



HOUSTON METROPOLITAN PARALEGAL ASSOCIATION

APPLICATION FOR MEMBERSHIP

Thank you for your interest in joining HMPA! Houston Metropolitan Paralegal Association is the largest paralegal association in the State of Texas and is in the top five of the largest metropolitan paralegal associations in the United States. HMPA was founded on August 30, 1978 to promote the professional advancement of paralegals in Houston. Through its years of professional service, HMPA has made immeasurable progress of heightened standards for professionalism, which is recognized statewide and nationwide. HMPA has continued to strive for excellence in the paralegal profession through the implementation of minimum educational standards, continuing legal education requirements and the creation of the Professional Houston Paralegal designation - "PHP". HMPA was the first paralegal association in the United States to undertake and successfully implement the CLE requirements since 1995. HMPA promotes high standards in their profession, has established principles, has networking resources and provides integrity and strength for its members.

DIRECTIONS FOR COMPLETING APPLICATION

1. Please complete the entire Application form as indicated. If any section does not apply to your membership type, you can skip the inapplicable section.
2. HMPA membership criteria is listed at the end of this application for your convenience.
3. HMPA's membership process is on an annual renewal system. All new members will receive a renewal form during December/January of each year that you will need to complete and return to HMPA by February 28.
4. If your membership is based on education, a copy of your degree must be attached.
5. Voting members - No CLE hours are required to be attached to your Application. If you are re-applying with HMPA, you will need to attach 8 CLE hours to your re-application.
6. Voting Members - If you are joining HMPA during the time period of 9/1 to 12/31 (and have never been a member of HMPA before), you will not need to attach 8 hours of CLE when submitting your renewal by February 28, but will be required to submit 8 CLE hours in the following year.
7. Voting Members - If you are joining HMPA during the time period of 1/1 to 8/31, you will need to attach 8 hours of CLE when submitting your renewal in February 28.
8. PHP Members - In order to apply for PHP designation, all 10 CLE hours will need to be submitted with the completed PHP Verification form regardless of the application date.
9. A copy of your Paralegal Certificate from an ABA approved school or a copy of your Certification from NALA or TBLS must be attached for applicants whose membership is based either on maintenance of advanced Certification plus 5 years of Paralegal experience, or on completion of ABA Paralegal school program plus 3 years of Paralegal experience.
10. Please make sure your school administrator or your supervising attorney signs the form(s) in the verification & signature section of the Application.
11. Please sign your name in the member signature section of the Application.
12. Mail your Application, attachments, and check payable to: HMPA - Membership, 440 Louisiana, Suite 900, Houston, Texas 77002.
13. Please call HMPA at 713-236-7724 if you have any questions.
14. **Reminder: Incomplete documentation will delay processing and will be returned to you for completion.**

Voting

(Full year \$75)
(Joining 5/1 to 8/31 \$60)
(Joining 9/1 to 12/31 \$35)

Associate

(Full Year \$75)
(Joining 5/1 to 8/31 \$60)
(Joining 9/1 to 12/31 \$35)

Student

(Full Year \$35)
(Joining 5/1 to 8/31 \$25)
(Joining 9/1 to 12/31 \$15)

PLEASE CIRCLE MEMBERSHIP TYPE. HMPA's membership process is on an annual system beginning April 1. All new members will receive a renewal form during December/January of each year that will need to be completed and returned to HMPA by February 28 for processing by March 30. If you join HMPA during a later part of the year, you may submit partial dues as indicated above; however you will be required to renew your membership by February 28 at the full year rate.

First Name: _____ Middle Name/Initial: _____ Last Name: _____ Birthdate: ___/___/___

Home Address: _____ City: _____ State: _____ Zip: _____

Home Telephone: _____ Home Fax: _____ Home Email: _____

Work: Firm Name: _____ Firm Telephone Number: _____

Work Address: _____ City: _____ State: _____ Zip: _____

Work Direct Telephone: _____ Work Fax: _____ Work Email: _____

Mail Preference: Home Work Email Preference: Home Work Both Have you been convicted of a felony? Yes No

Have you received your membership certificate? Yes No Did you receive HMPA's Membership Benefits package? Yes No If not, a certificate/benefits package will be sent to you.

Have you previously been a member of HMPA? Yes No If yes, Member # _____

HMPA is now providing its membership directory on line at HMPA's website. This will allow members to view the contact information of other members, and to update their own contact information. Please check this box if you DO NOT want your information to be visible to other members.

COMMITTEE SECTION

HMPA is your organization. We encourage you to participate in our Committees. Please circle the committee(s) that interests you. Please refer to your HMPA Information package for committee information.

- Compensation Survey Committee [C1]
- Continuing Legal Education Luncheons [C2]
- Continuing Legal Education Seminars [C3]
- Education Liaison (Mentor Program) [C4]
- Employment Relations (Job Bank) [C5]
- Membership [C6]
- Newsletter [C7]
- Community Service Committee [C11]
- Professional Certification [C8]
- Social [C9]
- Ways & Mean (C10)

EDUCATION-CERTIFICATION SECTION

UNDERGRADUATE EDUCATION

PARALEGAL EDUCATION

PROFESSIONAL CERTIFICATION

DEGREE TYPE: _____
 MAJOR: _____
 COLLEGE/UNIVERSITY: _____

SCHOOL: _____
 GRADUATION DATE: _____

CLA/CP YES NO
 CLAS/APC YES NO
 RP YES NO
 TBLS YES NO

OTHER _____

Voting and Associate members whose membership is based on education must attach a copy of their degree.

