

2011 Application for Membership



Please review the ALA website for membership eligibility requirements. Print clearly or type the information below so we may stay in touch with you regarding ALA's programs, products and services.

1 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

E-MAIL

IF YOU ARE APPLYING FOR MEMBERSHIP IN AN ALA CHAPTER, PLEASE INDICATE THE NAME OF THE CHAPTER.

Have you previously been a member of the Association of Legal Administrators? Yes No

Name of person/chapter who invited you to join Code (if applicable)

2 DEMOGRAPHIC INFORMATION

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

- High school graduate Bachelor's degree JD/LLB Some college — no degree
 Master's degree Doctorate Associate's degree (2 year) MBA

I have the following credential(s):

- CLM CPA PHR SPHR Other

The year you first started working as a legal administrator: 19 _____ 20 _____

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

Legal Administrator Titles

- Executive Director/Principal Administrator (01 overall management)
 Office/Business Manager (01 overall management)
 Branch Office Manager (01 overall management)
 Support Manager/Functional Specialist

Identify your primary job responsibility. Select only one specialty.

- 02 Financial management 04 Systems management 06 Marketing management
 03 Human resource management 05 Facilities management 07 Practice management
- Full-time student in a legal administration/management program
 Full-time student in another discipline
 Other _____

Please provide the following information about your employer. Select only one box.

- Private Law Office Law Department of Public Interest, College/University
 Corporate Legal Department Nonprofit Organization (Limited to Other (explain):
 Government Legal those serving indigents full-time.)
Department/Judicial Agency/Court Bar Association

(attach job description or full-time transcript)

2 DEMOGRAPHIC INFORMATION (continued)

YOUR EMPLOYER

Does your employer have more than one office or location? Yes No

If yes, are you the: Principal Administrator for all offices? Yes No

— OR —

Principal or Primary Administrator for a single or branch office? Yes No

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

Total number of lawyers at all offices: _____

Number of lawyers at your location: _____

YOUR ROLE

Number of staff who report to you: _____

Do you manage an important function which renders high-level technical or other specialized services? Yes No

Do you occupy a position which involves the exercise of independent judgment without close daily supervision? Yes No

Do you hold an exempt position or a position which is eligible to be classified as exempt? Yes No

Do you work for a single legal organization engaged primarily in the practice of law? Yes No

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? _____%

NAME OF PERSON TO WHOM YOU REPORT

TITLE OF PERSON TO WHOM YOU REPORT

Which of the following best describes your purchasing role? Select only one box.

- I have buying influence.
- I have the final say when making purchasing decisions.
- I delegate purchasing decisions to appropriate department directors.
- I have no involvement in purchasing decisions.

Please indicate your interest in activities, products and/or retreats for the following affinity groups. Select all that apply.

- (CO) Corporate/Government
- (IP) Intellectual Property
- (MO) Multi-Office Management
- (PD) Personal Injury, Defense
- (PP) Personal Injury, Plaintiff

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.

Birthdate: ____ / ____ / ____ (mm/dd/yy)

Race/Ethnic Identification

- American Indian/Alaskan Native
- Black
- Caucasian
- Asian/Pacific Islander
- Hispanic
- Multiracial

Total Compensation

- \$25,000 – 49,999
- \$100,000 – 124,999
- \$175,000 – 199,999
- \$50,000 – 74,999
- \$125,000 – 149,999
- \$200,000 – 224,999
- \$75,000 – 99,999
- \$150,000 – 174,999
- \$225,000 – 249,999
- \$250,000 +

3 SIGNATURE REQUIRED

I hereby attest that I meet the membership requirements as set forth in ALA's Bylaws and I agree to abide by the ALA Code of Professional Responsibility. (See www.alanet.org to review these documents.) I further understand ALA membership is not issued to organizations and is neither transferable from one individual to another nor refundable. Membership applications are accepted subject to review and approval. Allow 2-3 weeks for processing.

