPA, NALA, and the paralegal/legal assistant profession in general.

Student (non-voting) members may qualify for membership by the payment of annual dues and the following criteria:

Non-qualification for regular or associate membership and an interest in promoting the objections of PNPA, NALA, and the legal profession in general. Proof of current student enrollment in a curriculum qualifying for a minimum of six college credit hours per term must accompany this application.

Sustaining (non-voting) members may qualify for membership by the payment of annual dues and the following criteria:

Non-qualification for regular, associate or student membership but any person, business, educational institution, or other entity with an interest in promoting the purposes of PNPA and NALA and the legal profession in general. Sustaining members shall not have the right to hold office or vote and shall not be required to meet CLE requirements. Employees or other associates of sustaining members may attend PNPA sponsored events at rates normally charged to PNPA members.

All members of PNPA shall uphold PNPA's Code of Ethics, the Operational Rules and Bylaws as well as the Code of Ethics and Professional Responsibility and Bylaws of NALA. The Codes are available on PNPA's website, see www.PNPA.org.

THIS SECTION TO BE COMPLETED BY ALL APPLICANTS

**Type of membership
Applied for:**

Your name:

Employer:

Employer's Address:

Work Telephone No.:

Fax No.:

Home Telephone No.:

E-mail Address:

**Preferred Mailing Address:
(if different than employers)**

Specialty Area:

**Other organizations you
belong to:**

I state that I have never been convicted of a felony. I agree to uphold the Code of Ethics, the Operational Rules and Bylaws of Pacific Northwest Paralegal Association. I understand that this application is subject to approval by the membership of Pacific Northwest Paralegal Association.

Date: _____

Signature: _____

THIS SECTION TO BE COMPLETED BY ALL APPLICANTS FOR REGULAR MEMBERSHIP

Supervising Attorney's Name: _____
No. Years Employed as a Paralegal/Legal Assistant: _____
No. Years of Legal Experience: _____
Formal Education/Training, Include Names/Addresses of Schools: _____

Graduation Date: _____
Degree/Specialty: _____
Date of CLA/CP Certification, if applicable: _____

**THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS FOR REGULAR MEMBERSHIP
APPLYING UNDER REGULAR MEMBERSHIP QUALIFICATIONS NOS. 1, 2 OR 4**

ATTORNEY/EMPLOYER VERIFICATION

I hereby attest that the above-named applicant is employed by me and is recognized as a paralegal/legal assistant working under the direction and supervision of an attorney. I further attest that the applicant has been employed by me as a paralegal/legal assistant for six months or longer; that his/her ethical and professional conduct are above reproach, and that he/she is recommended for membership in Pacific Northwest Paralegal Association. The applicant's employer is best described as (**check appropriate space**): ___ private law firm; ___ judicial agency/court; ___ governmental legal agency; ___ corporate legal department; ___ nonprofit organization's legal department.

Date: _____

Signature of Attorney/Employer: _____
Firm Name: _____
Address: _____

THIS SECTION TO BE COMPLETED BY ALL APPLICANTS FOR RETIRED MEMEBERSHIP

Are you a retired legal assistant/paralegal? ___ Yes
Name/address of former employer _____
Member in good standing of PNPA for ___ years
Applying for voting membership? ___Yes ___ No

THIS SECTION TO BE COMPLETED BY ALL APPLICANTS FOR ASSOCIATE MEMBERSHIP

Legal-related employment, if applicable: _____
Are you a student in a paralegal/legal assistant program? _____
If yes, give name/address of school: _____

THIS SECTION TO BE COMPLETED BY ALL APPLICANTS FOR STUDENT MEMBERSHIP

Name/Address of school you are attending; _____
Number of college credit hours being taken this term: _____
Attach proof of enrollment

THIS SECTION TO BE COMPLETED BY ALL APPLICANTS FOR SUSTAINING MEMBERSHIP

Name/Address of person, business, education institute or other entity: _____

COMPLETE AND MAIL THIS APPLICATION AND YOUR DUES PAYMENT TO:

Pacific Northwest Paralegal Association
Post Office Box 1854
Portland, OR 97207-1854

Annual Dues:	Regular Members:	\$60
	Associate Members:	\$45
	Retired Members:	\$45
	Student Members:	\$25
	Sustaining Members:	\$75

Incomplete applications will be returned. Be sure to mail all applicable pages of this application to PNPA.

A check payable to the Pacific Northwest Paralegal Association in the amount of the first year's dues is fully refundable if application is denied.

FOR PNPA USE ONLY:

_____ Publication Date
_____ Effective Date of Membership