

FOR USE BY LEGAL ASSISTANTS  
DIVISION ONLY:  
Date Received: \_\_\_\_\_  
District No.: \_\_\_\_\_  
Date Approved: \_\_\_\_\_

## APPLICATION FOR MEMBERSHIP

### INSTRUCTIONS TO ALL APPLICANTS:

- (1) All pages of this application must be completed IN FULL. Only properly completed applications with the required documentation attached will be processed.
- (2) Check each category in paragraph 2 below that applies for the purpose of considering your qualifications for membership in the Division.
- (3) Attach a comprehensive description of your current job functions and any supporting information.
- (4) Attach your current resume.
- (5) Attach proof of your satisfaction of the education requirement set forth in paragraph 2, below.
- (6) If you are applying as a "Freelance Legal Assistant" (working under the direct supervision of one or more duly licensed Nevada attorneys on a case-by-case basis), you must complete the Affidavit of Freelance Legal Assistant Applicant, and provide verification in the form of the Affidavit of Supervising Attorney for Freelance Legal Assistant that during the past twelve month period, you have worked at least 1200 hours under the direct supervision of one or more licensed Nevada attorneys.
- (7) Attach the required \$15.00 application processing fee.
- (8) Please keep a copy of your application for future reference.
- (9) Please detach the Code of Ethics and the Legal Assistant's Pledge of Professionalism and keep for your future reference.
- (10) **Applicant is referred to NRS 7.285 which provides that no person shall practice law in this state unless he is an active member of the State Bar of Nevada. Applicant is hereby notified that membership in the Legal Assistants Division does not confer upon applicant membership in the State Bar of Nevada, nor does membership in the Division authorize applicant to practice law.**

### TO BE COMPLETED BY ALL APPLICANTS

(Dues \$65.00 per year)

Name: Mr.( ) Ms. ( ) Mrs. ( ) \_\_\_\_\_

Employer: _____	Office Phone: _____
Office Address: _____	Office Fax: _____
City: _____	County: _____ Zip: _____
Home Address: _____	Home Phone: _____
City: _____	County: _____ Zip: _____

### TO BE COMPLETED BY APPLICANT FOR MEMBERSHIP

#### AFFIDAVIT OF APPLICANT

STATE OF NEVADA )  
 )  
 :ss.  
 COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and states:

1. I hereby apply for membership in the Legal Assistants Division of the State Bar of Nevada. I hereby certify that I am employed as a legal assistant, that I work under the direct supervision of a duly licensed Nevada attorney at all times, and that I qualify as a member under the category(ies) checked in Paragraph 2 below. **I HEREBY GIVE PERMISSION TO THE DIVISION TO CONTACT MY PRESENT AND FORMER SUPERVISING ATTORNEY(S) FOR VERIFICATION OR CLARIFICATION OF MY QUALIFICATIONS FOR MEMBERSHIP, AND I UNDERSTAND THAT IF ANY INFORMATION SUBMITTED IN THIS APPLICATION IS FALSE, IT WILL BE GROUNDS FOR DENIAL OF THIS APPLICATION, AS WELL AS ANY APPLICATION I MAY SUBMIT IN THE FUTURE.**

2. I qualify and am eligible for membership in the Legal Assistants Division because (check each appropriate qualifying category):

\_\_\_\_\_ A. I have successfully completed the voluntary certification examination given by the National Association of Legal Assistants, Inc., AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney. [All applicants meeting this qualification A must submit proof of certification.]

\_\_\_\_\_ B. I have a baccalaureate or higher degree in any field AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney. [All applicants meeting this qualification B must submit proof of completion of a baccalaureate or higher degree.]

\_\_\_\_\_ C. I have successfully completed:

(1) an ABA approved program of education and training for legal assistants, AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney; or

(2) an institutionally accredited legal assistants' program that consists of a minimum of sixty (60) semester hours (or equivalent quarter hours) of which fifteen (15) are substantive legal courses, AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney; or

(3) an institutionally accredited legal assistants' program that consists of fifteen (15) semester hours of substantive legal courses, plus forty-five (45) semester hours (or equivalent quarter hours) of general college curriculum, AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney.

