



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 these steps and have the necessary documents ready before submitting your application.

1. Fill out all information Form B "Declaration of Applicant". **Please make 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. You will be required to submit a photograph of yourself during the application process.
4. Membership in the Division is \$85.00 per year. When you have successfully submitted your application and supporting documentation, you will receive an email from us with instructions on submitting your 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 declined, although we will reach out to you indicate what is needed to complete your application.
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").***