



## 2023 Membership Application/Renewal

☐ New Member ☐ Renewal

**MEMBERSHIP TYPE:** (See "Qualifications for Membership" on page 3.)

- |                          |                      |                       |
|--------------------------|----------------------|-----------------------|
| <input type="checkbox"/> | Active Membership    | (\$65.00 Annual Dues) |
| <input type="checkbox"/> | Associate Membership | (\$65.00 Annual Dues) |
| <input type="checkbox"/> | Affiliate Membership | (\$65.00 Annual Dues) |
| <input type="checkbox"/> | Student Membership   | (\$30.00 Annual Dues) |

**GENERAL INFORMATION:**

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

Employer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_

I would like to purchase a COALA name badge for \$ 15.00: ☐ Yes ☐ No

I would like the name badge to read: \_\_\_\_\_

Total percentage of time presently devoted to duties as a legal assistant/paralegal: \_\_\_\_\_%

The area(s) of law in which I work is/are: \_\_\_\_\_

I do ☐ I do not ☐ want my name, e-mail, firm, work phone number, and birthday included in the Members Only section of the COALA website and the quarterly COALA Corner publication.

**I WOULD BE INTERESTED IN SERVING ON THE FOLLOWING COMMITTEE(S):**

- |                          |                  |                        |
|--------------------------|------------------|------------------------|
| _____ Bar & NALA Liaison | _____ Membership | _____ Social Media     |
| _____ Education          | _____ Placement  | _____ Public Relations |
| _____ Recruitment        |                  |                        |



**APPLICANT ATTESTATION (ALL APPLICANTS)**

I hereby apply for membership in COALA and enclose a check in the amount of \$ \_\_\_\_\_ for annual membership dues. I attest that I qualify for the membership category I have noted on this application, and that all information I have included in this application is true and complete. I give consent to COALA to investigate my application and to contact my present or former supervising attorney for verification or clarification of my qualifications for membership.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUPERVISING ATTORNEY'S ATTESTATION (ACTIVE AND ASSOCIATE MEMBERS ONLY)** *(Required only if you have changed employment since your last renewal)*

I hereby attest that \_\_\_\_\_ performs substantial, Legal Assistant/Paralegal services for me at my work as an attorney and that I supervise \_\_\_\_\_'s work; and that \_\_\_\_\_% of time is devoted to legal assistant/paralegal works. I endorse the applicant for membership in COALA.

Supervising Attorney's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROGRAM DIRECTOR ATTESTATION (STUDENT MEMBERS ONLY)**  
*(Required for all student members)*

I hereby attest that \_\_\_\_\_ is presently enrolled in and is attending classes at \_\_\_\_\_ which is an ABA approved Legal Assistant/Paralegal program, and is expected to complete the program by \_\_\_\_\_.

Program Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN THIS APPLICATION TO:   Central Oklahoma Association of Legal Assistants  
P.O. Box 2146  
Oklahoma City, Oklahoma 73101-2146**

**Make checks payable to "Central Oklahoma Association of Legal Assistants."**

## **QUALIFICATIONS FOR MEMBERSHIP**

### **ACTIVE MEMBERSHIP:** *One or more of the following:*

- A. Successful completion of an ABA approved Legal Assistant/Paralegal program or a bachelor's degree with a Legal Assistant/Paralegal major **and** at least 6 months experience as a Legal Assistant/Paralegal, whose employer attests that such person is employed as a Legal Assistant/Paralegal as defined by the ABA in August, 1997, **and** devotes in excess of 50% of her/his time as a Legal Assistant/Paralegal.
- B. Have a bachelor's degree in any field, have been employed as a Legal Assistant/Paralegal for a minimum of one year, whose employer attests that such person is employed as a Legal Assistant/Paralegal, **and** devotes in excess of 50% of her/his time as a Legal Assistant/Paralegal.
- C. A minimum of 3 years' experience as a Legal Assistant/Paralegal, whose employer attests that such person is employed as a Legal Assistant/Paralegal, **and** devotes in excess of 50% of her/his time as a Legal Assistant/Paralegal.
- D. Successful completion of a national Legal Assistant/Paralegal certification examination, has been employed as a Legal Assistant/Paralegal for a minimum of 6 months, **and** devotes in excess of 50% of her/his time as a Legal Assistant/Paralegal.

### **ASSOCIATE MEMBERSHIP:** *One or more of the following:*

- A. Any individual who has graduated from an ABA-approved Legal Assistant/Paralegal program or hold a bachelor's degree with a Legal Assistant/Paralegal or paralegal major, but is not currently employed as a Legal Assistant/Paralegal, **or** has been employed as a Legal Assistant/Paralegal for less than 6 months.
- B. Any individual who holds a bachelor's degree with a Legal Assistant/Paralegal or paralegal major, but is not currently employed as a Legal Assistant/Paralegal **or** has been employed as a Legal Assistant/Paralegal for less than one year.
- C. Any individual who has been employed as a Legal Assistant/Paralegal for a minimum of 6 months by a licensed attorney whose present attorney-employer attests that such person is employed as a Legal Assistant/Paralegal;
- D. Any person who has successfully completed a national Legal Assistant/Paralegal certification examination, has been employed as a Legal Assistant/Paralegal for a minimum of 6 months, **and** who devotes in excess of 50% of her/his time as a Legal Assistant/Paralegal.

### **AFFILIATE MEMBERSHIP:** *One or more of the following:*

- A. A member of the Bar who endorses the Legal Assistant/Paralegal concept or who is involved in the promotion of the Legal Assistant/Paralegal profession.
- B. Directly involved in the employment and/or supervision of Legal Assistant/Paralegals.
- C. Any employee of, or a corporation, business, government agency, or Legal Assistant/Paralegal program who is actively involved in the promotion of the Legal Assistant/Paralegal profession.

☐ To qualify for Affiliate Membership, I certify that I do not qualify for Active or Associate Membership.

### **STUDENT MEMBERSHIP:**

- A. A student in good standing in an ABA-approved Legal Assistant/Paralegal program, whose program director attests that I am currently a student in good standing.

☐ To qualify for Student Membership, I certify that I do not qualify for Active, Associate, or Affiliate Membership.

## **REQUIREMENT FOR MAINTAINING YOUR ACTIVE MEMBERSHIP STATUS**

All persons seeking to apply for Active Membership must have completed 8 hours of CLE in the year preceding her/his application for Active Membership. However, for those persons who have never been a COALA Member in the past, this requirement is waived for the first year only.

## **REQUIREMENT FOR MAINTAINING YOUR ASSOCIATE MEMBERSHIP STATUS**

There is no CLE requirement to maintain your status as an Associate Member.