



**ACTIVE MEMBERSHIP APPLICATION**  
**FOR MEMBERSHIP YEAR 2022**

***EL PASO PARALEGAL ASSOCIATION***

*An Affiliate of the National Association of Legal Assistants, Inc.*

Type of application:

New

Renewal

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OFFICE TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

OFFICE E-MAIL: \_\_\_\_\_

HOME E-MAIL: \_\_\_\_\_

BIRTHDAY: (Month/Day) \_\_\_\_\_

SPECIALTY AREA(S) OF PRACTICE: \_\_\_\_\_

\_\_\_\_\_

PREFERRED MAILING ADDRESS: HOME  OFFICE

\*\*\*\*\*MEMBERSHIP PERIOD IS JANUARY TO DECEMBER \*\*\*\*\*

**MEMBERSHIP FEE: \$45.00**

(\$25.00 fee will be assessed on returned checks)

**MEMBERSHIP DUES ARE DUE & PAYABLE ON OR BEFORE JANUARY 31, 2022.**

## PAYMENT INSTRUCTIONS

Check payment method below:

**Make check payable to "EPPA". Mail check and completed application form to Laura T. Juarez, EPPA Treasurer, at 11325 Ivanhoe Dr., El Paso, Texas 79936.**

**Scan to pay with Cash App, and mail completed application form to Laura T. Juarez, EPPA Treasurer, at 11325 Ivanhoe Dr., El Paso, Texas 79936.**



EPPA 2022  
Scan to pay SEPPA915

**Scan to pay with Venmo, and mail completed application form to Laura T. Juarez, EPPA Treasurer, at 11325 Ivanhoe Dr., El Paso, Texas 79936.**

Jessica Lucero  
@EPPA915



**venmo**

Scan this code to pay

**Indicate under which qualification(s) you are renewing or applying for active membership in EPPA:**

Check One	Criteria for Qualification as Active Member	Documentation to Submit with New Application	Documentation to Submit with Renewal Application
<input type="checkbox"/>	<b>(a)</b> successful completion of the Certified Paralegal Examination of the National Association of Legal Assistants or the voluntary certification examination given by the Texas Board of Legal Specialization ( <i>EPPA Bylaws §5.01(a)</i> ); or	<ul style="list-style-type: none"> <li>• Proof of current certification</li> <li>• Declaration</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of current certification (only required if applicant was re-certified during prior membership year)</li> </ul>
<input type="checkbox"/>	<b>(b)</b> graduation from an ABA approved program of study for paralegals ( <i>EPPA Bylaws §5.01(b)</i> ); or	<ul style="list-style-type: none"> <li>• Proof of graduation</li> <li>• Declaration</li> </ul>	N/A
<input type="checkbox"/>	<b>(c)</b> graduation from a course of study for paralegals that is institutionally accredited but not ABA approved and that requires not less than the equivalent of 60 semester hours of classroom study ( <i>EPPA Bylaws §5.01(c)</i> ); or	<ul style="list-style-type: none"> <li>• copy of all transcripts or degree/certificate and school curriculum showing all courses covered</li> <li>• Declaration</li> </ul>	N/A
<input type="checkbox"/>	<b>(d)</b> graduation from a course of study for paralegals other than those set forth in (c) above, plus not less than six months of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal ( <i>EPPA Bylaws §5.01(d)</i> ); or	<ul style="list-style-type: none"> <li>• copy of all transcripts or degree/certificate and school curriculum showing all courses covered and current résumé</li> <li>• Attorney-Employer Attestation Form</li> <li>• Declaration</li> </ul>	N/A
<input type="checkbox"/>	<b>(e)</b> a baccalaureate degree in any field, plus not less than six months of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal ( <i>EPPA Bylaws §5.01(e)</i> ); or	<ul style="list-style-type: none"> <li>• copy of all transcripts or degree/certificate and school curriculum showing all courses covered and current résumé</li> <li>• Attorney-Employer Attestation Form</li> <li>• Declaration</li> </ul>	N/A
<input type="checkbox"/>	<b>(f)</b> 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 paralegal, whose attorney-employer attests that such person is qualified as a paralegal ( <i>EPPA Bylaws §5.01(f)</i> ); or	<ul style="list-style-type: none"> <li>• current résumé</li> <li>• Attorney-Employer Attestation Form</li> <li>• Declaration</li> </ul>	N/A
<input type="checkbox"/>	<b>(g)</b> a minimum of two years of in-house training as a paralegal, whose attorney-employer attests that such person is qualified as a paralegal ( <i>EPPA Bylaws §5.01(g)</i> ).	<ul style="list-style-type: none"> <li>• current résumé</li> <li>• Attorney-Employer Attestation Form</li> <li>• Declaration</li> </ul>	N/A



## **NOTICE**

***EL PASO PARALEGAL ASSOCIATION (EPPA) RESERVES THE RIGHT TO REQUEST ADDITIONAL BACKGROUND AND SUPPORTING DOCUMENTATION FROM YOU TO PROCESS YOUR APPLICATION. UPON APPROVAL OF YOUR APPLICATION, YOU WILL RECEIVE A COPY OF EPPA'S BYLAWS. PLEASE CONTACT A MEMBER OF THE BOARD OF DIRECTORS IF YOU WISH TO REVIEW A COPY OF THE BYLAWS BEFORE APPROVAL OF YOUR APPLICATION.***



## DECLARATION

*To be completed for all new active membership applications:*

I, (print or type applicant name) \_\_\_\_\_, hereby declare my interest in and sympathy with the purposes of the El Paso Paralegal Association, and hereby promise to adhere to the Articles of Incorporation and the Bylaws. I understand that I am bound by the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc., in addition to any code adopted by El Paso Paralegal Association. I promise to pay the dues for Active Members. I understand this application is subject to formal approval by the Membership Committee of the El Paso Paralegal Association.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



**ATTORNEY-EMPLOYER ATTESTATION FORM**

*To be completed only when the applicant is applying for new active membership under qualifications (d), (e), (f) or (g) above:*

**ATTESTATION**

I hereby attest that \_\_\_\_\_ is employed by me and is recognized as a paralegal (as defined below). I further attest that applicant has been employed by me since \_\_\_\_\_ / \_\_\_\_\_ (month/year) and is recommended for active membership in the El Paso Paralegal Association.

\_\_\_\_\_  
Attorney Signature  
Bar Number: \_\_\_\_\_  
Firm name, address and telephone number:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*4.02 Definition of Paralegal: A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work, for which the lawyer is responsible. (Adopted by the ABA in 1997).*