

# MAXIMIZE YOUR POTENTIAL!

NALS...the association for legal professionals

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*Maximizing  
Your Potential!*

**NALS**

...the association for legal professionals

Since 1929, NALS...the association for legal professionals has added credibility and marketability to professional legal staff nationwide by providing them with the knowledge and understanding of their profession through education, certification and mentoring.

NALS members are leaders. Our continuing legal education and high ethical standards are qualities employers greatly value. These valued qualities can lead the NALS legal professional to attaining better salaries and a faster climb up their career ladder.

Great people, exceptional ideas and essential information multiply your opportunities for leadership in your legal environment and our association. Programs on the local, state, regional, and national levels let you tailor-make your involvement and fine-tune your skills. NALS gives you the tools to improve your confidence in your career whether you are a paralegal, legal specialist, legal administrator, legal secretary, legal office support staff or an educator.

Access NALS and its lifetime commitment to members on any and all levels. Then see your marketability and increased knowledge transform you into an experienced, sought-after legal services professional.

## NALS Code of Ethics & Professional Responsibility

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall:

- Encourage respect for the law and the administration of justice
- Observe rules governing privileged communications and confidential information
- Promote and exemplify high standards of loyalty, cooperation and courtesy
- Perform all duties of the profession with integrity and competence
- Pursue a high order of professional attainment

### Standards of Conduct

Integrity and high standards of conduct are fundamental to the success of our professional association. This Code is promulgated by NALS and accepted by its members to accomplish these ends.

- Canon 1. Members of this association shall maintain a high degree of competency and integrity through continuing education to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.
- Canon 2. Members of this association shall maintain a high standard of ethical conduct and shall contribute to the integrity of this association and the legal profession.
- Canon 3. Members of this association shall avoid a conflict of interest pertaining to a client matter.
- Canon 4. Members of this association shall preserve and protect the confidences and privileged communications of a client.
- Canon 5. Members of this association shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of a lawyer and shall not act in matters involving professional legal judgment.
- Canon 6. Members of this association shall not solicit legal business on behalf of a lawyer.
- Canon 7. Members of this association, unless permitted by law, shall not perform paralegal functions except under the direct supervision of a lawyer and shall not advertise or contract with members of the general public for the performance of paralegal functions.
- Canon 8. Members of this association, unless permitted by law, shall not perform any of the duties restricted to lawyers or do things which lawyers themselves may not do and shall assist in preventing the unauthorized practice of law.
- Canon 9. Members of this association not licensed to practice law shall not engage in the practice of law as defined by statutes or court decisions.
- Canon 10. Members of this association shall do all other things incidental, necessary, or expedient to enhance professional responsibility and participation in the administration of justice and public service in cooperation with the legal profession.

**NALS is your one-stop source for competence, credibility, and marketability through nationally recognized educational programs.**

#### **NATIONAL CONFERENCES**

NALS meets your ongoing continuing legal education needs through the Annual Education Conference and National Forum, the Annual Professional Development Conference and eight separate regional conferences. Courses on a wide variety of timely legal and management topics are taught by experts in the profession.

#### **NALS ONLINE LEARNING CENTER**

Education sessions in the convenience of your own home. Sessions can be for general continuing legal education or certification exam preparation.

#### **LEGAL TRAINING COURSE**

Local chapters draw from area professionals and provide classroom training one or two days/nights a week for several weeks.

#### **CERTIFICATION PROGRAMS**

Demonstrate your proficiency in administrative legal skills by obtaining your ALS...the basic certification for the legal professional, PLS...the advanced certification for the legal professional, or our newest certification Professional Paralegal (PP). You may even earn college credits once you pass the ALS, PLS, or PP exam.

**NALS gives you reliable support services.**

#### **NALS MEMBERSHIP LOCATOR**

When preparing for a trip by your attorney to a distant location, contact the NALS Resource Center to locate a NALS Member in that city for reliable local information.

#### **NALS E-NEWS**

This communication via e-mail brings you up-to-date on the latest NALS events and deadlines. This friendly newsletter provides you with tips on professionalism and leadership you can use in your office and at home.

#### **@LAW**

Our award-winning magazine for legal information specialists is your source for current trends in law and legal professionals' viewpoints on a variety of subjects.

