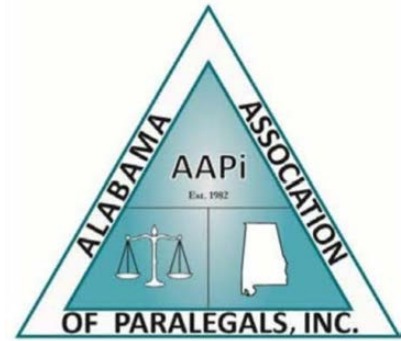


NOVUS

a publication of
The Alabama Association of Paralegals, Inc.



Where Passion & Profession Come Together

MISSION STATEMENT

AAPI's mission is to promote the paralegal profession through awareness and education.

VISION STATEMENT

Advancing Alabama paralegals through education and career development.

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"The first day of October is here! Time to enjoy the crisp air and vibrant leaves." — Unknown

Alabama Association of Paralegals Inc.
PO Box 1834
Birmingham, AL 35201
E-mail: communications@alabamaparalegals.net





PRESIDENT'S MESSAGE

A NOTE FROM Deb Paul, ACP



Welcome to October!

This month AAPi goes PINK in the fight against Breast Cancer. You can purchase one of our koozies for \$5.00. Each of the Region Directors have some for sale, please pay by cash, check or you can Zelle the money to us at Treasurer@alabamaparalegals.net just note that it is for a koozie and we will get it to you. 100 of these koozies were provided to AAPi free of charge, so 100% of the sales will be given to the Susan G. Komen Breast Cancer Foundation. Please help us in our support of this cause.

Here are some “Did you know¹” facts:

1 in 8 women in the U.S. will be diagnosed with breast cancer in her lifetime; In 2024 an estimated 2,800 men will be diagnosed with invasive breast cancer; There are over 4 million breast cancer survivors in the U.S. at this time;

Early detection and treatment are key to surviving breast cancer;

Other than skin cancer, breast cancer is the most common cancer in American women; 15% of women diagnosed have a family history of breast cancer;

About 9% of all new breast cancer cases in the U.S. are diagnosed in women younger than 45 years old;

Women who have regular screenings have a 26% lower breast cancer death rate than those that do not receive screenings;

An estimated 530 U.S. men will die from breast cancer in 2024;



Join us in our fight and make a difference! Please purchase your koozie today.

Thanks

Deb

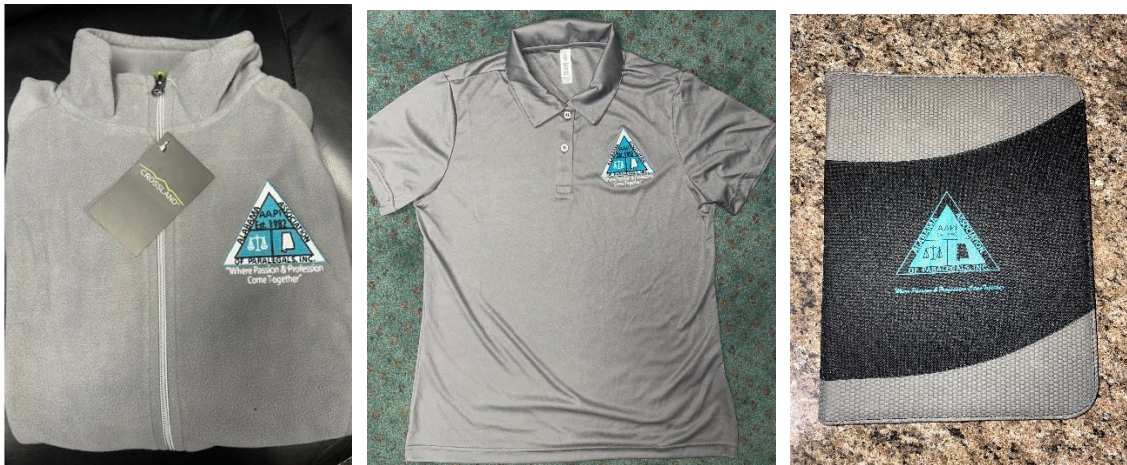
¹Information taken from the National Breast Cancer Foundation, Inc. (www.nationalbreastcancer.org/breast-cancer-facts/)

Ways & Means Update

Sponsorship season is in full swing! We are so grateful for our sponsorships each year and couldn't do what we do without them. They are all so amazing, wouldn't you agree? We have several tiers of sponsorship available for 2024-2025 including Platinum, Gold, Silver, Bronze, Friend of AAPi, and NOVUS Advertising. Note that our sponsorships are not limited to legal entities. If you own a small business and would love some advertisement, check out our "Friend of AAPi" option. It's a win-win; help our paralegals and get advertisement at the same time! If you'd like further information or would like to be a sponsor of AAPi, please reach out to us at ways@alabamaparalegals.net. So far, we have the following commitments of sponsorships for 2024-2025:

Alabama Court Reporting (Platinum)
Process Delivery Services (Platinum)
The National Academy of Distinguished Neutrals (Platinum)
Delaney Development, Inc. (Platinum)
Arriva Translations (Gold)
Beasley, Allen, Crow, Methvin, Portis & Miles, P.C. (Silver)

Also, don't forget to snag your AAPi merchandise. We have 2024 Summer Conference shirts, polos, fleece blankets, fleece jackets, and portfolios for sale with our logo on them. Here is just a sample:



AAPi will be running a Double Good Popcorn fundraiser October 1-5 to help raise funds for our educational events for the 2024-2025 year. If you purchased from our fundraiser last year, you know how delicious this popcorn is. There are so many fun flavors, and the sample packs make great gifts for Christmas or any occasion. Mark your calendars to get in on this deliciousness!

REGION 1



As Region 1 Director for AAPi, I have been busy promoting AAPi membership, and we have an ongoing membership drive within Region 1. I have been contacting speakers for Region 1 Lunch & Learn events and signed up Region 1 members for volunteer opportunities at Changed Life Christian Center. In addition to researching additional opportunities for our members to engage in community activities. AAPi has some great upcoming fundraisers I am preparing to promote throughout Region 1, and planning upcoming donation drives to benefit The Lovelady Center, Birmingham Humane Society, and Toys for Tots. I am honored to serve Region 1 and I'm very excited about the opportunities to come for our members!

