



Paralegal Division

Utah State Bar

645 South 200 East

Salt Lake City, UT 84111





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Salt Lake City, UT 84111
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www.utahparalegals.org

May 12, 2011

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RE: 2011-2012 Utah Paralegal Division Renewal

Dear Utah Paralegal,

It's here again! That time of the year to **renew your membership in the Paralegal Division of the Utah State Bar for 2011-2012**. We are pleased that you are a member and look forward to your continuing membership. Our Division members enjoy a wide variety of free benefits from counseling at Blomquist Hale, Casemaker, Job Announcements, the Utah Bar Journal and many networking opportunities through the Paralegal Day on May 19th, the Paralegal Division Annual Meeting on June 17th, and the many Continuing Legal Education luncheons [with dates that can be found on our website <http://www.utahbar.org/sections/paralegals/events.html>]. If you have been away from the powerful network of our organization, we encourage you to come back, participate and reconnect with other paralegals in our profession.

The membership renewal period has changed from June to May. We hope that by moving the renewal period to this earlier date, the processing of applications will run faster and more efficiently. Your membership renewal packet is enclosed with this letter. Your renewal application and accompanying forms are **due on or before May 31, 2011**. If your application is postmarked after **June 1, 2011**, we will hold your renewal form until the next open membership period which will be October 1, 2011 – October 31, 2011. The annual membership period continues to run from July 1-June 30th.

To prepare for our annual membership renewal we need your help.

1. **ONLINE VOTING:** Online voting this year will be conducted at www.myutahbar.org
2. **NEW MEMBERSHIP I.D.** We need each of our members to send the onlineservices@utahbar.org at the Bar the following items: your full name, your bar number, along with a jpeg formatted ID type picture. If you do not readily have your bar number it can be found at the following link: http://www.utahbar.org/forms/members_directory_search.html
3. **ONLINE MEMBERSHIP RENEWAL: Deadline May 23rd, 2011.** For fastest processing of your application please proceed to www.myutahbar.org and login there and

your application can be immediately processed online. If you do not have your login and password to www.myutahbar.org please send an email to onlineservices@utahbar.org along with your bar number. Any questions with the online renewal process can be directed to onlineservices@utahbar.org.

4. PAPER MEMBERSHIP RENEWAL: All forms can be found online at <http://www.utahparalegals.org/> or <http://www.utahbar.org/sections/paralegals/Welcome.html>

A credit card can be added to the bottom of the hard copy paper membership application. If you choose to pay by check please provide a **separate check for each paralegal application**. Multiple paralegal renewals are fine to mail as a group, however **each membership application** should be paid separately. And, here's why: If one of the applicants of a joint check requires any additional documentation to complete their application, then the other new applications will also be delayed since checks are not processed until applications are approved. Membership applications can be obtained online at the Paralegal Divisions new website <http://utahparalegals.org>.

5. Please remember we no longer need copies of your CLE Certificates so please **do not send in copies of your CLE certificates**. Simply fill out and sign the enclosed certification of CLE for those earned from June 1, 2010 to June 30, 2011. Because of the change in membership renewal periods you may include any CLE that you anticipate receiving between May 1, 2010 to June 30, 2011 and we will verify attendance from registration lists from any listed events. This would include events such as Paralegal Day on May 19th, 2010 and the Paralegal Division's Annual Meeting on June 17th, 2010.

Please encourage all the paralegals in your firm and within your paralegal network to be sure they have an active membership. We are working on many more Division benefits and enhancements to return an added value to our profession as well as increased benefits to you as Utah Bar Paralegal Division members. Our goal has always been to strive to provide you greater membership benefits each year.

The Board of Directors of the Paralegal Division and the entire membership values your participation in our organization. If you experience a financial hardship that impacts your ability to renew your membership, please confidentially contact either me, Aaron Thompson the Paralegal Division Chair or any of the directors. Depending upon your circumstance, the Board may be able to assist you to maintain your membership in the Paralegal Division.

Don't forget to complete the Committee Volunteer Form as a part of your renewal process. Our volunteers make a significant difference in the progress of this organization and

invite you to email or call any of the current Directors to volunteer your assistance. A listing of the Board of Directors can be found on our website. We look forward to your continuing membership.

Very truly yours,

THE PARALEGAL DIVISION BOARD OF DIRECTORS

Carma Harper
Chair

Thora Searle
Membership Director