



SOUTHEAST TEXAS ASSOCIATION OF PARALEGALS (SETAP)

An affiliate of National Association of Legal Assistants, Inc. (NALA)

MEMBERSHIP RENEWAL

TO BE COMPLETED BY ALL APPLICANTS: (Please type or print)

Name: _____ Preferred E-mail: _____

Employer: _____ Birthdate (Month/Day): _____

Business Address: _____ City: _____ State: _____ Zip: _____

Immediate Supervisor: _____ Business Phone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Should mail be sent to your Home _____ or Work _____

Professional Designations/Certifications: _____

SETAP is an affiliate member of the National Association of Legal Assistants, and as such, has adopted the Code of Ethics and Professional Responsibility of NALA. As an applicant for membership in SETAP, you are required to review the code carefully and to attest your willingness to abide by its tenets.

I hereby attest that I have reviewed the Code of Ethics and Professional Responsibility, a copy of which has been given to me, and I further attest that I will adhere strictly to the accepted standards of legal ethics and will live by general principles of proper conduct.

DATE: _____ SIGNATURE: _____
(Applicant)

Renewal: _____ Voting Active Membership (\$45) _____ Student (\$15) _____ Freelance (\$45)
_____ Associate (\$35) _____ Sustaining (\$100)

NOTE: All applications must be accompanied with payment of dues. Your dues in the amount of \$ _____ should be enclosed.

Declaration: I declare that I am qualified for membership in the category checked above.

(Member)

Voting Member Only: I verify that the person named above is employed by me and/or my law firm or company full time as a paralegal/legal assistant.

Supervising Attorney

PLEASE RETURN COMPLETED RENEWAL BY SEPTEMBER 1st TO:

**First Vice-President
SOUTHEAST TEXAS ASSOCIATION OF PARALEGALS
P.O. Box 813
Beaumont, Texas 77701**

NALA Code of Ethics and Professional Responsibility

Each NALA member agrees to follow the canons of the NALA Code of Ethics and Professional Responsibility. Violations of the Code may result in cancellation of membership. First adopted by the NALA membership in May of 1975, the Code of Ethics and Professional Responsibility is the foundation of ethical practices of paralegals in the legal community.

A paralegal must adhere strictly to the accepted standards of legal ethics and to the general principles of proper conduct. The performance of the duties of the paralegal shall be governed by specific canons as defined herein so that justice will be served and goals of the profession attained. (See Model Standards and Guidelines for Utilization of Legal Assistants, Section II.)

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general guide intended to aid paralegals and attorneys. The enumeration of these rules does not mean there are not others of equal importance although not specifically mentioned. Court rules, agency rules and statutes must be taken into consideration when interpreting the canons.

Definition: Legal assistants, also known as paralegals, are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney.

In 2001, NALA members also adopted the ABA definition of a legal assistant/paralegal, as follows:

A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible. (Adopted by the ABA in 1997).

- Canon 1.** A paralegal must not perform any of the duties that attorneys only may perform nor take any actions that attorneys may not take.
- Canon 2.** A paralegal may perform any task which is properly delegated and supervised by an attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.
- Canon 3.** A paralegal must not: (a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law; and (b) establish attorney-client relationships, set fees, give legal opinions or advice or represent a client before a court or agency unless so authorized by that court or agency; and (c) engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.
- Canon 4.** A paralegal must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.
- Canon 5.** A paralegal must disclose his or her status as a paralegal at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.
- Canon 6.** A paralegal must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal service.
- Canon 7.** A paralegal must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.
- Canon 8.** A paralegal must disclose to his or her employer or prospective employer any pre-existing client or personal relationship that may conflict with the interests of the employer or prospective employer and/or their clients.
- Canon 9.** A paralegal must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.
- Canon 10.** A paralegal's conduct is guided by bar associations' codes of professional responsibility and rules of professional conduct.

