

MONTGOMERY COUNTY  
PARALEGAL ASSOCIATION

Montgomery County Paralegal Association  
PO Box 1765  
Blue Bell, PA 19422  
[www.montcoparalegals.org](http://www.montcoparalegals.org)

**MEMBERSHIP INFORMATION**

*“A paralegal is a person qualified through education, training and/ or work experience to perform substantive legal work that requires knowledge of legal concepts and is customarily performed by an attorney. This person may be retained or employed by a lawyer, law office, governmental agency, or other entity, or is authorized by administrative, statutory or court authority to perform this work. The work performed by this person shall be under the ultimate supervision of an attorney.”*

Membership Categories:

**Voting Member:** Any person currently employed as a paralegal, legal assistant or any equivalent position and/or who performs paralegal duties as the primary work activity shall be eligible for membership as a “Voting Member”.

**Associate Member:** Any person who has **recently graduated** from a formal course of study, upon the completion of which such person is qualified to be employed as a paralegal; Any person whose **primary responsibilities and job classification are not paralegal but does perform paralegal duties on a limited basis (full time paralegals do not qualify as Associate Members and must apply as Voting Members)**; Any person previously employed as a paralegal or equivalent position, subject to approval of the Board and Membership Committee.

**Student Member:** Any person who is enrolled in a formal course of study, upon completion of which such person would be qualified to be employed as a paralegal, shall be eligible for membership as a “student member”. Applicant **must provide** written verification of enrollment by the Director of Program (form attached) or a copy of current registration.

**Dual Member:** Any person who is a member, whether voting, student, or associate, of another NFPA state or county affiliated paralegal association and whose membership dues to NFPA have been paid through such other association for the current year. **You cannot choose MCPA as your Primary Association to enroll in this category.**

Membership Categories and Dues:

Voting: \$85.00 (\$80.00 before 2/10)  
Associate: \$70.00 (\$65.00 before 2/10)  
Student: \$40.00 (\$35.00 before 2/10)  
Dual Voting: \$60.00 (\$55.00 before 2/10)  
Dual Associate: \$45.00 (\$40.00 before 2/10)  
Dual Student: \$35.00 (\$30.00 before 2/10)

MCPA members are also members of the National Federation of Paralegal Association, Inc., (“NFPA”) A portion of your membership due is paid to NFPA for membership. We are unable to prorate your membership fee to coincide with the date of Application. However, any Applications received after October 1<sup>st</sup> of each year will include the following membership year. The membership year runs from January 1<sup>st</sup> through December 31<sup>st</sup>. Voting Members may hold a Board and/or Chair Position or be a Committee Member. Non-Voting Members may not vote and cannot hold a Board Position; however they may Chair or be a Committee Member.

**APPLICATION FOR MEMBERSHIP**

Membership Category:  Voting  Associate  Student  Dual

Please print or type all requested information.

Title (Mr/Mrs/Ms/etc) \_\_\_\_\_

Name: \_\_\_\_\_

Pronoun preference (optional): \_\_\_\_\_

Address: \_\_\_\_\_

Home Number: \_\_\_\_\_ Home E-mail: \_\_\_\_\_

Date of Birth (month/day): \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Business Number: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Title: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

Primary Practice Area: \_\_\_\_\_

Employment Status:  Full Time  Part-time  Temporary *(please check one)*

Please indicate where you wish to receive MCPA information:  Work  Home

Number of years practicing as a paralegal: \_\_\_\_\_

Highest degree attained:      High school    College    Graduate    *(please check one)*

Where did you receive your paralegal education: \_\_\_\_\_

In lieu of a formal paralegal education, please explain your paralegal background and current job description:

\_\_\_\_\_  
\_\_\_\_\_

If applying for student membership please complete the following:

Name of School: \_\_\_\_\_

Graduation date: \_\_\_\_\_

If applying for dual membership please complete the following for confirmation purposes:

Name of other NFPA-affiliated Association: \_\_\_\_\_

Contact information for association: Name: \_\_\_\_\_

Phone or email: \_\_\_\_\_

Name of Association considered to be your Primary Association: \_\_\_\_\_

Are you a member of the Armed Forces?                    Y/N

Areas of interest: *(please check all that apply)*

Litigation    Criminal    Corporate    Probate/Tax    Labor    Bankruptcy  
 Real Estate    Family    Collections    Environmental    Patent/Trademark  
 Pensions/Employee Benefits    Other \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

All Members may chair or be a member of any MCPA committee. If you are interested in joining or gathering further information about any of MCPA's Committees, please check any of the following and the Committee Chair will contact you to discuss.

\_\_\_     **NEWSLETTER:** Prepare Association newsletters consisting of information from committees and any other material which is determined to be of value to the general membership; solicit and write articles for newsletter; review newsletters from other associations

\_\_\_     **PACE/CRP/PA.C.P.:** Led by PACE/CRP/Pa.C.P. Coordinator, who is the liaison between MCPA, NFPA and Keystone Alliance on all PACE- and CRP- and Pa.C.P. -related issues. Responsible for organizing PACE and CRP Study Groups, obtaining and distributing PACE, CRP and Pa.C.P. information and materials to members, and keeping the Board and General Membership apprised of PACE, CRP, Pa.C.P. developments.

