

CAPITAL AREA PARALEGAL ASSOCIATION
An Affiliate of the National Association of Legal Assistants, Inc.

SUSTAINING MEMBER APPLICATION / RENEWAL 2010

ANNUAL DUES ARE DUE AND PAYABLE JANUARY 1 OF EACH YEAR

NEW **RENEWAL** (For RENEWING Sustaining Members, dues are DELINQUENT March 1 of any year. Renewal applications postmarked March 1 or later require payment of the \$10.00 initiation fee plus applicable dues as indicated below to be in good standing.)

SUSTAINING MEMBERSHIP BENEFITS:

- Invited to attend monthly meetings and special events
- Free email and web link listing on CAPA's website
- Receive the *CAPA Brief* monthly newsletter
- Listing in each *CAPA Brief*
- One (1) free business card-sized advertisement in one (1) newsletter per year
- Option to advertise in the *CAPA Brief*
- Option to place literature on information tables once a year at a luncheon (as a "Sustaining Member of the Month") and at the Annual Vendor parade
- Option to sponsor special CAPA events
- Profile once a year in the *CAPA Brief*

QUALIFICATIONS: To qualify for Sustaining Membership, the applicant must be a lawyer, law firm, agency, paralegal training program, business, or institution which shares the purposes of CAPA as set forth in Article II of CAPA's Bylaws.

SOLICITATION AND PRIVACY POLICY: No member of CAPA shall distribute, sell, or otherwise make membership lists available to non-CAPA members without prior Board approval.

ANNUAL DUES: Dues are **\$75.00** annually with a **\$10.00** initiation fee (total **\$85.00** for first year). Those applying for INITIAL membership between July 1-Oct. 31 of any year pay only ½ the annual dues (\$37.50) plus the \$10.00 initiation fee for membership through Dec. 31 of that year. Those applying for INITIAL membership between Nov. 1- Dec. 31 of any year pay the full annual dues of \$75.00 plus the \$10.00 initiation fee for membership through Dec. 31 of the **following** year.

Our organization is best described as (please check one below):

- Law Firm State / Federal Agency Paralegal Education Program Legal Services Vendor

Please attach a brochure, **business card**, or other similar documentation that describes the services that you provide. The business card is necessary for your one free advertisement in the *CAPA BRIEF* and your online listing on CAPA's web site.

PLEASE TYPE OR PRINT NEATLY

Business Name: _____

Contact Person: _____ Title: _____

Business Address: _____

City: _____ Zip: _____ Phone: _____ Fax: _____

Web site Address: _____ E-Mail Addresses: _____

Please describe the services you provide: _____

How did you hear about CAPA? Website Mail Solicitation Email Solicitation

Current Member (Name: _____) Other: _____

SIGNATURE OF APPLICANT

DATE

✉ MAIL COMPLETED APPLICATION & CHECK PAYABLE TO THE CAPITAL AREA PARALEGAL ASSOCIATION TO:

Kathy Harkins, MA, CLAS, TBLS
c/o Wilson Grosenheider & Jacobs
P. O. Box 1584
Austin, TX 78767

TOTAL DUES ENCLOSED: \$ _____

**SUSTAINING MEMBER (“SM”) PROFILE INFORMATION
CAPA – 2010**

Name of Company: _____

1. Please select the appropriate categories for your listing(s) on CAPA’s SM web page (*see* <http://www.capatx.org/sustaining-members.html> for a list of the services contained in each category).

