

# LAMP

Legal Assistants of Metropolitan Phoenix — Affiliate of National Association of Legal Assistants, Inc.  
Post Office Box 13005, Phoenix, Arizona 85002

## APPLICATION FOR MEMBERSHIP

(MEMBERSHIP RENEWAL/DUES PAYABLE EVERY NOV. 1ST)

PLEASE PRINT OR TYPE  
AND MAIL TO THE ABOVE  
ADDRESS WITH YOUR DUES

	<u>NEW</u>	<u>RENEWAL</u>
ACTIVE:	\$ 50.00	\$35.00
STUDENT:	\$25.00	\$10.00
ASSOCIATE:	\$65.00	\$50.00

### TO BE COMPLETED BY ALL APPLICANTS

NAME \_\_\_\_\_

HOME or MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

**I hereby apply for:**       Active       Student       Associate membership in LAMP  
**Please Answer:**      **CLA**  Yes  No      **CLAS**  Yes  No      **NALA Member**  Yes  No  
**Send mail to:**       Homes Address/Email       Business Address/Email

**Please indicate what information should appear in the membership directory:**  
 Home Address     Home Telephone Number       Office Address     Office Telephone Number  
 Home Email       Office Email  
 Area(s) of Specialization: \_\_\_\_\_

I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws as adopted by the National Association of Legal Assistants, Inc., (NALA) and LAMP. I certify that I have never been convicted of a felony. I further understand that this application and the information contained herein is subject to verification and approval by the LAMP.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

### TO BE COMPLETED BY ALL APPLICANTS - SPONSOR NOMINATION

As an active member in good standing of LAMP, I hereby nominate \_\_\_\_\_ as a prospective member of LAMP and believe that he/she meets membership requirements. (**Note:** If you do not know an active LAMP member, the Membership Vice President will sign as sponsor if you qualify for membership under A, B or C below.)

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

- A. ACTIVE MEMBERSHIP:** (\$35.00 per year, plus \$15.00 initiation fee)  
Please read the "Qualifications for Membership" attached and check 1, 2, 3 or 4 below indicating your qualification for membership.
- \_\_\_\_\_ (1) Please attach a copy of your Legal Assistant training diploma or certificate; or
- \_\_\_\_\_ (2) Please attach a copy of your CLA certificate from NALA; or
- \_\_\_\_\_ (3) Please attach a copy of your B.A./B.S. degree and complete the Attorney Attestation (on back) indicating at least six (6) months of work experience as a legal assistant, or
- \_\_\_\_\_ (4) Please complete the Attorney Attestation (on back) indicating at least two (2) years of work experience as a legal assistant.

**ATTORNEY/EMPLOYER ATTESTATION**  
(Applicant with B.A./B.S. Degree)

I hereby certify that \_\_\_\_\_ is employed by me and is recognized as a legal assistant (paralegal) and that he/she, under my supervision, is capable of the following services as generally described by the American Bar Association's Standing Committee on Legal Assistants:

Apply knowledge of the law and legal procedure in drafting documents and other papers in certain fields of law; exercising judgment and working independently with respect to assigned tasks; keeping and meeting deadlines; preparing or interpreting legal documents for review by lawyers/employers; selecting, compiling and using technical information from such references as digests, encyclopedias, or practice manuals; analyzing procedural problems and recommending solutions in certain fields of the law; preparing detailed office procedures for efficient handling of specialized field(s) of law.

Further attest that the applicant has been employed by me as a legal assistant for six (6) months or longer; that applicant's ethical and professional conduct are above reproach, and he/she is recommended for membership in LAMP.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**ATTORNEY/EMPLOYER ATTESTATION**

(To be completed when applicant for active membership has had no formal legal assistant training)

I hereby certify that \_\_\_\_\_ is employed by me and is recognized as a legal assistant (paralegal) and that he/she, under my supervision, 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 in drafting documents and other papers in certain fields of law; exercising judgment and working independently with respect to assigned tasks; keeping and meeting deadlines; preparing or interpreting legal documents for review by lawyers/employers; selecting, compiling and using technical information from such references as digests, encyclopedias, or practice manuals; analyzing procedural problems and recommending solutions in certain fields of the law; preparing detailed office procedures for efficient handling of specialized field(s) of law.

Further attest that the applicant has been employed by me as a legal assistant for two (2) years or longer; that applicant's ethical and professional conduct are above reproach, and he/she is recommended for membership in LAMP.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ ARIZONA BAR NO. \_\_\_\_\_

**B. STUDENT MEMBERSHIP: (\$10.00 per year, plus \$15.00 initiation fee)**

The following shall qualify for student membership: Any individual who is a student in good standing in any legal assistant training program, or is currently a law student; provided, however, the training program or law school must meet the standards of the provisions set forth in the Association's Bylaws.

**TO BE COMPLETED BY APPLICANT FOR STUDENT MEMBERSHIP**

NAME OF SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

LENGTH OF LEGAL ASSISTANT TRAINING PROGRAM \_\_\_\_\_

EXPECTED DATE OF GRADUATION \_\_\_\_\_

COURSE CONTENT \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL**

I hereby attest that \_\_\_\_\_ is currently enrolled in a course of studies as a legal assistant or law student and is a student in good standing of this university/college/junior college.

YOUR TITLE \_\_\_\_\_ SCHOOL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

YOU MAY BE REQUIRED TO FURNISH A COPY OF THE COURSE CURRICULUM AND YOUR TRANSCRIPT  
UPON REQUEST OF THE BOARD OF DIRECTORS

**C. ASSOCIATE MEMBERSHIP: (\$50.00 per year, plus \$15.00 initiation fee)**

The following shall qualify for associate membership: Any individual who is a member of the Bar, the Judiciary, an officer of the court system, or a legal assistant educator. Law Firms, corporations having legal departments, governmental agencies, and educational institutions who are interested in the promotion of the legal assistant profession.

**TO BE COMPLETED BY APPLICANT FOR ASSOCIATE MEMBERSHIP**

Under which qualification are you applying (see membership qualifications) :