

**LANEL - Legal Assistants of Northeast Louisiana
APPLICATION FOR MEMBERSHIP**

NAME: _____ **Home Phone:** _____

Employer: _____ **Cell Phone:** _____

Employer Address: _____ **Work Phone:** _____

Work Email: _____ **Personal Email:** _____

Please indicate the appropriate description of your employment:

- | | |
|--|---|
| <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 Defense |
| <input type="checkbox"/> Real Estate | <input type="checkbox"/> Domestic |
| <input type="checkbox"/> Medical Malpractice | <input type="checkbox"/> Workers' Comp |
| <input type="checkbox"/> Tax | <input type="checkbox"/> Other |

STUDENT MEMBERSHIP: 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.

ACTIVE 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. Active members are entitled to a vote on issues and elections of LANEL.

CONDITIONAL MEMBERSHIP: 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.

ATTESTATION:

I hereby apply for: _____ **ACTIVE (\$40/yr)** _____ **CONDITIONAL (\$15/yr)** _____ **STUDENT (\$15/yr)**
[please initial one]

membership in LANEL-Legal Assistants of Northeast Louisiana. I agree to be bound by the LANEL Code of Ethics and Professional Responsibility, as adopted by the National Association of Legal Assistants, Inc., and I further understand that this application is subject to the approval of LANEL. I understand that the term of membership is from January 1 to December 31 of each year.

Signature of Applicant: _____ **Date:** _____

If you are renewing membership, you can STOP HERE. New applicants please complete the rest of the application.

NEW MEMBERS ONLY:

Length of employment as legal assistant/paralegal: _____ Total years in profession: _____
Immediate Supervisor: _____

CHECK APPLICABLE ITEMS

- I have passed the Certified Legal Assistant Exam
 I have successfully completed a full course of study in an approved legal assistant education program.
 I have been continually employed for six 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 Association's 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 the applicant has been employed as a legal assistant for six (6) months or longer; that applicant's ethical and professional conduct are above reproach, and that he/she is recommended for membership in LANEL.

Attorney/Employer's Signature: _____ **Date:** _____

STUDENT ATTESTATION

SCHOOL ATTENDING: _____ Current Hours Enrolled: _____
Field of Study: _____ Expected Completion Date: _____

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

Student Applicant Signature: _____ **Date:** _____

Please bring this application with a check to the next LANEL meeting or you may mail the application with dues payment to: LANEL-Legal Assistants of Northeast Louisiana, 1881 Hudson Circle, Monroe LA 71201.