

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.

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