

EVANSVILLE BAR ASSOCIATION MEMBERSHIP APPLICATION - PARALEGAL ASSOCIATE

Name _____ Firm _____

ID number for use as web site "members only" sign-on (5 or 6 digits): _____

Street Address _____ P. O. Box _____

City _____ State _____ Zip _____

Home Address _____

City _____ State _____ Zip _____

Office Phone _____ Fax _____ E-mail _____

Cellular _____ Beeper _____ Home _____

Date of Birth _____ Where Were You Born _____

EDUCATION, PROFESSIONAL TRAINING AND EXPERIENCE

How long (years/months) have you been employed as a paralegal?

Please list all positions held as a paralegal, indicating employer, city (if other than Evansville) and dates (month/year) of employment.

Highest Degree or Educational Certificate, and Issuing School:

Internship/Externship Program(s) with dates, name of school, and name of employer:

Other College, Graduate School, or other Post-secondary School(s) attended, with dates and name of degree/certificate program(s).

Current Professional Organization Memberships (show any office held, with dates.)

Institution Granting Paralegal Certification:

Other Certification(s):

PLEASE CHECK THE MAIN AREAS OF YOUR LEGAL PRACTICE, LIMITING TO FIVE CATEGORIES AND INDICATING THE ORDER OF LISTING WITH "1" BEING THE FIRST:

- | | |
|--|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Intellectual Property, Patent, Copyright & Trademark |
| <input type="checkbox"/> Admiralty | <input type="checkbox"/> Juvenile |
| <input type="checkbox"/> Appellate | <input type="checkbox"/> Labor-Employee |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Labor-Employer |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Litigation-Commercial |
| <input type="checkbox"/> Civil Rights & Employment Rights | <input type="checkbox"/> Litigation-General |
| <input type="checkbox"/> Collections | <input type="checkbox"/> Mediation/Arbitration |
| <input type="checkbox"/> Construction Law | <input type="checkbox"/> Municipal |
| <input type="checkbox"/> Consumer | <input type="checkbox"/> Oil, Gas, Coal and Mineral Law |
| <input type="checkbox"/> Corporate & Business | <input type="checkbox"/> Personal Injury and Wrongful Death-Defense |
| <input type="checkbox"/> Criminal Defense | <input type="checkbox"/> Personal Injury and Wrongful Death-Plaintiff |
| <input type="checkbox"/> Criminal Prosecution | <input type="checkbox"/> Products Liability |
| <input type="checkbox"/> Domestic Relations | <input type="checkbox"/> Professional Malpractice |
| <input type="checkbox"/> Elder Law | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Employee Benefit Plans and Pension Profit Sharing Plans | <input type="checkbox"/> Social Security Disability |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Tax |
| <input type="checkbox"/> Estates, Wills, Estate Planning and Guardianships | <input type="checkbox"/> Title and Abstracting |
| <input type="checkbox"/> General Practice | <input type="checkbox"/> Uniform Commercial Code |
| <input type="checkbox"/> Health Care & Hospital Law | <input type="checkbox"/> Workers Compensation-Defense |
| <input type="checkbox"/> Immigration | <input type="checkbox"/> Workers Compensation-Plaintiff |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Zoning |
| | <input type="checkbox"/> Other |

In addition to the main areas checked above, if you are involved with any unusual area(s) of occasional practice, please list them. Examples might be campaign finance law, RICO, computer law, etc.

I want to receive reminders of EBA events by _____ e-mail or _____ fax.

I hereby certify that I have received and reviewed the Evansville Bar Association's Terms of Paralegal Associate Membership, and agree to be bound and abide by the same, in addition to any other legal or moral responsibilities otherwise applicable to me.

DATE

SIGNATURE

VERIFICATION: (one must be checked):

- Enclosed is a copy of proof that I am currently a voting member of the Indiana Paralegal Association or
- The following certification has been completed by a representative of my employer.

I, the undersigned, am the employing attorney or a representative of the employing entity and I verify that the applicant is a paralegal, legal assistant or equivalent (as defined in the attached “Terms of Membership”) who performs paralegal duties at least 70% of the time.

