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**INITIAL APPLICATION WITH KING COUNTY BAR ASSOCIATION FOR YEAR 2012
USE FOR BOTH EMPLOYED AND CONTRACT LEGAL ASSISTANTS**

1. CONTACT INFORMATION

YOUR NAME _____

YOUR EMAIL _____

HOME TELEPHONE NUMBER _____

EMPLOYER FIRM NAME _____

NATURE OF EMPLOYER'S BUSINESS _____

EMPLOYER FIRM ADDRESS _____

CITY _____ **STATE** _____ **ZIP +4** _____

EMPLOYER PHONE NUMBER _____

EMPLOYER EMAIL _____

Is your employer a lawyer or law firm? Yes ___ **No** ___

If "Yes," list name, address and telephone number of Responsible Attorney at employer firm or entity. Attach letter of recommendation from Responsible Attorney.

4. DESCRIPTION OF CURRENT POSITION (include percentage of time actually spent performing work of a legal assistant)

CHECKLIST OF DOCUMENTS TO INCLUDE WITH YOUR APPLICATION

Employed Legal Assistants

- Initial Application form
- Affidavit of Applicant
- Affidavit of the Responsible Attorney;
- Letter of recommendation from your Responsible Attorney,
- Copy of your degree or school certificate
- Proof of participation in ethics and specialty law legal education courses (if you do not have an AA paralegal degree)
- Registration fee of \$35.00. (Make checks payable to KCBA.)

Contract Legal Assistant

- Initial Application form
- Affidavit of Applicant
- Sponsoring Attorney's Affidavit
- Letter of recommendation from your Sponsoring Attorney,
- A copy of your degree or school certificate
- Proof of participation in ethics and specialty law legal education courses (if you do not have an AA paralegal degree)
- Registration fee of \$60.00. (Make checks payable to KCBA).
- Affidavit of Responsible Attorney for each law firm for which you perform or which you anticipate utilizing the privileges of this registration card prior to utilizing such privileges in connection with the lawyer or law firm

Application Received: _____

Application Reviewed: _____

Application Approved: _____

**King County Bar Association
Legal Assistant Committee**

By _____