

**CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS  
(COALA)  
MEMBERSHIP APPLICATION – 2011**



*(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 01/31/2011
_____	Associate Membership	\$60.00 (Annual Dues)	+ \$15.00 late fee after 01/31/2011
_____	Affiliate Membership	\$60.00 (Annual Dues)	+ \$15.00 late fee after 01/31/2011
_____	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 |                  |                        |

\*\*See attachment for details about the various committees.

**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: \_\_\_\_\_

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**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.

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**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.**