



# Cincinnati Paralegal Association

Website: [www.cincinnatiparalegals.org](http://www.cincinnatiparalegals.org)

E-mail: [Cincinnati@cincinnatiparalegals.org](mailto:Cincinnati@cincinnatiparalegals.org)

Direct Dial: (513) 699-4252

E-mail: [eturner@martinizing.com](mailto:eturner@martinizing.com)

May 6, 2011

JL Associates has again been retained to distribute this year's renewal application via email. Included in this document is your 2011-12 membership renewal. Please print the renewal form, make any necessary changes and, along with your check, send to:

Cincinnati Paralegal Association  
Attn: Membership Committee  
P.O. Box 1515  
Cincinnati, Ohio, 45201

All CPA Officers and Committee Chairpersons look forward to your continued membership in the Cincinnati Paralegal Association.

Thank you,

**Erin M. Turner**

Erin M. Turner  
Second Vice President  
Membership Committee Chair



# Cincinnati Paralegal Association

Cincinnati Paralegal Association  
 Cincinnati, Ohio 45201  
[membership@cincinnati-paralegals.org](mailto:membership@cincinnati-paralegals.org)  
 P.O. Box 1515  
 (513) 244-1266

## 2011-2012 APPLICATION FOR MEMBERSHIP

PLEASE PRINT OR TYPE ALL INFORMATION EXACTLY AS YOU WANT IT TO APPEAR IN OUR MEMBERSHIP FILES AND IN THE MEMBERSHIP DIRECTORY

<b>MEMBERSHIP CATEGORY (Check One)</b> <input type="checkbox"/> Active <input type="checkbox"/> Associate <input type="checkbox"/> Student*		<b>APPLICATION TYPE (Check One):</b> <input type="checkbox"/> New** <input type="checkbox"/> Renewal		<b>OFFICE USE ONLY:</b> Check #: _____ Date Approved: _____ by: _____ Sent to JL Assoc. _____ WEB: _____	
<b>APPLICANT INFORMATION</b>					
<b>MEMBER SINCE (RENEWALS ONLY):</b>				<b>E-MAIL: (PLEASE PRINT)</b>	
Name:					
Home address:					
City:		State:		ZIP Code:	
Phone:					
<b>EMPLOYMENT INFORMATION (ACTIVE &amp; ASSOCIATE MEMBERS ONLY)</b>					
Current employer:					
Employer address:				DOH:	
City:		State:		ZIP Code:	
Job Title:		Specialty Area:		County:	
Bus. Phone:		Bus. Fax:			
Employment Status: (Check one in each box)		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
<b>CONTACT PREFERENCES (CHECK ONE)</b>					
CPA Mailings (Newsletter, Official CPA Mail)		Home <input type="checkbox"/>	Work <input type="checkbox"/>	CPA Membership Directory (which information would you like added)	
		Home <input type="checkbox"/>	Work <input type="checkbox"/>		
<b>PLEASE CHECK HERE IF YOU WOULD LIKE TO RECEIVE THE CPA NEWSLETTER ELECTRONICALLY (VIA EMAIL) INSTEAD OF BY REGULAR MAIL</b> <input checked="" type="checkbox"/>					
<b>PARALEGAL TITLE(S) (PLEASE CIRCLE AND ATTACH VERIFICATION OF DESIGNATION RECEIVED)</b>					
<input type="checkbox"/> AACP (American Alliance Certified Paralegal - AAPI)		<input type="checkbox"/> CLA/CP (Certified Legal Assistant/Certified Paralegal - NALA)		<input type="checkbox"/> LNC (Legal Nurse Consultant)	
<input type="checkbox"/> OSBA Certified Paralegal (Ohio State Bar Association)		<input type="checkbox"/> RP (PACE Registered Paralegal - NFPA)		<input type="checkbox"/> Other (please specify)	
<b>POST HIGH SCHOOL EDUCATION (STUDENTS SHOULD LIST THE SCHOOL CURRENTLY ATTENDING AND EXPECTED GRADUATION DATE, ALL OTHERS LIST PAST AND PRESENT SCHOOLS)</b>					
Institution(1):					
Certificate or Degree:		Major:		Graduation Date:	
Institution(2):					
Certificate or Degree:		Major:		Graduation Date:	

