

Please review Section 6 for membership eligibility requirements. Print clearly or type the information below so we may stay in touch with you regarding ALA's programs, products and services. Retain Sections 6 and 7 for future reference.

**1 PERSONAL INFORMATION**

MR.  MS. FIRST NAME MIDDLE NAME/INITIAL LAST NAME

NICKNAME OR INFORMAL NAME (FOR BADGES AND/OR CORRESPONDENCE)

JOB TITLE

EMPLOYER

STREET ADDRESS

CITY STATE/PROVINCE ZIP CODE + 4/POSTAL CODE

COUNTRY

PHONE FAX

E-MAIL

IF YOU ARE APPLYING FOR MEMBERSHIP IN AN ALA CHAPTER, PLEASE INDICATE THE NAME OF THE CHAPTER.

Have you previously been a member of the Association of Legal Administrators?  Yes  No

Name of person/chapter who invited you to join \_\_\_\_\_ Code (if applicable)

**2 DEMOGRAPHIC INFORMATION**

Indicate highest level of education attained. Select only one box.

- 30 High school graduate
- 31 Some college — no degree
- 32 Associate's degree (2 year)
- 33 Bachelor's degree
- 34 Master's degree
- 35 MBA
- 36 JD/LLB
- 37 Doctorate
- I am a Certified Public Accountant (CPA)  99 Yes  No

The year you first started working as a legal administrator: 19\_\_\_\_\_ 20\_\_\_\_\_

Which of the following best describes your title? Select only one title.

**Legal Administrator Titles**

- 26 Executive Director/Principal Administrator (01 overall management)
- 27 Office/Business Manager (01 overall management)
- 28 Branch Office Manager (01 overall management)
- 29 Support Manager/Functional Specialist
  - Identify your primary job responsibility. Select only one specialty.
  - 02 Financial management
  - 03 Human resource management
  - 04 Systems management
  - 05 Facilities management
  - 06 Marketing management
  - 07 Practice management

**Other Titles**

- 20 President/CEO/Owner/Sole Practitioner
- 21 Managing Partner
- 22 Partner in Private Firm
- 23 Associate in Private Firm
- 24 Lawyer/General Counsel — Corporate legal department
- 25 Lawyer/Judge — Government legal department/agency/court
- 31 Law Librarian
- 33 Full-time student in a legal administration/management program or ABA-accredited law school
- 34 Full-time student in another discipline
- 39 Other: \_\_\_\_\_

Please provide the following information about your employer. Select only one box.

- 40 Private Law Office
- 44 Corporate Legal Department
- 45 Government Legal Department/Judicial Agency/Court
- 46 Law Department of Public Interest, Nonprofit Organization (Limited to those serving indigents full-time.)
- 47 Bar Association
- 48 College/University
- 59 Other (explain): \_\_\_\_\_  
(attach job description or full-time transcript)

## 2 DEMOGRAPHIC INFORMATION (continued)

Does your employer have more than one office or location?  Yes  No

If yes, are you the: Principal Administrator for all offices?  Yes  No

Total number of lawyers at all offices: \_\_\_\_\_

OR

Principal or Primary Administrator for a single or branch office?  Yes  No

Do you work in the "home" or "main" office?  Yes  No

Number of lawyers at your location: \_\_\_\_\_

Number of staff who report to you: \_\_\_\_\_

Do you manage an important function which renders high-level technical or other specialized services?  Yes  No

Do you occupy a position which involves the exercise of independent judgment without close daily supervision?  Yes  No

Do you hold an exempt position or a position which is eligible to be classified as exempt?  Yes  No

Do you work for a single legal organization engaged primarily in the practice of law?  Yes  No

Do you exercise management responsibilities on a full-time basis?  Yes  No

If no, what percentage of your working time do you devote to performing the management responsibilities of your position? \_\_\_\_\_%

Please indicate your interest in activities, products and/or retreats for the following affinity groups. **Select all that apply.**

- (CO) Corporate/Government  (IP) Intellectual Property  (MO) Multi-Office Management  
 (PD) Personal Injury, Defense  (PP) Personal Injury, Plaintiff

To assist ALA in achieving its goals to increase sensitivity to diversity and enhance member benefits, the following data is requested on an optional basis. Individual responses are held in strict confidence; data is revealed in cumulative form only.