REGION 1 EVENTS

On September 26, 2024, Region 1 members had the honor to serve dinner at Brother Bryan Mission! AAPi Region 1 members love to serve others!



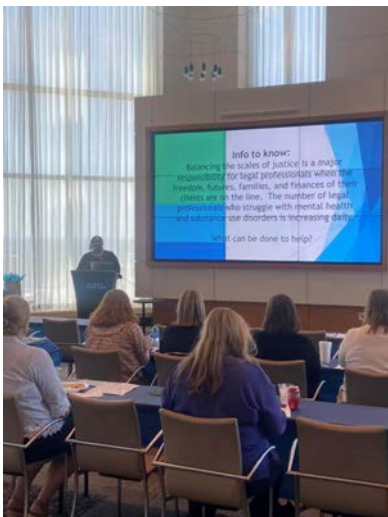
Region 1 Members Zondra Tate (Left) and Debbie Byrd (Right)

"Self-Care September" Region I Monthly Luncheon

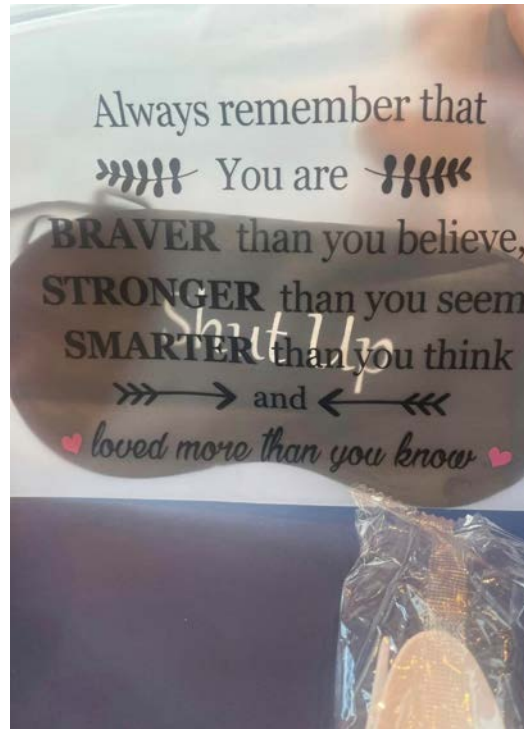
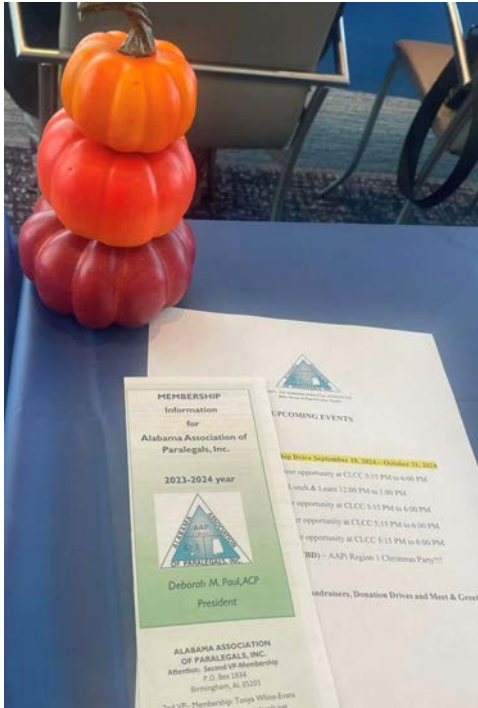
Thank you to everyone who attended our "Self-Care September" AAPi Region 1 Lunch & Learn on September 18, 2024! We had a great time and our Speaker Rekita Jackson did an amazing job presenting on the topic "Mental Health and Wellness For Legal Professionals". It was nice to see new and familiar faces – Region 1 Rocks! A huge THANK YOU to Veritext & Renee Jones for the food and door prize! Our event would not have been a success without our Sponsor!

Congrats to our door prize winners, Susan Conger, Adrienne Berry & Debbie Byrd!!

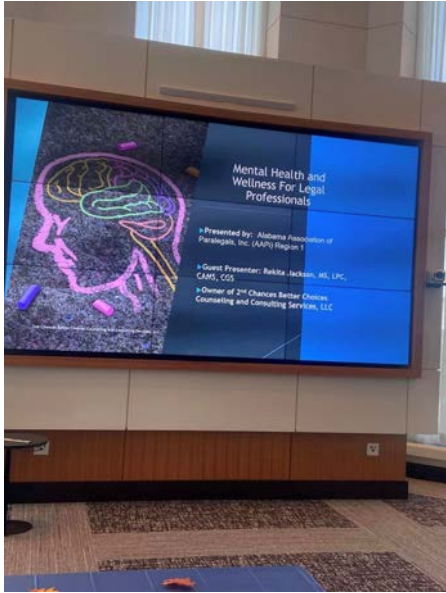
Stay tuned for our upcoming AAPi fundraisers, donation drives, and volunteer opportunities! See ya soon!



"Self-Care September" Region I Monthly Luncheon Cont'd



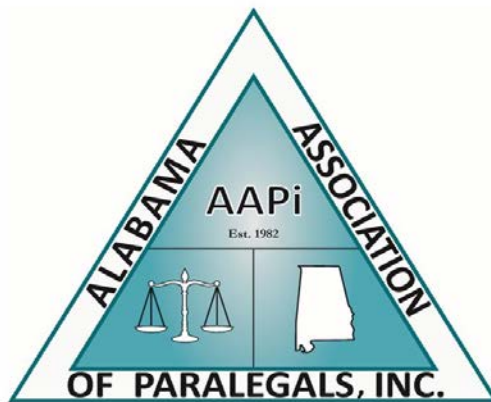
"Self-Care September" Region I Monthly Luncheon Cont'd



REGION 2



Region 2 will be gathering together at El Rey on October 10th to give region members a chance to mingle and meet new members. Renee Jones with Veritext will be sponsoring this event. We are also working with the Montgomery County Bar Association for volunteer opportunities for Region 2 members during Pro Bono Month. Volunteer opportunities will be announced in the next few days. Please be on the lookout for more events.



