

LANEL

Legal Assistants of North East Louisiana

Application for Membership

Renewal
 New Member Referred By: _____

Name: _____ Home: _____
Employer: _____ Phone: _____

Employees Address: _____

E-mail or FAX No: _____

Check the appropriate description of your employment:

Private law office, consisting of _____ attorneys and _____ non-attorney personnel.

Law Department, non-profit organization.

Judicial Agency or Court

Governmental legal agency.

Corporate law department.

Other: _____

Check the field(s) of law that would most closely describe those in which you work:

<input type="checkbox"/> Administrative	<input type="checkbox"/> Oil & Gas	
<input type="checkbox"/> Bankruptcy	<input type="checkbox"/> Corporate	
<input type="checkbox"/> Estate Planning	<input type="checkbox"/> Criminal	
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Domestic	
<input type="checkbox"/> Medical Mal	<input type="checkbox"/> Workers' Comp	<input type="checkbox"/> Tax

Other: _____

I do hereby apply for Active Student or Conditional membership in LANEL. (Descriptions of each membership are given below)

I agree to be bound by the Code of Ethics and Professional responsibility as adopted by the National Association of Legal Assistants, Inc., and by the By-Laws of LANEL. I further understand that this application is subject to approval by LANEL.

Date: _____ Signature of Applicant: _____

Please bring this completed application and a check for the appropriate dues, made payable to LANEL, to the next LANEL meeting or mail to a current member of the Executive Committee.

Thank You.

If you are renewing your membership, STOP HERE.
New members should complete the rest of the application.

\$40.00 yearly dues
Active (Voting) Membership

NEW MEMBERS ONLY:

\$40.00 yearly dues Active (Voting) Membership

An active member is one who is currently employed in the legal profession and has been so employed for at least six (6) months.

Length of employment as legal assistant/paralegal:_____. Total years experience in the legal profession_____.

Immediate Supervisor: _____

Check applicable items:

- _____ I have passed the Certified Legal Assistant Exam.
- _____ I have successfully completed a full course of study in a NALA-approved legal assistant educational program.
- _____ I have been continually employed for six (6) months or more as a legal assistant by a licensed attorney as evidenced by the following attestation.

Attorney/Employer Attestation

I do hereby attest that _____ is employed by me and is recognized as a legal assistant and that he/she, under the supervision and direction of an attorney, is capable of the following services as generally described by the American Bar Associations Standing Committee on Legal Assistants:

- ** Applying knowledge of the law and legal procedure to drafting legal documents and other papers in certain fields of the law.
- ** Exercising judgment and working independently with respect to assigned tasks, keeping and meeting deadlines.
- ** Selecting, compiling and using technical information from such references as digests, encyclopedias, or practice manuals.
- ** Preparing detailed office procedures for efficient handling of specialized fields of law.

I further attest that applicant has been employed as a legal assistant for six (6) months or longer; that applicants ethical and professional conduct are above reproach; and that he/she is recommended for membership in LANEL.

Attorney/Employers Signature: _____ Date: _____

Student (non-voting) Membership\$15 yearly dues

A student member is one who is currently enrolled in an institution of higher learning in at least three hours of course work and who is pursuing or interested in legal assistant training.

School Attending: _____ Current Hours enrolled: ____

Field of Study: _____ Expected date of completion: _____

I do hereby certify that I am currently enrolled in _____(course) at _____(School).

Applicant: _____ Date: _____

**Conditional (non-voting) membership
\$15 yearly dues**

A conditional member is one who is engaged in, pursuing, or interested in the legal assistant field, but does not meet the qualifications for active or student membership.

Applicant: _____ Date: _____