

FORM B

DECLARATION OF APPLICANT

STATE OF UTAH)
) ss:
COUNTY OF _____)

I, _____, declare under criminal penalty of the State of Utah that the following is true and correct to the best of my knowledge and belief:

1. I am over the age of 18 and have personal knowledge of the following facts and could and would testify regarding such facts if necessary.

2. I hereby apply for membership in the Utah State Bar Paralegal Division ("Division"). I hereby certify that I am employed as a paralegal, that I work under the ultimate supervision of a duly licensed attorney or Licensed Paralegal Practitioner (collectively "bar licensee") at all times, and that I qualify as a member under the category(ies) checked in Paragraph 2 below.

I HEREBY CONSENT THAT THE DIVISION MAY CONTACT MY PRESENT AND FORMER BAR LICENSEE(S) FOR VERIFICATION OR CLARIFICATION OF MY QUALIFICATIONS FOR MEMBERSHIP. I UNDERSTAND THAT IF ANY INFORMATION SUBMITTED IN THIS APPLICATION IS DETERMINED TO BE FALSE, THIS AND ALL FUTURE APPLICATIONS WILL BE DENIED.

3. I qualify and am eligible for membership in the Division because (check the qualifying category):

(A) I have successfully completed an ABA approved program of education and training for paralegals, and I am currently employed as a paralegal under the ultimate supervision of a bar licensee; **OR**

(B) I have successfully completed an institutionally accredited paralegal training program that consists of a minimum of sixty (60) semester hours (or equivalent quarter hours) of which fifteen (15) are substantive legal courses, and I am currently employed as a paralegal under the ultimate supervision of a bar licensee; **OR**

(C) I have successfully completed an institutionally accredited general college program that consists of sixteen (16) semester hours of substantive legal courses, plus forty-five (45) semester hours (or equivalent quarter hours) of general college curriculum, I have at least one (1) full year of employment experience as a paralegal under the ultimate supervision of a duly licensed attorney, and I am currently employed as a paralegal under the ultimate supervision of a bar licensee.

(All applications under Categories A, B or C must include an official copy of the school's transcript or curriculum showing all courses covered.) OR

(D) I have a minimum of five (5) continuous years of full-time employment experience as a paralegal under the ultimate supervision of a bar licensee, which experience complies with the definition of a paralegal set forth below, and I am currently employed as a paralegal under the ultimate supervision of a bar licensee. **OR**

(E) I have a baccalaureate or higher degree in any field and at least two (2) continuous years of full-time employment experience as a paralegal under the ultimate supervision of a bar licensee, and am currently employed as a paralegal under the ultimate supervision of a bar licensee.

(All applications under Category E must include proof of completion of a baccalaureate or higher degree and declarations of the applicant's supervising bar licensee(s) (current or former or both), as necessary, certifying the minimum of two (2) continuous years of fulltime paralegal experience. Bar Licensee declarations are included with this application as Form C) OR

(F) I have successfully completed the voluntary certification examination given by the National Association of Legal Assistants ("the CLA/ CP Exam"), or a comparable examination which has been recognized in the industry for at least seven (7) continuous years, and completed at least six (6) months of full-time employment as a paralegal under the ultimate supervision of a bar licensee, and I am currently employed as a paralegal under the ultimate supervision of a bar licensee.

(All applications under Category F must submit proof of certification and declarations of the applicants' supervising bar licensee(s) (current or former or both), as necessary, certifying the minimum of six (6) months of full-time paralegal experience.

Bar licensee declarations are included with this application as Form C. **OR**

(G) I have successfully completed the Distance Learning Course from either an ABA approved program or from a member of the American Association for Paralegal Education.

(All applications under Category G must submit proof of certification and declarations of the applicant's supervising bar licensee(s) (current or former or both), as necessary, certifying the minimum of six (6) months of full-time paralegal experience. Bar licensee declarations are included with this application as Form C.)

(H) I am an active Licensed Paralegal Practitioner in the State of Utah. I was admitted to the Utah State Bar as a Licensed Paralegal Practitioner on _____. My Utah Bar Number is _____.

4. I also certify the following:
- (A) I have not been convicted of a felony for which I have not been pardoned or otherwise had my full rights restored;
 - (B) I have never been convicted of a misdemeanor involving theft, embezzlement, or fraudulent misappropriation of money or other property; and
 - (C) I have never been expelled or suspended from membership in a law related professional association without being fully reinstated.

5. I have read the "Definition of Paralegal" adopted by the Utah Supreme Court and the Board of Bar Commissioners set forth. I have read and agree to be bound by the Division's Code of Ethics and Guidelines for the Utilization of Paralegals which were included with this application.

A paralegal is a person, qualified through education, training or work experience, who is employed or retained in Utah by a licensee of the Utah State Bar or the bar of another jurisdiction ("bar licensee"), a law office, a governmental agency, or another entity; who works under the ultimate direction and supervision of a bar licensee; and who performs substantive legal work that, for the most part, requires a sufficient knowledge of legal concepts and that, absent such assistance, the bar licensee would perform. A paralegal includes a Utah paralegal on a contract or freelance basis who works under the supervision of a bar licensee or who produces work directly for a bar licensee for which a bar licensee is accountable. A paralegal may also include a Licensed Paralegal Practitioner as defined in Rule 14-101. The term "bar licensee" refers to both a lawyer and a Licensed Paralegal Practitioner.

6. I agree to notify the Division, in writing, of any change of employment or address within fifteen (15) days of any such change and acknowledge that if such change also involves a change in the supervising bar licensee, that I will provide the Division with the appropriate declaration from the new supervising bar licensee.

DATED this ____ day of _____, ____.

Signature of Applicant