

## **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.