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)

### Race/Ethnic Identification

- 01 American Indian/Alaskan Native  03 Black  05 Caucasian  
 02 Asian/Pacific Islander  04 Hispanic  06 Multiracial

### Total Compensation

- 01 \$25,000 – 49,999  04 \$100,000 – 124,999  07 \$175,000 – 199,999  
 02 \$50,000 – 74,999  05 \$125,000 – 149,999  08 \$200,000 – 224,999  
 03 \$75,000 – 99,999  06 \$150,000 – 174,999  09 \$225,000 – 249,999  
 10 \$250,000 and over

NAME OF PERSON TO WHOM YOU REPORT

TITLE OF PERSON TO WHOM YOU REPORT

Would you like this person to receive a complimentary subscription to ALA's *Legal Management* journal? (This is an additional free benefit of your membership. One year subscription for attorneys; three month subscription for others.)  Yes  No

Please provide this person's mailing address if different from the address listed in Section 1.

STREET ADDRESS

CITY

STATE/PROVINCE

ZIP CODE + 4/POSTAL CODE

COUNTRY

You are entitled to a free *Membership Resource Directory*. Do you wish to receive a printed copy?  Yes  No

## 3 SIGNATURE REQUIRED

I hereby attest that I meet the criteria for membership. (See Section 6.) I also commit to abide by the ALA Code of Professional Ethics. (See Section 7.) I further understand ALA membership is not issued to organizations and is neither transferable from one individual to another nor refundable. Membership applications are accepted subject to review and approval. Allow 2-3 weeks for processing.

SIGNATURE

DATE

## 4 MEMBERSHIP DUES

I am applying for (see definitions in Section 6.):  Regular Membership  Associate Membership

<b>Note:</b> ALA's membership year runs from January 1 through December 31.		<b>Standard Dues</b>		<b>Reduced Dues</b> (Your employer organization must serve indigents only, e.g., Legal Aid Societies.)	
<b>Month Application is Submitted to ALA</b>	<b>Your Location</b>	<b>1<sup>st</sup> Time Member</b>	<b>Former Members Who Rejoin</b>	<b>1<sup>st</sup> Time Member</b>	<b>Former Members Who Rejoin</b>
<input type="checkbox"/> <b>January 1 - June 30, 2009</b>	<b>U.S.A.</b>	\$280 U.S.	\$380 U.S.	\$180 U.S.	\$230 U.S.
	<b>Other</b>	\$230 U.S. or \$265 CN	\$280 U.S. or \$322 CN	\$180 U.S. or \$207 CN	\$230 U.S. or \$265 CN
<input type="checkbox"/> <b>July 1 - September 30, 2009</b>	<b>U.S.A.</b>	\$180 U.S.	\$230 U.S.	\$130 U.S.	\$180 U.S.
	<b>Other</b>	\$180 U.S. or \$207 CN	\$230 U.S. or \$265 CN	\$130 U.S. or \$150 CN	\$180 U.S. or \$207 CN
<input type="checkbox"/> <b>October 1 - December 31, 2009</b> - Individuals applying for membership during this period have two dues options: 4 <sup>th</sup> quarter 2009 <u>and</u> all of 2010 (Option A) or 4 <sup>th</sup> quarter 2009 only (Option B).					
<input type="checkbox"/> <b>Option A</b> (Includes dues for 4 <sup>th</sup> quarter 2009 <u>and</u> all of 2010.)	<b>U.S.A.</b>	\$385 U.S.	\$445 U.S.	\$285 U.S.	\$315 U.S.
	<b>Other</b>	\$335 U.S. or \$386 CN	\$385 U.S. or \$443 CN	\$285 U.S. or \$328 CN	\$315 U.S. or \$363 CN
<b>OR</b>					
<input type="checkbox"/> <b>Option B</b> (Includes dues for 4 <sup>th</sup> quarter 2009 only. You will be invoiced for 2010 dues in Nov./Dec. 2009.)	<b>U.S.A.</b>	\$105 U.S.	\$105 U.S.	\$105 U.S.	\$105 U.S.
	<b>Other</b>	\$105 U.S. or \$121 CN	\$105 U.S. or \$121 CN	\$105 U.S. or \$121 CN	\$105 U.S. or \$121 CN
<i>If applying <b>January 1, 2010</b>, or later, please request our new application form.</i>					