Voting members whose membership is based on certification must attach official verification of certification.

AREA OF PRACTICE SECTION

- Asbestos [S1]
- Administrative Law [S2]
- Admiralty/Maritime Law [S3]
- Antitrust Law [S4]
- Banking/Finances [S5]
- Bankruptcy [S6]
- Collection Law [S7]
- Contracts [S8]
- Corporate [S9]
- Criminal Law [S10]
- Employment Law [S11]
- Energy/Oil & Gas [S12]
- Environmental Law [S13]
- Family Law [S14]
- General Practice [S15]
- Healthcare Law [S16]
- Immigration Law [S17]
- Insurance Defense [S18]
- Intellectual Property [S19]
- Litigation [S20]
- Medical Malpractice [S21]
- Personal Injury [S22]
- Probate/Estate/Trusts [S23]
- Real Estate [S24]
- Registered Nurses [S25]
- Securities [S26]
- Tax [S27]
- Toxic Tort [S28]
- Worker's Compensation [S29]
- Practicing Galveston Paralegal [S30]
- Other _____ [S31]

FOR VOTING AND ASSOCIATE MEMBERS WHOSE MEMBERSHIP IS BASED ON EXPERIENCE

Members must have five (5) years of legal experience (or 3 years with ABA program). Please complete the following to verify your experience. Please attach additional pages as necessary.

Employer: _____
 Date of Employment: _____
 Job Title: _____
 Supervising Attorney: _____
 Employment Responsibilities: _____

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 Date of Employment: _____
 Job Title: _____
 Supervising Attorney: _____
 Employment Responsibilities: _____

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 Job Title: _____
 Supervising Attorney: _____
 Employment Responsibilities: _____

VERIFICATION - SIGNATURE SECTION

Student Members Only

Name of Paralegal Program/College: _____

Address: _____

Length of Course: _____

Anticipated Date of Graduation: _____

School Administrator Verification

I hereby certify that I am the School's Administrator for the Applicant and, that the Applicant is currently enrolled in a formal course of study for paralegals at the above referenced school.

Signature – School Administrator

Printed Name: _____

Title: _____ Date: _____

Voting and Associate Members Only

Attorney Verification

I hereby certify that I am the supervising attorney for the aforementioned applicant, that the applicant is currently employed as a Paralegal and that the Applicant is not a legal secretary, law clerk or other legal type employee. The Applicant is employed as a:

Full time Paralegal

Part-Time Paralegal

Contract Paralegal

Signature – Supervising Attorney

Attorney's Printed Name: _____

State Bar Number: _____ Date: _____

MEMBER SIGNATURE

I hereby agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws as adopted by the Houston Metropolitan Paralegal Association. I understand that all applications are subject to approval by HMPA. I certify that the information contained in this Application is true and correct and that, according to HMPA's Membership Criteria, I meet the requirements for the category of membership for which I have applied.

Member Signature

Date

HMPA MEMBERSHIP CRITERIA

HMPA Bylaws, Section 3.01. Classes of Members. There shall be five classes of members consisting of Voting Members, Associate Members, Student Members, Affiliate Members, and Subscribing Members.

Membership shall be open to any paralegal who is an employee of, or self-employed on a freelance basis by, an attorney, a law firm, corporate legal department, government, judicial or legal agency, or any other organization devoted primarily to the practice of law, regardless of the title by which the person is classified within the organization. Only Voting Members and PHP members are eligible to vote in Association elections and bylaw amendments.

(A) Voting Members. Any person who meets the requirements set forth below and such additional standards as the Membership Committee may from time to time prescribe may become a Voting Member. The applicant must be employed or self-employed as a paralegal. The applicant's employment must involve the generation of substantive legal work, which would otherwise be performed by an attorney, and be working under the ultimate direction and supervision of a duly licensed attorney. To qualify for a Voting Membership, a person shall meet one of the following criteria:

- (1) shall be currently employed as a Paralegal under the direct supervision of any attorney and performing substantive legal work 80% of the time, have 8 (eight) hours of substantive continuing legal education within the past 12 months, and meet at least one of the following criteria:
 - a. Board Certified Paralegal through TBLS and have been employed as a paralegal for at least one year.
 - b. Certified Legal Assistant/ Certified Paralegal through NALA and have been employed as a paralegal for at least one year.
 - c. Bachelor's Degree or higher degree in any field and have been employed as a paralegal for at least one year.
 - d. Completed an ABA approved program of education and training and have been employed as a paralegal for at least three years.
 - e. Been employed as a paralegal for at least five consecutive years.

- (2) shall have been a Voting Member on or before May 31, 1995, and who shall submit verification of continued employment as a paralegal in a form approved by the Board of Directors of the Association.

