



## APPLICANT ATTESTATION

I hereby apply for membership in the Las Vegas Valley Paralegal Association. I HEREBY GIVE PERMISSION TO LVVPA TO CONTACT MY PRESENT AND FORMER SUPERVISING ATTORNEY(S) AND/OR EDUCATIONAL INSTITUTION FOR VERIFICATION OR CLARIFICATION OF MY QUALIFICATIONS FOR MEMBERSHIP. I understand that falsification of information submitted on this application will be grounds for denial of this, or any future application submitted to the LVVPA.

### **I certify as follows:**

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

I further understand that, if applicable, my membership as an Active Voting Member in the Las Vegas Valley Paralegal Association is conditioned upon my continued employment by a supervising licensed attorney. I agree to notify the Association should my employment terminate at any time during the calendar year.

I have read the "Definition of a Legal Assistant" as stated below and I have read and agree to be bound by NALA's Code of Ethics and Professional Responsibility, as well as LVVPA's Paralegal/Legal Assistant Pledge of Professionalism or Student's Pledge of Professionalism, respectively, if applicable.

I understand that membership in LVVPA is not membership in NALA. I further understand that membership in LVVPA does not authorize me to practice law.

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

Signature \_\_\_\_\_

## 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 CURRENT SUPERVISING ATTORNEY**

STATE OF NEVADA            )  
  ) ss.  
COUNTY OF CLARK         )

\_\_\_\_\_ 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/paralegal and works under my direct supervision in the performance of specifically delegated legal work for at least fifty percent (50%) of the time, and for the period \_\_\_\_\_ to the present, and that I remain responsible for the Applicant's work product.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

Nevada Bar No. \_\_\_\_\_

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

LEGAL ASSISTANT/PARALEGAL  
PLEDGE OF PROFESSIONALISM

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

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

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/paralegal 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 of 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 as 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 clients; nor will I give legal opinions or legal advice to any such persons or entities.
7. I will not knowingly engage in, encourage, or contribute to any act which could constitute the authorized practice of law.
8. I will conduct myself in a manner that will encourage trust of the legal profession by members of the public.
9. 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 I will assist my attorney employer in all efforts to meet that standard.
10. I will treat my co-workers and other professionals with courtesy and respect.
11. I recognize that my conduct is governed by standards of fundamental decency and courtesy.
12. I recognize the services of a lawyer are essential whenever the exercise of professional legal judgment is required.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant