



2015 MEMBERSHIP APPLICATION

I hereby apply for membership in the Palm Beach County Chapter of the Association of Legal Administrators as either: 1) a Regular Member or 2) an Associate Member. Membership criteria is defined on the following page.

1) National Membership:

- a) I have completed the application for membership in the National Association of Legal Administrators and returned, along with appropriate dues to National Association of Legal Administrators, 175 E. Hawthorn Parkway, Suite 325, Vernon Hills, IL 60061-1428.
b) I am currently a member in good standing of the National Association of Legal Administrators. Member No. \_\_\_\_\_

2) Local Membership

I have enclosed a check payable to Palm Beach Chapter Association of Legal Administrators for local membership dues.

Annual Dues..... \$150.00\* \$\_\_\_\_\_ (amount enclosed)

\*NOTE: Annual PBCALA dues will be prorated by the quarter joining. (First quarter 100%; second quarter 75%; third quarter 50%; fourth quarter 25%.)

Please type or print:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

FIRM \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WORK EMAIL ADDRESS: \_\_\_\_\_

ALTERNATE EMAIL: \_\_\_\_\_

DIRECT PHONE: \_\_\_\_\_ MAIN PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ BIRTHDAY: month: \_\_\_\_\_ day \_\_\_\_\_

MANAGING PARTNER'S NAME \_\_\_\_\_

NUMBER OF ATTORNEYS: \_\_\_\_\_ NUMBER OF STAFF: \_\_\_\_\_

PRACTICE AREAS: \_\_\_\_\_

FIRM'S WEB ADDRESS: \_\_\_\_\_

WHAT TIME MANAGEMENT SOFTWARE DOES YOUR FIRM USE? \_\_\_\_\_

NAME OF PERSON WHO REFERRED YOU TO ALA (if applicable): \_\_\_\_\_

WOULD YOU BE INTERESTED IN SERVING ON A COMMITTEE? [ ] Yes [ ] No

APPLICANT'S SIGNATURE

DATE

Please return to: Dina Lotz, Principal Administrator
LaBovick Law Group
5220 Hood Road, Suite 200
Palm Beach Gardens, Florida 33418

## **CRITERIA**

Membership in the Chapter will be open to any individual residing or employed in the area who is a member in good standing of the National Association of Legal Administrators and is employed by a private law firm, corporate legal department, government agency devoted primarily to the practice of law, regardless of the title by which the person is classified within the organization. Such duties may be personally performed or may be delegated to others, but must include some of the following.

Personnel administration of the non-legal staff, such as employment, recruiting, benefits administration, professional staff, duties may include orientation, classification, benefits administration and non-legal training.

Direct supervision or general responsibility for non-legal functions of the employer's operations, such as secretarial services, reception and telephone, library, files, dockets and general personnel utilization.

Financial management, including submission of budgets, preparation of financial reports, attention to cash flow, arrangement of loans, cost accounting and other financial functions beyond mere record keeping.

Devising of systems and procedures, preparation of office manuals and space utilization.

## **CLASSIFICATIONS**

The Chapter shall have Regular and Associate classifications of membership.

Regular members shall be those persons who are currently employed full time as legal administrators within the definition of membership criteria found in this Article. Any person so engaged may become a member upon making application and paying such regular or special dues as the Board may from time to time determine and shall have full voting privileges and be eligible for elective office.

Associate members shall be those persons who spend the majority but less than all of their time in the functions described in the criteria for regular membership. Associate members shall include (1) attorneys involved in administration of law firms, legal departments, or law offices; (2) teachers in the field of legal economics or law office management, (3) retired or former administrators who are not employed; and (4) bar association staff executives. Associate members shall have all rights and privileges of regular membership excepting the right to vote or hold elective office.