A paralegal who has been a Voting Member and is temporarily unemployed may renew his or her membership or shall continue to retain Voting Member status and all attendant rights and privileges for period of up to one year following such unemployment. If such person remains unemployed for more than one year, his or her membership status will be changed to Associate Member. Determination of continued Voting Membership in the Association shall be based upon verification of previous Voting Membership status and signature of an attorney or Voting Member of the Association attached to the membership renewal form.

Additionally, to maintain Voting Member status, a renewing member must submit with his/her renewal form verification of completion of eight (8) clock hours of continuing legal education as outlined in the Continuing Legal Education Policy detailed in Section 3.02 of these Bylaws. Such verification may be on forms approved by the Board of Directors of the Houston Metropolitan Paralegal Association, the State Bar of Texas, the American Bar Association, the National Association of Legal Assistants, and such other organizations as may be approved by the Board of Directors of the Association. Members who renew without such verification will be renewed as Regular Members (Non-Voting) as described in Article III, Section 3.01(B) of these Bylaws.

PHP - Professional Houston Paralegal. (formerly HPLA) Any person who meets the Voting Members requirements set forth in section 3.01 (A)(1) before July 1, 1998 and such additional standards as the PHP Committee may from time to time prescribe, may become a PHP member. In order to become a PHP member and use the PHP designation, the member must verify with the PHP Committee that they have met the following PHP criteria:

- (a) shall be a Voting Member in good standing having met all the Voting Membership requirements;
- (b) shall be employed as a paralegal under the ultimate direction and supervision of a licensed attorney;
- (c) shall have a minimum of ten (10) clock hours of continuing legal education per year and shall adhere to the provisions outlined in the Continuing Legal Education Policy detailed in Section 3.02 of these Bylaws;
- (d) shall have a 4-year degree; and/or an associate's degree plus five (5) years experience as a paralegal; and/or an associate's degree plus successfully completed and maintained the CLA/CP, TBLs or NFPA certifications; and/or been employed as a paralegal for at least 10 consecutive years; and
- (e) verify all of the above with the PHP Committee by submitting a verification and application for PHP Designation to the PHP Committee for approval; or
- (f) shall have been an PHP on or before January 1, 1999, and shall submit verification of continued employment as a paralegal and of continuing legal education hours in a form approved by the Board of Directors of the Association.

The verification and application can be submitted for review and approval by the PHP Committee at any time. All PHPs will have to reapply to use the PHP designation annually. Only Voting Members of the Association shall be eligible to make application to become a PHP.

(B) Associate Membrs (Non-Voting) Any person who meets the requirements set forth below and such additional standards as the Membership Committee may from time to time prescribe may become an Associate Member.

- 1. Shall meet at least one of the following criteria:
 - a. Presently employed as a trial coordinator, legal LAN administrator, supervisor of a paralegal program, or like position (as determined by the sole discretion of the Board of Directors of the Association) within a law firm, corporation or agency.
 - b. Completed a Bachelor's Degree or higher in any field.
 - c. Completed an ABA approved program of education and training for Paralegals
 - d. Completed a minimum of sixty (60) semester hours (or equivalent hours) of which fifteen (15) are substantive legal courses.
 - e. Been employed as a paralegal for at least five consecutive years.

PLUS, ONE OF THE FOLLOWING:

- a. Currently employed as a Paralegal under the direct supervision of an attorney and performing substantive legal work 80% of the time.
- b. Currently employed as a trial coordinator, legal LAN administrator, supervisor of a Paralegal program, or like position (as determined by and at the sole discretion of the Board of Directors of the Association) within a law firm, corporation, or agency, and has previously been employed as a paralegal.

A Paralegal who has been an Associate Member and is temporarily unemployed may renew his or her membership and shall continue to retain Associate Member status and all attendant rights and privileges for a period of up to one year following such unemployment. If such person remains unemployed for more than one year, his or her membership status will be revoked.

Associate Members cannot vote or hold office. Associate Members are entitled to renew as a Voting Member upon meeting the criteria for Voting Membership under Article 3.01 (A). An Associate Member in good standing may fully participate in the affairs of the Association by serving on any standing or special committee as defined in Article VII of these Bylaws (except where such participation is not granted pursuant to Article VII of these Bylaws).

(C) Student Members (Non-Voting). Any person who is currently enrolled in a formal course of study for paralegals at a college, university, junior college, or post-secondary school, which course of study requires resident classes or courses for completion of such paralegal program which would qualify the applicant to meet the educational requirements to take the CLA/CP and/or TBLs examinations, may become a Student Member by meeting such additional standards, if any, as may from time to time be prescribed by the Membership Committee. A Student Member in good standing may fully participate in the affairs of the Association by serving on any standing or special committee as defined in Article VIII of these Bylaws (except where such participation is not granted pursuant to Article VIII of these Bylaws). After the Student Member has graduated from a formal course of study, he or she may remain a Student Member for no more than two (2) years. After the expiration of this two (2) year period of time, the student must upgrade his or her membership to that of Voting, Regular, Associate, or Advocate member by submitting to the Membership Committee the appropriate application and receiving approval from the Membership Committee.