

2014 Application for Membership

BEFORE YOU BEGIN

1. For expedited processing, apply online at www.alanet.org.
2. Please review the ALA website for *membership eligibility requirements*.

PERSONAL INFORMATION

Mr. Ms. First Name Middle Name/Initial Last Name

Nickname or Informal Name (for badges and/or correspondence)

Job Title

Employer

Street Address

City State/Province ZIP Code + 4/Postal Code

Country

Phone Fax Cell (ALA Use Only)

Email

The year you first started working as a legal administrator: _____

Have you previously been a member of ALA? Yes No
ID# if known _____

If not a previous member, how were you referred to ALA? _____

I have the following credential(s):

- CLM CPA PHR
 SPHR JD Other

YOUR ROLE

1. Which of the following best describes your title? Select only one title.

- Executive Director/Principal Administrator
 Office/Business Manager
 Branch Office Manager
 Support Manager/Functional Specialist

Identify your primary job responsibility. Select only one specialty.

- Finance Technology Marketing
 Human Resources Facilities Practice Management

- Attorney Managing Partner/General Counsel Partner Associate

- Student Legal administration/management, paralegal, business, or ABA-accredited law school
 Another discipline; Major _____

- College/University Instructor or other staff
 Other (describe; a formal job description may be required)

2. Number of staff who report to you _____

3. Do you manage an important function that renders high-level technical or other specialized services? Yes No
4. Do you hold a position that requires independent judgment without close supervision? Yes No
5. Do you hold an exempt position or a position that is eligible to be classified as exempt? Yes No
6. Do you work for a legal organization engaged primarily in the practice of law? Yes No
7. Do you exercise management responsibilities on a full-time basis? Yes No

If no, what percentage of your working time do you devote to performing the management responsibilities of your position: _____%

EMPLOYER INFORMATION

1. Which option best describes your employer? Select only one box.

- | | | |
|--|--|---|
| <input type="checkbox"/> Private Law Office | <input type="checkbox"/> Bar Association | <input type="checkbox"/> College/University |
| <input type="checkbox"/> Corporate Legal Department | <input type="checkbox"/> Law Department of Public Interest, | <input type="checkbox"/> Other |
| <input type="checkbox"/> Government Legal Department/
Judicial Agency/Court | Nonprofit Organization (limited to those
serving indigents full-time) | _____ |

2. Does your employer have more than one office or location? Yes No Not Applicable

Select a., b. or c. below, as appropriate:

a. If your employer has office space in multiple locations:

Are you the principal administrator for all offices?
(excludes functional specialist positions noted above) Yes No

OR
for one or more branch locations?
(excludes functional specialist positions noted above) Yes No

Number of lawyers at your location _____

Number of lawyers organization-wide _____

Do you work in the "home" or "main" office? Yes No

b. If your employer has office space in a single-location:

Are you the principal administrator?
(excludes functional specialist positions noted above) Yes No

Number of lawyers at your location _____

c. Not applicable.

Title of person to whom you report

Name of person to whom you report (Optional)

DEMOGRAPHIC INFORMATION (OPTIONAL)

To assist ALA in achieving its goals to increase sensitivity to diversity and enhance member benefits, the following data is requested on an optional basis. Individual responses are held in strict confidence; data is revealed in cumulative form only. Members who participate may request a summary of this data for benchmarking purposes.

1. Birth Year: _____

2. Gender: Female Male

3. Indicate highest level of education attained. Select only one box.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> High school graduate | <input type="checkbox"/> Bachelor's degree | <input type="checkbox"/> JD/LLB | <input type="checkbox"/> Some college – no degree |
| <input type="checkbox"/> Master's degree | <input type="checkbox"/> Doctorate | <input type="checkbox"/> Associate's degree (2 year) | <input type="checkbox"/> MBA |

4. Race/Ethnic Identification

- | | | |
|---|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Black | <input type="checkbox"/> Caucasian |
| <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Multiracial |

5. Total Compensation

- | | | |
|--|--|--|
| <input type="checkbox"/> \$25,000 – 49,999 | <input type="checkbox"/> \$100,000 – 124,999 | <input type="checkbox"/> \$175,000 – 199,999 |
| <input type="checkbox"/> \$50,000 – 74,999 | <input type="checkbox"/> \$125,000 – 149,999 | <input type="checkbox"/> \$200,000 – 224,999 |
| <input type="checkbox"/> \$75,000 – 99,999 | <input type="checkbox"/> \$150,000 – 174,999 | <input type="checkbox"/> \$225,000 – 249,999 |
| | | <input type="checkbox"/> \$250,000 + |

