



Membership Fee Schedule (Membership Year: June 1 – May 31)	
Jun/Jul/Aug	\$150.00
Sep/Oct/Nov	\$125.00
Dec/Jan/Feb	\$100.00
Mar/Apr/May	\$ 75.00

The dues apply to membership for the Chapter's fiscal year, April 1 through March 31 and may be prorated to the nearest quarter as indicated.

APPLICATION FOR MEMBERSHIP

*Please accept my application for membership in
 The Dallas Chapter Association of Legal Administrators.*

I devote **at least 75%** of my working time to **managerial** duties and meet the criteria for active membership. See descriptions in Section 1 below.

I am applying for and meet the criteria for an associate membership. See *Associate membership* in Section 1 below.

NAME: _____ NICKNAME: _____

FIRM NAME: _____ POSITION/TITLE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ TELEPHONE: _____

FAX: _____ E-MAIL ADDRESS: _____

TOTAL NO. OF EMPLOYEES (including attorneys): _____ NO. OF ATTORNEYS: _____

EXEMPT (SALARIED) EMPLOYEE: Yes No DATE ENTERED LEGAL MANAGEMENT: _____

OPTIONAL: THIS INFORMATION WILL NOT BE DISTRIBUTED TO THE MEMBERSHIP AND WILL BE USED FOR STATISTICAL OR INFORMATIONAL PURPOSES ONLY. YOUR HOME ADDRESS AND PHONE NUMBER ARE REQUESTED SO THAT YOU MAY BE CONTACTED ABOUT MEMBERSHIP IF YOU LEAVE YOUR FIRM.

Home Address: _____ Home Phone: _____

Education: HS College 1 2 3 4 Degree Masters Doctorate
 Other degree/accreditation: CPA JD PHR SPHR CLM Other _____

WHICH OF THE FOLLOWING DESCRIPTIONS MOST CLOSELY RESEMBLES YOUR PRIMARY JOB RESPONSIBILITIES (PLEASE SELECT ONLY ONE).

- Responsible for overall management of activities*, including principal elements of supervision of all of the following functional descriptions, and/or general management, including management of a majority of the following activities: policy making, strategic and tactical planning, business development, risk management, quality control, organizational development, and other general management functions beyond mere attendance at management meetings.
- Financial management*, including management of a majority of the following activities: planning, forecasting, budgeting, variance analysis, financial reporting, operations analysis, general ledger accounting, rate determination, billing and collections, cash flow control, banking relationships, investment, tax planning, tax reporting, trust accounting, payroll, ERISA accounting, and other financial management functions beyond mere recordkeeping.
- Human Resource management*, including management of a majority of the following activities for the legal, paralegal and support staff, recruiting, selection, placement, orientation, training and development, performance evaluation, salary administration, employee relations, motivation, counseling, disciplining, discharging, benefits administration, workers' compensation, personnel data systems, organizational analysis, job design, resource allocation, and other human resource management functions beyond mere recordkeeping.
- Systems management*, including management of a majority of the following activities: systems analysis, operational audits, procedure handbooks, cost/benefit analysis, computer system design, programming and systems development, information services, records management, library management, office automation document construction systems, information storage and retrieval, telecommunications, litigation support, legal practice systems, and other systems management functions beyond mere procedures manuals and computer program documentation.

- Facilities management*, including management of a majority of the following activities: space planning and design, office renovation, purchasing, inventory control, reprographics, records management, reception/switchboard services, telecommunications, mail, messenger, and other facilities management functions beyond mere purchase order processing.
- Marketing management*, including management of a majority of the following activities: participation in planning and developing firm, departmental and individual attorney marketing plans, collection and analysis of marketing research data, preparing and managing marketing budget, developing and implementing marketing programs, coordinating marketing efforts among departments and offices, participation in developing strategies to identify, select and promote new services offices and attorneys.
- Practice management*, including management of one or more of the following activities: lawyer recruiting, lawyer training and development, legal assistant supervision, practice development, marketing, public relations, advertising, work product quality control, professional standards, substantive practice systems, and other practice management or administration of any legal organization.
- Associate membership*, including, (a) practicing lawyers involved in firm management; (b) retired legal administrators who are not otherwise employed; (c) full-time teachers or students of law management courses at institutions of higher learning.