- | | |
|--|---|
| <input type="checkbox"/> Computer, Network and Internet Services | <input type="checkbox"/> Investigation Services |
| <input type="checkbox"/> Copying and Printing | <input type="checkbox"/> Law Firms |
| <input type="checkbox"/> Corporate Services | <input type="checkbox"/> Legal Staffing and Placement |
| <input type="checkbox"/> Courier and Hand Delivery | <input type="checkbox"/> Litigation Support and Case Management |
| <input type="checkbox"/> Court Reporting and Depositions | <input type="checkbox"/> Medical Consulting |
| <input type="checkbox"/> Digital Services and Data Management | <input type="checkbox"/> Process Servers |
| <input type="checkbox"/> Document and Records Retrieval | <input type="checkbox"/> Supplies, Stationery and Software |
| <input type="checkbox"/> Education and Paralegal Training | <input type="checkbox"/> Telephone Technology Services |
| <input type="checkbox"/> Expert Witnesses and Support | <input type="checkbox"/> Trial Exhibits and Graphics |
| <input type="checkbox"/> Filings and Records Searches | <input type="checkbox"/> Video and Multimedia Production |
| <input type="checkbox"/> Imaging and Scanning | <input type="checkbox"/> OTHER: _____ |

2. Please tell us something interesting about a job that you had or someone you had contact with that would make “good reading” in the *CAPA BRIEF*:

(Continue on back if needed)

3. Please provide some personal information about your main CAPA contact or someone within your company who has contact with CAPA members that we can print in the *CAPA BRIEF*:

(Continue on back if needed)

4. Would you set up a table at CAPA monthly meetings if space were available? _____

5. How do you think CAPA could better support its Sustaining Members?

PLEASE NOTE: THE COMPLETED APPLICATION, INCLUDING PAGE 2, MUST BE SUBMITTED WITH PAYMENT BEFORE THE APPLICATION WILL BE PROCESSED

Sustaining Members Volunteering with CAPA

Please indicate the committee(s) in which you would be interested in participating. General duties of each committee are shown below. You are encouraged to assist wherever you have an interest. Please note that serving on a committee does not require you to assist with each activity for which the committee is responsible. The more volunteers we have, the less work each person has to handle.

Return this form with your completed membership application.

_____ **Community Services/PR/Social Committee.** Assist chair and committee with organizing community service outreach projects and social events, including recruiting volunteers, scheduling and arranging volunteers to assist with projects, promoting the community service event, and preparing report to Board concerning projects

_____ **Continuing Education “CLE” Committee.** Assist chair and committee with finding valuable topics of CLE for presentation to CAPA membership. Assist with obtaining qualifying CLE credit at both the state and national level. Assist with organizing and promoting CLE events, and preparing information for *CAPA Brief* concerning the CLE event.

_____ **Job Bank.** Assist chair with gathering information concerning new prospective jobs and assembling information for CAPA Job Bank.

_____ **Programs Committee.** Assist chair and committee with locating and securing speakers for the monthly luncheon. Assist with obtaining CLE credit for each of the monthly luncheon presentations.

_____ **RSVP.** Assist chair and committee with organizing RSVP for the monthly luncheons, checking in attendees at the luncheon, and working with the luncheon location to ensure the event runs smoothly.

_____ **Publication Committee.** Assist chair and committee with recruiting individuals to contribute legal articles for *CAPA Brief*. Assist with preparing and/or proofing the *CAPA Brief* for monthly publication.

_____ **Mentor Committee.** Assist chair and committee with finding and recruiting active paralegals willing to mentor new paralegals entering the profession. Assist with matching active paralegals with new paralegals in their area of concentration and interests.

_____ **Volunteer Legal Services.** Assist chair and committee by volunteering at the monthly legal clinics that benefit the community by providing affordable legal services while under the direction of a licensed attorney.

_____ **Web Team.** Assist chair and committee with gathering information and updating the CAPA website. Assist with maintaining CAPA’s group email.

_____ **Nancy McLaughlin Scholarship.** Assist chair and committee with determining various scholarships to be offered to members and the best way to fund them.

_____ **Sustaining Member Liaison.** Work closely with Sustaining Members to find ways to benefit both the member and CAPA. Organize monthly spotlight vendors for the luncheons. Organize sponsors and/or door prizes for various CAPA functions as the need arises.