AAPI: THE ALABAMA PARALEGAL ASSOCIATION
Where Passion & Profession Come Together

REGION 3 EVENTS

September

On September 18, 2024 Region 3 held a luncheon at T. P. Crockmier's in downtown Mobile with our guest speaker, Attorney Bill Lancaster. During our luncheon we learned about the Paralegal's role in Mediation. Patti Barchie, CP, received her 2023-2024 Region 3 Member of the Year award.



October

October 24, 2024 Region 3 will hold a Meet & Greet at Penton's Bistro & the King Bleu Corner Bar, 219 Conti Street in downtown Mobile from 5:00 p.m. to 7:00 p.m.



All Things Happening in Region 4

Exciting events are coming up in Region 4! Director Monica Bray-Grant, along with committee members Jane McKinnon and Melissa Roebuck, will be presenting to the paralegal class at Calhoun College on October 15, 2024, at 5:30 p.m. Their presentation will highlight the benefits of being an AAPI (Alabama Association for Paralegals Inc) member. This is a fantastic opportunity for aspiring paralegals to learn about the value of professional affiliations, networking, and resources that AAPI membership provides.

Additionally, don't miss out on the "Paralegals & Pin Strikes" event hosted by Veritext at Main Event in Huntsville. This fun and engaging event is a great way to connect with fellow paralegals while enjoying some friendly competition on the bowling lanes! Make sure to mark your calendars for these great opportunities to network, learn, and have some fun with Region 4.



Cocktails @ The View!

🌟 Huge Thank You to Everyone Who Came Out for Cocktails at the View on September 2th, 2024! 🌟

We can't thank y'all enough for joining us for a fun night with Region 4 of AAPI! Between the mountain views, cool breeze, tasty cocktails, and that breathtaking sunset, it was a night to remember! 🌅🍸

A big shoutout to Arriva Translations for making it all happen with their awesome sponsorship! 🙏

Want to know more about Arriva Translations?
Click here to check them out:

<https://arrivatranslations.com/>

[#CocktailsAtTheView](#) [#AAPIRegion4](#) [#Grateful](#) [#ArrivaTranslations](#) [#GoodVibes](#) [#NetworkingDoneRight](#)



Cocktails @ The View! Cont'd



AAPi PROFESSIONAL RELATIONS COMMITTEE

Letters are being sent to the Directors of Paralegal Studies at colleges throughout the State of Alabama to line up classroom visits with students this fall. The Professional Relations Committee is now welcoming PR Committee Members and volunteers to take part in the 2024-2025 session year. Serving on the PR Committee will provide you with networking opportunities to promote AAPi and paralegal professionalism.

This year, PR Committee Members will have the opportunity to volunteer at various legal clinics and conferences throughout the State of Alabama, as well as work with paralegal students. We will also be preparing and taking applications for the 2024-2025 Janis Davidson Memorial Scholarship.

I look forward to working for you all.

Elizabeth Gowens, ACP
Professional Relations Committee Chair



AAPi STUDENT RECOGNITION



STUDENT SPOTLIGHT

AAPi's new Student Spotlight Section of the NOVUS and AAPi Brief will shine the light on a new student member each month (September to June) that goes over and above for AAPi.

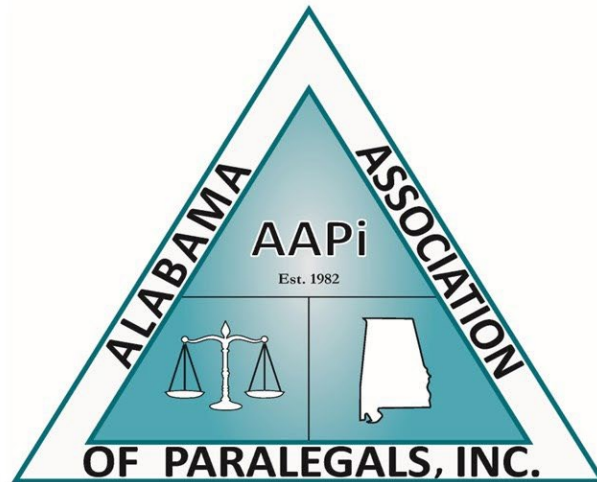
The student members will be selected each month by the Region Directors for placement in the Student Spotlight based on their involvement with the Association such as (a) attending AAPi events; (b) helping out with events in their region; (c) promoting the Association to other students, and (d) joining AAPi Committees.

Any Member of the Association may nominate a student to be highlighted in the Student Spotlight by sending an email by the 15th of each month to that student's Region Director. The Region Directors will make their selection each month and submit it to the Communications Chair for inclusion in the next Brief or NOVUS. Only one student will be chosen each month to be put in the spotlight.

PATHFINDER AWARD

AAPi's new Pathfinder Award will be given each year at the Summer Conference to one of the students who has been highlighted in our Student Spotlight section of the AAPi Brief or NOVUS. The qualifications to receive this award are: 1. Member must be a current student member of AAPi; and 2. Must have been highlighted in the Student Spotlight.

The Professional Relations Chair will submit to the Board no later than June 30th of each year the Student Spotlight nominees for this Award. As with other awards, the students' names and information will be redacted so that the student will be chosen based solely on their involvement with the Association based on the judging criteria of (a) attending AAPi events; (b) helping out with events in their region; (c) promoting the Association to other students, and (d) joining AAPi Committees.



