

**2010 Voting and Non-voting
Membership Application Form**

DALLAS AREA PARALEGAL ASSOCIATION
<http://www.dallasparalegals.org>

DAPA membership year begins January 1 and ends December 31

Federal Tax ID #75-1761575

E-mail: executivedirector@dallasparalegals.org
P.O. Box 12533
Dallas, Texas 75225-0533
(214) 284-0091

Date: ____/____/____



Preferred Mailing Destination: Residence or Business

Business information, including email address will be published in the next Membership Directory unless indicated below:

Do not publish my business information, please use: _____ Home _____ Do Not Publish

(Please print or type)

NAME: (as to appear on membership certificate) _____

Are you working freelance ? YES/NO

Designation, if any: ____ CLA ____ CLAS ____ RP ____ TBLS (what specialty) _____

Employer: _____ Title: _____

Contact name and phone number for employment verification: _____

Address: _____

City/State/Zip: _____

Work Phone: _____ E-mail: _____

Residence: _____

City/State/Zip: _____

Home Phone: _____ E-mail: _____

Will you be taking a certification exam this year? _____ If yes, which one? _____

Are you interested in a study group? YES/NO. If Yes, for which exam(s)? _____

Are you interested in serving as a Mentor to a paralegal student? YES/NO

Are you interested in having a Mentor assigned to you? YES/NO

Are you interested in receiving Job Bank Information Emails? YES/NO

Are you a member of other paralegal associations? If so, please list: _____

Please check the following areas of specialty to receive informational emails:

- | | | | |
|--|-------------------------------------|--|--|
| <input type="checkbox"/> Animal Law | <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Collin County | <input type="checkbox"/> Corporate |
| <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Family Law | <input type="checkbox"/> Government | <input type="checkbox"/> Intellectual Property |
| <input type="checkbox"/> Leadership/Management | | <input type="checkbox"/> Litigation | <input type="checkbox"/> Medical/PI |
| <input type="checkbox"/> North Dallas | <input type="checkbox"/> Probate | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Technology |

Please check the following current DAPA committees and special interest groups to receive informational emails:

- | | | | | | |
|---|---------------------------------------|---|--------------------------------------|---|---------------------------------|
| <input type="checkbox"/> CLE Audit | <input type="checkbox"/> Career Day | <input type="checkbox"/> Education | <input type="checkbox"/> Elections | <input type="checkbox"/> Entertainment/Social | <input type="checkbox"/> Ethics |
| <input type="checkbox"/> Holiday Luncheon | <input type="checkbox"/> Membership | <input type="checkbox"/> Newsletter | <input type="checkbox"/> NFPA | <input type="checkbox"/> Paralegal Day | |
| <input type="checkbox"/> Pro Bono/Community Service | | <input type="checkbox"/> Professional Development | <input type="checkbox"/> Programs | | |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Publications | <input type="checkbox"/> Rules & Bylaws | <input type="checkbox"/> Scholarship | <input type="checkbox"/> Website | |

Pursuant to Section 3.6 of DAPA's Bylaws, beginning in the 2007 membership year, six (6) CLE hours, one (1) hour of which must be in the area of Ethics, must be obtained between January 1 and December 31 of each year and will be required for the renewal of voting members.

DUES:

PAYMENT

(Make checks payable to DAPA. Federal Tax Identification Number 75-1761575)

- I enclose my check payable to DAPA for \$80.00
 I enclose my employer's check payable to DAPA for \$80.00

This \$80.00 includes a \$10.00 nonrefundable application fee and \$70.00 annual dues. (\$25.00 of annual membership dues are for membership in the National Federation of Paralegal Associations, Inc.)

- I am including a separate check payable to Communities Foundation of Texas for the additional sum of
 \$10.00, \$15.00, \$_____ to be deposited in DAPA's Scholarship Fund.

DAPA's membership year begins January 1 and ends December 31.

