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**RENEWAL APPLICATION FOR
LEGAL ASSISTANT REGISTRATION FOR YEAR 2012**

(USE FOR BOTH EMPLOYED AND CONTRACT LEGAL ASSISTANTS ONLY IF THE RESPONSIBLE ATTORNEY HAS NOT CHANGED FROM THE PREVIOUS YEAR) see note 4 at bottom if your responsible or sponsoring attorney has changed)

YOUR NAME: _____

1. I hereby apply to continue my registration as a legal assistant with the King County Bar Association. In submitting this application, I affirm that there have been no material changes in my employment status, and that my Responsible Attorney has not changed. Enclosed is check number _____ for \$ _____ (\$35.00 for Employed Legal Assistants, \$60.00 for Contract Legal Assistants) to cover the cost of processing this renewal.

2. I know of no circumstances which would adversely change the information stated in my original application and I continue to work as a legal assistant as generally stated in the original application, performing tasks under the supervision of a lawyer and while I do not give legal advice, I have special training by experience and/or special education to carry on investigative and information gathering matters, (use independent judgment, and deal with clients in a professional and ethical manner) under the supervision and control of the lawyer for whom I work and to whom I am responsible at all times.

(signature and date)

1. CONTACT INFORMATION:

YOUR NAME _____

YOUR EMAIL _____

HOME TELEPHONE NUMBER _____

EMPLOYER FIRM NAME _____

EMPLOYER FIRM ADDRESS _____

CITY _____ STATE _____ ZIP +4 _____

EMPLOYER PHONE NUMBER _____

EMPLOYER EMAIL _____

2. (CONTRACT LEGAL ASSISTANTS ONLY Complete this section)

I have utilized the privileges of my King County Registration card for the immediately preceding year in connection with work performed for the following attorneys and law firms:

3. Checklist of materials to submit for renewal of your registration if there has been no change in Responsible or Sponsoring attorneys:

Employed Legal Assistants

- Renewal Application**
- Copy of last year's KCBA Legal Assistant registration card**
- Registration fee of \$35.00**

Contract Legal Assistants

- Renewal Application**
- Copy of last year's KCBA Legal Assistant registration card**
- Registration fee of \$60.00**

4. Checklist of materials to submit for renewal of your registration if there has been a change in Responsible or Sponsoring attorneys:

Employed Legal Assistants

- Renewal Application**
- A letter of recommendation from your new Responsible Attorney,**

- ___ **An Affidavit of the new Responsible Attorney;**
- ___ **Affidavit of Applicant**
- ___ **Copy of last year's KCBA Legal Assistant registration card**
- ___ **Pay a registration fee of \$35.00.**

Contract Legal Assistants

- ___ **Renewal Application**
- ___ **A letter of recommendation from your new Sponsoring Attorney,**
- ___ **An Affidavit of the new Sponsoring Attorney;**
- ___ **Affidavit of the new Responsible Attorney for each law firm for which you perform services;**
- ___ **Affidavit of Applicant**
- ___ **Copy of last year's legal registration card**
- ___ **Pay a registration fee of \$60.00.**