



# 2009 APPLICATION FOR MEMBERSHIP

**VOTING MEMBERSHIP \$70.00** is open to any person who is employed as a paralegal, as well as any person currently employed as a non-attorney supervisor of paralegals who was previously employed as a paralegal.

**ASSOCIATE MEMBERSHIP \$60.00**, non-voting, is open to any person: a) who is presently employed as a paralegal outside the State of Hawaii; b) who was formerly employed as a paralegal; c) who is employed in the legal profession in another position other than that of a paralegal; or d) who has completed a formal paralegal program, but is not employed as a paralegal or does not substantially perform the duties of a paralegal.

**STUDENT MEMBERSHIP \$50.00**, non-voting, is open to anyone who is enrolled in a formal paralegal program within or outside the State of Hawaii and is not employed as a paralegal. Proof of student status required.

**SUSTAINING MEMBERSHIP \$120.00**, non-voting, is open to any person, partnership, corporation, association, or entity interested in supporting the purposes and activities of HPA.

## Applicant's Information

**NEW MEMBER**       **RENEWING MEMBER (Member since \_\_\_\_\_)**

Name \_\_\_\_\_

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

Occupation: \_\_\_\_\_ School, if Student: \_\_\_\_\_  
(Submit proof of registration if applying as a Student Member)

Address: check off preferred mailing address and preferred email address.

Office Address: \_\_\_\_\_  
 Office City \_\_\_\_\_ Office State \_\_\_\_\_ Office Zip \_\_\_\_\_  
 Office Telephone \_\_\_\_\_ Office Fax \_\_\_\_\_

Office email \_\_\_\_\_

Home Address: \_\_\_\_\_  
 Home City \_\_\_\_\_ Home State \_\_\_\_\_ Home Zip \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ Home Fax \_\_\_\_\_

Home email \_\_\_\_\_

**I Agree to Receive Communications from HPA via Email**  Yes  No

### AREAS OF PRACTICE SPECIALIZATION

Circle **three (3)** areas of practice where you have the most experience:

010 Bankruptcy/Collections	020 Civil Litigation	030 Real Estate	040 Corporate
050 Criminal	060 Environmental	070 Family	080 General Practice
090 Immigration	100 Intellectual Property	110 Labor & Employment	120 Pension/ Profit Sharing
130 Personal Injury/ Prop. Damage	140 Estate Planning & Probate	150 Medical Malpractice	160 Admin. Law
170 Insurance Defense	180 Maritime & Admiralty	190 Military Justice	200 Public Utilities
210 Banking			220 Other: _____

**I hereby certify that I meet the criteria of the membership class listed above:**

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

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

**Make your check payable to "HPA" and submit with this application AND a photograph of yourself (picture optional) for the membership directory to: HPA Membership Committee - P. O. Box 674 - Honolulu, HI 96809**

*(Incomplete applications or applications submitted without payment will be returned to sender)*

*(Please see other side for opportunities to volunteer some time to help our association be the best it can be)*

[www.hawaii paralegal.org](http://www.hawaii paralegal.org)

Member of the National Federation of Paralegal Associations

The operation and success of this organization relies entirely on volunteers. I want to volunteer some of my time to the following committees:

- |                            |               |              |
|----------------------------|---------------|--------------|
| · Regulation/Certification | · Elections   | · Standards  |
| · Job Bank                 | · Web Site    | · Pro Bono   |
| · Professional Development | · Membership  | · Newsletter |
| · Public Relations         | · Other _____ |              |

Dues are assessed on a calendar year basis. HPA members are also members of NFPA; from your annual dues, \$25 is paid to NFPA for voting and associate members and \$20 is paid for each student member (*these rates represent an increase of \$5 in NFPA dues effective January 1, 2006*).

### MEMBERSHIP BENEFITS

HPA members are entitled to many benefits, including HPA's quarterly newsletter The Hawaii Paralegal Reporter, informative mailings/brochures from both local and mainland sources, job bank notices, seminars on various legal and business topics, participation in general and annual membership meetings, a membership directory, NFPA affiliation and more.

### AFFILIATION WITH NFPA

HPA is a member of the National Federation of Paralegal Associations, Inc. ("NFPA"). NFPA is the largest national paralegal association with 52 member associations representing over 12,000 paralegals across the country. HPA is an active participant in NFPA. HPA members serve on NFPA committees, send representatives to annual and semi-annual meetings, and have hosted a Region I Business and Educational Conference. HPA members receive NFPA's quarterly magazine, National Paralegal Reporter, have job bank reciprocity with other NFPA member associations and enjoy additional NFPA benefits.

### HISTORY AND PURPOSES

The Hawaii Paralegal Association ("HPA") is a non-profit Hawaii corporation that was formed in 1978 to meet the need for a professional association for paralegals. It continues to be the only such association in Hawaii. HPA is an active participant in the legal community and sponsors regular activities, individually and in conjunction with the Hawaii State Bar Association.

The purposes of HPA are:

- To maintain high standards of performance in the paralegal profession;
- To inform members of developments in the paralegal profession;
- To encourage and provide continuing education for paralegals;
- To promote awareness and educate the community regarding the effective use of paralegals; and
- To foster communication, education and understanding among members of the legal profession and the community.

### STRUCTURE AND ORGANIZATION

HPA is managed by a Board of Directors, comprised of officers and committee directors who are elected annually by the voting membership. The Directors include Committee Directors who are the liaison between the Board and their respective committees.

### COMMITTEES

**Job Bank Committee** serves as a liaison between prospective employers and HPA members, and tracks and maintains market trends affecting the profession.

**Membership Committee** publishes the annual membership directory, processes applications and renewals, maintains a membership mailing list and recruits new members.

**Newsletter Committee** publishes the Hawaii Paralegal Reporter on a quarterly basis.

**Professional Development Committee** arranges educational seminars and general membership meetings and facilitates practice groups.

**Pro Bono Committee** is responsible for promoting member participation in pro bono and fund raising projects.

**Public Relations Committee** is responsible for promotional material designed to attract public interest or recognition for HPA and assists as a liaison with the media. The Public Relations Committee also consists of two separate standing subcommittees: The **Advertising Committee** promotes advertising in our newsletter, membership directory and website. The **Fundraising Committee** coordinates various fundraising efforts in order to generate additional operating funds in an effort to avoid increasing membership dues.

**Standards Committee** researches and proposes standards and guidelines for HPA and makes recommendations to the Board of Directors regarding affairs of the association.

**Website Committee** maintains, upgrades and updates our HPA website.

*Ad hoc committees are created when necessary to deal with specific issues or needs within HPA and the community.*