<b>PLEASE CHECK THE COMMITTEE(S) ON WHICH YOU ARE WILLING TO VOLUNTEER (YOU WILL BE ADDED TO THE E-MAIL LIST FOR EACH COMMITTEE IN ORDER TO RECEIVE INFORMATION PERTAINING TO THAT COMMITTEE)</b>				
Code of Regulations	Continuing Legal Ed.	Finance	Membership	Newsletter
National Affairs	Paralegal Referral	Pro Bono	Programs	Professional Development
Public Relations	Student Affairs			
<b>PLEASE CIRCLE THE SPECIALTY SECTIONS IN WHICH YOU WOULD LIKE TO PARTICIPATE (YOU WILL BE ADDED TO THE E-MAIL LIST FOR EACH SECTION IN ORDER TO RECEIVE INFORMATION PERTAINING TO THAT SECTION)</b>				
Bankruptcy	Corporate	Employee Benefits		
Estates, Tax, Trust (Probate)	Family Law	Intellectual Property		
Litigation/Workers' Comp.	Real Estate	Other (Please list)		
<b>SIGNATURE (REQUIRED - APPLICATION WILL BE RETURNED IF NOT SIGNED AND DATED)</b>				
I hereby affirm that I have not been convicted of a felony, that I am not a disbarred or suspended attorney and that I have not been found to have engaged in the unauthorized practice of law. Further, I understand that once approved as a member of the CPA, I am subject to all of the provisions contained in the CPA's Code of Ethics and the Code of Regulations.				
I hereby acknowledge that the information contained on this Application for Membership to the CPA is true and accurate to the best of my knowledge.				
Signature of Applicant:			Date:	

**PLEASE MAKE SURE YOU HAVE INCLUDED YOUR EMAIL ADDRESS ON THE FRONT OF THE APPLICATION.**

**MEMBERSHIP CATEGORIES**

**ACTIVE MEMBER** - A person who is employed as a paralegal or who is performing duties of a paralegal nature, either full-time or part-time, and who works or resides in the Greater Cincinnati Area. If an Active Member becomes unemployed or takes a leave of absence at any time during the period for which he/she has paid dues as an Active Member, such member shall remain an Active Member for a period of one year after the beginning of the period of unemployment or leave of absence, or until the expiration of his/her current membership, whichever is longer. In the event the one-year period in which Active Membership is extended exceeds the fiscal year for which annual dues have been paid, an Active Member must renew his/her membership and pay all appropriate dues to remain an Active Member. All Active Members shall have all rights and privileges of this Association, including the right to vote and hold elected or appointed office.

**ASSOCIATE MEMBER** - A person who has successfully completed a curriculum of training as a paralegal or who is certificated or degreed by a university, college, junior college or other school as having successfully completed the full course of studies prescribed for training as a paralegal and who is not currently employed as a paralegal or a person who meets the requirements for Active Membership except that the person does not work or reside in the Greater Cincinnati Area and who would otherwise qualify for Active Membership except for this requirement. An Associate Member may also be a person who has been previously employed as a paralegal and who is not currently working, regardless of whether such person has completed a curriculum of training as described above. This definition shall not apply to Active Members who become unemployed or take a leave of absence during the year for which they have paid their annual dues as provided in the definition of Active Member, above. Associate Members shall have all the privileges of this Association, except that they shall not have the right to vote or hold elected or appointed office.

**STUDENT MEMBER** - A person who is either a full-time or part-time student in good standing in any university, college, junior college or other school pursuing a course of studies as a paralegal. Student Members shall have all the privileges of this Association, except that they shall not have the right to vote or hold elected or appointed office.

**YEARLY DUES**

Fiscal Year		Partial Year (NEW MEMBERS ONLY)	
June 1, 2011 - May 31, 2012		January 1, 2012 - May 31, 2012	
Active Member	\$60.00	Active Member	\$42.00
Associate Member	\$60.00	Associate Member	\$42.00
Student Member	\$35.00	Student Member	\$24.50

**LATE FEE FOR RENEWAL (After July 15, 2011) \$5.00 (does not apply to new members)**  
**Applications for partial year new membership will not be accepted after April 1, 2012. All applications received after that date will be processed in the next fiscal year and should include dues for the full year.**

## Application Process

Please send your completed application and check to the Cincinnati Paralegal Association, Attn: Membership Committee, P.O. Box 1515, Cincinnati, Ohio, 45201. Your application will not be processed unless full payment is received. The application will be reviewed by the Membership Committee who will then submit your application for approval to the Board of Directors of the Association. There are not exceptions made in the approval process. Sole authority for the approval or denial of any application shall rest with the Board of Directors. **The application process takes between three to five weeks to be accepted as a member, depending on when the Membership Committee and the Board of Directors meet.** If you are applying as a new member, you will be sent a new member packet after your application is approved by the Board of Directors.

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April 1, 2012**

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next fiscal year and should include dues for the full year.**

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**\*\* NOTE:** Pursuant to the May 13, 1992 amendments to the Code of Regulations, all new members (Active, Associate and Student) making application for membership to the CPA must submit, along with the application, a copy of their resume or biography.

**\*In addition, all students, both new and renewing, must submit verification of enrollment in a paralegal program.**

If you would like to apply for SUSTAINING MEMBERSHIP, please contact the Membership Chair at [membership@cincinnati-paralegals.org](mailto:membership@cincinnati-paralegals.org) for the proper application, or visit the CPA's website at [www.cincinnati-paralegals.org](http://www.cincinnati-paralegals.org).

You may direct questions to the Membership Chair by calling (513) 244-1266 or by e-mail to [membership@cincinnati-paralegals.org](mailto:membership@cincinnati-paralegals.org).