— **PLANNING/CONTINUING EDUCATION:** Organize and promote monthly general membership meetings on a variety of topics throughout the year. Responsible for preparation and issuance of CLE certificates after monthly meetings and obtaining appropriate pre-approval of post-approval for same. Responsible for creating and promoting continuing education seminars during the year.

— **COMMUNITY OUTREACH:** Assist in identifying worthy organizations in the Montgomery County area for collections of food, clothing, gift cards at the MCPA general membership meetings and special holiday collections. Organize and coordinate community outreach volunteer opportunities for members. Ideas for new volunteer opportunities are always welcome.

— **MARKETING:** Assists other committees with the promotion and funding of Association meetings, seminars and other activities. Solicits sponsors for the Association as well as advertisement for the newsletter. Find those sponsors where the benefits of their sponsorship would be beneficial to Association as well as the sponsor. Update any association brochures; prepare a list of resources and maintain documents, banner and promotional items for distribution as needed

— **MEMBERSHIP:** Responsible for maintaining membership database for new and renewing members, effecting the annual membership drive, and preparing welcome packets for new members as well as developing programs to promote membership

— **JOB BANK:** Maintain contact with all associations in Pennsylvania and surrounding states as well as periodically contact area businesses in relation to paralegal job openings; disseminate information to MCPA members requesting notification of employment opportunities.

— **WEBSITE/SOCIAL MEDIA: WEBSITE/SOCIAL MEDIA:** Shall provide timely information to members, the paralegal profession and the general public through MCPA's website and social media accounts. The committee is responsible for website, social media and MCPA's general email account(s) maintenance, such as providing updates, removing dated material, adding pertinent current event/news material as well as monitoring and responding to queries sent to MCPA's general email and social media accounts.

— **STUDENT AFFAIRS & MENTORING:** Mentorship is a relationship between colleagues that is built on guidance and support. Mentors, with their knowledge and experience, share these with students or newly credentialed paralegals, encouraging them to connect. This connection is a vital part of the process, fostering the development of knowledge, work-based skills, well-being, and personal and professional growth. The ultimate goal is to help the mentee navigate challenges, develop skills, and achieve their goals, all within the supportive community of the mentorship program.

— **STUDENT LIAISONS:** Student currently enrolled in a paralegal studies program who is able to attend one Board Meeting a month (currently via Zoom). Student to provide input on behalf of their fellow students regarding the needs of the students and how the Association can better serve them. Student liaisons also assist with coordinating speaking events and informational sessions between the MCPA and their respective schools.

— **BAR LIAISONS:** Bar Liaison shall work with the Montgomery County Bar Association in connection with matters involving the Paralegal Association and its members.

— **HOSPITALITY/PUBLIC RELATIONS:** Acts as an ambassador(s) of good will and representative for the Association; interacts with members, speakers, and volunteers to ensure cordiality to all; spearheads staying connected with our members by coordinating holiday and occasion recognition. Assist other committees with promotion of activities, seminars, meetings, activities, etc.; advertise and prepare press releases to the legal community and general public on MCPA functions or activities

Check here if you do **not** want your contact information available to other vendors and/or companies besides the Montgomery County Paralegal Association and the National Federation of Paralegal Associations.

Have you ever been convicted of a crime? \_\_\_ Yes or \_\_\_ No (*please circle one*)

If yes, please explain: \_\_\_\_\_

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I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts requested is cause for the disqualification for membership in the Montgomery County Paralegal Association. Membership status may be changed to reflect current employment. I will notify MCPA of any change in my employment status and any change of my mailing address. I agree to be bound by the Code of Ethics, Bylaws and General Procedures adopted by the Members of MCPA. I understand that this Application is subject to the approval of the Membership Committee and/or the MCPA Board of Directors.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail application and check to:

Montgomery County Paralegal Association  
PO Box 1765  
Blue Bell, PA 19422

***\*Please make checks payable to: "Montgomery County Paralegal Association"***  
All information may be subject to verification.

***\*\*\*Please allow 4 to 6 weeks for processing.\*\*\****

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FOR ASSOCIATION USE ONLY

Dues Payment Received:                      Amount:                      Date of Board Approval:  
Membership Category:                      Check#:

**MONTGOMERY COUNTY PARALEGAL ASSOCIATION (MCPA)**

## VERIFICATION OF ENROLLMENT

MCPA endeavors to insure that its members maintain a high level of education and integrity. For our records, please verify the following information, to the best of your knowledge, information and belief:

I, \_\_\_\_\_  
*Print Name*

\_\_\_\_\_, do hereby verify that  
*Print Title*

\_\_\_\_\_ is currently enrolled in an ABA approved program  
*Student Name*

and/or a program which meets AAFPE institutional membership standards at \_\_\_\_\_  
*Name of Institution*

I further verify that to the best of my knowledge, information and belief, \_\_\_\_\_  
*Student Name*

Anticipates graduating in \_\_\_\_\_.  
*Month/Year*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date