

# 2019 Application for Membership



## BEFORE YOU BEGIN

1. For expedited processing, apply online at [www.alanet.org](http://www.alanet.org).
2. Please review the ALA website for membership eligibility requirements.
3. Questions? Email [membership@alanet.org](mailto:membership@alanet.org) or call 847.267.1585.

## PERSONAL INFORMATION

Mr.  Mrs.  Ms.  Dr.  Hon. \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name

Nickname or Informal Name (for badges and/or correspondence) \_\_\_\_\_

Job Title \_\_\_\_\_

Employer \_\_\_\_\_

Business Street Address \_\_\_\_\_

Business City \_\_\_\_\_ Business State/Province \_\_\_\_\_ Business ZIP Code + 4/Postal Code \_\_\_\_\_

Business Country \_\_\_\_\_

Business Phone \_\_\_\_\_

Cell/Mobile (ALA Use Only) \_\_\_\_\_ Text Message Opt-In  Yes  No

Business Email \_\_\_\_\_

Alternate Email \_\_\_\_\_

Home Street Address \_\_\_\_\_

Home City \_\_\_\_\_ Home State/Province \_\_\_\_\_ Home ZIP Code+4/Postal Code \_\_\_\_\_

Home Country \_\_\_\_\_

Address Preference:  Business  Home      Email Preference:  Business  Alternate

The year you first started working as a legal administrator: \_\_\_\_\_

Have you previously been a member of ALA?  Yes  No      If yes, ID# if known \_\_\_\_\_

If not a previous member, how were you referred to ALA?

Email       Employer       Web/Internet       Event       Colleague (Name Optional) \_\_\_\_\_

Advertising       Publication       Social Media       Mail       Other \_\_\_\_\_

I have the following credential(s):

CLM     CPA     PHR     SPHR     JD     PhD     Other \_\_\_\_\_

I am fluent in the following language(s) other than English:

American Sign Language     Language \_\_\_\_\_     Language \_\_\_\_\_     Language \_\_\_\_\_

I am a member of these organizations:

ILTA     LMA     AALL     SHRM     ABA     State/Local Bar Assn     CLOC

NALP     NALSC     ACC     Meridian     NALA     NFPA     OLP     Other \_\_\_\_\_

## YOUR ROLE

1. Which of the following best describes your title? **Select only one title.**

- Education: Instructor/Professor
- Education: Student, legal mgmt or law
- Education: Student, not law-related
- Lawyer: Associate in Private Law Firm
- Lawyer: GC, Corporate Legal Dept
- Lawyer: Judge/Govt Legal Dept/Agency/Court
- Lawyer: Managing Partner
- Lawyer: Partner in Private Law Firm
- Lawyer: Solo Practitioner
- Management: Branch Office Manager
- Management: CEO/Executive Director/Principal Administrator (all)
- Management: Consultant
- Management: Focus Area (HR, Finance, Marketing, IT, etc.)
- Management: Office/Business Manager
- Management: President/Owner
- Pre-Management/Support Staff (assistant, coordinator, etc.)
- Other: Law Librarian
- Other: Paralegal
- Other \_\_\_\_\_

2. Select **only one** of the following primary areas of focus:

- Academic
- Facilities
- Financial
- Human Resources
- Marketing/Business Development
- Overall Management
- Practice Management
- Practicing Attorney
- Pre-Management/Support Staff
- Pricing
- Process Improvement
- Project Management
- Systems/IT
- Other \_\_\_\_\_

3. Number of staff who report to you \_\_\_\_\_

- 4. Do you manage an important function that renders high-level technical or other specialized services?  Yes  No
- 5. Do you hold a position that requires independent judgment without close supervision?  Yes  No
- 6. Do you hold an exempt position or is eligible to be classified in the U.S. as exempt?  Yes  No
- 7. Do you work for a legal organization engaged primarily in the practice of law?  Yes  No
- 8. Do you regularly exercise management responsibilities?  Yes  No

## EMPLOYER INFORMATION

1. Which option best describes your employer or company? Select only one box.

- Private Law Office
- Corporate Legal Department
- Government Legal Department/  
Judicial Agency/Court
- Bar Association
- Nonprofit Organization
- Nonprofit Organization  
serving indigents
- \* Consultant Organization
- College/University
- Other \_\_\_\_\_