[All applicants meeting this qualification C must submit a certified copy of the school's transcript or curriculum showing all courses covered. No home study, video or correspondence courses will be accepted.]

\_\_\_\_\_ D. I have a minimum of three (3) continuous years of full time employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney, which experience complies with the definition of a legal assistant as defined below. [All applicants meeting this qualification D must submit affidavits of the applicant's supervising Nevada attorney(s), in the form set forth below, certifying the minimum of three (3) continuous years of full time legal assistant experience.]

3. **I certify as follows:**

A. I have not been convicted of a felony for which I have not been pardoned or otherwise had my full civil rights restored;

B. I have never been convicted of a misdemeanor involving theft, embezzlement, or fraudulent misappropriation of money or other property;

C. I have never been disbarred or suspended as an attorney licensed to practice law in any state, territory, or jurisdiction;

D. I have never had a license or permit to practice or engage in a profession or occupation revoked or suspended; and

E. I have never been expelled or suspended from membership in a law related professional association.

4. I have read the "Definition of Legal Assistant" as stated below and I have read and agree to be

bound by the Division's Code of Ethics and Professional Responsibility, as well as the Legal Assistant's Pledge of Professionalism. I also agree to be bound by the Disciplinary Procedures established by the Legal Assistants Division. I have further read the Nevada Rules of Professional Conduct applicable to attorneys licensed to practice law in the State of Nevada, as set forth in Rules 150 through 204 of the Supreme Court Rules adopted by the Nevada Supreme Court. I further agree to avoid any action which might involve my employer attorney in the violation of the said Nevada Rules of Professional Conduct or any Supreme Court rule, and to avoid any action which may create an appearance of professional impropriety.

5. I agree that Division mailings shall be directed to my office address as indicated above, and I agree to notify the Division, in writing, of any change of employment by me, within fifteen (15) days of any such change.

6. I have read NRS 7.285, and I understand that membership in the Legal Assistants Division is not membership in the State Bar of Nevada. I further understand that membership in the Division does not authorize me to practice law.

7. I certify under penalties of perjury that all the foregoing representations and information are true and correct.

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

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

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said  
County and State

**DEFINITION OF A LEGAL ASSISTANT**

A legal assistant (also known as a paralegal) is a person, qualified through education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada.

**IMPORTANT NOTICE:**

ACCEPTANCE FOR MEMBERSHIP IN THE LEGAL ASSISTANTS DIVISION OF THE STATE BAR OF NEVADA WILL NOT GRANT CERTIFIED LEGAL ASSISTANT (CLA) STATUS TO THE APPLICANT. Use of the "CLA" designation is prohibited except by proper certification from the National Association of Legal Assistants, Inc.

**YOUR APPLICATION FOR MEMBERSHIP IN THE LEGAL ASSISTANTS DIVISION MUST BE SUBMITTED WITH THE \$15.00 APPLICATION PROCESSING FEE. DO NOT MAIL THE \$65.00 DUES WITH THIS APPLICATION. UPON APPROVAL, YOU WILL RECEIVE A BILLING NOTICE FOR YOUR DUES.**

# AFFIDAVIT OF CURRENT SUPERVISING ATTORNEY

STATE OF NEVADA                    )  
  : ss.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and states:

1. I am an attorney duly licensed to practice law in the State of Nevada;

2. I have read the "Definition of a Legal Assistant" set forth below, and I hereby certify that \_\_\_\_\_, the Applicant, is a legal assistant and works under my direct supervision in the performance of specifically delegated legal work for at least eighty percent (80%) of the time, for the period \_\_\_\_\_ to the present, and that I remain responsible for the Applicant's work product.

3. I understand that the Applicant's membership in the Legal Assistants Division of the State Bar of Nevada is conditioned upon the Applicant's continued employment by a supervising licensed Nevada attorney. I agree to notify the Division should the Applicant's employment by me terminate at any time during this calendar year.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Nevada Bar Number: \_\_\_\_\_  
Admitted to Nevada Bar: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for said  
County and State

### DEFINITION OF A LEGAL ASSISTANT

A legal assistant (also known as a paralegal) is a person, qualified through education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada.

