

**CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS (COALA)
MEMBERSHIP APPLICATION – 2009**

(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 3/31/9
_____	Associate Membership	\$60.00 (Annual Dues) + \$15.00 Late Fee After 3/31/9
_____	Affiliate Membership	\$60.00 (Annual Dues) + \$15.00 Late Fee After 3/31/9
_____	Student Membership	\$25.00 (Annual Dues)

_____ To qualify for Affiliate Membership, I certify that I do not qualify for Active or Associate Membership.

_____ To qualify for Student Membership, I certify that I do not qualify for Active, Associate, or Affiliate Membership.

NAME: _____

EMPLOYER: _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____ OTHER: _____

FAX: _____ EMAIL: _____

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, Email 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		

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APPLICANT ATTESTATION (All Applicants)

I hereby apply for membership in the Central Oklahoma Association of Legal Assistants 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 Members Only)

(Required only if you have changed employment since your 2008 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 the Central Oklahoma Association of Legal Assistants.

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 six (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 three (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; or

D. Successful completion of a national Legal Assistant/Paralegal certification examination, has been employed as a Legal Assistant/Paralegal for a minimum of six (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 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 (6) months;

B. Any individual who holds a bachelor's degree with a Legal Assistant 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 (1) year;

C. Any individual who has been employed as a Legal Assistant/Paralegal for a minimum of six (6) months by a licensed attorney whose present attorney-employer attests that such person is employed as a Legal Assistant/Paralegal; or

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 six (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; or

C. An employee of 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, you must certify that you do not qualify for Active or Associate Membership.

STUDENT MEMBERSHIP:

A. Any person who is 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, you must certify that you do not qualify for Active, Associate, or Affiliate Membership.

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