

SMOKY MOUNTAIN PARALEGAL ASSOCIATION

*Request for Membership Information*

NAME \_\_\_\_\_ EMPLOYER \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

PLEASE MAIL THIS INFORMATION TO MY \_\_\_\_\_ WORK \_\_\_\_\_ HOME ADDRESS \_\_\_\_\_

Smoky Mountain  
PARALEGAL ASSOCIATION



Post Office Box 445  
Knoxville, Tennessee 37901

[www.smparalegal.org](http://www.smparalegal.org)

An Affiliate of the National Association of Legal  
Assistants, Inc.



The Smoky Mountain Paralegal Association ("SMPA") is a voluntary, non-profit Tennessee corporation that was formed in 2005 to meet the need for a professional association for paralegals in the East Tennessee area. SMPA is composed of paralegals working in all areas of the law, students in recognized paralegal educational programs, and supporters of the paralegal profession, who are interested not only in furthering their own professional development, but are also dedicated to the advancement of the paralegal profession as a whole.

SMPA's goals 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.

SMPA sponsors two major seminars each year on a broad range of legal topics. Additionally, monthly meetings are conducted throughout the East Tennessee area, giving members the opportunity to hear speakers on a variety of legal issues.

## SCHOLARSHIP

SMPA awards a scholarship annually to a student currently enrolled in a paralegal program within the SMPA region.

## NEWSLETTER

SMPA publishes a quarterly newsletter, *The Liaison*, which keeps members apprised of association business, contains articles of interest, and notifies members of upcoming seminars and events.

## PROFESSIONAL ENHANCEMENT

SMPA provides a forum for the exchange of information, efficient procedures and ideas among members with diverse experience and training.

## MEMBERSHIP

There are four categories of membership in SMPA: 1) Active/Voting, 2) Student/Non-Voting, 3) Sustaining/Non-Voting, and 4) Associate/Non-Voting. Qualifications for membership are set forth on the Membership Application.

## BUSINESS

The general business of SMPA is conducted by the Executive Committee comprised of a President, First Vice President, Second Vice President, Secretary, Treasurer, NALA Liaison, and Parliamentarian. Standing committee chairpersons assist the Executive Committee.

## NATIONAL ASSOCIATION OF LEGAL ASSISTANTS

### CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY

**DEFINITION:** Legal assistants, also known as paralegals are a distinguishable group of persons who assist attorneys in the delivery of legal services. Through formal education, training and experience, legal assistants have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of any attorney.

**CANON 1:** A legal assistant must not perform any of the duties that attorneys only may perform nor take any actions that an attorney may not take.

**CANON 2:** A legal assistant may perform any task which is properly delegated and supervised by any attorney, as long as the attorney is ultimately responsible to the client, maintains a direct relationship with the client, and assumes professional responsibility for the work product.

**CANON 3:** A legal assistant must not: a) engage in, encourage, or contribute to any act which could constitute the unauthorized practice of law, and b) establish attorney-client relationships, set fees, give legal opinions or advise, or represent a client before a court agency unless so authorized by that court or agency; and c) engage in conduct or take any action which would assist or involve the attorney in a violation of professional ethics or give the appearance of professional impropriety.

**CANON 4:** A legal assistant must use discretion and professional judgment commensurate with knowledge and experience but may not render independent legal judgment in place of any attorney. The services of any attorney are essential in the public interest whenever such judgment is required.

**CANON 5:** A legal assistant must disclose his or her status as a legal assistant at the onset of any professional relationship with a client, attorney, court or administrative agency or personnel thereof or a member of the general public. A legal assistant must act prudently in determining the extent to which a client may be assisted without the presence of an attorney.

**CANON 6:** A legal assistant must strive to maintain integrity and a high degree of competency through education and training and respect to professional responsibility, local rules and practice, and through continuing education in substantive areas of law to better assist the legal professional in fulfilling its duty to provide legal service.

**CANON 7:** A legal assistant must protect the confidences of a client and must not violate any rule of statute now in effect or hereafter enacted controlling the doctrine of privileged communications between a client and an attorney.

**CANON 8:** A legal assistant must do all other things incidental, necessary, or expedient for the attainment of the ethics and responsibilities as defined by statute or rule of court.

**CANON 9:** A legal assistant's conduct is guided by bar associations' codes of professional responsibility and rules of professional conduct.