2. Does your employer have more than one office or location?  Yes (a)  No (b)  Not Applicable  
If you answered YES or NO: Complete a. or b. below, as appropriate:

**a. If your employer has office space in multiple locations:**

Are you the principal administrator for all offices?  Yes  No

(excludes functional specialist positions noted above)

OR

for one or more branch locations?  Yes  No

(excludes functional specialist positions noted above)

Number of lawyers at your location \_\_\_\_\_ Number of lawyers organization-wide \_\_\_\_\_

Total gross revenue (optional): your location \_\_\_\_\_ organization-wide \_\_\_\_\_

Do you work in the "home" or "main" office?  Yes  No

**b. If your employer has office space in a single-location:**

Are you the principal administrator?  Yes  No

(excludes functional specialist positions noted above)

Number of lawyers at your location \_\_\_\_\_

Total gross revenue (optional): your location \_\_\_\_\_

\_\_\_\_\_  
Title of person to whom you report

\_\_\_\_\_  
Name of person to whom you report (Optional)

## DEMOGRAPHIC INFORMATION (OPTIONAL)

To assist ALA in achieving its goals to increase sensitivity to diversity and enhance member benefits, the following data is requested on an optional basis. Individual responses are held in strict confidence; data is revealed in cumulative form only. Members who participate may request a summary of this data for benchmarking purposes.

1. Birth Year: \_\_\_\_\_
2. Gender Identification:  Female  Male  Other
3. Indicate highest level of education attained. Select only one box.  
 High school graduate  Bachelor's degree  JD/LLB  Some college – no degree  
 Master's degree  Doctorate  Associate's degree (2 year)  MBA
4. Race/Ethnic Identification  
 American Indian/Alaskan Native  Black  White  
 Asian/Pacific Islander  Hispanic  Multiracial
5. Total Compensation  
 \$25,000 – 49,999  \$100,000 – 124,999  \$175,000 – 199,999  
 \$50,000 – 74,999  \$125,000 – 149,999  \$200,000 – 224,999  
 \$75,000 – 99,999  \$150,000 – 174,999  \$225,000 – 249,999  \$250,000 +

## APPLICATION AGREEMENT

**By applying for ALA membership and indicating your acceptance below, you voluntarily agree to accept and abide by these terms and conditions, and provide your consent and agreement with the following policies of ALA.** Diversity is strongly supported and encouraged in the profession and ALA membership, including differences of race, ethnicity, culture, national origin, color, geography, gender/gender identity, sexual orientation, age, and disabilities, as well as political and religious affiliation, and socioeconomic or military status. Dues or contributions to ALA are not deductible as charitable contributions for U.S. federal income tax purposes. However, dues payments may be deductible by U.S. members as an ordinary and necessary business expense. Consult a tax professional for individual tax advice. Member dues are not used for lobbying activities or expenses.

1. As part of the application process, ALA shares provisionally-approved applicant contact information, **including email, telephone, and address**, with the ALA chapter in closest proximity. If no chapter is within 50 miles, ALA shares this information with the ALA Cyber Chapter. **All ALA Chapters are independently operated and managed.**

- YES, I agree to share my contact information with ALA independently-managed chapters.**
- NO, I do not agree to share my contact information with ALA independently-managed chapters.**

2. ALA business partners contact members from time to time using information from a variety of sources: law firm and chapter websites, legal directories, and trade show visits. ALA business partners are also offered limited and controlled singular opportunities to rent the ALA member mailing list, and/or contact members by email through a contracted third party email service with information and offers ALA has determined are relevant to our business, and may be of interest. Member email addresses are never sold directly to outside sources. All members are initially opted in to these communications, and members may opt out of these communications according to their preferences.

- YES, I agree to receive business partner communications.**
- NO, I do not agree to receive business partner communications.**

3. Select ALA business partners are approved for inclusion in the ALA Value in Partnership (VIP)<sup>SM</sup> Program through which they provide exclusive discounts and services to ALA members. Under certain circumstances, ALA has occasionally granted these business partners the opportunity to reach members via email to communicate those services as part of the VIP Program relationship.

- YES, I agree to receive VIP Program communications.**
- NO, I do not agree to receive VIP Program communications.**

4. Members may not opt out of membership renewal communications and/or communications related to their ALA membership account.