AAPi: *THE ALABAMA PARALEGAL ASSOCIATION*
Where Passion & Profession Come Together

Seeing Membership through a DEI Lens

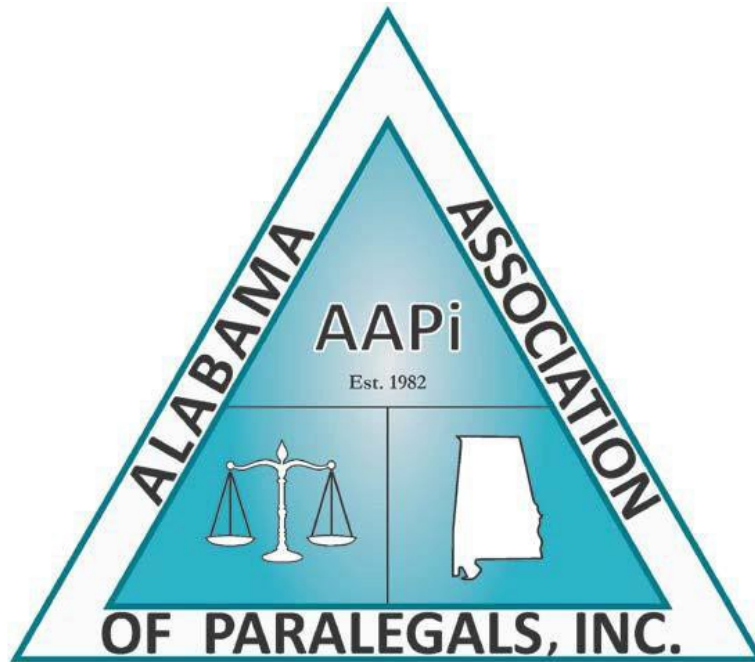
On September 1, 2024, we kicked off our 2024-2025 Membership Application Process for both renewing members and new members. This is really an exciting time for AAPi. We look forward as an association to furthering our mission each year with all members. Our Mission Statement is “to promote the paralegal profession through awareness and education.” Without you, none of this is possible.

As I look through all of the membership applications, I am reading all of the different areas of law the places of employment for each of you are involved in. While most of us reside in Alabama, I am also learning about some cities in Alabama I have never heard of before. There are also of course age differences among us. This all demonstrates the pieces of diversity that exists among us. AAPi is entering its second membership year having a DEI component to the Membership Committee. So, not only am I assisting with processing our membership applications to allow the association to properly and fully engage with its members, I am also seeing membership through a DEI lens as I prepare to work alongside our Membership/DEI Committee in guiding our members through the DEI principles that have been adopted by AAPi.

To have an inclusive environment in our association with our membership where people genuinely feel like they belong and have a voice, we must care for, get to know, and appreciate the people who make up AAPi. This will be a learning process that will explore not only the way we show up in our jobs as paralegals but also who we are beyond our professional title. As membership applications are processed, committees are formed, funds are being raised and educational and networking opportunities are planned, your AAPi Membership/DEI Committee will be helping to bring our members into an amazing association where you feel welcomed and valued.

Tonya White-Evans
Second Vice-President Membership and Membership/DEI Committee Chairwoman





APPLICATION FOR MEMBERSHIP

2024-2025

ALABAMA ASSOCIATION OF PARALEGALS, INC.

ALABAMA ASSOCIATION OF PARALEGALS, INC.

FOR USE BY AAPi ONLY:

Your Name: _____
(Please print) LAST, FIRST

Date Received: _____
Region: _____
Date Approved: _____
Check #: _____
Amount: _____

APPLICATION FOR MEMBERSHIP

INSTRUCTIONS TO ALL APPLICANTS:

- (1) All pages of this application must be completed **IN FULL**. Only properly completed applications with the required documentation attached will be processed.
- (2) Check each category in Sections (2)-(6) below that applies for the purpose of considering your qualifications for membership.
- (3) Attach proof of your qualifications as set forth in Sections (2)-(6) below.
- (4) Attach the required application fee.
- (5) Please keep a copy of your application for future reference.
- (6) Please detach the Code of Ethics and Professional Responsibility and keep for your future reference.

COMPLETED APPLICATION FORM WITH PAYMENT SHOULD BE MAILED TO:

ALABAMA ASSOCIATION OF PARALEGALS, INC.
 Attention: Second VP-Membership
 P.O. Box 1834
 Birmingham, AL 35201

DUES STRUCTURE

Membership year is September 1st through August 31st. Dues are billed annually in September. Dues are not pro-rated. First year's dues and initiation fee must accompany application form. Online payments will incur a processing fee.

Active Membership	\$75.00 annually; \$5.00 initiation fee (\$80.00 total)
Associate Membership	\$60.00 annually; \$5.00 initiation fee (\$65.00 total)
Student Membership	\$0.00 annually; \$0.00 initiation fee (\$0.00 total)
Patron Membership	\$105.00 annually; \$5.00 initiation fee (\$110.00 total)
Distinguished Membership (Emeritus)	\$0.00 annually; \$0.00 initiation fee (\$0.00 total)
Distinguished Membership (Retired)	\$30.00 annually; \$5.00 initiation fee (\$35.00 total)

- Firms renewing for 5 members at once will receive 10% discount. (Renewal must be mailed in).
- Firms renewing for 10 members at once will receive 15% discount. (Renewal must be mailed in).

(1) TO BE COMPLETED BY ALL APPLICANTS

Name: _____ CP _____ ACP _____

Home Address: _____ Home Phone: () _____

City: _____ State: _____ Zip: _____ County: _____

Preferred Email Address: _____ Cell Phone () _____

Employer: _____
Office Address: _____ Office Phone: (____) _____
City: _____ State: _____ Zip: _____ County: _____
Supervisor's Name: _____ Title: _____
Supervisor's email: _____

(2) ACTIVE MEMBERS (Article 4.1.A in Bylaws)

Active membership carries full voting privileges and is open to any individual who resides in the state of Alabama, is actively employed as a paralegal full-time, part-time (10 hours or less per week), or by contract in the state of Alabama, works under the supervision of a licensed practicing attorney or member of the judiciary, and meets at least one of the following qualifications:

