

# Paralegal Member Application Texas Bar College

Complete and return to [Katherine.Korrodi@texasbar.com](mailto:Katherine.Korrodi@texasbar.com)

**Eligibility:** Paralegals are entitled to join the College as Associate members. Please check the requirements and definition below to determine your eligibility.

## Application Information:

1. \_\_\_\_\_  
**Your name** as you would like it to appear on your certificate
2. \_\_\_\_\_  
**Firm Name** and mailing address: street, city, state, Zip
2. \_\_\_\_\_  
**Preferred** mailing address: street, city, state, Zip
3. \_\_\_\_\_  
Telephone number
4. \_\_\_\_\_  
Email address
5. \_\_\_\_\_  
Paralegal Division Membership Number, if applicable
6. \_\_\_\_\_  
Name and Bar Card number of supervising attorney

**Education requirement:** Please attach to this application a listing of the courses you have attended, showing (1) the title of the program, (2) the name of the organization sponsoring the program, (3) the names and firms of the speakers on the program, (4) a one-line description of the program, (5) the date of the program, (6) the length of the program rounded to the nearest quarter hour, and (7) the number of hours you were actually in attendance at the program.

**Certification of Applicant:** I certify that I have read the membership requirements on the reverse, that I attended the CLE hours shown on the attached statement, and that I meet all the qualifications of membership as defined on the reverse.

7. \_\_\_\_\_  
Signature of applicant

**Certification of Supervising Attorney:** I certify that applicant denoted above performs services for me as a paralegal, as defined below, and that the applicant is of good moral character.

8. \_\_\_\_\_  
Signature of supervising attorney

**Membership Fee:** Paralegal Associate Membership in the College is \$40 annually. Please submit your check payable to the Texas Bar College, or **pay online at [texasbarcollege.com](http://texasbarcollege.com)**.

# Regulations Regarding Associate Members of the Texas Bar College

**I. Purpose.** In delivering the highest quality legal services to clients, the lawyer-paralegal team is an essential element. As the law develops, continuing legal education for paralegals is as important as it is for lawyers. Through associate member status, the College honors paralegals that make a commitment to maintain and enhance their professional skills through attending an extraordinary amount of continuing legal education hours. Requirements and benefits for associate members are the same as for lawyer members of the College except as set forth below.

**II. Membership Requirements for Associate Members.** A paralegal may become, or may maintain his or her status as, an associate member of the College by (1) completing twelve (12) hours of accredited CLE in the previous or current calendar year which must include two (2) hours of ethics, (2) paying the required fee, (3) submitting an application form on which a licensed Texas attorney verifies the applicant's good character and qualifications as a paralegal, and (4) submitting a report identifying the sponsor of the CLE programs attended, the specific topics included, the names and firms of speakers on the programs.

Accredited CLE may include up to 3 hours teaching credit (with no carryover hours) and 2 hours of self-study (1 hour can be ethics). An Associate Member may carryover up to 6 hours of accredited CLE to the next calendar year.

**III. Definition of a Paralegal.** A paralegal is a person, qualified through various combinations of education, training, or work experience, who is employed or engaged by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of a licensed attorney, of specifically delegated substantive legal work which work, for the most part, requires a sufficient knowledge of legal principles and procedures that, absent such a person, an attorney would be required to perform the task.

**IV. Approval of Courses, Videotapes and Audiotapes.** The Paralegal Division of the State Bar of Texas shall review all reports submitted by initial or maintaining membership and shall approve the courses identified as to their appropriateness for the continuing legal education of paralegals. All submissions accredited for attorney CLE by the Minimum Continuing Legal Education Department of the State Bar of Texas shall be deemed approved.

**V. Fees.** The fee for members is \$40 annually.

**TEXAS BAR COLLEGE ASSOCIATE MEMBER**  
Complete and return to [Katherine.Korrodi@texasbar.com](mailto:Katherine.Korrodi@texasbar.com)

Continuing Legal Education \_\_\_\_\_ for \_\_\_\_\_  
Year First and Last Name

Instructions: Please enter below all CLE hours earned **January 1** through **December 31** of **one calendar year**.

Date	Topic	Speaker	Sponsor	Hours	Ethics

At least twelve (12) hours of approved CLE required per year  
Two (2) of the twelve (12) hours must be ethics