#### **E-LEARN@NALS NEWSLETTER**

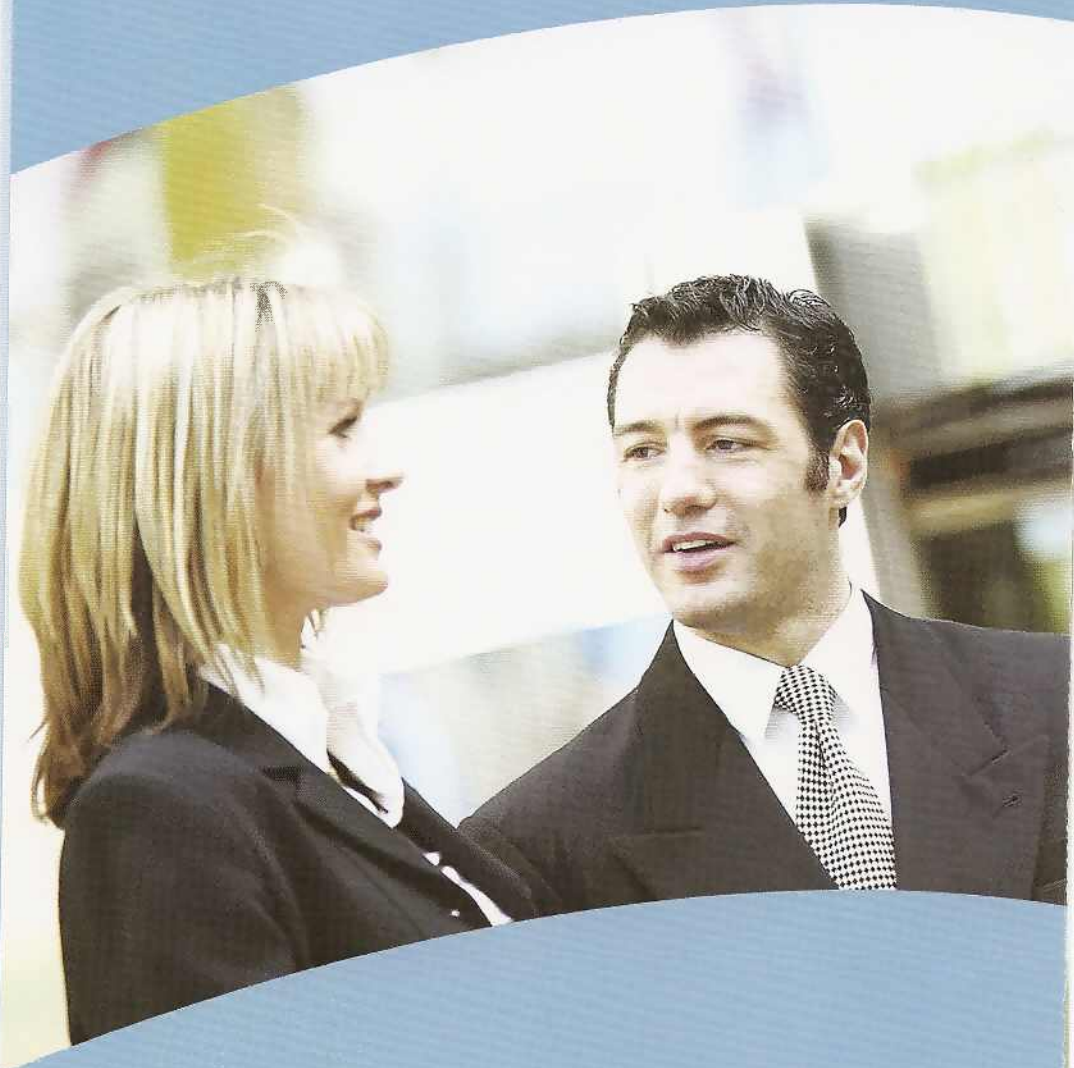
Each month, members receive our monthly newsletter geared toward continuing legal education by e-mail.

#### **NALS WEBSITE**

This is a site you will visit again and again, with hyperlinks to the most current legal sites. Sign on for current information on certification (ALS, PLS, and PP) applications, meeting registration, continuing legal education, NALS leadership and educational materials, the Legal Career Center hosted by Legalstaff.com and more. Check us out at [www.nals.org](http://www.nals.org).