- (1) _____Any individual who has successfully completed the Certified Paralegal (CP) examination of NALA (please **attach** a current copy of the certificate that demonstrates successful completion of the Certified Paralegal (CP) examination of NALA- The Paralegal Association).
- (2) _____Any individual who holds a bachelor's or associate degree in Paralegal Studies from an ABA-approved paralegal program (please **attach** a copy of the degree).
- (3) _____Any individual who holds a bachelor's or associate degree in Paralegal Studies from a paralegal program which is institutionally accredited but not ABA approved, and which requires not less than the equivalent of 60 semester hours of classroom study of which at least 15 semester hours are substantive legal courses **PLUS** at least six month's work experience as a paralegal performing substantive legal tasks (please **attach** a copy of the degree **and** completed attorney-employer attestation that demonstrates at least six (6) month's work experience as a paralegal performing substantive legal tasks).
- (4) _____Any individual who has graduated from a paralegal certificate program requiring a minimum of 24 credit hours for completion, **PLUS** at least one year's work experience as a paralegal performing substantive legal tasks (please **attach** a copy of the certificate of graduation **and** a copy of the curriculum showing all courses covered **and** completed attorney-employer attestation that demonstrates at least one (1) year's work experience as a paralegal performing substantive legal tasks).
- (5) _____Any individual who has received a bachelor's degree or associate degree in any field, **PLUS** at least two year's work experience as a paralegal performing substantive legal tasks (please **attach** a copy of the bachelor's or associate's degree **and** completed attorney-employer attestation that demonstrates at least two (2) year's work experience as a paralegal performing substantive legal tasks).
- (6) _____Any individual who has a minimum of five year's work experience as a paralegal performing substantive legal tasks under the supervision of a licensed, practicing attorney, and whose attorney-employer attests that such person is qualified as a paralegal (please **attach** completed attorney-employer attestations that demonstrate a minimum of five (5) year's work experience as a paralegal performing substantive legal tasks).

DEFINITION OF PARALEGAL

A paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible. (Adopted by the ABA in 1997, updated as of Feb. 2020).

ATTESTATIONS

APPLICANT ATTESTATION

I, _____, hereby apply for the category of membership designated above. I attest that the information contained in this application and in any supporting documents is true, correct, and accurate and that I have not been convicted of a felony. I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws adopted by the Alabama Association of Paralegals, Inc. and NALA- The Paralegal Association. I further understand ~~to~~ this application is subject to approval by the Alabama Association of Paralegals, Inc.

Date: _____ Signature: _____

ATTORNEY-EMPLOYER ATTESTATION

I, _____, hereby attest that I am an attorney duly licensed to practice law in the state of Alabama. I have read the "Definition of Paralegal" set forth above, and I hereby attest that _____, the Applicant, is a paralegal and works under my direct supervision performing specifically delegated substantive legal work and that I remain responsible for the Applicant's work product. I further attest that applicant has been employed by me as a paralegal for a period of _____ years / _____ months, and that applicant's ethical and professional conduct are above reproach.

Date: _____ Signature: Alabama State Bar No. _____
Date Admitted to Alabama State Bar: _____

(3) ASSOCIATE MEMBERS (Article 4.1.B in Bylaws)

Associate membership is a non-voting membership and is open to any individual who meets at least one of the following qualifications:

- (1) _____ Any individual currently employed as a paralegal but has not yet satisfied the requirements for Active membership.
- (2) _____ Any individual who meets the requirements for Active Membership but is not employed at the time of application (please provide documentation appropriate to the active membership category under which you would qualify if employed at the time of application).
- (3) _____ Any individual who has graduated from a paralegal studies program but has not yet satisfied the work experience requirements for Active membership (please **attach a copy of the bachelor's or associate degree or certificate of graduation and a copy of the curriculum showing all courses covered**).
- (4) _____ Any individual who is directly involved in the supervision of paralegals, including law office managers and administrators.

ATTESTATIONS

APPLICANT ATTESTATION

I, _____, hereby apply for the category of membership designated above. I attest that the information contained in this application and in any supporting documents is true, correct, and accurate and that I have not been convicted of a felony. I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws adopted by the Alabama Association of Paralegals, Inc. and NALA- The Paralegal Association. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

Date: _____ Signature: _____

(4) STUDENT MEMBERS (Article 4.1.C of Bylaws)

Student membership is a non-voting membership and is open to any individual who is a student in good standing in any accredited university, college, junior college, or other post-secondary institution pursuing a course of study as a paralegal as attested by the director of such school, provided that the student is not employed on a full-time basis as a paralegal (please attach a copy of the school curriculum and completed attestation of the program director).

ATTESTATIONS

APPLICANT ATTESTATION

I, _____, hereby apply for the category of membership designated above. I attest that the information contained in this application and in any supporting documents is true, correct, and accurate and that I have not been convicted of a felony. I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws adopted by the Alabama Association of Paralegals, Inc. and NALA- The Paralegal Association. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

Date: _____ Signature: _____

SCHOOL ATTESTATION

I, _____, hereby attest that _____, the Applicant, is currently enrolled in the paralegal program at this school. The Applicant enrolled in the program on _____ and his/her anticipated date of completion of the program is _____.

Date: _____ Signature of Program Director: _____

School: _____

Address: _____

Telephone Number: _____

** Please attach a copy of your paralegal program's curriculum.

(5) PATRON MEMBERS (Article 4.1.D of Bylaws)

Patron membership is a non-voting membership and is open to any lawyer, firm, agency, association, corporation, educational institution, or other entity endorsing the paralegal concept or involved in the promotion of the paralegal profession who expresses interest in giving added support to the goals and programs of the Association by paying such annual membership dues as may be set by the Board. Patron members may choose one employee to be designated as their representative. Patron membership is not open to businesses that would otherwise qualify as a sponsor or vendor (i.e. businesses trying to sell products or services to paralegals or their law firms).

Please check one:

- Lawyer
- Firm
- Agency
- Association
- Corporation
- Educational Institution
- Other _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Telephone: (____) _____ Fax: (____) _____ Email Address: _____

ATTESTATIONS

APPLICANT ATTESTATION

I, _____, hereby apply for the category of membership designated above. I attest that the information contained in this application and in any supporting documents is true, correct, and accurate and that I have not been convicted of a felony. I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws adopted by the Alabama Association of Paralegals, Inc. and NALA- The Paralegal Association. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

Date: _____ Signature: _____

(6) DISTINGUISHED MEMBERS (Article 4.1.E of Bylaws)

Distinguished membership is a non-voting membership that is made up of two groups, Emeritus and Retired, and is open to any individual who meets the stated qualifications, as follows:

- (1) **EMERITUS:** Emeritus membership is open to any individual who meets ALL of the following qualifications:
 - Individual shall be a former active voting member in good standing of the Association for at least 10 years;
 - Individual shall have served either as an officer or as a committee chair of the Association for at least two years;
 - Individual shall have been a retired paralegal or a retired paralegal working part-time (10 hours or less per week) at the time of the application for Emeritus membership status and shall be retired or part-time at every annual membership meeting thereafter. If the individual

is retired and employed part-time as a paralegal, and the individual works more than 10 hours per week, the Emeritus membership status shall convert to an Active membership status, and Active membership dues are payable for the next renewal period;

- Individual shall submit a membership information update form during each yearly membership renewal period to maintain Emeritus membership status; and
- Application for Emeritus membership must be submitted to the Second Vice President-Membership on the first membership renewal after retirement and confirmed by the Board.

