



**OREGON PARALEGAL ASSOCIATION  
MEMBERSHIP APPLICATION  
May 1, 2021- April 30, 2022**  
PO Box 28264, Portland, OR 97228  
[www.oregonparalegals.org](http://www.oregonparalegals.org)

APPLICANT INFORMATION			
Full Name:			
New or Renewal:	Email:		
Mailing Address:			
City:	State:	Zip Code	Phone #:
Education/Degree:		Certification:	Years in legal field:
Would you like a mentor? Yes <input type="checkbox"/> No <input type="checkbox"/>		Would you like to be a mentor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
May we place your contact information in our Membership Directory: Yes <input type="checkbox"/> No <input type="checkbox"/>			
EMPLOYMENT INFORMATION			
Current employer:			
Phone:	Fax:	How long?	
Employer's Street Address:			
City:	State:	ZIP Code:	
Mail to (mark one): Home <input type="checkbox"/> Office <input type="checkbox"/> NO MAILINGS PLEASE! <input type="checkbox"/>			
PLEASE INDICATE WHICH COMMITTEES/SPECIALTY GROUPS YOU ARE INTERESTED IN			
Advertising <input type="checkbox"/>	Ethics <input type="checkbox"/>	Membership <input type="checkbox"/>	Public Relations <input type="checkbox"/>
Annual Convention <input type="checkbox"/>	Family Law <input type="checkbox"/>	Membership Benefits <input type="checkbox"/>	Real Estate <input type="checkbox"/>
Annual Survey <input type="checkbox"/>	Immigration <input type="checkbox"/>	NFPA National Affairs <input type="checkbox"/>	Regulations <input type="checkbox"/>
Certification Exams <input type="checkbox"/>	Intellectual Property <input type="checkbox"/>	Nominations/Elections <input type="checkbox"/>	Research and Development <input type="checkbox"/>
Corporate <input type="checkbox"/>	Job Bank <input type="checkbox"/>	Paragram <input type="checkbox"/>	Salem/Eugene <input type="checkbox"/>
Debtor/Creditor <input type="checkbox"/>	Legal Service Provider Liaison <input type="checkbox"/>	Policies and Procedure Manual <input type="checkbox"/>	South of Portland Paralegals <input type="checkbox"/>
Employment <input type="checkbox"/>	Litigation <input type="checkbox"/>	Pro Bono <input type="checkbox"/>	SW Washington Chapter <input type="checkbox"/>
Estate Planning/Admin <input type="checkbox"/>	Masters <input type="checkbox"/>	Program/CLE <input type="checkbox"/>	Website <input type="checkbox"/>

**OPA MEMBERSHIP DUES**

May 1, 2021- April 30, 2022 (full year)		November 1, 2021- April 30, 2022 (partial year, fees include full year of NFPA dues)	
Regular <input type="checkbox"/>	\$90.00	Regular <input type="checkbox"/>	\$67.50
Public Sector <input type="checkbox"/>	\$60.00	Public Sector <input type="checkbox"/>	\$52.50
Associate <input type="checkbox"/>	\$50.00	Associate <input type="checkbox"/>	\$47.50
Student <input type="checkbox"/>	\$45.00	Student <input type="checkbox"/>	\$42.50
Emeritus <input type="checkbox"/>	\$30.00	Emeritus <input type="checkbox"/>	\$30.00
Sustaining <input type="checkbox"/>	\$165.00	Sustaining <input type="checkbox"/>	\$100.00

To see which Membership category you qualify for please see the Membership Categories described below.

**ATTESTATION**

**(as described herein under the Membership categories)**

- I am a practicing paralegal as described herein and hereby apply for REGULAR membership for the length noted above.
- I am a practicing paralegal for a government entity and hereby apply for PUBLIC SECTOR membership for the length noted above.
- I am not a practicing paralegal as described herein and hereby apply for ASSOCIATE membership for the length noted above.
- I am not a practicing paralegal, but currently enrolled as a student in a paralegal training program and hereby apply for STUDENT membership for the length noted above. Name of School: \_\_\_\_\_
- I am not a practicing paralegal as described herein and hereby apply for EMERITUS membership for the length noted above.
- I am not a practicing paralegal as described herein, and hereby apply for SUSTAINING membership for the length noted above.

**MEMBERSHIP CATEGORIES**

**REGULAR:** Designated for applicants applying for membership and currently a practicing paralegal under the supervision of an attorney. Regular members upon approval of membership application are voting members of OPA.

**PUBLIC SECTOR:** Designated for applicants applying for membership and currently a practicing paralegal under the supervision of an attorney and who are employed by an agency, clinic or office that provides services primarily in the public interest or to low-income and/or indigent clients. Public Sector members upon approval of membership application are voting members of OPA.