#### **NALS ONLINE COMMUNITY**

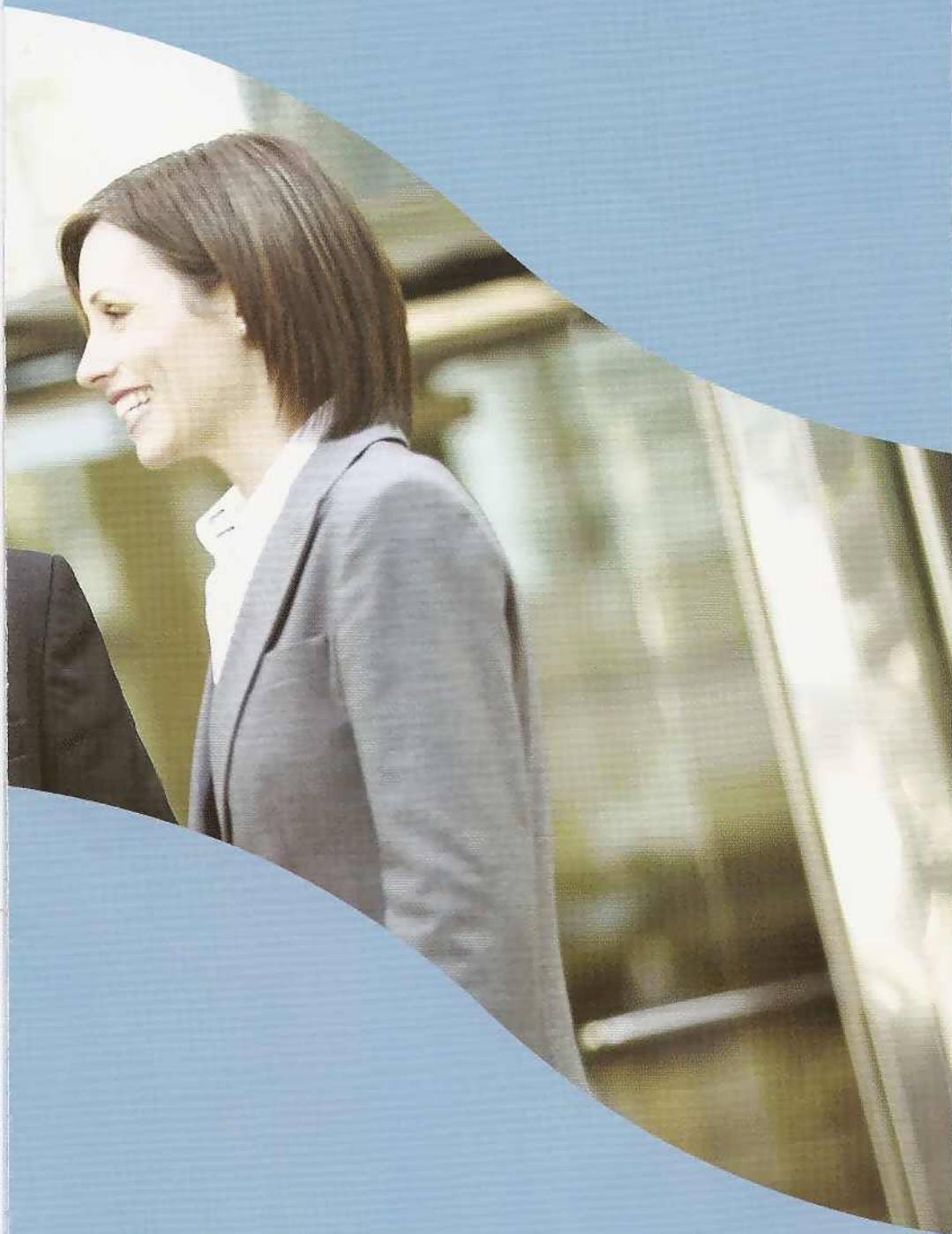
This addition to NALS gives members and nonmembers an arena for discussion on topics of their choosing. The Online Community is available 24 hours a day, seven days a week, 365 days a year for all legal professionals to network with their peers.



## NALS **MISSION STATEMENT**

NALS® is dedicated to enhancing the competencies and contributions of members in the legal services profession. It accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials
- Networking opportunities at the local, state, regional, and national levels
- Commitment to a Code of Ethics and professional standards
- Professional certification programs and designations



NALS...the association for legal professionals

314 East Third Street, Suite 210

Tulsa, Oklahoma 74120

918.582.5188

918.582.5907 (fax)

[info@nals.org](mailto:info@nals.org)

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