

**CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS
(COALA)
MEMBERSHIP APPLICATION**



(PLEASE TYPE OR PRINT)

NEW MEMBER _____

RENEWAL _____

Please process my membership in the following category (see "Qualifications for Membership") for each type of membership:

_____	Active Membership	\$60.00 (Annual Dues)	(\$15.00 late fee after 1/31)
_____	Associate Membership	\$60.00 (Annual Dues)	(\$15.00 late fee after 1/31)
_____	Affiliate Membership	\$60.00 (Annual Dues)	(\$15.00 late fee after 1/31)
_____	Student Membership	\$25.00 (Annual Dues)	

NAME: _____

EMPLOYER: _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____ OTHER: _____

FAX #: _____ E-MAIL: _____

Please provide me with a new name badge as follows: _____

Total percentage of time presently devoted to duties as a legal assistant/paralegal _____%

The area(s) of law in which I work is/are as follows: _____

I do _____ I do not _____ want my name, e-mail address, firm and work phone number included in the members only area of the COALA Website. (This information will be available to members only.)

I WOULD BE INTERESTED IN SERVING ON THE FOLLOWING COMMITTEE(S):

- | | | |
|-------------------|------------------|------------------------|
| _____ Bar Liaison | _____ Membership | _____ Publications |
| _____ Education | _____ Placement | _____ Public Relations |
| _____ Recruitment | | |

APPLICANT ATTESTATION (All Applicants)

I hereby apply for membership in COALA and enclose a check in the amount of \$_____ for annual membership dues. I attest that I qualify for the membership category I have noted on this application, and that all information I have included in this application is true and complete. I give consent to COALA to investigate my application and to contact my present or former supervising attorney for verification or clarification of my qualifications for membership.

Applicant's Signature: _____ DATE: _____

SUPERVISING ATTORNEY'S ATTESTATION (Active and Associate Only)

(Required only if you have changed employment since your last renewal)

I hereby attest that _____ performs substantial, Legal Assistant/Paralegal services for me at my work as an attorney and that I supervise _____'s work; and that _____% of her/his time is devoted to legal assistant/paralegal work. I endorse the applicant for membership in COALA.

Supervising Attorney's Signature: _____ DATE: _____

PROGRAM DIRECTOR ATTESTATION (Student memberships only)

(Required for all student members)

I hereby attest that _____ is presently enrolled in and is attending classes at _____ which is an ABA approved Legal Assistant/Paralegal program, and is expected to complete the program by _____.

Program Director's Signature _____ DATE: _____

QUALIFICATIONS FOR MEMBERSHIP

ACTIVE MEMBERSHIP: -- One or more of the following:

- A. Successful completion of an ABA approved Legal Assistant/Paralegal program or a bachelor's degree with a Legal Assistant/Paralegal major **and** at least 6 months experience as a legal assistant/paralegal, whose employer attests that such person is employed as a legal assistant/paralegal as defined by the ABA in August, 1997, **and** devotes in excess of 50% of her/his time as a legal assistant/paralegal.
- B. Have a bachelor's degree in any field, have been employed as a legal assistant/paralegal for a minimum of one year, whose employer attests that such person is employed as a legal assistant/paralegal, **and** devotes in excess of 50% of her/his time as a legal assistant/paralegal.
- C. A minimum of 3 year's experience as a legal assistant/paralegal, whose employer attests that such person is employed as a legal assistant/paralegal, **and** devotes in excess of 50% of her/his time as a legal assistant/paralegal;
- D. Successful completion of a national Legal Assistant/Paralegal certification examination, has been employed as a legal assistant/paralegal for a minimum of 6 months, **and** devotes in excess of 50% of her/his time as a legal assistant/paralegal.

ASSOCIATE MEMBERSHIP: -- One or more of the following:

- A. Any individual who has graduated from an ABA-approved Legal Assistant/Paralegal program or hold a bachelor's degree with a Legal Assistant/Paralegal or paralegal major, but is not currently employed as a legal assistant/paralegal, **or** has been employed as a legal assistant/paralegal for less than six months
- B. Any individual who holds a bachelor's degree with a Legal Assistant/Paralegal or paralegal major, but is not currently employed as a legal assistant/paralegal **or** has been employed as a legal assistant/paralegal for less than one year
- C. Any individual who has been employed as a legal assistant/paralegal for a minimum of six months by a licensed attorney whose present attorney-employer attests that such person is employed as a legal assistant/paralegal; _____
- D. any person who has successfully completed a national Legal Assistant/Paralegal certification examination, has been employed as a legal assistant/paralegal for a minimum of 6 months, **and** who devotes in excess of 50% of her/his time as a legal assistant/paralegal.

AFFILIATE MEMBERSHIP: -- One or more of the following:

- A. A member of the Bar who endorses the Legal Assistant/Paralegal concept or who is involved in the promotion of the Legal Assistant/Paralegal profession.
- B. Directly involved in the employment and/or supervision of legal assistants/paralegals.
- C. An employee of or a corporation, business, governmental agency, or Legal Assistant/Paralegal program who is actively involved in the promotion of the Legal Assistant/Paralegal profession.

_____To qualify for affiliate membership, I certify that I do not qualify for active or associate membership.

STUDENT MEMBERSHIP:

- A. A student in good standing in an ABA-approved Legal Assistant/Paralegal program, whose program director attests that I am currently a student in good standing.

_____To qualify for student membership, I certify that I do not qualify for active, associate or affiliate membership.

REQUIREMENT FOR MAINTAINING YOUR ACTIVE MEMBERSHP STATUS

All persons seeking to apply for active membership must have completed 12 hours of CLE in the year preceding her/his application for active membership. However, for those persons who have never been a member of COALA in the past, this requirement is waived for the first year only.

REQUIREMENT FOR MAINTAINING YOUR ASSOCIATE MEMBERSHIP STATUS

To maintain your eligibility status for associate membership from year to year, associate members must continue their legal education earning 3 CLE credits annually.

RETURN THIS APPLICATION TO: Central Oklahoma Association of Legal Assistants, P.O. Box 2146, Oklahoma City, Oklahoma 73101-2146. Make checks payable to Central Oklahoma Association of Legal Assistants.