# AFFIDAVIT OF FORMER SUPERVISING ATTORNEY

STATE OF NEVADA                    )  
  : ss.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and states:

1. I am an attorney duly licensed to practice law in the State of Nevada;
2. I have read the "Definition of a Legal Assistant" set forth below, and I hereby certify that \_\_\_\_\_, the Applicant, was a legal assistant and worked under my direct supervision in the performance of specifically delegated legal work for at least eighty percent (80%) of the time, for the period \_\_\_\_\_ to and including \_\_\_\_\_, and that I remained responsible for the Applicant's work product.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Nevada Bar Number: \_\_\_\_\_  
Admitted to Nevada Bar: \_\_\_\_\_

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said  
County and State

### **DEFINITION OF A LEGAL ASSISTANT**

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Adopted November 11, 1994, Board of Governors of the State Bar of Nevada.

# AFFIDAVIT OF FREELANCE LEGAL ASSISTANT APPLICANT

STATE OF NEVADA )  
 : ss.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and states:

1. I hereby apply for membership in the Legal Assistants Division of the State Bar of Nevada. I hereby certify that I am employed as a legal assistant, that for the past full year I have been employed as a legal assistant for a minimum of 1200 hours, that I work under the direct supervision of a duly licensed Nevada attorney at all times, and that I qualify as a member under the category(ies) checked in Paragraph 2 below. I HEREBY GIVE PERMISSION TO THE DIVISION TO CONTACT MY PRESENT AND FORMER SUPERVISING ATTORNEY(S) FOR VERIFICATION OR CLARIFICATION OF MY QUALIFICATIONS FOR MEMBERSHIP, AND I UNDERSTAND THAT IF ANY INFORMATION SUBMITTED IN THIS APPLICATION IS FALSE, IT WILL BE GROUNDS FOR DENIAL OF THIS APPLICATION, AS WELL AS ANY APPLICATION I MAY SUBMIT IN THE FUTURE.

2. I qualify and am eligible for membership in the Legal Assistants Division because (check each appropriate qualifying category):

\_\_\_\_\_ A. I have successfully completed the voluntary certification examination given by the National Association of Legal Assistants, Inc., AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney. [All applicants meeting this qualification A must submit proof of certification.]

\_\_\_\_\_ B. I have a baccalaureate or higher degree in any field AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney. [All applicants meeting this qualification B must submit proof of completion of a baccalaureate or higher degree.]

\_\_\_\_\_ C. I have successfully completed:

- (1) an ABA approved program of education and training for legal assistants, AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney; or
- (2) an institutionally accredited legal assistants' program that consists of a minimum of sixty (60) semester hours (or equivalent quarter hours) of which fifteen (15) are substantive legal courses, AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney; or
- (3) an institutionally accredited legal assistants' program that consists of fifteen (15) semester hours of substantive legal courses, plus forty-five (45) semester hours (or equivalent quarter hours) of general college curriculum, AND I have at least one (1) full year of employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney.

[All applicants meeting this qualification C must submit a certified copy of the school's transcript or curriculum showing all courses covered. No home study, video or correspondence courses will be accepted.]

\_\_\_\_\_ D. I have a minimum of three (3) continuous years of full time employment experience as a legal assistant under the direct supervision of a duly licensed Nevada attorney, which experience complies with the definition of a legal assistant as defined below. [All applicants meeting this qualification D must submit affidavits of the applicant's supervising Nevada attorney(s), in the form set forth below, certifying the minimum of three (3) continuous years of full time legal assistant experience.]

3. I certify as follows:

- A. I have not been convicted of a felony for which I have not been pardoned or otherwise had my full civil rights restored;
- B. I have never been convicted of a misdemeanor involving theft, embezzlement, or fraudulent misappropriation of money or other property;
- C. I have never been disbarred or suspended as an attorney licensed to practice law in any state, territory, or jurisdiction;
- D. I have never had a license or permit to practice or engage in a profession or occupation revoked or suspended; and
- E. I have never been expelled or suspended from membership in a law related professional association.