SIGNATURE

DATE

4 MEMBERSHIP DUES

I am applying for (see www.alanet.org/membership/join): Regular Membership Associate Membership

Note: ALA's membership year runs from January 1 through December 31.		Standard Dues		Reduced Dues (Your employer organization must serve indigents only, e.g., Legal Aid Societies.)	
Month Application is submitted to ALA	Your Location	1st Time Member	Former Members Who Rejoin	1st Time Member	Former Members Who Rejoin
<input type="checkbox"/> January 1 – June 30, 2011	U.S.A.	\$320 U.S.	\$395 U.S.	\$220 U.S.	\$245 U.S.
	Other	\$260 U.S. or \$273 CDN	\$295 U.S. or \$310 CDN	\$220 U.S. or \$231 CDN	\$195 U.S. or \$205 CDN
<input type="checkbox"/> July 1 – September 30, 2011	U.S.A.	\$220 U.S.	\$245 U.S.	\$170 U.S.	\$195 U.S.
	Other	\$220 U.S. or \$231 CDN	\$245 U.S. or \$258 CDN	\$170 U.S. or \$179 CDN	\$195 U.S. or \$205 CDN
<input type="checkbox"/> October 1 – December 31, 2011 – Individuals applying for membership during this period have two dues options: 4 th quarter 2011 <u>and</u> all of 2012 (Option A) or 4 th quarter 2011 (Option B).					
<input type="checkbox"/> Option A (Includes dues for 4 th quarter 2011 <u>and</u> all of 2012.	U.S.A.	\$440 U.S.	\$470 U.S.	\$340 U.S.	\$320 U.S.
	Other	\$390 U.S. or \$410 CDN	\$415 U.S. or \$436 CDN	\$340 U.S. or \$357 CDN	\$320 U.S. or \$336 CDN
OR					
<input type="checkbox"/> Option B (Includes dues for 4 th quarter 2011 only. You will be invoiced for 2012 dues in Nov./Dec. 2012.	U.S.A.	\$120 U.S.	\$120 U.S.	\$120 U.S.	\$120 U.S.
	Other	\$120 U.S. or \$126 CDN	\$120 U.S. or \$126 CDN	\$120 U.S. or \$126 CDN	\$120 U.S. or \$126 CDN

If applying January 1, 2012 or later, please request our new application form.

STUDENT MEMBERSHIP DUES

Dues Waiver Option. Limited to students in legal administration, legal management, business or business management degree programs or an ABA-accredited law school. To qualify for this category, proof of current full-time enrollment is REQUIRED at time of application and on an annual basis at time of renewal. Certain restrictions apply regarding a student's employment; contact ALA's Membership Department for details.

Associate Option. Limited to full-time students at institutions of higher learning in disciplines other than those identified in the Dues Waiver Option. See Associate Member dues information.

METHOD OF PAYMENT

PAYMENT BY CHECK: Check #: _____ Date: _____

Make check payable to *Association of Legal Administrators*

Mail check in U.S. funds to: ALA, P.O. Box 95583, Chicago, IL, 60694-5583

Mail check in Canadian funds to: ALA, P.O. Box 57157, Toronto Station A, Toronto, Ontario, M5W 5M5, CANADA

PAYMENT BY CREDIT CARD: Charge my: VISA MasterCard American Express

CARD NUMBER

EXPIRATION DATE

SIGNATURE

Mail charge payment to: Association of Legal Administrators, 75 Tri-State International, Suite 222, Lincolnshire, IL, 60069-4435.

The Association does not accept purchase orders for payment of dues.

5 GENERAL INFORMATION

ALA membership is not issued to organizations and is neither transferable from one individual to another nor refundable.

Do not include chapter dues with your payment. A separate check must be submitted to the chapter for chapter dues.

The following amounts of each member's dues are applied to Association publication subscriptions: \$25 (U.S.) for *ALA News*, the member magazine, and \$25 (U.S.) for *Legal Management*, the Association journal. 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 in ALA.

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 e-mail 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 e-mail, 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.

Send general correspondence to:

ALA Headquarters
75 Tri-State International
Suite 222
Lincolnshire, IL 60069-4435

Questions?

Phone: 847.267.1252
E-mail: 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