



ACTIVE MEMBERSHIP APPLICATION
FOR MEMBERSHIP YEAR 2024

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 EMAIL ADDRESS: HOME OFFICE

ARE YOU A NALA CERTIFIED PARALEGAL? YES NO

FOR RENEWAL APPLICANTS ONLY: IN WHAT YEAR DID YOU FIRST BECOME A MEMBER OF EL PASO PARALEGAL ASSOCIATION? _____ (Note: if you do not know the exact year, please provide an estimate.)

*****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, 2024.



PAYMENT INSTRUCTIONS

- ✓ **Make check payable to "EPPA".**

- ✓ **Mail check and completed application form to:**
Laura T. Juarez, EPPA Treasurer
11325 Ivanhoe Dr.
El Paso, Texas 79936

- ✓ **The completed application form must include pages 1, 3, 5 (*if applicable*) and 6 (*if applicable*) and any required supporting documents (*proof of graduation or proof of current NALA certification*).**

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"/> | (a) 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"> • Proof of current certification • Declaration | <ul style="list-style-type: none"> • Proof of current certification (only required if applicant was re-certified during prior membership year) |
| <input type="checkbox"/> | (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"> • Proof of graduation • Declaration | N/A |
| <input type="checkbox"/> | (c) 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"> • copy of all transcripts or degree/certificate and school curriculum showing all courses covered • Declaration | N/A |
| <input type="checkbox"/> | (d) 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"> • copy of all transcripts or degree/certificate and school curriculum showing all courses covered and current résumé • Attorney-Employer Attestation Form • Declaration | N/A |
| <input type="checkbox"/> | (e) 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"> • copy of all transcripts or degree/certificate and school curriculum showing all courses covered and current résumé • Attorney-Employer Attestation Form • Declaration | N/A |
| <input type="checkbox"/> | (f) 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"> • current résumé • Attorney-Employer Attestation Form • Declaration | N/A |
| <input type="checkbox"/> | (g) 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"> • current résumé • Attorney-Employer Attestation Form • Declaration | N/A |

This page must be completed and returned, including all supporting documents.

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).