## STUDENT MEMBERSHIP DUES

**Dues Waiver Option.** Limited to students in legal administration, legal management, business or business management degree programs or an ABA-accredited law school. To qualify for this category, proof of current full-time enrollment is required at time of application and on an annual basis at time of renewal. Certain restrictions apply regarding a student's employment; contact ALA's Membership Department for details.

**Associate Option.** Limited to full-time students at institutions of higher learning in disciplines other than those identified in the Dues Waiver Option. See Associate Member dues information.

## METHOD OF PAYMENT

**PAYMENT BY CHECK:** Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Make check payable to *Association of Legal Administrators*

**Mail check in U.S. funds to:** ALA, P.O. Box 95583, Chicago, IL, 60694-5583

**Mail check in Canadian funds to:** ALA, P.O. Box 57157, Toronto Station A, Toronto, Ontario, M5W 5M5, CANADA

**PAYMENT BY CREDIT CARD:** Charge my:  VISA  MasterCard  American Express

CARD NUMBER

EXPIRATION DATE

SIGNATURE

**Mail charge payment to:** Association of Legal Administrators, 75 Tri-State International, Suite 222, Lincolnshire, IL, 60069-4435; or **Fax to** (847) 267-1329

The Association does not accept purchase orders for payment of dues.

Membership in the Association shall be comprised primarily of individuals engaged on a full-time basis in the management of legal organizations and shall consist of Regular and Associate members as defined and provided for below.

Membership in the Association is not open to consultants and vendors who are engaged by legal organizations.

**(1) REGULAR MEMBERS.** Regular membership in the Association is limited to:

**A.** Legal administrators, regardless of the title by which that individual is recognized within his or her organization, engaged in the management of a “legal organization” as defined below. “Legal administrators” are persons who **(i)** exercise management responsibilities on a full-time basis or, if not full time, devote at least 75% of their working time to performing the management responsibilities of their position; **(ii)** manage others or manage an important function which renders high-level technical or other specialized services to the organization; **(iii)** occupy a position which involves the exercise of independent judgment without close daily supervision; and **(iv)** are employed, in a position which is or is eligible to be classified as exempt, by a single “legal organization” — such as a private law firm, legal service clinic, corporate legal department, college or university legal department, governmental legal agency, court system, charitable legal agency, or some other organization which is primarily engaged in the practice of law. Eligible persons may perform all relevant management duties personally or, in the case of the delegation of such duties to subordinate staff or the contracting of any such duties to third parties, must retain responsibility for those duties.

In general, a “legal administrator” is either **(i)** the principal administrator in the organization, **(ii)** the administrator/manager of a branch office of the organization, or **(iii)** someone who reports directly to the principal administrator or branch administrator and has responsibility for one or more of the organization’s major functional management or administrative areas.<sup>1</sup>

**B.** Practicing lawyers who have the principal lawyer executive management responsibility in their legal organization and who devote no less than 75% of their working time to that responsibility and function. Individuals potentially meeting this criteria would include the managing partner of a private law firm or the chair of a law firm executive committee; the General Counsel in a corporate legal department; and the head of a governmental agency legal department, such as a state Deputy Attorney General with agency administration responsibilities.

