



DUE DATE: July 1, 2011

**If paid on or before due date: \$150.00
If paid after due date: \$175.00**

APPLICATION FOR RENEWAL AND MEMBERSHIP UPDATE

Make check payable to Dallas Chapter ALA.
Complete form and return with check to:

L. Joe Offutt, CPA
Akin Gump Strauss Hauer & Feld LLP
1700 Pacific Avenue, Suite 4100
Dallas, TX 75201

NAME: _____ NICKNAME: _____
FIRM NAME: _____ POSITION/TITLE: _____
ADDRESS: _____
CITY/STATE/ZIP: _____ TELEPHONE: _____
FAX: _____ E-MAIL ADDRESS: _____
TOTAL NO. OF EMPLOYEES (including attorneys): _____ NO. OF ATTORNEYS: _____
DATE JOINED ALA: _____ 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 _____

FIRM PRACTICE AREAS		
Choose all 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: _____

FIRM STRUCTURE		
<input type="checkbox"/>	(C)	Corporate Legal Department
<input type="checkbox"/>	(G)	Governmental Agency
<input type="checkbox"/>	(PM)	Private Law Firm – Multi-Office
<input type="checkbox"/>	(PS)	Private Law Firm – Single Office

JOB RESPONSIBILITIES		
Choose the one category that best describes your position:		
<input type="checkbox"/>	(FM)	Facilities Management
<input type="checkbox"/>	(FI)	Financial Management
<input type="checkbox"/>	(HR)	Human Resources Management
<input type="checkbox"/>	(M)	Marketing Management
<input type="checkbox"/>	(OM)	Overall Management
<input type="checkbox"/>	(P)	Practice Management
<input type="checkbox"/>	(S)	Systems Management
<input type="checkbox"/>	(O)	Other: _____

DALLAS CHAPTER SECTION INTERESTS		
Check all sections for which you would like to receive mailings, meeting notices, etc.		
<input type="checkbox"/>	(FM)	Facilities Management
<input type="checkbox"/>	(FMST)	Financial Management/Systems Technology
<input type="checkbox"/>	(HR)	Human Resources
<input type="checkbox"/>	(MOA)	Multi-Office Administrators
<input type="checkbox"/>	(ND)	North Dallas
<input type="checkbox"/>	(PA)	Principal Administrator

DALLAS CHAPTER ALA – BOARD
Are you interested in serving on the Board?
<input type="checkbox"/> Yes <input type="checkbox"/> No

COMMITTEES/SECTIONS YOU HAVE CHAIRED		
<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

COMMITTEES/SECTIONS YOU WOULD LIKE TO CHAIR		
<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

COMMITTEES/SECTIONS YOU HAVE SERVED 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

COMMITTEES/SECTIONS 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 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: _____

Signature: _____ Date: _____