Signature:

Position:

Print Name:

Date:

RETURN TO: Evansville Bar Association, 123 N.W. Fourth St., Suite 18, Evansville IN 47708

EVANSVILLE BAR ASSOCIATION**PARALEGAL ASSOCIATE MEMBERSHIP****TERMS OF MEMBERSHIP**

A. Introduction and Definition

The Evansville Bar Association (EBA or the “Association”) offers Associate Membership to paralegals and legal assistants (as defined below), for various purposes beneficial to both the paralegals and attorneys of our community. These purposes include without limitation:

- providing avenues for continuing education
- providing guidance in issues regarding ethics, substantive and procedural law, and other issues,
- providing communication on local court changes and notices,
- clarification of the roles of paralegals in firms so as to enhance paralegals’ ability to be of service to attorneys,
- providing a forum for paralegals to meet as a group to determine how to make their skills more useable and valuable to the attorneys, and to communicate their needs and concerns more effectively to the Bar Association and its attorney membership,
- maintenance of high standards of conduct and competency among paralegals, and
- promotion of social relationships among members

For purposes of Paralegal Associate Membership, the EBA has adopted the following definition of “paralegal” (which also includes “legal assistant”):

A “paralegal” (and a “legal assistant” as the terms are interchangeable) is a person who is qualified through education, training, or work experience to assist attorneys in the delivery of legal services, and to have knowledge and expertise regarding the legal system and substantive and procedural law, and who do work of a legal nature under the supervision of an attorney through employment by a lawyer, law office, governmental agency, or other entity.

A. Conditions of Membership

Applicants for Paralegal Associate Membership must complete an application as prescribed by the Association and its Board of Directors, and in doing so certify that they have read and agree to be bound by these Terms, including the definition of a paralegal or legal assistant, the Code of Conduct, and all other aspects of membership.

Paralegal Associate Members shall have all of the privileges and prerogatives of an active attorney member of the EBA, except that they may not vote, hold office, or serve in a voting capacity on any committee which binds the Association or its Board of Directors in any regard. At the request of the President or acting President of the Board of Directors of the EBA, one Paralegal Associate Member may be designated as a non-voting liaison to the Board of Directors, and may be requested to attend monthly meetings or other gatherings of the Board of Directors by the President or acting President.

Paralegal Associate Membership is also contingent upon the prompt payment of the annual dues for such members, as determined by the Board of Directors of the EBA, at the time of application and annually thereafter pursuant to invoicing from the Association.

Paralegal Associate Members further agree to be bound by the Bylaws of the Evansville Bar

Association, Inc., unless otherwise for therein or unless such Bylaws are in conflict with these Terms of Membership, in which case the Bylaws shall control until such time as they can be amended.

A. Code of Conduct

Fundamental to the success of any professional organization are the integrity of its members and a high standard of conduct. This is reflected in the fact that attorneys are bound by the Rules of Professional Conduct, and the Rules of Admission and Discipline. To accomplish these goals with respect to paralegals, the EBA has promulgated this Code of Conduct for paralegals who are Associate Members of the Association.

1. Due to the close relationship of the paralegal profession to the legal profession, in addition to the enumerated responsibilities below, it is incumbent upon all paralegals to be familiar with the provisions of the Rules of Professional Conduct applicable to attorneys, and to avoid any action which might involve an attorney in a violation of such rules or even the appearance of professional impropriety.
2. A paralegal shall not engage in the practice of law as defined by rules, statutes, or court decisions, including but not limited to accepting cases or clients, setting fees, giving legal advice or appearing in a representative capacity in court or before an administrative or regulatory agency (unless otherwise authorized by statute, court or agency rules), and the paralegal shall assist in preventing the unauthorized practice of law.
3. A paralegal shall not perform any of the duties that attorneys only may perform or do things which attorneys themselves may not do.
4. A paralegal shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of any attorney, and shall not act in matters involving professional legal judgment.
5. A paralegal shall preserve and protect the confidences and secrets of all clients.
6. A paralegal shall not solicit legal business on behalf of an attorney.
7. A paralegal shall not engage in performing paralegal functions other than under the direct supervision of an attorney, and shall not advertise or contract with members of the general public for the performance of paralegal functions.
8. A paralegal shall avoid, if at all possible, any interest or association which constitutes a conflict of interest pertaining to a client matter and shall inform the supervising attorney of the existence of any possible conflict.
9. A paralegal shall maintain a high standard of ethical conduct and shall contribute to the integrity of the paralegal profession.
10. A paralegal shall maintain a high degree of competency to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.
11. A paralegal shall do all other things incidental, necessary or expedient to enhance professional responsibility and the participation of paralegals in the administration of justice and public service in cooperation with the legal profession.