CURRENT QUALIFICATIONS FOR MEMBERSHIP

(a) **Voting Member**. A person eligible for voting membership shall be a person employed as a paralegal¹ under the ultimate direction and supervision of an attorney or a person who contracts with a lawyer, law office, governmental agency or other entity to perform substantive legal work under the ultimate direction and supervision of an attorney and:

- (1) Who has obtained a four-year degree in paralegal studies from an institutionally accredited college or university; or
- (2) Who has obtained a four-year degree from an institutionally accredited college or university and paralegal certificate from an ABA-approved program; or
- (3) Who has obtained a four-year degree and paralegal certificate from an institutionally accredited college or university or other post-secondary school; or
- (4) Who has obtained a four-year degree from an institutionally accredited college or university and has at least one (1) year of experience as a paralegal; or
- (5) Who has obtained an associate degree in paralegal studies from an institutionally accredited college or university and has at least two (2) years of experience as a paralegal; or
- (6) Who has obtained an associate degree from an institutionally accredited college or university and has at least five (5) years of experience as a paralegal; or
- (7) Who has successfully completed the Paralegal Advanced Competency Exam (“PACE”) and has valid proof of such certification; or
- (8) Who has successfully completed one of the Texas Board of Legal Specialization (“TBLS”) examinations, has valid proof of board certification and has one (1) subsequent year of experience as a paralegal; or
- (9) Who has successfully completed the Certified Legal Assistant (“CLA”) or Certified Paralegal (“CP”) examination, has valid proof of such certification and has at least three (3) years of subsequent experience as a paralegal; or
- (10) Who has at least ten (10) consecutive years of experience as a paralegal immediately preceding such application for membership.

(b) **Non-Voting Member**. A person eligible for non-voting membership shall be a person who (1) has met the requirements of subparagraph (a)(1), (2), (3), (4), (5), (6), (7), (8), (9) or (10) above but who is not currently employed as a paralegal, or (2) has not met either the experiential or educational requirements set forth above, or (3) has not met the CLE Requirements for voting membership, as set forth in Article III, Section 3.6. A non-voting member in good standing may fully participate in the affairs of the Association, but shall not have the right to vote, hold any office set forth in Article IV, Section 4.1, or serve as officer/director, section chair or chair of a committee, as set forth in Article VII, Section 7.3.

¹ The person must meet the definition of a paralegal as adopted by the National Federation of Paralegal Associations (“NFPA”), which reads as follows: “[a] Paralegal is a person, qualified through education, training or work experience to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. This person may be retained or employed by a lawyer, law office, governmental agency or other entity or may be authorized by administrative, statutory or court authority to perform this work.” However, it is not the intent of DAPA to exclude any member of the legal profession whose job duties fit the definition of paralegal but whose job title remains “legal assistant” or some other similar title. Additionally, the term “substantive” shall mean work requiring recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts.

APPLICANT'S STATEMENT

I hereby apply for voting membership pursuant to item (A) _____ (choose from (1) – (10) above) or nonvoting membership and attest that I meet the requirements for such membership and that the answers to each of the following questions are true and correct to the best of my knowledge:

Total time as paralegal: _____ Years _____ Months

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor involving the unauthorized practice of law? Yes No

Have you ever been expelled or suspended from membership in a law related professional organization? Yes No

Have you ever had a license or permit to practice in a profession revoked or suspended? Yes No

Please explain in detail by attaching a separate page. **A criminal background check will be conducted on each applicant.**

I agree to be bound by the Dallas Area Paralegal Association's Bylaws and Code of Ethics incorporated herein. I understand any and all of the information I provide on my application may be confirmed by the Executive Director, the Membership Vice-President, and/or a Membership Committee member. **I understand I must advise the Membership Vice-President in writing of any changes in my employment or education that affect my membership status.**

Date: ____/____/____

By: _____
(Applicant's Signature)

APPLICATION PACKAGE MUST INCLUDE THE FOLLOWING DOCUMENTS:

- completed application
- copy of your college degree or transcript (If applicable)
- copy of your paralegal certificate² (If applicable)
- copy of PACE or TBLS certification (If applicable)
- resume, including current employment summary
- copy of your valid drivers license
- application fee and dues in the amount of \$80.00 (\$10 non-refundable)

SEND TO:

Executive Director
Dallas Area Paralegal Association
P.O. Box 12533
Dallas, TX 75225-0533