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**MOVING FORWARD THROUGH ACHIEVEMENT**

**KERN COUNTY PARALEGAL ASSOCIATION**

**2011-2012 MEMBERSHIP APPLICATION**

# KERN COUNTY PARALEGAL ASSOCIATION

Member of California Alliance of Paralegal Associations (CAPA)



## History & Purpose

The Kern County Paralegal Association (KCPA) was founded in 1987. Membership consists of paralegals (as defined in Business and Professions Code §6450), students, law firms, corporations, and persons interested in the development and enrichment of the paralegal profession.

KCPA's purpose and goals are to establish and maintain the high standards of the paralegal profession, to provide a gathering place for thoughts and ideas, and to provide a forum for continuing legal education.

## Paralegal Definition and Qualifications (BP §6450)

Paralegal and Legal Assistant are synonymous

- Works under the direct supervision of an attorney, performs duties traditionally performed by an attorney.
- Is qualified through formal education, training and/or experience in substantive and procedural law. See Business and Professions Code §6450 for detailed requirements.
- Is retained or employed by law firms, corporations, governmental agencies and other entities.
- Also authorized to perform such duties and provided for by state and federal authority.

## Activities & Services

### CONTINUING EDUCATION (MCLE)

KCPA has achieved Mandatory Continuing Legal Education (MCLE) Provider status through the California State Bar. A majority of the monthly General Meetings will carry at least one hour of MCLE credit in the areas of General or Specialized Law and an Ethics session is presented each year. General meetings are held on the second Thursday of each month. Guest speakers are chosen from the legal and professional community. The topics focus on the current trends in the law, professional development and substantive practice.

### EMPLOYMENT OPPORTUNITIES

KCPA maintains a job bank, which gives employers an opportunity to announce available positions and provides members an opportunity to apply for these positions.

### WEBSITE

KCPA maintains a website that is informative and comprehensive. Please visit us at: [KCPAonline.org](http://KCPAonline.org).

### PUBLICATIONS

KCPA publishes a monthly newsletter, *The Paralegal Post*. The newsletter contains announcements of KCPA activities, events, articles of interest, employment information, seminar information, national and statewide interests. All members are encouraged to submit articles and news items of interest.

### AFFILIATION

KCPA is a member of the California Alliance of Paralegals Associations (CAPA), which is an organization that serves as a communication network between paralegal associations within California. Each KCPA member receives the CAPA newsletter, RECAP, which is published three times each year with pertinent information about the paralegal profession within California. CAPA also offers additional benefits such as medical, vision and dental insurance, educational seminars and legislative representation.

### STRUCTURE

KCPA is governed by a board of directors and officers who are elected each year by the voting membership. KCPA encourages all of its members to actively participate in KCPA committees which serve to further professional interest and goals.

KCPA has four classifications of membership:

- Regular Member. A Regular Member is a paralegal as defined under BP §6450. This classification carries voting rights.
- Associate member. An Associate Member is one not working as a paralegal but who supports the goals of the Association. This classification does not carry voting rights.
- Student Member. A Student Member is a student enrolled in a paralegal training program. This classification does not carry voting rights.
- Sustaining Member. Any person, law firm, corporation, or institution interested in supporting the goals of the Association. This classification does not carry voting rights.

# KERN COUNTY PARALEGAL ASSOCIATION MEMBERSHIP APPLICATION 2011-2012

NAME AND DESIGNATION: \_\_\_\_\_

EMPLOYER/SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SPECIALTY: \_\_\_\_\_

E-MAIL: \_\_\_\_\_  
ALL KCPA COMMUNICATIONS ARE DONE VIA E-MAIL

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_  
MONTH AND DATE ONLY



Please submit your check, application and supporting documentation to:

KERN COUNTY PARALEGAL ASSOCIATION  
P.O. Box 2673  
BAKERSFIELD, CA 93303

- NEW MEMBER       RENEWING MEMBER

## TYPE OF MEMBERSHIP

- REGULAR MEMBER**      **DUES: \$65.00**  
**Please attach paralegal certificate or attorney declaration as required under BP §6450.**  
**NO APPLICATION WILL BE ACCEPTED WITHOUT PROPER DOCUMENTATION.**

### TO QUALIFY AS A REGULAR MEMBER, YOU MUST POSSESS AT LEAST ONE OF THE FOLLOWING:

Indicate your qualification:

- ( ) Certificate of completion of a paralegal program **approved by the American Bar Association.**
- ( ) Certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses **and** that has been accredited by:  
[ ] a national or regional accrediting organization or  
[ ] approved by the Bureau for Private Postsecondary and Vocational Education.
- ( ) A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, **and** a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.\*
- ( ) A high school diploma or GED, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, **and** a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.\* **This experience and training shall be completed no later than December 31, 2003.**

\* For a written declaration that conforms with B&P Code §6450, please visit [www.kcpaonline.org](http://www.kcpaonline.org) to download KCPA's declaration.