**ASSOCIATE:** Designated for applicants applying for membership and currently NOT a practicing paralegal under the supervision of an attorney, but who have been in the past, are graduates of a paralegal training program, and/or interested in becoming a paralegal and do not qualify for regular or public sector membership. Legal document preparers not under the direct supervision of an attorney do not qualify for an associate membership. Associate members upon approval of membership application are considered non-voting members.

**STUDENT:** Designated for applicants applying for membership who are enrolled in a paralegal program and considered full-time or part-time students, as defined by the education program in which they are enrolled. Student members upon approval of membership application, are non-voting members of OPA and are not eligible to hold elective office (except for Associate Representative) or to chair a committee.

**EMERITUS:** Designated for applicants applying for membership who are currently NOT a practicing paralegal but have been regular, public sector or associate members in the past and have been members of OPA in good standing for at least the previous 3 years. Eligibility for members applying for Emeritus status is granted upon the applicant retiring from the practice of the paralegal profession at the age of 55 years or older, or any age due to a health issue that prevents the individual from continuing to work as a paralegal. Upon approval of membership applications, Emeritus members are non-voting members.

**SUSTAINING:** Designated for applicants applying for membership who are associated with a law firm, organization, institution, or any other entity interested in supporting the purposes and goals of the paralegal profession and OPA. Sustaining members upon approval of membership applications are non-voting members of OPA and are NOT eligible to hold elective office. The company or entity that has applied for membership and is current on membership dues, will be posted on the OPA website and have access to the NFPA membership granted to all other membership categories.

## CODE OF ETHICS AND STANDARDS OF PROFESSIONAL CONDUCT

### PREAMBLE

In addition to those purposes and objectives set forth in the Oregon Paralegal Association's ("OPA") Third Amended and Restated Bylaws adopted on February 11, 2019 as amended, OPA expects its members to adhere to a code of ethics and standards of professional conduct. In addition to the National Federation of Paralegal Associations, Inc., Model Code of Ethics and Professional Responsibility ("NFPA Model Rules") and the American Bar Association's Model Rules of Professional Conduct ("ABA Model Rules"), all members of OPA (including those individuals representing a sustaining member) are required to abide by the Code of Ethics and Standards of Professional Conduct reflected below. Violations by OPA's members of any of the provisions contained in this document, the NFPA Model Rules, or the ABA Model Rules may result in disciplinary action taken by the OPA Board. Disciplinary action may include, but is not limited to: censure, suspension, or expulsion of membership.

### THE CODE OF ETHICS

All members of OPA (including representatives of sustaining members) must:

- Act with professionalism, integrity, competence, diligence, respect, and in an ethical manner with all of OPA's Members, as well as any speakers at OPA functions and any other functions in the legal community.
- Engage and encourage others to engage in a professional and ethical manner that will reflect credit on themselves and the profession.
- Promote the integrity and professional image of OPA in all public settings.
- Avoid impropriety and the appearance of impropriety and shall not engage in any conduct that would adversely affect his/her reputation in the legal community. Such conduct may include, but is not limited to: violence, dishonesty, inappropriate contact with members and/or any third party conducting business with OPA.
- Maintain and improve their own professional competence and strive to maintain and improve the professional competence of other OPA members.

### STANDARDS OF PROFESSIONAL CONDUCT

- **Gifts.** Members must not offer, solicit, or accept any gift, benefit, compensation, or consideration from OPA's Members, Vendors, Speakers, or any other third party doing business with OPA that would appear improper, unprofessional, or unethical to a reasonable person.
- **Misrepresentation.** Members must not knowingly make any misrepresentations related to any awards, leadership activity, or other professional activities.
- **Misconduct.** Members must not engage in any professional conduct involving dishonesty, fraud, deceit or commit any act that reflects adversely on their own or OPA's professional reputation, integrity, or competence.
- **Unlawful Practice of Law.** Members must not engage in the unlawful practice of law as defined by ORS 9.160 or any other applicable law or statute in the jurisdiction in which the member practices.

### SIGNATURE

*I authorize the verification of the information provided above on this form to be true. I certify that I have read and agree to abide by the Code of Ethics and Standards of Professional Conduct (the "Code") contained in this document. By signing this document, I accept the obligation to abide by this Code and acknowledge that a violation on my part may result in action by the OPA Board of Directors. I also understand that OPA may photograph and/or videotape OPA events and I acknowledge that my image may be captured. By attending I grant OPA my permission to use such images without further acknowledgment and without compensation to me. By signing this application you agree to the terms contained herein. Oregon Paralegal Association is a 501 (c)(6) professional organization and member of the National Federation of Paralegal Associations, Inc.*

Signature of applicant:

Date: