



## APPLICATION FOR MEMBERSHIP

### Eligibility For Membership

Regular membership is open to professionals who play a key role in managing or supporting the operations of a legal organization - regardless of specific position title.

You may be eligible if you:

(a) Serve in a full-time management or administrative role, either:

- Leading the overall operations of your organization, or
- Managing most of the administrative functions in the absence of a full-time legal manager

(b) Have responsibility for supervising others or leading important functions, which may include:

- Managing or leading team members, or
- Overseeing a critical area such as finance, human resources, operations, technology, or similar functions

(c) Exercise independent judgment in your role, with responsibility for decision-making and outcomes

(d) Work within a legal organization, such as:

- Law firms
- Corporate Legal Departments
- Government or Court Systems
- Legal Aid or nonprofit organizations
- University Legal Departments
- Other organizations primarily engaged in the practice of law

### PERSONAL INFORMATION:

Name: (circle) Ms./Mr. \_\_\_\_\_

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

Title: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

This membership is intended for professionals focused on the business and operational management of legal organizations.

Applicants whose primary responsibilities involve the direct delivery of legal services to clients (such as practicing attorneys or legal assistants focused on client work) may not meet the criteria for regular membership.

Eligible applicants should have primary responsibility for one or more core management areas outlined in the application. These examples are meant to guide you and are not exhaustive. Please choose from below the one that most closely resembles your primary job responsibilities (check **only one**):

General management, lead core firm operations—policy, strategy, business development, risk, quality, and organizational growth – beyond meeting participation.

Financial management, oversee planning, budgeting, reporting, billing, cash flow, taxes, payroll, and related financial functions – beyond basic bookkeeping.

Human resource management, manage recruiting, training, performance, compensation, employee relations, and compliance for legal and support staff – beyond record-keeping.

Systems management, direct technology, information systems, records, and process improvement—beyond manuals and documentation.

Facilities management, Oversee space, operations, purchasing, communications, and office services – beyond processing orders.

Practice management, Support lawyer development, marketing, quality control, and practice systems—beyond administrative tracking.

**EMPLOYER INFORMATION:**

Check the most appropriate description of your employer’s 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 1<sup>st</sup> – June 30<sup>th</sup> are \$50. If you join after January 1<sup>st</sup>, 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  
Tammy Means  
Ausley McMullen  
123 Calhoun Street  
Tallahassee, Florida 32301

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(FOR ASSOCIATION USE ONLY)

Application approved by (Association officer): \_\_\_\_\_

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