



BC PARALEGAL ASSOCIATION

PO Box 75561 RPO Edgemont Village, North Vancouver, BC V7R 4X1

VOTING MEMBERSHIP APPLICATION

*The BCPA membership year runs from January 1st through December 31st.
Registrations received after September 1st will be valid through to the end of the following year.*

Please check the applicable box: I am a first time applicant
 I was previously a BCPA member but my membership lapsed

Fee: \$75.00

Cheques and/or money orders should be payable to the
BC PARALEGAL ASSOCIATION

APPLICANT'S CONTACT INFORMATION

Applicant Name: _____

Home Contact Info

Address _____

Address _____

City _____ Province _____

Postal Code _____

Home Phone Number _____

Home Email Address _____

Work Contact Info (required)

Firm / Company Name _____

Firm / Company Address _____

City _____ Province _____

Postal Code _____

Work Phone Number _____

Work Email Address _____

NOTE: The BCPA communicates with members primarily by email and through our website. Paper mailings are limited to a maximum of two per year. Please ensure that your contact information is up to date by updating your online account or by contacting us at info@bcparalegalassociation.com.

AREA(S) OF LAW YOU ARE EMPLOYED: _____

LIST ME IN LEGAL DIRECTORIES: YES NO

[Check whichever box is applicable to your VOTING MEMBERSHIP application. Complete the required information:]

PARALEGAL EDUCATION*

Name of College / University*

Program Name Full Time Part Time

* subject to approval by the BCPA Graduation Year: _____

ATTACH a copy of your CERTIFICATE / DIPLOMA to this application

SUPERVISING LAWYER CERTIFICATION
(in lieu of educational requirements)

I certify that _____, has been employed as a paralegal (not Administrative Assistant) at _____ for _____ years during which 90% of his/her time was spent performing the tasks as set out in the Law Society of British Columbia's *Professional Conduct Handbook*, Chapter 12 and in particular paragraphs 4 to 9, inclusive, as printed on the Law Society website at:

http://www.lawsociety.bc.ca/publications_forms/handbook/chapter-12.html

Date

Lawyer Signature

Firm Name

Lawyer Name

[All applicants to complete the following:]

I, _____ hereby represent that the information contained herein is correct and, if admitted to the membership, agree to be bound by the Code of Ethics, attached as Appendix A, and the bylaws as adopted by the BC Paralegal Association. I further understand that this application is subject to approval by the **BC Paralegal Association**.

Date

Applicant Signature

The **BC Paralegal Association** does not make its membership list available generally, however, we do, upon occasion send out information from legal interest groups, i.e: The Law Society, CLE, CBA etc., when the directors feel that to do so would be in the interest of the membership and the profession. We list voting members in the BC Branch of the CBA Directory and Canada Law Book annually (indicate on page one if you are eligible and wish to be included).

**Please submit your completed form and payment to the BC Paralegal Association at:
PO Box 75561 RPO Edgemont Village, North Vancouver, BC V7R 4X1**

For more information please visit www.bcparalegalassociation.com or email us at info@bcparalegalassociation.com

APPENDIX A

BCPA CODE OF ETHICS

1. The duties performed by the Paralegal shall at all times be subject to the supervision of a Lawyer. Paralegals shall not present themselves as lawyers, nor shall they give legal advice to a client.
2. A Paralegal shall at all times discharge his or her duties with the utmost honesty and integrity.
3. A Paralegal shall work in a conscientious, diligent and efficient manner and shall provide a quality of service which a Lawyer would reasonably expect of a competent Legal Assistant.
4. A Paralegal has a duty to hold in strict confidence all information acquired in the course of the professional relationship concerning the business and affairs of the Lawyer and the clients whom they serve. No information concerning these matters shall be disclosed to any person outside the Lawyer's practice unless the Lawyer expressly authorizes such disclosure or the law requires such disclosure.
5. A Paralegal is duty bound to observe all relevant rules and laws regarding the preservation and safekeeping of the property of clients entrusted to the Lawyer.
6. A Paralegal shall assist in maintaining the integrity of the legal profession.
7. A Paralegal's conduct towards other members of the legal profession shall be characterized by courtesy and good faith.
8. BCPA Members are expected to familiarize themselves with and to adhere to the Law Society of B.C.'s Legal Profession Act, in particular Section 15(1) Authority to Practice Law and any other provincial regulations and with respect to the delivery of legal services in particular. For more information please visit:
http://www.lawsociety.bc.ca/regulation_insurance/unauthorized_practice.html