



# SHREVEPORT BAR ASSOCIATION

## Legal Community Support Staff Committee

### MEMBERSHIP APPLICATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employer: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

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

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

Mailing Address (if different): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Work E-Mail: \_\_\_\_\_ Personal E-mail: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Highest Grade Completed: \_\_\_\_\_ Last School Attended: \_\_\_\_\_

Veteran [Yes] [No] I am currently serving in the Armed Services. Branch: \_\_\_\_\_

Areas of Specialty: \_\_\_\_\_

Please list current professional and business memberships: \_\_\_\_\_

\_\_\_\_\_

#### CHECK ALL THAT APPLY:

☐ Paralegal or other specialty program attended.

School from which certificate was obtained: \_\_\_\_\_

☐ CP credential attained. If yes, date attained: \_\_\_\_\_

☐ I reside in Caddo or Bossier Parish. Other Parish/County: \_\_\_\_\_

☐ I am currently employed as a paralegal/legal assistant.

☐ I am currently employed as \_\_\_\_\_

☐ I have never been convicted of a felony.

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# SHREVEPORT BAR ASSOCIATION

## Legal Community Support Staff Committee

### **MEMBERSHIP APPLICATION**

### **QUALIFICATIONS FOR MEMBERSHIP**

#### A. ACTIVE/VOTING MEMBERS.

Active/voting membership is open to any individual who meets at least one of the following requirements:

1. Any individual who has a minimum of one (1) year of paralegal/legal assistant experience under the supervision of a licensed attorney, who attests that such person is qualified.
2. Any individual who has successfully completed a curriculum of training as a paralegal or one who is certified by a university, college, junior college or other approved school as having successfully completed a full course of studies prescribed for training as a paralegal.
3. Any individual who has successfully completed the Certified Paralegal (CP) examination administered by the National Association of Legal Assistants, Inc.
4. Any individual currently employed in the legal field or who has worked in the legal field for at least three (3) years.

#### B. STUDENT MEMBERS.

Student membership is open to any individual who meets at least one (1) of the following qualifications:

1. Any individual who is a student in good standing in an approved University, college, or junior college or other approved school pursuing a course of legal studies.
2. Not currently employed as a paralegal/legal assistant.



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### COMMITTEE DUES

First year's dues must accompany this application form. If joining in the last quarter If the current year (October through December), membership is valid for 15 months.

Employers who pay for four (4) of their employees' memberships are entitled to one (1) additional membership at no cost.

ANNUAL DUES SCHEDULE (please check type of membership)

ACTIVE/VOTING MEMBERSHIP – Open to all members in good standing. This type of membership includes full voting privileges. These members may serve on the Board of the Shreveport Bar Association Legal Community Support Staff Committee.

STUDENT MEMBERSHIP – Members who are enrolled in paralegal or other formal higher education courses. Student members do not have voting privileges.

ACTIVE MEMBERSHIP RATE ☐ \$50

STUDENT MEMBERSHIP RATE ☐ \$25

LAW FIRM/EMPLOYER DISCOUNT ☐ \*\$200 – see explanation below

TOTAL DUES \$\_\_\_\_\_

\*Law firms or other employers who pay for memberships of their employees are entitled to a \$50 discount for five (5) members, i.e., pay for four (4) members and the fifth membership is free. All applications must be turned in at the same time.

Areas of Interest/Willingness to Serve:

☐ Education

☐ Membership

☐ Job Bank

☐ Social Media/Publicity

☐ Social



## SHREVEPORT BAR ASSOCIATION Legal Community Support Staff Committee

All persons applying for regular membership under Section A (see "Qualifications") must submit this attestation with application.

### ATTORNEY/EMPLOYER ATTESTATION

I hereby attest that \_\_\_\_\_ is or has been employed by me, and meets the qualifications to perform the duties of a paralegal or legal assistant. I further attest that this applicant has been or was employed by me as a paralegal/legal assistant for a period of \_\_\_\_\_ years and \_\_\_\_\_ months; that the applicant's ethical and professional conduct are above reproach; and that the applicant is recommended for membership in the Shreveport Bar Association Legal Community Support Staff Committee.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney/Employer

Name of Attorney/Employer: \_\_\_\_\_

Name of Firm/Company: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_



## SHREVEPORT BAR ASSOCIATION Legal Community Support Staff Committee

All persons applying for student membership under Section B (see “Qualifications”) must submit the following attestation with application:

### ATTESTATION

I hereby attest that \_\_\_\_\_ is a student at \_\_\_\_\_ in the \_\_\_\_\_. I further attest that the applicant’s ethical and professional conduct are above reproach; and that the applicant is recommended for student membership in the Shreveport Bar Association Legal Community Support Staff Committee.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean/ Administrator

Student Name: \_\_\_\_\_

University: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_