

**SOUTHEASTERN ASSOCIATION OF LEGAL ASSISTANTS  
OF GEORGIA  
(SEALA)**

**APPLICATION FOR MEMBERSHIP**

**QUALIFICATIONS: (SEALA BYLAWS ARTICLE IV)**

**Active Members:** Active membership is open to any individual who meets one of the following requirements. This is the only membership classification which carries full voting privileges. Active members are also the only SEALA members who may serve as association officers, members of the Board of Directors, or committee chairpersons.

1. Any individual who has successfully completed the Certified Legal Assistant (CLA) examination of NALA, or
2. Any individual who has graduated from an ABA approved program of study for legal assistants, or
3. Any individual who has graduated from a course of study for legal assistants which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of 60 semester hours of classroom study, or
4. Any individual who has graduated from a course of study for legal assistants other than those set forth in 2 and 3 above, plus not less than six months of in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or
5. Any individual who has received a baccalaureate degree in any field, plus not less than six months in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant, or
6. Any individual who has a minimum of three years of law-related experience under the supervision of an attorney, including six months of in-house training as a legal assistant, whose attorney-employer attests, that such person is qualified as a legal Assistant, or
7. Any individual who has a minimum of two years in-house training as a legal assistant, whose attorney-employer attests that such person is qualified as a legal assistant.

**Student Members:** Student membership is open to any individual who is a full-time student in good standing in any college, junior college or other school pursuing a course of study as a legal assistant. A full-time student shall be defined as one enrolled for a minimum, of 12 -semester hours or equivalent or who is taking all legal assistant courses offered provided the individual is not employed as a legal assistant.

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**Associate Members:** Associate membership is open to any individual who meets one of the following qualifications:

1. Those members of bar associations endorsing the legal assistant concept or involved in the promotion of the legal assistant profession, or

2. Those members of the educational field endorsing the legal assistant concept or involved in the promotion of the legal assistant profession, or
3. Those persons directly involved in the supervision of legal assistants, or
4. Law firms, corporations and legal assistant program representatives who endorse the legal assistant concept or are actively involved in the promotion of the legal assistant profession who contributes dues of \$75.00 or any amount in excess thereof.

**Dues Structure:** First year's dues must accompany application form. Thereafter, dues are billed annually and you will receive your first bill on November 1st after being admitted to membership. Dues for the current year are as follows:

**Active Members:** \$100.00 Annually

**Student Members:** \$50.00 Annually

**Associate Members:** \$50.00 or any amount in excess thereof for individuals; for law firms, corporations and legal assistant program representatives \$75.00 or any amount in excess thereof.

### ACTIVE MEMBERSHIP APPLICATION

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

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

Employer Phone: \_\_\_\_\_ Employer Fax: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

How long employed as a legal assistant? \_\_\_\_\_

Total years legal experience: \_\_\_\_\_

Formal or special education (name and address of school) or training for present position of graduation: \_\_\_\_\_, date certified: \_\_\_\_\_.

Check the most appropriate description of your employer(s): \_\_\_\_\_ law department, nonprofit organization; \_\_\_\_\_ judicial agency, court; \_\_\_\_\_ corporate law department; \_\_\_\_\_ private law office consisting of number of attorneys; \_\_\_\_\_ number of legal assistants and \_\_\_\_\_ number of other non-legal personnel.

Your specialty (if applicable) \_\_\_\_\_.

Current professional or business organization memberships:

\_\_\_\_\_  
\_\_\_\_\_

Check which qualification number for active membership you are applying under (see front of application) :

\_\_\_\_1 \_\_\_\_2 \_\_\_\_3 \_\_\_\_4 \_\_\_\_5 \_\_\_\_6 \_\_\_\_7

**Attorney/Employer attestation** (Note: This section must be completed by all applicants qualifying under requirements numbered 4,5,6, or 7)

I hereby attest that \_\_\_\_\_ is employed by me and meets the qualifications for active membership in the Southeastern Association of Legal Assistants of Georgia as listed under requirement number \_\_\_\_\_.