(2) **RETIRED:** Retired membership is open to any individual who meets ALL of the following qualifications:

- Individual shall be retired from the paralegal profession; and
- Individual shall be a former active voting member in good standing of the Association for at least 10 years.

ATTESTATIONS

APPLICANT ATTESTATION

I, _____, hereby apply for the category of membership designated above. I attest that the information contained in this application and in any supporting documents is true, correct, and accurate and that I have not been convicted of a felony. I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws adopted by the Alabama Association of Paralegals, Inc. and NALA- The Paralegal Association. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

Date: _____ Signature: _____

(7) OTHER INFORMATION

(a) Preferred Mailing Address Home Office

(b) _____ Yes _____ No Do you want your name, firm name and address, business telephone number and email address, and specialized area of work published in an Alabama Association of Paralegals, Inc. directory?

(c) Specialized area of work – If you are willing to have your name published in an AApi directory, please list the area of law that you specialize in to ensure that you will be listed in the appropriate categories. This directory is only intended as a networking tool within the organization.

(d) _____ Yes _____ No Are you a member of NALA-The Paralegal Association?

(e) AApi has several working committees, please indicate which one committee you are interested in:

- Professional Relations
Bar Association, employment, ethics, nominations, elections, student/school work
- Communications
History, scrapbook, newsletter, community involvement, public relations, technical, website
- Membership & Diversity, Equity, & Inclusion (DEI)
Assist Second Vice President – Membership with any membership-related events. Assist with furthering AApi's goals of encouraging, supporting, and maintaining high standards of DE&I. Monitor DE&I trends & issues. Strengthen DE&I initiatives throughout AApi.
- Seminars
Assist Second Vice President – Assist with facilitating seminar events
- Ways and Means
Assist with facilitating sponsorships
- Region 1
Assist with planning social events, community service projects, or meet & greets within your region
- Region 2
Assist with planning social events, community service projects, or meet & greets within your region
- Region 3
Assist with planning social events, community service projects, or meet & greets within your region
- Region 4
Assist with planning social events, community service projects, or meet & greets within your region

Do not forget to attach required supporting documentation.

ALABAMA ASSOCIATION OF PARALEGALS, INC.
NALA, The PARALEGAL ASSOCIATION

Code of Ethics and Professional Responsibility

Each NALA member agrees to follow the canons of the NALA Code of Ethics and Professional Responsibility. Violations of the Code may result in cancellation of membership. First adopted by the NALA membership in May of 1975, the Code of Ethics and Professional Responsibility is the foundation of ethical practices of paralegals in the legal community.

A paralegal must adhere strictly to the accepted standards of legal ethics and to the general principles of proper conduct. The performance of the duties of the paralegal shall be governed by specific canons as defined herein so that justice will be served and goals of the profession attained. (See Model Standards and Guidelines for Utilization of Legal Assistants, Section II.)

The canons of ethics set forth hereafter are adopted by the National Association of Legal Assistants, Inc., as a general guide intended to aid paralegals and attorneys. The enumeration of these rules does not mean there are not others of equal importance although not specifically mentioned. Court rules, agency rules and statutes must be taken into consideration when interpreting the canons.

Definition: Legal assistants, also known as paralegals, are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of an attorney.

In 2001, NALA members also adopted the ABA definition of a legal assistant/paralegal, as follows:

A legal assistant or paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible. (Adopted by the ABA in 1997)

The ABA adopted a revised definition in 2020, removing the term "legal assistant." NALA realizes that the terms legal assistant and paralegal are used in the United States. NALA recognizes and supports paralegals, regardless of title; however, as an organization, we primarily use the term paralegal.

- Canon 1.** A paralegal must not perform any of the duties that attorneys only may perform nor take any actions that attorneys may not take.
- Canon 2.** A paralegal may perform any task which is properly delegated and supervised by an attorney as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.
- Canon 3.** A paralegal must not a) engage in, encourage or contribute to any act which could constitute the unauthorized practice of law; b) establish attorney/client relationships, set fees, give legal opinions or advice or represent a client before a court or agency unless so authorized by that court or agency; and c) engage in, conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.
- Canon 4.** A paralegal must use discretion and professional judgment commensurate with knowledge and experience but must not render independent legal judgment in place of an attorney. The services of an attorney are essential in the public interest whenever such legal judgment is required.
- Canon 5.** A paralegal must disclose his or her status as a paralegal at the outset of any professional relationship with a client, attorney, a court or administrative agency or personnel thereof, or a member of the general public. A paralegal must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.
- Canon 6.** A paralegal must strive to maintain integrity and a high degree of competency through education and training with respect to professional responsibility, local rules and practice and through continuing education in substantive areas of law to better assist the legal profession in fulfilling its duty to provide legal services.

- Canon 7.** A paralegal must protect the confidences of a client and must not violate any rule or statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.
- Canon 8.** A paralegal must disclose to his or her employer any pre-existing client or personal relationship that may conflict with the interests of the employer or prospective employer and/or their clients.
- Canon 9.** A paralegal must do all other things incidental, necessary or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.
- Canon 10.** A paralegal's conduct is guided by bar associations' codes of professional responsibility and rules of professional conduct.

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Name (last, first) _____ ID # _____ (if known)

MEMBERSHIP RENEWAL FORM

ALABAMA ASSOCIATION OF PARALEGALS, INC.

