



APPLICATION FOR DIVISION MEMBERSHIP

INSTRUCTIONS

These instructions are for **New** or **Non-Current** members. If you are a **renewing** member, please see bottom of: <http://paralegals.utahbar.org/index.php/Membership>

It is recommended that you complete all of these steps and have the necessary documents ready before submitting your application.

1. Fill out all information Form B "Declaration of Applicant".. Be sure to check which category in Paragraph 2 of the Declaration that applies and attach proof of completion of the requirement.
2. Have your supervising attorney or former supervising attorney fill out and sign the applicable Form C "Declaration of Current Supervising Attorney." (C-1 current, C-2 freelance, C-3 former.) Use the Form C-3 **ONLY** if you are applying under Category C, D, E or F specified in Form B **AND** have not worked for the current attorney for the time period required by the selected category.
3. If applicable, complete the CLE Certification sheet.
4. Membership in the Division is \$75.00 per year. Checks should be made payable to the *Utah State Bar* and mailed to:

Utah State Bar
Attn: Paralegal Membership
645 South 200 East
Salt Lake City, Utah 84111

***** Keep a copy of this check to submit with your final application as proof of payment*****

5. Keep a complete copy of your application and payment for future reference. Only properly completed applications with the required documentation and membership fee attached will be processed. All others will be returned.
6. Please see the [Paralegal Division Canons of Ethics](#) and the [Guidelines for the Utilization of Paralegals](#) adopted by the Paralegal Division and the Board of Bar Commissioners of the Utah State Bar. Keep this for future reference. You may also wish to provide a copy to your supervising attorney.
7. *All Applicants are hereby notified that membership in the Paralegal Division does not confer upon the Applicant membership in the Utah State Bar, nor does membership in the Division authorize Applicant to practice law.*
8. *All Applicants are hereby notified that acceptance for membership in the Paralegal Division of the Utah State Bar will not grant Certified Paralegal (CP) or Certified Legal Assistant (CLA) status to the Applicant. Use of the "CP" or "CLA" designation is prohibited except by proper certification from the National Association of Legal Assistants, Inc. ("NALA").*