FIRM STRUCTURE		
<input type="checkbox"/>	(PS)	Private Law Firm – Single Office
<input type="checkbox"/>	(C)	Corporate Legal Department
<input type="checkbox"/>	(G)	Governmental Agency
<input type="checkbox"/>	(PM)	Private Law Firm – Multi-Office
FIRM PRACTICE AREAS		
Choose <u>all</u> areas that make up a significant portion of your firm's practice		
<input type="checkbox"/>	(B)	Bankruptcy
<input type="checkbox"/>	(CL)	Civil litigation
<input type="checkbox"/>	(C)	Criminal
<input type="checkbox"/>	(EB)	Employee Benefits/ERISA
<input type="checkbox"/>	(EV)	Environmental
<input type="checkbox"/>	(F)	Family law
<input type="checkbox"/>	(GB)	General Business/Corporate
<input type="checkbox"/>	(HC)	Health Care
<input type="checkbox"/>	(IP)	Intellectual Property
<input type="checkbox"/>	(I)	International
<input type="checkbox"/>	(L)	Labor
<input type="checkbox"/>	(RE)	Real Estate
<input type="checkbox"/>	(SE)	Securities/Bonds/Commercial Paper
<input type="checkbox"/>	(T)	Tax
<input type="checkbox"/>	(D)	Tort litigation/Defense/Insurance Defense
<input type="checkbox"/>	(P)	Tort litigation/Plaintiff
<input type="checkbox"/>	(EP)	Wills, EP, Probate
<input type="checkbox"/>	(O)	Other: _____

DALLAS CHAPTER SECTION INTERESTS		
(Check all areas for which you would like to receive mailings regarding meetings and updates)		
<input type="checkbox"/>	(FC)	Facilities Management
<input type="checkbox"/>	(HR)	Human Resources
<input type="checkbox"/>	(FMST)	Financial Management/Systems Technology
<input type="checkbox"/>	(MO)	Multi-Office
<input type="checkbox"/>	(ND)	North Dallas
<input type="checkbox"/>	(PA)	Principal Administrator
COMMITTEES/SECTIONS		
Choose those you would like to serve on		
<input type="checkbox"/>	(BP)	Business Partners
<input type="checkbox"/>	(CS)	Community Service
<input type="checkbox"/>	(E)	Education
<input type="checkbox"/>	(FM)	Facilities Management
<input type="checkbox"/>	(FMST)	Financial Management/Systems Technology
<input type="checkbox"/>	(GC)	Golf/Casino
<input type="checkbox"/>	(HR)	Human Resources
<input type="checkbox"/>	(M)	Membership
<input type="checkbox"/>	(MO)	Multi-Office
<input type="checkbox"/>	(N)	Newsletter
<input type="checkbox"/>	(ND)	North Dallas
<input type="checkbox"/>	(PC)	Peer Connection
<input type="checkbox"/>	(PA)	Principal Administrator
<input type="checkbox"/>	(SO)	Social
<input type="checkbox"/>	(SU)	Survey
<input type="checkbox"/>	(W)	Website

IMPORTANT – PLEASE NOTE:

- *Payment of dues for Chapter membership must accompany this application.*
- *ALA Membership is not issued to an organization and membership is neither transferable nor refundable.*
- *Membership applications are accepted subject to review and approval.*
- *Membership in the International Association of Legal Administrators is a requirement for membership in the Dallas Chapter.*

I am a member of the International Association of Legal Administrators _____

- Yes
 No

Member Number: _____

I have applied for membership in the International Association of Legal Administrators _____

- Yes
 No

Date of Application: _____

APPLICANT'S SIGNATURE: _____ Date: _____

SPONSOR'S SIGNATURE: _____ (Signature) _____ (Printed Name and Position with Firm)

Return the Dallas Chapter application with check payable to Dallas Chapter ALA to:
*L. Joe Offutt * Akin Gump Strauss Hauer & Feld LLP * 1700 Pacific Avenue, Suite 4100, Dallas TX 75201*
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Application to International ALA should be sent with payment directly to:

