



MEMBERSHIP APPLICATION AND AGREEMENT

(PLEASE PRINT CLEARLY)

1. CONTACT INFORMATION

Name: _____

Home Address: _____
Street City State Zip

Employer Name: _____

Employer Address: _____
Street City State Zip

Primary Phone: () _____ E-mail: _____

Secondary Phone: () _____ Mail Written Communications to: Home Work

➡ Please tell us if you are a: New Member Renewing Member

2. WORK EXPERIENCE

➡ Are you currently employed as a paralegal/legal assistant (see Section 4 for definitions):

Yes (you must apply as a voting member) No (you must apply as a non-voting affiliate or student member)

Length of paralegal employment: Less than 1 year 1-3 years 3-5 years 5-10 years 10+ years N/A

Practice Areas (this will help us determine CLE opportunities of interest to our members):

- | | | |
|---|---|--|
| <input type="checkbox"/> Bankruptcy/Collections/Foreclosure | <input type="checkbox"/> General Practice | <input type="checkbox"/> Real Estate (Residential and/or Commercial) |
| <input type="checkbox"/> Civil and/or Criminal Litigation | <input type="checkbox"/> Insurance Defense | <input type="checkbox"/> Social Security/Disability |
| <input type="checkbox"/> Elder Law | <input type="checkbox"/> Malpractice | <input type="checkbox"/> Title Insurance |
| <input type="checkbox"/> Estates/Trusts/Wills/Probate | <input type="checkbox"/> Negligence/Liability | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Family Law/Matrimonial | <input type="checkbox"/> Personal Injury | <input type="checkbox"/> Other: _____ |

3. EDUCATION/PROFESSIONAL CERTIFICATION

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> High School | <input type="checkbox"/> AA/AS Paralegal | <input type="checkbox"/> BA/BS Paralegal | <input type="checkbox"/> PACE/CORE Registered Paralegal |
| <input type="checkbox"/> Paralegal Certificate | <input type="checkbox"/> AA/AS Other | <input type="checkbox"/> BA/BS Other | <input type="checkbox"/> Certified Legal Assistant/Paralegal |

Are you currently enrolled as a student: Yes: _____ No
Name of School

4. MEMBERSHIP CLASSIFICATION

- VOTING MEMBER** (\$65.00) - Any person who is a practicing paralegal/legal assistant at the time of application for membership may become a voting member. A practicing paralegal/legal assistant may be employed or retained by a lawyer, law firm, corporation, agency, clinic, governmental agency, court or other entity. A freelance paralegal will be required to submit written verification from a supervising attorney that she or he has performed substantive legal work in the past 90 days.
- AFFILIATE NON-VOTING MEMBER** (\$50.00) - Any person who is a legal educator or who has practiced as a paralegal/legal assistant or who has completed a formal course of study, but who is not so employed at the time of application for membership and any voting member who is not practicing as a paralegal/legal assistant at the time of the annual renewal of such voting member's membership may become an affiliate member.
- STUDENT NON-VOTING MEMBER** (\$35.00) - Any person who is enrolled in a formal paralegal course may become a student non-voting member.

**** YOU MUST COMPLETE AND SIGN THE NEXT PAGE ****

5. COMMITTEE INTERESTS (CHECK ALL THAT APPLY)

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Continuing Legal Education | <input type="checkbox"/> Membership | <input type="checkbox"/> Website / Social Media |
| <input type="checkbox"/> ESAPA / NFPA | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Sponsorship |
| <input type="checkbox"/> Events / Publicity | <input type="checkbox"/> Pro Bono | <input type="checkbox"/> Student Affairs |

6. PRIVACY STATEMENT

CDPA collects non-public personal information from its members on its membership application, such as name, address, telephone number, email address and employer. This information is required in order to provide members with CDPA and NFPA benefits and information. Except for these purposes, CDPA does not disclose non-public personal information collected from its members to any third party other than the NFPA, without the prior consent of the members.

7. CONSENTS, CERTIFICATION, AND SIGNATURE

As a CDPA member, you are also a member of the National Federation of Paralegal Associations (NFPA). One of the benefits of NFPA membership is a subscription to its publication, *National Paralegal Reporter*. NFPA may release its mailing list to outside vendors in order to keep the cost of membership reasonable. If you do not wish your name released to outside vendors, please indicate by checking the box below.

- I do not want NFPA to release my name and address to outside vendors.

The CDPA Website contains member information. By becoming a CDPA member, you agree to have this information available to other CDPA members. Please note that this information will not be shared or provided by CDPA to third parties, other than NFPA.

By signing below: 1) I attest that the information provided herein is true to the best of my knowledge; 2) I agree not to abuse the personal information of CDPA members by exposing them to spam, unprofessional emails, etc.; 3) I agree not to disclose any CDPA member's information to any outside parties; and 4) I hereby agree to abide by the New York Lawyer's Code of Professional Responsibility (full text available at www.law.cornell.edu/ethics/ny/code/), the NFPA Code of Ethics* and any other code adopted by the Association.



SIGNATURE: _____

DATE: _____

Membership expires 12 months from this date.

Submit this application, with a check or money order made payable to the Capital District Paralegal Association, Inc. for the appropriate dues, to:

CAPITAL DISTRICT PARALEGAL ASSOCIATION, INC.
P.O. BOX 12562
ALBANY, NY 12212-2562

CAPITAL DISTRICT PARALEGAL ASSOCIATION, INC.

Membership qualifications shall not exclude or discriminate because of race, color, religion, gender, national origin, age, physical handicaps, or sexual orientation. However, any person who is incarcerated at the time of application or who has been disbarred from the practice of law is not eligible for membership.

CODE OF PROFESSIONAL RESPONSIBILITY

- A paralegal shall demonstrate initiative in performing and expanding the paralegal role in the delivery of legal services.
- A paralegal shall maintain the highest standards of ethical conduct.
- A paralegal shall maintain a high level of competence and shall contribute to the integrity of the paralegal profession.
- A paralegal shall preserve client confidences and privileged communications.
- A paralegal shall serve the public interest by contributing to the availability and delivery of quality legal services.
- A paralegal shall aspire to perform pro bono legal services for the benefit of those with limited means who are denied access to the legal system

*The NFPA Code of Ethics may be reviewed at:

www.paralegals.org/associations/2270/files/Model_Code_of_Ethics_09_06.pdf