**C.** Unemployed legal administrators who are not serving as consultants or vendors and who have met the criteria for Regular Membership are eligible to continue as Regular Members until expiration of a 180-day period measured from the date on which they are no longer employed as legal administrators. After the expiration of the 180-day period, unemployed legal administrators are eligible to continue as Associate Members and to renew as Associate Members (other eligibility requirements of Associate Membership notwithstanding), provided such legal administrators are not serving as consultants or vendors and are actively seeking employment as a legal administrator.

**D.** Individuals who have been designated as “Life Members” by the ALA Board of Directors. Life Members include all Past Presidents of the Association, as well as those individuals who have rendered extraordinary service to the Association and upon whom the Board has conferred such status. Life Members have all the rights and privileges of Regular Membership, but they are not required to pay Association dues. Those Life Members who do not otherwise meet the criteria for Regular Membership may not hold international or national elective or appointive office in the Association but may serve as members of committees.

Regular members have all the rights and privileges of membership, including [except as provided in (1)D., above] the right to hold any international or national elective or appointive office.

**(2) ASSOCIATE MEMBERS.** Associate Membership in the Association shall be available to those individuals who are interested in legal administration and management, who do not meet the criteria for Regular Membership, and who are either:

**A.** Practicing lawyers with an interest in law firm administration and management;

**B.** Individuals engaged in an ongoing employment-type relationship which involves providing continuing management services of the types described in (1)A., above, including the footnote to that section;

**C.** Retired Regular Members of the Association who are not otherwise employed;

**D.** Unemployed legal administrators who have exhausted their eligibility for Regular Membership but meet the requirements of Associate Membership under (1)C, above;

**E.** Full-time teachers of business, organizational management, law or law-related disciplines at institutions of higher learning, as well as deans with administrative and management responsibilities at such institutions;

**F.** Full-time students in business, management, law or law-related studies at institutions of higher learning;

**G.** Bar association executives with management responsibilities of the type described in (1)A., above, including the footnote to that section; and

**H.** Other individuals not specifically excluded from membership who have and demonstrate an interest in the management of law firms and other legal organizations, and who do not qualify for Regular Membership in the Association.

Associate members may not hold international or national elective or appointive office in the Association. Other policies governing the participation of Associate Members in the Association, as well as the nature and extent of benefits accruing to Associate Members, shall be determined from time to time by the Board or, as delegated by the Board, the Executive Director.

<sup>1</sup> The major functional management or administrative areas are General Management; Financial Management; Human Resources Management; Systems Management; Facilities Management; Marketing or Business Development Management; Practice Management; Management of Training and Development Activities; Legal Assistant Supervision and Management; and Management of Lawyer Recruiting activities.

The legal profession and business must adhere to high ethical standards to maintain public trust. This ALA Code of Professional Ethics sets forth guidelines or standards for the ethical administration of legal practices — private firms, legal clinics, corporate legal departments, governmental agencies and the courts.

Legal administrators at all levels must become familiar with these standards and incorporate them into their everyday performance. They should also study and comply with all ethical guidelines of bar associations and law societies, which apply in their own jurisdictions. Furthermore, they must take the lead in communicating relevant standards to staff personnel who may be less familiar than lawyers with the ethical guidelines of bar associations and law societies, and in communicating appropriate policies and procedures to lawyers.

