



APPLICATION FOR MEMBERSHIP

ELIGIBILITY FOR MEMBERSHIP:

Regular membership in the Association is open to any legal administrator or assistant manager, regardless of the title by which that individual is recognized within his or her own organization, (a) if that individual exercises full-time management responsibilities, or performs essentially all of the managerial/administrative duties for an organization without a full-time administrator, (b) if those responsibilities require management or supervision of others and the exercise of independent judgment without close daily supervision, or management of an important function which renders high-level technical services to the organization, and (c) if those responsibilities are exercised for a legal organization which are defined, by way of example, as private law firms, legal service clinics, corporate legal departments, university legal departments, governmental legal agencies, court systems, charitable legal agencies, or other organizations engaged primarily in the practice of law.

Eligible persons may not concentrate on the daily delivery of legal services to clients such as practicing managing partner or lead legal assistant. Eligible persons must be responsible for one or more of the primary job responsibilities identified under the "Personal Information" section of the application, which are defined by way of example only.

PERSONAL INFORMATION:

Name: (circle) Ms./Mr. _____

Employer: _____

Title: _____

Mailing Address: _____

Street Address: _____

Telephone: _____

E-mail Address: _____

Home Address: _____

Home Phone: _____

Which of the following most closely resembles your primary job responsibilities (circle **only one**):

- (a) 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; other general management functions beyond mere attendance at management meetings.
- (b) 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; other financial management functions beyond mere record-keeping.
- (c) 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; other human resource management functions beyond mere record-keeping.

- (d) Systems management, including management of a majority of the following activities: systems analysis; operational audits; procedural handbooks; cost/benefit analysis; computer systems 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; other systems management functions beyond mere procedures manuals and computer program documentation.
- (e) 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; other facilities management functions beyond mere purchase order processing.
- (f) 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 produce quality control; professional standards; substantive practice systems; and other practice management functions beyond mere record-keeping and press release writing.

EMPLOYER INFORMATION:

Circle the most appropriate description of your employer organization:

- (a) Private Law Office
- (b) Corporate Legal Department
- (c) Government Legal Department/Judicial Agency/Court
- (d) Law Department of Public Interest, Nonprofit Organization
(membership limited to those serving indigent full-time)
- (e) Other (please describe): _____

Number of attorneys at this location: _____ Number of staff: _____

Office is a Home Office: _____ Branch Office: _____

DUES:

Association dues for the fiscal year July 1st – June 30th are \$50. If you join after January 1st, dues are reduced to \$25.

*Please enclose your check made payable to **Legal Administrators Association of Tallahassee** with this application. Applications must be approved by the Association Board of Directors, who reserve the right to reject any application.*

RETURN TO:

Legal Administrators Association of Tallahassee
c/o Dani Crews
Fonvielle Lewis Foote & Messer
3375-A Capital Circle NE
Tallahassee, Florida 32308

(FOR ASSOCIATION USE ONLY)

Application approved by (Association officer): _____

Date: _____