



DALLAS AREA PARALEGAL ASSOCIATION
2019 Voting/Non-Voting Membership Application
DAPA membership runs January 1st to December 31st

Federal Tax ID #75-1761575

Reduced rates begin on June 1, 2019
Memberships expire 12/31/19

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

Name: (this name will appear on your membership certificate) Designation, if any: (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information will be published in the online Membership Directory unless indicated otherwise: Publish My Information Do Not Publish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/Socials Ethics Membership Newsletter
 NFPA Pro Bono/Community Service Professional Development
 Programs Public Relations Publications Rules & Bylaws
 Scholarship Website

Pursuant to Section 3.6 of DAPA’s Bylaws, renewing voting members must complete a minimum of six (6) hours of substantive continuing legal education (“CLE”), at least one (1) hour of which must be in the area of Ethics. Notwithstanding the immediately preceding sentence, renewing voting members who joined the Association in the immediately preceding membership year shall be required to complete at least one half (0.5) hour of CLE for each month which he or she was a member during the immediately preceding membership year, of which at least one half (0.5) hour must be in the area of Ethics.

DUES:

This \$66.25 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 DAPA’s Scholarship Fund for the additional sum of \$10.00 _____, \$15.00 _____, other \$ _____. (Contributions are not tax deductible).

Mariela Cawthon, DAPA Executive Director
 2100 Ross Avenue, Suite 2700
 Dallas, Texas 75201
 or email to: executivedirector@dallasparalegals.org
 Call (214) 284-0091 for questions

Please do not submit applications in person

Pay online using a debit or credit card at www.dallasparalegals.org/Membership Forms

CURRENT QUALIFICATIONS FOR MEMBERSHIP

(a) **Voting Member.** A person eligible for voting membership shall be a person employed as a paralegal¹ 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.

¹ 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) – (11) 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 certificate² (If applicable)
- copy of PACE, PCCE, CP or TBLS certification (If applicable)
- resume, including current employment summary
- copy of your valid driver's license
- dues in the amount of \$66.25 (\$10 non-refundable application fee)