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

\_\_\_\_\_  
Name of Attorney/Employer (Please Print)

\_\_\_\_\_  
Signature

**-----TO BE COMPLETED BY ALL APPLICANTS -----**

I hereby apply for: active\_\_\_\_; associate\_\_\_\_; student membership \_\_\_\_ in the Southeastern Association of Legal Assistants of Georgia.

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. I further understand that this application is subject to approval by the Southeastern Association of Legal Assistants of Georgia.

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

In accordance with Articles 3, 9, and 3.27 of the NALA bylaws -individuals who have been convicted of a felony are not eligible for membership in the Southeastern Association of Legal Assistants.

How did you become acquainted with **SEALA**? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Associate Membership Application**

**Check one:**    **Attorney:**\_\_\_\_\_                      **Educator:**\_\_\_\_\_

**Name:**\_\_\_\_\_                      **Office Phone:**\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
\_\_\_\_\_

## Student Membership

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

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

Home Phone: \_\_\_\_\_ School Attending: \_\_\_\_\_

Length of legal assistant training program: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_

**School Attestation (required of all student applicants).** To be completed by school program director, coordinator, or instructor.

I hereby attest that \_\_\_\_\_ is currently enrolled in legal assistant course(s) at this school and is not employed as a legal assistant.

School: \_\_\_\_\_

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

Name of Program Director or Instructor: \_\_\_\_\_

Title: \_\_\_\_\_

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

## **Code of Ethics and Professional Responsibility**

It is the responsibility of every legal assistant to adhere strictly to the accepted standards of legal ethics and to live by general principles of proper conduct. The performance of the duties of the legal assistant shall be governed by specific canon's in order that justice will be served and the goals of the profession attained. The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., and the Southeastern Association of Legal Assistants of Georgia, as a general guide and the enumeration of these rules does not mean there are not others of equal importance although not specifically mentioned.

Canon 1: A legal assistant shall not perform any of the duties that lawyers only may perform nor do things that lawyers themselves may not do.

Canon 2: A legal assistant may perform any task delegated and supervised by a lawyer so long as the lawyer is responsible to the client, maintains a direct relationship with the client, and assumes full professional responsibility for the work product.

Canon 3: A legal assistant shall not engage in the practice of law by accepting cases, setting fees, giving legal advice, or appearing in court (unless otherwise authorized by court or agency rules)

Canon 4: A legal assistant shall not act in matters involving professional legal judgment as the services of a lawyer are essential in the public interest whenever the exercise of such judgment is required.

Canon 5: A legal assistant must act prudently in determining the extent to which a client may be assisted without the presence of a lawyer.

Canon 6: A legal assistant shall not engage in the unauthorized practice of law.

Canon 7: A legal assistant must protect the confidences of a client, and it shall be unethical for a legal assistant to violate any statute now in effect or hereafter to be enacted controlling privileged communications.

Canon 8: It is the obligation of the legal Assistant to avoid conduct which would cause the lawyer to be unethical or even appear to be unethical and loyalty to the employer is incumbent upon the legal assistant.

Canon 9: A legal assistant shall work continually to maintain integrity and a high degree of competency throughout the legal profession.

Canon 10: A legal assistant shall strive for perfection through education in order to better assist the legal profession in fulfilling its duty of making legal services available to clients and the public.

Canon 11: A legal assistant shall do all things incidental, necessary or expedient for the attainment of the ethics and responsibilities imposed by statute or rule of court.

Canon 12: A legal assistant is governed by the American Bar Association Model Code of Professional Responsibility and the American Bar Association Model Rules of Professional Conduct.

## Member Information

**Name:** \_\_\_\_\_

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

**Home Phone:** \_\_\_\_\_ **Birthday:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

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

**E-mail address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Work Fax:** \_\_\_\_\_

I prefer mail coming to my home address: \_\_\_\_\_ **Work address:** \_\_\_\_\_  
(check one)

**Issues I would like to see addressed in upcoming months:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_