



DALLAS AREA PARALEGAL ASSOCIATION  
2018 Voting/Non-Voting Membership Application

DAPA membership runs January 1st to December 31st

Federal Tax ID #75-1761575

**Instructions:** Complete, sign and date the application, submit it with a copy of your driver's license, and other documents listed on page four via email or regular mail as indicated below. Incomplete applications will not be accepted. Please type or print legibly.

Name: \_\_\_\_\_ Designation, if any: \_\_\_\_\_  
(this name will appear on your membership certificate) (TBLS, CP, RP, etc).

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Home Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Preferred Mailing Destination: Residence \_\_\_\_\_ Business \_\_\_\_\_

Preferred E-Mail Destination: Residence \_\_\_\_\_ Business \_\_\_\_\_

Preferred mailing information will be published in the online Membership Directory unless indicated otherwise:  
Publish My Information \_\_\_\_\_ Do Not Publish \_\_\_\_\_

Are you currently employed as a paralegal? YES \_\_\_ NO \_\_\_

Are you interested in a NFPA Registered Paralegal (RP) or Core Registered Paralegal (CRP) study group?  
YES \_\_\_ NO \_\_\_. If Yes, for which exam? \_\_\_\_\_

Are you interested in serving as a Mentor to a paralegal student? YES \_\_\_ NO \_\_\_

Are you interested in having a Mentor assigned to you? YES \_\_\_ NO \_\_\_

Are you interested in receiving Job Bank Information Emails? YES \_\_\_ NO \_\_\_

**Please choose Specialty Sections of interest:**

Animal Law     Bankruptcy     Collin County     Corporate  
 Criminal Law     Family Law     Government     Intellectual Property  
 Las Colinas     Leadership/Management     Litigation  
 Medical/PI     North Dallas     Probate     Real Estate     Technology

**Please choose Committees of interest or about which you would like to receive informational emails:**

CLE Audit     Career Day     Education     Elections  
 Entertainment/Social     Ethics     Holiday Luncheon     Membership  
 Newsletter     NFPA     Paralegal Day  
 Pro Bono/Community Service     Professional Development  
 Programs     Public Relations     Publications     Rules & Bylaws  
 Scholarship     Website

**Pursuant to Section 3.6 of DAPA's Bylaws, six (6) CLE hours, one (1) hour of which must be in the area of Ethics, must be obtained between January 1 and December 31 of each year and will be required for the renewal of voting members.**

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**DUES:**

**MAKE CHECKS PAYABLE TO DAPA**

I enclose my check payable to DAPA for \$85.00 \_\_\_\_\_

I enclose my employer's check payable to DAPA for \$85.00 \_\_\_\_\_

This \$85.00 includes \$10 non-refundable application fee and \$30.00 of annual membership dues for membership in the National Federation of Paralegal Associations, Inc.

I am including a separate check payable to Communities Foundation of Texas for the additional sum of \$10.00 \_\_\_, \$15.00 \_\_\_, other \$ \_\_\_ to be deposited in DAPA's Scholarship Fund.

**You can also pay dues online with a debit or credit card here:**



## CURRENT QUALIFICATIONS FOR MEMBERSHIP

(a) **Voting Member.** A person eligible for voting membership shall be a person employed as a paralegal<sup>1</sup> under the ultimate direction and supervision of an attorney or a person who contracts with a lawyer, law office, governmental agency or other entity to perform substantive legal work under the ultimate direction and supervision of an attorney and:

- (1) Who has obtained a four-year degree in paralegal studies from an institutionally accredited college or university; or
- (2) Who has obtained a four-year degree from an institutionally accredited college or university and paralegal certificate from an ABA-approved program; or
- (3) Who has obtained a four-year degree and paralegal certificate from an institutionally accredited college or university or other post-secondary school; or
- (4) Who has obtained a four-year degree from an institutionally accredited college or university and has at least one (1) year of experience as a paralegal; or
- (5) Who has obtained an associate degree in paralegal studies from an institutionally accredited college or university and has at least one (1) year of experience as a paralegal; or
- (6) Who has obtained an associate degree from an institutionally accredited college or university and has at least three (3) years of experience as a paralegal; or
- (7) Who has successfully completed the Paralegal Advanced Competency Exam ("PACE") and has valid proof of such certification; or
- (8) Who has successfully completed one of the Texas Board of Legal Specialization ("TBLS") examinations, has valid proof of board certification and has one (1) subsequent year of experience as a paralegal; or
- (9) Who has successfully completed the Certified Legal Assistant ("CLA") or Certified Paralegal ("CP") examination, has valid proof of such certification and has at least three (3) years of subsequent experience as a paralegal; or
- (10) Who has successfully completed the Paralegal Core Competency Exam ("PCCE"), has valid proof of such certification and the maintenance thereof, and has at least three (3) years of experience as a paralegal; or
- (11) Who has at least ten (10) consecutive years of experience as a paralegal immediately preceding such application for membership.