4. I have read the "Definition of Legal Assistant" as stated below and I have read and agree to be bound by the Division's Code of Ethics and Professional Responsibility, as well as the Legal Assistant's Pledge of Professionalism. I also agree to be bound by the Disciplinary Procedures established by the Legal Assistants Division. I have further read the Nevada Rules of Professional Conduct applicable to attorneys licensed to practice law in the State of Nevada, as set forth in Rules 150 through 204 of the Supreme Court Rules adopted by the Nevada Supreme Court. I further agree to avoid any action which might involve my employer attorney in the violation of the said Nevada Rules of Professional Conduct or any Supreme Court rule, and to avoid any action which may create an appearance of professional impropriety.

5. I agree that Division mailings shall be directed to my office address as indicated above, and I agree to notify the Division, in writing, of any change of employment by me, within fifteen (15) days of any such change.

6. I have read NRS 7.285, and I understand that membership in the Legal Assistants Division is not membership in the State Bar of Nevada. I further understand that membership in the Division does not authorize me to practice law.

7. I certify under penalties of perjury that all the foregoing representations and information are true and correct.

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

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary Public in and for said  
 County and State

**DEFINITION OF A LEGAL ASSISTANT**

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Adopted November 11, 1994, Board of Governors of the State Bar of Nevada.

# AFFIDAVIT OF CURRENT SUPERVISING ATTORNEY FOR FREELANCE LEGAL ASSISTANT

STATE OF NEVADA                    )  
  : ss.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and states:

1. I am an attorney duly licensed to practice law in the State of Nevada;
2. I have read the "Definition of a Legal Assistant" set forth below, and I hereby certify that \_\_\_\_\_, the Applicant, is a legal assistant and works under my direct supervision in the performance of specifically delegated legal work for at least eighty percent (80%) of the time, for the period \_\_\_\_\_ to the present, for approximately \_\_\_\_\_ hours per week, and that I remain responsible for the Applicant's work product.
3. I understand that the Applicant's membership in the Legal Assistants Division of the State Bar of Nevada is conditioned upon the Applicant's continued employment by a supervising licensed Nevada attorney. I agree to notify the Division should the Applicant's employment by me terminate at any time during this calendar year.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Nevada Bar Number: \_\_\_\_\_  
Admitted to Nevada Bar: \_\_\_\_\_

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said  
County and State

### **DEFINITION OF A LEGAL ASSISTANT**

A legal assistant (also known as a paralegal) is a person, qualified through education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada.



# AFFIDAVIT OF FORMER SUPERVISING ATTORNEY FOR FREELANCE LEGAL ASSISTANT

STATE OF NEVADA                    )  
  : ss.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and states:

1. I am an attorney duly licensed to practice law in the State of Nevada;
2. I have read the "Definition of a Legal Assistant" set forth below, and I hereby certify that \_\_\_\_\_, the Applicant, was a legal assistant and worked under my direct supervision in the performance of specifically delegated legal work for at least eighty percent (80%) of the time, for the period \_\_\_\_\_ to and including \_\_\_\_\_, for approximately \_\_\_\_\_ hours per week, and that I remained responsible for the Applicant's work product.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Nevada Bar Number: \_\_\_\_\_  
Admitted to Nevada Bar: \_\_\_\_\_

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said  
County and State

### DEFINITION OF A LEGAL ASSISTANT

A legal assistant (also known as a paralegal) is a person, qualified through education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

Adopted November 11, 1994, Board of Governors of the State Bar of Nevada.

# CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY OF THE LEGAL ASSISTANTS DIVISION OF THE STATE BAR OF NEVADA

## Preamble

Fundamental to the success of any professional organization are the integrity of its members and a high standard of conduct. This Code of Ethics and Professional Responsibility is promulgated by the Legal Assistants Division of the State Bar of Nevada and accepted by its members to accomplish these ends.

The legal assistant (also known as the paralegal) profession is by nature closely related to the legal profession. It is incumbent upon the members of the Legal Assistants Division to know the provisions of the Nevada Rules of Professional Conduct and the Supreme Court Rules, and avoid any action which might involve an attorney in a violation of such rules, as well as avoid any action which may create the appearance of professional impropriety.

