

# MEMBERSHIP APPLICATION

GREATER LEXINGTON PARALEGAL ASSOCIATION, INC.  
Member of the National Federation of Paralegal Associations (NFPA)

Please type or print clearly. All information must be completed exactly as you wish it to appear in our membership files and directory.  
An incomplete application will be returned. Please make checks payable to the GLPA.

\_\_\_\_\_ NEW MEMBERSHIP (Please complete ALL information) \_\_\_\_\_ RENEWAL

## REQUIRED FOR NEW OR RENEWAL MEMBERSHIP:

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

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work/Preferred Phone: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

**CURRENT EMPLOYER:** \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ **PREFERRED MAILING ADDRESS:** \_\_\_\_\_ Home \_\_\_\_\_ Office

**CURRENT POSITION HELD:** \_\_\_\_\_ **How long with current employer?** \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ Birthday \_\_\_\_\_

Have you ever been disbarred from the practice of law? \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ Mo \_\_\_\_\_ Day \_\_\_\_\_

## REQUIRED BY ALL APPLICANTS:

**TYPE OF MEMBERSHIP:** (By checking a box below, you acknowledge that you have read the description of the criteria for this membership type on the reverse of this page and affirm that you meet that criteria.)

- 1. ACTIVE \$75.00 Annual Fee** Areas of Specialization \_\_\_\_\_  
 Full-Time RP Certified (NFPA) \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Part-Time CP Certified (NFPA) \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Temporary CKP Certified (KPA) \_\_\_\_\_ Yes \_\_\_\_\_ No
- 2. STUDENT (non-voting) \$30.00 Annual Fee**  
Attending Paralegal Program offered at \_\_\_\_\_  
Expected Date of Completion \_\_\_\_\_
- 3. OTHER (Check One)**  
 Associate Member \$50.00 Annual Fee  
 Sustaining Member \$150.00 Annual Fee  
 Adjunct Member \$80.00 Annual Fee

## ALL NEW MEMBERS PLEASE COMPLETE:

**WORK EXPERIENCE:** (Begin with Current Employer)

Employer	Address	Title	Dates of Employment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Post High School Education:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Associations in which you hold membership:** \_\_\_\_\_  
\_\_\_\_\_

## **BE AN ACTIVE GLPA MEMBER**

**Interested in being on a committee?** Please check below (Note: You may be called upon to serve)

<input type="checkbox"/> Continuing Legal Education	<input type="checkbox"/> Philanthropy
<input type="checkbox"/> Newsletter	<input type="checkbox"/> Student Relations
<input type="checkbox"/> Website	<input type="checkbox"/> Special Events
<input type="checkbox"/> Fund-raising Activities	<input type="checkbox"/> Certification (PACE/PCCE)
<input type="checkbox"/> NFPA	

### **The Purposes of GLPA are to:**

- Encourage and promote fundamental education programs, training, continuing legal education, and certification to assist its members in complying with SCR 3.700;
- Cooperate with the Supreme Court of Kentucky, the Kentucky Bar Association, local bar associations, the Kentucky Paralegal Association, Inc. (“KPA”), and the National Federation of Paralegal Associations, Inc. (“NFPA”) to promote high standards of professionalism;
- Promote and comply with the NFPA Model Code of Ethics and Professional Responsibility and Guidelines for Enforcement and the Kentucky Rules of Professional Conduct set forth in SCR 3.130;
- Inform paralegals of developments in the paralegal profession and act as a forum for exchanging ideas and disseminating information;
- Encourage the expanded use of paralegals in all aspects of the legal profession and industry;
- Promote the working relationship between paralegals and attorneys in law offices, government agencies, corporations, and other institutions; and
- Increase the awareness of the judiciary system, the larger legal community, and the public of the scope of paralegal responsibilities.

\$30.00 of your membership fee goes to NFPA. All GLPA members receive the *National Paralegal Reporter* and the NFPA Newsletter. \$25.00 of a student membership goes to NFPA.

### **Important GLPA Bylaws**

**Criteria for Membership:** All membership applications must be reviewed according to the Association’s Bylaws and §3.5 (C) of the Bylaws of NFPA. Pursuant to our Association’s Bylaws, as of the date of the application; the Association has the authority to investigate any questionable membership application submitted to the Board. Attorneys not eligible to practice law in any state, whether by suspension or disbarment, are not eligible for membership in the Association; and any person convicted of a felony or who is currently incarcerated is not eligible for membership in the Association. In addition, as of the date of the application:

**Active Member.** A person who is currently employed as a paralegal performing substantive legal tasks under the supervision and direction of a licensed attorney AND meets one (1) of the following requirements as of the date of application may apply for admission to the Association as an active member:

- a. Has a bachelor’s degree or an associate’s degree in paralegal studies from an ABA-accredited institution or a paralegal studies program that is not ABA approved but meets the substantive legal studies requirements pursuant to the ABA guidelines; or
- b. Has a bachelor’s degree or an associate’s degree in any field plus a minimum nine-month certification in paralegal studies or a certificate from an ABA-accredited institution in paralegal studies; or
- c. Has earned the distinction of Registered Paralegal (RP®) or CORE Registered Paralegal (CRP™) as accredited by NFPA or Certified Paralegal (CP) as accredited by the National Association of Legal Assistants and is in good standing; or
- d. Does not meet the requirements in a-c above and includes with his/her application a letter from his/her supervising attorney attesting to his/her employment as a paralegal and to his/her performance of substantive legal tasks.

“Substantive legal tasks” include, but are not limited to, case planning, development, and management; legal research; interviewing clients; fact gathering and retrieving information; drafting and analyzing legal documents; collecting, compiling, and utilizing technical information to make an independent decision and recommendation to the supervising attorney.

**Associate Member.** A person who meets active membership requirements but is not currently employed as a paralegal performing substantive legal tasks under the supervision and direction of a licensed attorney or an active member who is retired from the paralegal profession as of the date of application may apply for admission to the Association as an associate member. Associate members shall not be permitted voting privileges and shall not be eligible to serve as officers or directors of the Association.

**Student Member.** A person who is enrolled full time or part time in a paralegal studies program at an ABA-accredited institution or a paralegal studies program that is not ABA approved but meets the substantive legal studies requirements pursuant to the ABA guidelines and is in good standing with the program may apply for admission to the Association as a student member. Student members shall not be permitted voting privileges and shall not be eligible to serve as officers or directors of the Association.

**Sustaining Member.** Any licensed attorney, law firm, corporation, law-related business, institution or paralegal educator interested in supporting the Association may apply for admission to the Association as a sustaining member. Sustaining members shall not be permitted voting privileges and shall not be eligible to serve as officers or directors of the Association.

**Adjunct Members.** A person who is a member of another paralegal association (excluding college-related student associations) and who is not otherwise qualified for active membership as of the date of application may apply for admission to the Association as an adjunct member. Adjunct members shall not be permitted voting privileges and shall not be eligible to serve as officers and directors of the Association.

**Membership Dues:** The renewal of annual dues shall be payable on December 1 and shall be received no later than February 1 of the following calendar year. No dues will be accepted after October 15 for the current year but will be applied to the following year. Members who join the Association during the calendar year and prior to October 15 shall pay the entire amount of the annual dues.

**Your membership information (name, title, preferred mailing address, email, phone numbers, type of membership) will be posted in the Members-Only section of GLPA website and shared with NFPA. For more information, please contact [vicepres@lexingtonparalegals.com](mailto:vicepres@lexingtonparalegals.com).**

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

**MAIL APPLICATION AND PAYMENT TO: GLPA P.O. BOX 574 LEXINGTON KY 40588**