SIGNATURE REQUIRED

I meet the eligibility requirements as set forth in the Association's Bylaws and agree to abide by the ALA Code of Professional Responsibility. (See alanet.org to review these documents before signing your application.) I understand membership is issued to individuals, not employer organizations, and is neither transferable nor refundable. Applications are accepted subject to review and approval. Most applications are approved within 5 working days of receipt by ALA. Under certain circumstances, and during peak times, an additional 5 to 10 business days may be required. **Staff will assign Regular or Associate membership based on applicant's credentials.**

Date

Signature

MEMBERSHIP INVESTMENT

1. Do not include chapter dues with this application. ALA membership is required before applying for chapter membership.
2. Dues are based on the calendar year – January 1, 2014 through December 31, 2014. Memberships that begin in January through November will expire December 31 of the year applied. Memberships that begin in December will not expire until December 31 of the following year.
3. If applying January 1, 2015 or later, please request the 2015 application form.

Standard Dues: Regular or Associate Membership <i>(law firms, corporate or government law departments, bar associations, colleges/universities)</i>			
Your Location	Apply in January – June 2014	Apply in July – November 2014	Apply in December 2014*
• U.S.A.	\$375 USD	\$225 USD	\$375 USD
• Canada	\$275 CAD	\$225 CAD	\$275 CAD
• Other	\$275 USD	\$225 USD	\$275 USD
<i>*When you apply in December 2014, you receive 13 months of membership for the price of 12! Your membership will, subject to continued eligibility, be valid through December 31, 2015.</i>			
Public Service Organization Dues: Regular or Associate Membership <i>(employer organization serves indigents only, e.g. Legal Aid Society)</i>			
Your Location	Apply in January – June 2014	Apply in July – November 2014	Apply in December 2014*
• U.S.A.	\$225 USD	\$175 USD	\$225 USD
• Canada	\$175 CAD	\$175 CAD	\$175 CAD
• Other	\$175 USD	\$175 USD	\$175 USD
<i>*When you apply in December 2014, you receive 13 months of membership for the price of 12! Your membership will, subject to continued eligibility, be valid through December 31, 2015.</i>			
Student Dues <i>(based on the calendar year – January 1, 2014 through December 31, 2014)</i>			
			Apply in 2014*
Students in: legal administration/management, paralegal, business or business management degree programs or ABA-accredited law school. (Transcript required at time of application and annually at renewal. Restrictions regarding student employment apply. Contact ALA to discuss details.)			\$25 USD
Students in disciplines not identified above.			Pay Standard Dues as Listed Above
<i>*When you apply in December 2014, you receive 13 months of membership for the price of 12! Your membership will, subject to continued eligibility, be valid through December 31, 2015.</i>			

PAYMENT & MAILING INFORMATION

Checks: Payable to Association of Legal Administrators and mailed as follows:

- U.S. Funds: ALA, P.O. Box 95583, Chicago, IL 60694-5583
- Canadian Funds: ALA, P.O. Box 57157, Station A, Toronto, Ontario M5W 5M5 CANADA

Credit Cards:

Apply online at alanet.org/membership.

Purchase Orders:

ALA does not accept purchase orders for payment of dues.

Questions? Phone: 847.267.1585 (8:30 a.m.–5:00 p.m. CT); email: membership@alanet.org.

GENERAL INFORMATION

Member dues are not used for lobbying expenses.

Contributions or dues to ALA are not deductible as charitable contributions for U.S. federal income tax purposes. However, dues payments are deductible by U.S. members as an ordinary and necessary business expense.

The Association of Legal Administrators encourages minority membership in the profession and ALA. Persons of color, persons with disabilities, veterans and others are encouraged to apply.

ALA business partners contact members from time to time, using information from a variety of sources: law firm and chapter websites, legal directories, and trade show visits. ALA also offers business partners, on a controlled basis, the opportunity to rent ALA's membership mailing list. This information includes only mailing addresses—not telephone numbers or email addresses—and is available for one-time use only.

Select ALA business partners are approved for inclusion in the ALA Value in Partnership (VIP)SM Program—through which they provide exclusive discounts and services to ALA members. Under certain circumstances, ALA has occasionally granted these business partners the opportunity to reach members via email, to communicate those services offered as part of the VIP Program relationship. We want to assure members that the Association values your privacy, and carefully manages access to your contact information. If you would like further information about how we protect your information, please contact the ALA Membership Department at 847.267.1585 or email membership@alanet.org.



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26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50