- YES, I agree to receive communications about my membership.**
- NO, I do not agree to receive communications about my membership.**

5. Member applicants acknowledge that they have read, understand and agree to abide by the ALA Website and Data Privacy Policy.

- YES, I have read, understand and agree to the ALA Website and Data and Privacy Policy.**
- NO, I do not agree to the ALA Website and Data Privacy Policy.**

6. Member applicants acknowledge that they have read, understand and agree to abide by the ALA Code of Ethics.  
Member applicants acknowledge that they have read, understand and agree to abide by the ALA Non-solicitation Policy.

7. Member applicants acknowledge, and agree to abide by ALA policy stating that applications are accepted subject to review and approval, and all applications are provisionally approved for the first 30 days.

8. By selecting I AGREE, you are indicating your acceptance and agreement to abide by ALA policies and procedures as outlined herein:

- YES, I agree.**
- NO, I do not agree.**

## SIGNATURE REQUIRED

I meet the eligibility requirements as set forth in the Association's Bylaws and agree to abide by the ALA Code of Professional Responsibility, Non-solicitation Policy, and the Website and Data Privacy Policy (See [alanet.org](http://alanet.org) to review these documents before signing your application). I understand membership is issued to individuals, not employer organizations, and is neither transferable nor refundable. Applications are accepted subject to review and approval and all applications are provisionally approved for the first 30 days. Most applications are processed within 5 working days of receipt by ALA. Under certain circumstances, and during peak times, an additional 5 to 10 business days may be required. Staff will assign Regular or Associate membership based on applicant's credentials.

\_\_\_\_\_  
Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## MEMBERSHIP INVESTMENT

1. Do not include chapter dues with this application. ALA membership is required before applying for chapter membership.
2. Dues are based on the calendar year – January 1, through December 31. Memberships that begin in January through November will expire December 31 of the year applied. Memberships that begin in December will not expire until December 31 of the following year.
3. If applying for term beginning January 1, 2020 or later, please request the 2020 application form.

<b>2019 Standard Dues: Regular or Associate Membership</b> <i>(law firms, corporate law departments, colleges/universities, consultants)</i>			
<b>Your Location</b>	<b>Apply in January –June</b>	<b>Apply in July –November</b>	<b>Apply in December*</b>
• U.S.A.	\$419 USD	\$249 USD	\$419 USD
• International	\$319 USD	\$249 USD	\$319 USD
<i>*When you apply in December, you receive 13 months of membership for the price of 12! Your membership will, subject to continued eligibility, be valid through December 31, of the following year.</i>			
<b>2019 Nonprofit or Government Dues: Regular or Associate Membership</b> <i>(nonprofit organizations, government legal departments/offices, judicial agencies/courts)</i>			
<b>Your Location</b>	<b>Apply in January –June</b>	<b>Apply in July –November</b>	<b>Apply in December*</b>
• U.S.A.	\$219 USD	\$129 USD	\$219 USD
• International	\$219 USD	\$129 USD	\$219 USD
<i>*When you apply in December, you receive 13 months of membership for the price of 12! Your membership will, subject to continued eligibility, be valid through December 31 of the following year.</i>			
<b>2019 Student Dues</b> <i>(membership term based on the calendar year - January 1 through December 31)</i>			
			<b>Apply in 2019*</b>
Part-time or Full-time Students in any degree program at an accredited institution of higher learning are eligible for ALA Student Membership. (Transcript required at time of application and annually at renewal. Maximum of four student membership terms allowed. Ineligible for student rate if employed in full-time, exempt position.)			\$49 USD
<i>*When you apply in December, you receive 13 months of membership for the price of 12! Your membership will, subject to continued eligibility, be valid through December 31 of the following year.</i>			

## PAYMENT & MAILING INFORMATION

**Checks:** US Funds, payable to Association of Legal Administrators and mailed as follows:

- ALA  
P.O. Box 95583  
Chicago, IL 60694-5583

**Credit Cards:**

Apply online at [alanet.org/membership](http://alanet.org/membership).

**Purchase Orders:**

ALA does not accept purchase orders for payment of dues.



8600 W Bryn Mawr Ave  
Suite 400N  
Chicago, IL 60631-4600

847.267.1252 TEL  
[alanet.org](http://alanet.org)

Questions? Phone: 847.267.1585 (8:30 a.m.–5:00 p.m. CT); email: [membership@alanet.org](mailto:membership@alanet.org).