Second Vice President Membership

Post Office Box 1834

Birmingham, Alabama 35201

Membership Renewal 2024 - 2025

PLEASE BE SURE TO SUBMIT SIGNED ATTESTATION WITH YOUR PAYMENT.

Annual dues shall be payable to AAPi beginning September 1, 2024. Unpaid dues become delinquent October 31, 2024. Failure to pay dues by October 31, 2024, will result in suspension of membership privileges. A \$10.00 reinstatement fee must accompany dues paid after October 31, 2024, per the Standing Rules of this Association. **Active and Associate Members will receive a \$15 coupon upon renewal to be used at a future AAPi event (luncheon or seminar) during 2024-25. Online payments will incur a processing fee.**

- | | |
|---|---|
| <input type="checkbox"/> Active Membership \$75.00 | <input type="checkbox"/> Patron Membership \$105.00 |
| <input type="checkbox"/> Associate Membership \$60.00 | <input type="checkbox"/> Distinguished Membership (Emeritus) \$0.00 |
| <input type="checkbox"/> Student Membership \$0.00 | <input type="checkbox"/> Distinguished Membership (Retired) \$30.00 |

- Firms renewing for 5 members (at the same time) will receive 10% discount. (Must be mailed in.)
- Firms renewing for 10 members (at the same time) will receive 15% discount. (Must be mailed in.)

MEMBERSHIP DUES ENCLOSED \$ _____

Please complete the following information for your membership renewal. It is very important that you complete the entire form **even** if your information has not changed.

Name: _____ NALA Certification: _____ (CP, ACP)
Region: _____ (1, 2, 3, 4, or 5)

Home Address: _____
City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Home Email: _____ Work Email: _____

Employer: _____
Employer's Address: _____
City, State, Zip: _____
Office Phone: _____
Supervising Attorney: _____
Supervisor email: _____

FOR USE BY AAPi ONLY:

Date Received: _____ Check #: _____ Amount: _____

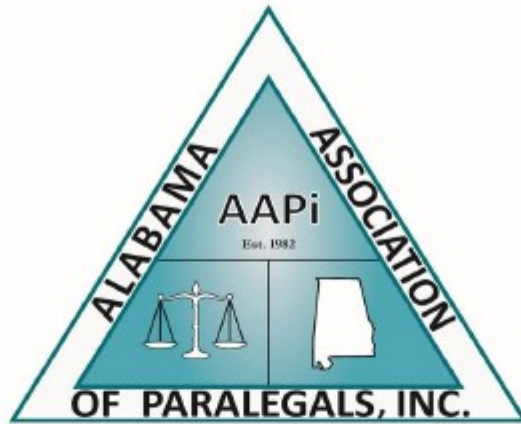
OTHER INFORMATION

- (a) Preferred Mailing Address for AAPI correspondence Home Office
- (b) Preferred email address for AAPI correspondence Home Office
- (c) _____ Yes _____ No, I want my name, preferred address, telephone number and email address, and specialized area of work published in an Alabama Association of Paralegals, Inc. directory.
- (d) Specialized area of work – If you are willing to have your name published in an AAPI directory, please list the area of law that you specialize in to ensure that you will be listed in the appropriate categories. This directory is only intended as a networking tool within the organization. _____
- (e) _____ Yes _____ No Are you a member of NALA-The Paralegal Association?
- (f) AAPI has several working committees, please indicate which committee you are interested in:
(Please choose only one committee)
 - Professional Relations
Bar Association, employment, ethics, nominations, elections, student/schoolwork
 - Communications
History, scrapbook, newsletter, community involvement, public relations, technical, website
 - Membership & Diversity, Equity, & Inclusion (DEI)
Assist Second Vice President – Membership with any membership-related events Assist with furthering AAPI’s goals of encouraging, supporting, and maintaining high standards of DE&I. Monitor DE&I trends & issues. Strengthen DE&I initiatives throughout AAPI.
 - Seminars
Assist Second Vice President – Seminars with facilitating seminar events
 - Ways and Means
Assist with facilitating sponsorships
 - Region 1
Assist with planning social events, community service projects, or meet & greets within your region
 - Region 2
Assist with planning social events, community service projects, or meet & greets within your region
 - Region 3
Assist with planning social events, community service projects, or meet & greets within your region
 - Region 4
Assist with planning social events, community service projects, or meet & greets within your region

I hereby attest that the information contained in this renewal application is true, correct and accurate, that I have not been convicted of a felony, and that my qualifications to hold membership in AAPI have remained the same as those submitted with my original application for membership. I agree to be bound by the Code of Ethics and Professional Responsibility and the Bylaws adopted by the Alabama Association of Paralegals, Inc., and NALA-The Paralegal Association. I further understand that this application is subject to approval by the Alabama Association of Paralegals, Inc.

Signature

Date



AAPi: THE ALABAMA PARALEGAL ASSOCIATION
Where Passion & Profession Come Together



(1) Professional Relations (Chair Elizabeth Gowens, ACP):

As a member of the Professional Relations Committee, you may assist with:

- a) Coordinating efforts for contacting schools about AAPi to discuss the benefits of membership, education, and networking;
- b) Advertising AAPi's important news and events;
- c) Meet & greet opportunities and communication with local and state bar associations; and
- d) The annual Janis Davidson Memorial Scholarship program for student members.

(2) Communications (Chair Dawynrico McCain):

As a member of the Communications Committee, you may assist with:

- a) Discussions regarding AAPi's website and its content;
- b) The Novus newsletter each quarter (topics, authors, content);
- c) The monthly AAPi Brief (topics, authors, content); and
- d) Planning and executing community involvement events.

**(3) Membership/Diversity, Equity and Inclusion (DEI)
(Chair Tonya White-Evans):**

As a member of the Membership/DEI Committee, you may assist with:

- a) Developing ideas to increase and retain AAPi membership such as discounts or membership drives;
- b) Identifying member needs and providing suggestions to meet these needs;
- c) Supporting AAPi's mission through promoting the DEI initiatives; and
- d) Defining and communicating DEI goals for the association.

(4) Seminars (Chair Karen Guthrie, ACP):

As a member of the Seminars Committee, you may assist with:

- a) Planning and executing AAPI's conferences throughout the year;
- b) Selecting topics and speakers for the conferences;
- c) Establishing agendas and timelines; and
- d) Coordinating with vendors to attend the conferences.