(b) **Non-Voting Member.** A person eligible for non-voting membership shall be a person who (1) has met the requirements of subparagraph (a)(1), (2), (3), (4), (5), (6), (7), (8), (9) or (10) above but who is not currently employed as a paralegal, or (2) has not met either the experiential or educational requirements set forth above, or (3) has not met the CLE Requirements for voting membership, as set forth in Article III, Section 3.6. A non-voting member in good standing may fully participate in the affairs of the Association, but shall not have the right to vote, hold any office set forth in Article IV, Section 4.1, or serve as officer/director, section chair or chair of a committee, as set forth in Article VII, Section 7.3.

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<sup>1</sup> The person must meet the definition of a paralegal as adopted by the National Federation of Paralegal Associations ("NFPA"), which reads as follows: "[a] Paralegal is a person, qualified through education, training or work experience to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. This person may be retained or employed by a lawyer, law office, governmental agency or other entity or may be authorized by administrative, statutory or court authority to perform this work." However, it is not the intent of DAPA to exclude any member of the legal profession whose job duties fit the definition of paralegal but whose job title remains "legal assistant" or some other similar title. Additionally, the term "substantive" shall mean work requiring recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts.

**APPLICANT'S STATEMENT**

I hereby apply for \_\_\_\_\_ voting membership pursuant to item (A) \_\_\_\_\_ (choose from (1) – (10) above)

I hereby apply for \_\_\_\_\_ nonvoting membership

I attest that I meet the requirements for such membership and that the answers to each of the following questions are true and correct to the best of my knowledge:

Total time as paralegal: Years \_\_\_\_ Months \_\_\_\_

Have you ever been convicted of a felony or misdemeanor of a crime involving moral turpitude?

YES \_\_\_\_ NO \_\_\_\_

Have you ever been convicted of a misdemeanor involving the unauthorized practice of law?

YES \_\_\_\_ NO \_\_\_\_

Have you ever been expelled/suspended from membership in a law related professional organization?

YES \_\_\_\_ NO \_\_\_\_

Have you ever had a license or permit to practice in a profession revoked or suspended? \_\_\_\_

YES \_\_\_\_ NO \_\_\_\_

Please explain in detail by attaching a separate page. **A criminal background check will be conducted on each applicant.**

I agree to be bound by the Dallas Area Paralegal Association's Bylaws and Code of Ethics incorporated herein. I understand any and all of the information I provide on my application may be confirmed by the Executive Director, the Membership Vice-President, and/or a Membership Committee member. **I understand I must advise the Membership Vice-President in writing of any changes in my employment or education that affect my membership status.**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Applicant's Signature)

**APPLICATION PACKAGE MUST INCLUDE THE FOLLOWING DOCUMENTS:**

\*Incomplete applications will not be processed

- \_\_\_ completed application
- \_\_\_ copy of your college degree or transcript (If applicable)
- \_\_\_ copy of your paralegal certificate<sup>2</sup> (If applicable)
- \_\_\_ copy of PACE, PCCE, CP or TBLS certification (If applicable)
- \_\_\_ resume, including current employment summary
- \_\_\_ copy of your valid driver's license
- \_\_\_ application fee and dues in the amount of \$85.00 (\$10 non-refundable application fee)

**SEND TO:**

<p>Mariela Cawthon, DAPA Executive Director          2100 Ross Avenue, Suite 2700          Dallas, TX 75201          or Email to <a href="mailto:executivedirector@dallasparalegals.org">executivedirector@dallasparalegals.org</a>          Call (214) 284-0091 for questions  <b>PLEASE DO NOT DELIVER IN PERSON</b></p>
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