- ASSOCIATE MEMBER**      **DUES: \$30.00**  
An Associate Member is an individual not currently working as a paralegal, but who supports the goals of the Association. This classification does not carry voting rights.
- STUDENT MEMBER**      **DUES: \$25.00 (FIRST YEAR'S STUDENT MEMBERSHIP IS FREE)**  
A Student Member is a student enrolled in a paralegal training program.
- SUSTAINING MEMBER**      **DUES: \$125.00**  
Any person, law firm, corporation, or institution interested in supporting the goals of the Association. This class does not carry voting rights.

**KCPA'S YEAR RUNS FROM JULY 1 TO JUNE 30. IF A MEMBER JOINS BETWEEN JANUARY 1 AND JUNE 30, MEMBERSHIP DUES ARE REDUCED BY ONE-HALF. THE MEMBERSHIP EXPIRES ON JUNE 30, AND THE FULL MEMBERSHIP DUES ARE DUE WITH THE ANNUAL RENEWAL ON JULY 1.**

## STATEMENT OF APPLICANT

I am  / I am not  a paralegal/legal assistant as defined by California Business & Professions Code § 6450.

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

**(Paralegals/Legal Assistants Only)** Be advised that under California law, all paralegals/legal assistants must attend continuing education courses as specified in Business & Professions Code § 6450(d). I certify that I am in compliance with Business & Professions Code § 6450(d).

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

**Business & Professions Code § 6450**

(a) "Paralegal" means a person who holds himself or herself out to be a paralegal, who is qualified by education, training, or work experience, who either contracts with or is employed by an attorney, law firm, corporation, governmental agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Bar of California, as defined in Section 6060, or an attorney practicing law in the federal courts of this state, that has been specifically delegated by the attorney to him or her. Tasks performed by a paralegal include, but are not limited to, case planning, development, and management; legal research; interviewing clients; fact gathering and retrieving information; drafting and analyzing legal documents; collecting, compiling, and utilizing technical information to make an independent decision and recommendation to the supervising attorney; and representing clients before a state or federal administrative agency if that representation is permitted by statute, court rule, or administrative rule or regulation.

(b) Notwithstanding subdivision (a), a paralegal shall not do the following:

- (1) Provide legal advice.
- (2) Represent a client in court.
- (3) Select, explain, draft, or recommend the use of any legal document to or for any person other than the attorney who directs and supervises the paralegal.
- (4) Act as a runner or capper, as defined in Sections 6151 and 6152.
- (5) Engage in conduct that constitutes the unlawful practice of law.
- (6) Contract with, or be employed by, a natural person other than an attorney to perform paralegal services.
- (7) In connection with providing paralegal services, induce a person to make an investment, purchase a financial product or service, or enter a transaction from which income or profit, or both, purportedly may be derived.
- (8) Establish the fees to charge a client for the services the paralegal performs, which shall be established by the attorney who supervises the paralegal's work. This paragraph does not apply to fees charged by a paralegal in a contract to provide paralegal services to an attorney, law firm, corporation, governmental agency, or other entity as provided in subdivision (a).

(c) A paralegal shall possess at least one of the following:

- (1) A certificate of completion of a paralegal program approved by the American Bar Association.
- (2) A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.
- (3) A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.
- (4) A high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks. This experience and training shall be completed no later than December 31, 2003.

(d) Every two years, commencing January 1, 2007, any person that is working as a paralegal shall be required to certify completion of four hours of mandatory continuing legal education in legal ethics and four hours of mandatory continuing legal education in either general law or in an area of specialized law. All continuing legal education courses shall meet the requirements of Section 6070. Certification of these continuing education requirements shall be made with the paralegal's supervising attorney. The paralegal shall be responsible for keeping a record of the paralegal's certifications.

(e) A paralegal does not include a nonlawyer who provides legal services directly to members of the public, or a legal document assistant or unlawful detainer assistant as defined in Section 6400, unless the person is a person described in subdivision (a).

(f) This section shall become operative on January 1, 2004.

