



**INITIAL APPLICATION**  
Contract Legal Assistants in King County 2019

**Personal Contact Information**

Name: \_\_\_\_\_

Work Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Current Employer Information**

Firm/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Firm Web Address: \_\_\_\_\_

Sponsoring Attorney: \_\_\_\_\_

Attorney Email: \_\_\_\_\_

**Description of Current Position**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been employed at this office for longer than six months? YES\_\_\_ NO\_\_\_  
(If you have not been employed longer than six months you will not be issued your card until you've hit the six month point.)

Have you had the same supervising attorney for six months or more? YES\_\_\_ NO\_\_\_  
(If you have not had the same supervising attorney for six months you will not be issued your card until you've hit the six month point.)

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**Additional Contract Attorney Cards**

If you'd like to be issued cards for work you do for other attorneys please list their name, firm, and email below. Your first two additional cards are included in the \$60 price. Please add \$10 per card after that. Each additional attorney you are seeking a card for will need to write you a recommendation letter and sign an attorney affidavit.

Sponsoring Attorney: \_\_\_\_\_

Firm/Company: \_\_\_\_\_

Attorney Email: \_\_\_\_\_

Sponsoring Attorney: \_\_\_\_\_

Firm/Company: \_\_\_\_\_

Attorney Email: \_\_\_\_\_

Sponsoring Attorney: \_\_\_\_\_

Firm/Company: \_\_\_\_\_

Attorney Email: \_\_\_\_\_

**Education Background**

Please fill out as many as needed including other courses/seminars directly related to your position. If you do not hold an AA degree, or higher, you must have completed at least 1 ethics course and 1 course pertaining to your legal field (two separate courses). Attach documentation of your participation in each course. If completed online include a receipt or documentation showing confirmation of being signed up for the course.

School/University: \_\_\_\_\_

Degree/Certificate\*: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

School/University: \_\_\_\_\_

Degree/Certificate\*: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

*\*Attach a copy of certificate.*

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**Work Experience**

Please list your previous positions in the legal field. You may bypass this step by attaching a current resume.

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

Supervisor: \_\_\_\_\_

Supervisor Phone#: \_\_\_\_\_

Position: \_\_\_\_\_

Description/Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Supervisor Phone#: \_\_\_\_\_

Position: \_\_\_\_\_

Description/Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Supervisor Phone#: \_\_\_\_\_

Position: \_\_\_\_\_

Description/Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

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**Checklist of Documents**

- \_\_\_ Initial Application
- \_\_\_ Letter of recommendation from your Responsible Attorney(s)
- \_\_\_ Copy of degree/school certificate **OR** proof of participation in legal education courses
- \_\_\_ Affidavit of Applicant
- \_\_\_ Affidavit of the Responsible Attorney(s)
- \_\_\_ Registration fee of \$60.00

**Payment Information**

Total Due:

Check (*Checks payable to KCBA*)

Check Number: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Credit Card

Type of Card      Visa              MC              Amex

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Name on Card: \_\_\_\_\_

*King County Bar Association Legal Assistant Committee*

*Application Received*      \_\_\_\_\_

*Application Reviewed*      \_\_\_\_\_

*Application Approved*      \_\_\_\_\_

\_\_\_\_\_  
*Frances Turean, Legal Assistant Committee Chair*

Please mail your completed applications to:

King County Bar Association  
Attn: Camille Zahajko  
1200 5<sup>th</sup> Ave, Suite 700  
Seattle, WA 98101

Any questions can be emailed to [CamilleZ@kcba.org](mailto:CamilleZ@kcba.org).

Typical turnaround time is a week.