## PRINCIPLES AND RULES OF CONDUCT

- Honesty** *The professional legal administrator shall:*
- Be open and honest in all relationships with attorneys, employees and others.
  - Never compromise the reputation or good of the legal practice by dishonest or illegal behavior.
- Integrity** *The professional legal administrator shall:*
- Avoid actual or apparent conflicts of interest. Advise all appropriate parties of any potential conflicts.
  - Never engage in activities that would prejudice the ethical performance of job responsibilities.
  - Refuse any gift, favor or hospitality that would influence or appear to influence actions, unless such item is fully disclosed to and approved by management.
  - Never solicit or accept any personal or family fee, commission, gift, gratuity, discount or loan for performing job duties or providing services to existing or potential clients.
  - Pursue and promote fair and equitable employment practices and oppose discrimination which is based upon gender, age, race, religious creed, national origin, sexual orientation, physical disability, marital, parental or veteran status.
  - Endeavor to foster a work environment founded on respect and dignity and free of sexual harassment.
- Objectivity** *The professional legal administrator shall:*
- Communicate all information fairly and objectively.
  - Fully disclose all known information that would be material to a particular management or financial decision.
  - Fully disclose all relevant information required for an intended user to understand management reports, employee communications, business recommendations and comments.
- Competence** *The professional legal administrator shall:*
- Maintain an appropriate level of professional competence and enhance existing skills through ongoing professional education programs, peer group associations and self-training.
  - Recognize and communicate professional limitations or other constraints that would preclude responsible judgment or successful performance of an activity.
  - Ensure that delegated tasks are responsibly assigned and competently performed.
  - Make every effort to ensure that subordinates have necessary skills and levels of competence.

- Independence** *The professional legal administrator shall:*
- Ensure that all personal political activities are separated from the legal practice.
  - Never make investments which would benefit from inside knowledge of the legal practice or its clients.
  - Exercise prudence and restraint in personal financial affairs, including speculative investment and margin accounts, in order to avoid debts and other financial obligations which could compromise independence and professional judgment.

- Professional Responsibility** *The professional legal administrator shall:*
- Promulgate a positive image of the legal practice to its clients and potential clients, attorneys and staff personnel, bankers, consultants, vendors, the press, governmental agencies, the legal community and all other relevant audiences.
  - Exercise reasonable diligence in gathering business data and information from internal and external sources and in reporting that information in a manner which facilitates informed decision-making.

- Confidentiality** *The professional legal administrator shall:*
- Never disclose confidential information acquired in the course of employment, whether or not still employed by that legal practice, except when legally obligated to do so.
  - Inform subordinates that confidentiality of information acquired in the course of their work is essential, and monitor their activities to ensure that confidentiality is maintained.
  - Ensure that all confidential and proprietary information acquired in the course of duty is used solely for legal practice purposes, is not provided to unauthorized persons, and is not used for the purpose of furthering a private interest or making a personal profit.

- Service** *The professional legal administrator shall:*
- Perform business duties in good faith in a manner believed to be in the best interests of the legal practice.
  - Perform duties only within assigned authority.
  - Accomplish assigned tasks in a timely manner.
  - Promote and monitor guidelines for practice development and marketing activities to ensure that those activities are appropriate for the legal practice and conform with applicable professional guidelines.

## 5 GENERAL INFORMATION

ALA membership is not issued to organizations and is neither transferable from one individual to another nor refundable.

Do not include chapter dues with your payment. A separate check must be submitted to the chapter for chapter dues.

The following amounts of each member's dues is applied to Association publication subscriptions: \$18 (U.S.) for *ALA News*, the member magazine, and \$18 (U.S.) for *Legal Management*, the Association journal. Member dues are not used for lobbying expenses.

Contributions or dues to ALA are not deductible as charitable contributions for U.S. federal income tax purposes. However, dues payments are deductible by U.S. members as an ordinary and necessary business expense.

The Association of Legal Administrators encourages minority membership in the profession and in ALA.

**Send general correspondence to:**

ALA Headquarters  
75 Tri-State International, Suite 222  
Lincolnshire, IL 60069-4435

**Questions?**

Phone: (847) 267-1252  
Fax: (847) 267-1329  
E-mail: [membership@alanet.org](mailto:membership@alanet.org)



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26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50