

**WEST TEXAS PARALEGAL ASSOCIATION**  
**An Affiliate of the National Association of Legal Assistants/Paralegals, Inc. (NALA)**  
**P.O. Box 93103**  
**Lubbock TX 79493**

**SUSTAINING MEMBERSHIP APPLICATION FOR YEAR \_\_\_\_\_ = \_\_\_\_\_**  
**Dues \$100.00**

NAME: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Enclosed is a check for \$100.00 payable to WTPA, in payment of sustaining membership dues.

\_\_\_\_\_  
Signature

PLEASE SEND THIS APPLICATION, COMPANY INFORMATION, AND DUES TO:  
West Texas Paralegal Association  
P. O. Box 93103  
Lubbock, TX 79493-3103

THANK YOU!

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**To be completed by Membership Chair:**

\_\_\_\_\_ Payment received and accepted    Check No. \_\_\_\_\_

\_\_\_\_\_ Payment returned to Applicant

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

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National Association of Legal Assistants, Inc.

**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