



**APPLICATION FOR MEMBERSHIP**

Please read the membership criteria on the reverse of this application. If you meet the criteria, complete and sign this form, send it together with a copy of your resume and your check to: **Adilen Montes, Levine Kellogg Lehman Schneider & Grossman, LLP, 201 South Biscayne Boulevard, 22<sup>nd</sup> Floor, Miami, FL 33131**. ALA membership is NOT issued to organizations and is NOT transferable from one individual to another. If you have any questions, please call any board member for assistance.

Date: \_\_\_\_\_ Renewal  New Member

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Name (nickname) for Badge: \_\_\_\_\_ Committees Interested in Joining \_\_\_\_\_

Address (home): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home): (\_\_\_\_) \_\_\_\_\_ Email (home) \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Facsimile (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Check the most appropriate description of employer:

Private Law Office \_\_\_\_\_ Corp. Law Dept. \_\_\_\_\_ Judicial \_\_\_\_\_

Law Dept. of Non-Profit Org. \_\_\_\_\_ Govt. Legal \_\_\_\_\_

Other (describe) \_\_\_\_\_

Indicate the number of attorneys in your organization: \_\_\_\_\_

Your position (title): \_\_\_\_\_

Number of years in legal administration: \_\_\_\_\_

If you are/were a member of another ALA Chapter, please list the name: \_\_\_\_\_

Dues paid through \_\_\_\_\_ STATUS:  Full Member  Associate  Student  Other

Are you currently a member of National ALA \_\_\_\_\_ National ALA Member number \_\_\_\_\_

After having read the Membership Criteria on the reverse side, please indicate which membership class you consider yourself eligible for:

Full Membership     
  Associate Membership     
  Honorary Membership     
  Student Membership \$35.00  
 ❖ **ANNUAL DUES: \$125 BEFORE February 1<sup>st</sup>**      
 **\$150 after February 1<sup>st</sup>**

\* If application is made after July 1st, please pay \$62.50 which will apply to the remainder of current term.

If applying for student membership, please list the name of institution where you are enrolled, your course of study and estimated completion date: \_\_\_\_\_

I have read and understand the criteria for membership in the South Florida Chapter Association of Legal Administrators. I request that I be accepted, having made application to, or currently being a member of National ALA. I have enclosed the appropriate dues check for South Florida Chapter ALA.

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Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**PRIMARY JOB RESPONSIBILITIES**

CODE #	Primary Responsibilities
00	Responsible for overall management of activities including principal elements or supervision of each of the following functional specialist descriptions.
01	General management, including management of a majority of the following activities: policy making, strategic and tactical planning, business development, risk management, quality control, organizational development, and other general management functions beyond mere attendance at management meetings.
02	Financial management, including management of a majority of the following activities: planning, forecasting, budgeting, variance analysis, financial reporting, operations analysis, general ledger accounting, rate determination, billing and collections, cash flow control, banking relationships, investment, tax planning, tax reporting, trust accounting, payroll, ERISA accounting, and other financial management functions beyond mere recordkeeping.
03	Human resource management, including management of a majority of the following activities for the legal, paralegal and support staff: recruiting, selection, placement, orientation, training and development, performance evaluation, salary administration, employee relations, motivation, counseling, disciplining, discharging, benefits administration, workers' compensation, personnel data systems, organizational analysis, job design, resource allocation, and other human resource management functions beyond mere recordkeeping.
04	Systems management, including management of a majority of the following activities: systems analysis, operational audits, procedural handbooks, cost/benefit analysis, computer systems design, programming and systems development, information services, records management, library management, office automation, document construction systems, information storage and retrieval, telecommunications, litigation support, legal practice systems, and other systems management functions beyond mere procedures manuals and computer program documentation.
05	Facilities management, including management of a majority of the following activities: space planning and design, office renovation, purchasing, inventory control, reprographics, records management, reception/switchboard services, telecommunications, mail, messenger, and other facilities management functions beyond mere purchase order processing.
06	Marketing management, including management of a majority of the following activities: participation in planning and developing firm, departmental and individual attorney marketing plans, collection and analysis of marketing research data, preparing and managing marketing budget, developing and implementing marketing programs, coordinating marketing efforts among departments and offices, participation in developing strategies to identify, select and promote new services, offices and attorneys.
07	Practice management, including management of one or more of the following activities: lawyer recruiting, lawyer training and development, legal assistant supervision, practice development, marketing, public relations, advertising, work product quality control, professional standards, substantive practice systems, and other practice management or administration of any legal organization.