The canons set forth hereafter are intended as a general guide, and the enumeration of these canons does not exclude others of equal importance although not specifically mentioned.

CANON 1. A legal assistant shall not engage in the practice of law as defined by statutes or court decisions, including but not limited to accepting cases or clients, setting fees, giving legal advice or appearing in a representative capacity in a court or before an administrative or regulatory agency (unless otherwise authorized by statute, court or agency rules); the legal assistant shall assist in preventing the unauthorized practice of law.

CANON 2. A legal assistant shall not perform any of the duties that attorneys only may perform, nor do things which attorneys themselves may not do.

CANON 3. A legal assistant shall exercise care in using professional judgment in determining the extent to which a client may be assisted without the presence of any attorney. A legal assistant shall not act in matters involving professional legal judgment.

CANON 4. A legal assistant shall preserve and protect the confidences and secrets of a client.

CANON 5. A legal assistant shall not solicit legal business on behalf of an attorney.

CANON 6. A legal assistant shall not engage in performing legal assistant/paralegal functions other than under the direct supervision of an attorney, and shall not advertise nor contract with members of the general public for the performance of legal assistant/paralegal functions.

CANON 7. A legal assistant shall avoid, if at all possible, any interest or association which constitutes a conflict of interest pertaining to a client matter and shall inform the supervising attorney of the existence of any possible conflict.

CANON 8. A legal assistant shall maintain a high standard of ethical conduct and shall contribute to the integrity of the legal assistant (also known as paralegal) profession.

CANON 9. A legal assistant shall maintain a high degree of competency to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

CANON 10. A legal assistant shall do all other things incidental, necessary or expedient to enhance professional responsibility and the participation of legal assistants in the administration of justice and public service in cooperation with the legal profession.

Adopted: November 11, 1994

## **LEGAL ASSISTANT'S PLEDGE OF PROFESSIONALISM**

### **LEGAL ASSISTANTS DIVISION OF THE STATE BAR OF NEVADA**

A legal assistant (also known as a paralegal) is a person, qualified through education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction or supervision of an attorney, of specifically delegated substantive legal work, which work for the most part requires a sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.

In my role as a legal assistant, I aspire to a standard of conduct that warrants the term "professional." I seek to earn a reputation for honor, trustworthiness and professionalism among my employer's clients, the legal community and the community at large.

As a legal assistant dedicated to the professional and ethical conduct of my profession, I will conduct myself in accordance with the following Pledge of Professionalism:

**I. To an employer and his/her clients, a legal assistant owes undivided allegiance, and the full application of the legal assistant's abilities.**

1. I will perform any task which is properly delegated and supervised by my attorney employer, so long as the attorney is ultimately responsible to the client and assumes complete professional responsibility for the work product.
2. I will disclose my status as a legal assistant at the outset of any professional relationship with my attorney employer's client, other attorneys, and members of the general public.
3. I will preserve the confidences and secrets of all my attorney employer's clients.
4. I will take reasonable measures to inform my attorney employer of potential conflicts of interest arising from my other employment or interests insofar as such other employment or interests would present a conflict of interest if it were that of the lawyer.
5. I will understand the attorney's Nevada Rules of Professional Conduct and the Supreme Court Rules, in order to avoid any action which would involve the attorney in a violation of those Rules, or give the appearance of professional impropriety.
6. I will not establish attorney-client relationships with or set legal fees for any person or entity, including my attorney employer's clients; nor will I give legal opinions or legal advice to any such persons or entities. I understand and acknowledge that such matters are to be performed solely by an attorney, and not a legal assistant.
7. I will not engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law.

**II. To the public, a legal assistant owes the highest degree of professionalism and integrity.**

1. I will conduct myself in a manner that will encourage trust of the legal profession by members of the public.
2. I recognize and will abide by the principle that the legal profession is devoted to public service, improvement of the administration of justice, and the uncompensated assistance to persons who cannot afford representation, and will assist my attorney employer in all efforts to meet this standard.
3. I will treat my co-workers and office employees with courtesy and respect.
4. I recognize that my conduct is governed by standards of fundamental decency and courtesy.
5. I recognize that the services of a lawyer are essential whenever the exercise of professional legal judgment is required.