(5) Ways and Means (Chair Laura Reaves, ACP):

As a member of the Ways and Means Committee, you may assist with:

- a) Determining ideas and other ways to assist with obtaining and renewing sponsors each year for AAPI;
- b) Communicating with our sponsors and vendors;
- c) Obtaining items for our seminars from our sponsors; and
- d) Fundraising ideas of AAPI and the coordination of all fundraising that is decided upon.

(6) Region 1 Director (Chair Zondra Bess);

(7) Region 2 Director (Chair Stephanie Wall);

**(8) Region 3 Director (Open Position –
region3@alabamaparalegals.net); and**

(9) Region 4 Director (Chair Monica Bray-Grant).

As a member of a Region Committee, you may assist with:

- a) Engaging with members at social events or meet & greets within your region;
- b) Planning speaking/CLE events for your region;
- c) Communicating with sponsors and soliciting their support; and
- d) Organizing community service projects for your region.

MEMBER NEWS

You have 14 days before the deadline to renew your AAPi Membership.

Our 2024-2025 membership year will not be the same without you.

Come on and submit your renewal today!

RENEWALS

(as of October 1, 2024)

Active	12
Associate	4
Student	4
Patron	2
Distinguished	1

MEMBERSHIP

(as of October 1, 2024)

Active	127
Associate	21
Student	14
Patron	4
Distinguished	2



Happy Birthday to Our Members Celebrating in October!



AAPi STATE OF AFFAIRS

Financial News as of October 1, 2024

Bank Accounts

Checking Account	\$7,470.31
Scholarship Fund	\$7,458.15
<u>Emergency Fund</u>	<u>\$20,002.47</u>
TOTAL	\$34,930.93

CALENDAR OF EVENTS

October 2024

Sun Mon Tue Wed Thu Fri Sat

		1 <small>Popcorn Fundraiser Begins Breast Cancer KOOZIE Sale Begins</small>	2	3	4 <small>Popcorn Fundraiser Ends</small>	5
6	7	8	9	10 <small>Region 2—Meet & Greet El Rey Burrito Lounge</small>	11	12
13	14	15	16 <small>Region 1—Lunch & Learn @ Burr Forman</small>	17	18 <small>Region 4—Paralegals & Pin Strikes!</small>	19
20	21	22	23	24 <small>Region 3—Social Mixer Penton's Bistro</small>	25	26
27	28	29	30	31 <small>Breast Cancer KOOZIE Sale Ends</small>		

November 2024

Sun Mon Tue Wed Thu Fri Sat

					1 <small>Honeybaked Ham Fundraiser Begins</small>	2
3	4 <small>Region 1—Volunteer at Changed Lives Christian Center</small>	5	6	7	8	9
10	11	12	13 <small>Region 3 Luncheon</small>	14	15	16
17	18 <small>Region 1—Volunteer at Changed Lives Christian</small>	19	20 <small>Region 1—Lunch & Learn</small>	21	22	23
24	25	26	27	28	29	30 <small>Honeybaked Ham Fundraiser Ends</small>

Our fundraiser is LIVE and we need you in order to be successful! This fundraiser will only run for FOUR days, so start shopping! 50% of your purchase will go to AAPi to help fund educational events. If you haven't tried this popcorn, get your taste buds ready because it is delicious! Be sure to stock up for the holidays also, as this makes great gifts! You do not have to be a member to purchase, so invite all of your friends. Thank you for your support! The link to shop/order is https://lnkd.in/eR_Df238.

OCT 1 - OCT 5,
SHOP HERE

LET'S
GO!

Support
our team.
Eat good.
Do good.

Raising Jig
Double
Good



THE 2024-2025 AAPI BOARD OF DIRECTORS

PRESIDENT: Deborah “Deb” M. Paul, ACP
president@alabamaparalegals.net

1ST VICE PRESIDENT: Cathy Lynn Davis, ACP
vicepresident@alabamaparalegals.net

2ND VICE PRESIDENT—MEMBERSHIP: Tonya R. White-Evans
membership@alabamaparalegals.net

2ND VICE PRESIDENT—SEMINARS: Karen Guthrie, ACP
seminars@alabamaparalegals.net

SECRETARY: Heather Hoffman
secretary@alabamaparalegals.net

TREASURER: Jeanie C. Johnson, ACP
treasurer@alabamaparalegals.net

NALA LIAISON: Samaria Hutchins, ACP
nalaliaison@alabamaparalegals.net

REGION 1 DIRECTOR: Zondra Tate
region1@alabamaparalegals.net

REGION 2 DIRECTOR: Stephanie Wall
region2@alabamaparalegals.net

REGION 3 DIRECTOR: Open
region3@alabamaparalegals.net

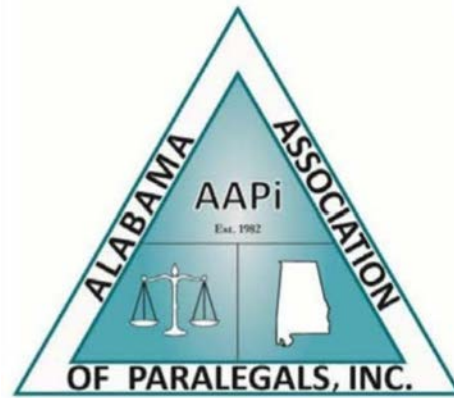
REGION 4 DIRECTOR: Monica Bray Grant
region4@alabamaparalegals.net

COMMUNICATIONS CHAIRPERSON: Dawynrico M. McCain
communications@alabamaparalegals.net

PROFESSIONAL RELATIONS CHAIRPERSON: Elizabeth Gowans, ACP
pr@alabamaparalegals.net

NOMINATIONS & ELECTIONS CHAIRPERSON: Open

WAYS & MEANS CHAIRPERSON: Laura Reeves, ACP
ways@alabamaparalegals.net



Where Passion & Profession Come Together

Find Us Here:



To submit materials for publication or to advertise, please contact our Editorial Staff at: communications@alabamaparalegals.net.

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