

**FORM B**

**DECLARATION OF APPLICANT**

STATE OF UTAH )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, declare under criminal penalty of the State of Utah that the following is true and correct to the best of my knowledge and belief:

1. I am over the age of 18 and have personal knowledge of the following facts and could and would testify regarding such facts if necessary.

2. I hereby apply for membership in the Utah State Bar Paralegal Division ("Division"). I hereby certify that I am employed as a paralegal, that I work under the ultimate supervision of a duly licensed Utah attorney at all times, and that I qualify as a member under the category(ies) checked in Paragraph 2 below.

I HEREBY CONSENT THAT THE DIVISION MAY CONTACT MY PRESENT AND FORMER SUPERVISING ATTORNEY(S) FOR VERIFICATION OR CLARIFICATION OF MY QUALIFICATIONS FOR MEMBERSHIP. I UNDERSTAND THAT IF ANY INFORMATION SUBMITTED IN THIS APPLICATION IS DETERMINED TO BE FALSE, THIS AND ALL FUTURE APPLICATIONS WILL BE DENIED.

3. I qualify and am eligible for membership in the Division because (check the qualifying category):

(A)  I have successfully completed an ABA approved program of education and training for paralegals, and I am currently employed as a paralegal under the ultimate supervision of a duly licensed Utah attorney; **OR**

(B)  I have successfully completed an institutionally accredited paralegal training program that consists of a minimum of sixty (60) semester hours (or equivalent quarter hours) of which fifteen (15) are substantive legal courses, and I am currently employed as a paralegal under the ultimate supervision of a duly licensed Utah attorney; **OR**

(C)  I have successfully completed an institutionally accredited general college program that consists of sixteen (16) semester hours of substantive legal courses, plus forty-five (45) semester hours (or equivalent quarter hours) of general college curriculum, I have at least one (1) full year of employment experience as a paralegal under the ultimate supervision of a duly licensed attorney, and I am currently employed as a paralegal under the ultimate supervision of a duly licensed Utah attorney.

*(All applications under Categories A, B or C must include an official copy of the school's transcript or curriculum showing all courses covered.)* **OR**

(D)  I have a minimum of five (5) continuous years of full-time employment experience as a paralegal under the ultimate supervision of a duly licensed attorney, which experience complies with the definition of a paralegal set forth below, and I am currently employed as a paralegal under the ultimate supervision of a duly licensed Utah attorney and have completed at least five (5) hours of continuing legal education in the last two (2) years.

*(CLE should meet the criteria be approved by the National Association of Legal Assistants (NALA) and proof of CLE attendance must be included. Please contact Membership to have alternate CLEs approved. Also, all applications under Category D must include declarations of the applicant's supervising attorney(s) (current or former or both), as necessary, certifying the minimum of five (5) continuous years of full-time paralegal experience. Attorney declarations are included with this application as Form C)* **OR**

(E)  I have a baccalaureate or higher degree in any field and at least two (2) continuous years of full-time employment experience as a paralegal under the ultimate supervision of a duly licensed attorney, and am currently employed as a paralegal under the ultimate supervision of a duly licensed Utah attorney.

*(All applications under Category E must include proof of completion of a baccalaureate or higher degree and declarations of the applicant's supervising attorney(s) (current or former or both), as necessary, certifying the minimum of two (2) continuous years of full-time paralegal experience. Attorney declarations are included with this application as Form C)* **OR**

(F)  I have successfully completed the voluntary certification examination given by the National Association of Legal Assistants ("the CLA/ CP Exam"), or a comparable examination which has been recognized in the industry for at least seven (7) continuous years, and completed at least six (6) months of full-time employment as a legal assistant under the ultimate supervision of a duly licensed attorney, and I am currently employed as a paralegal under the ultimate supervision of a duly licensed Utah attorney.

*(All applications under Category F must submit proof of certification and declarations of the applicants' supervising attorney(s) (current or former or both), as necessary, certifying the minimum of six (6) months of full-time paralegal experience.*

Attorney declarations are included with this application as Form C.

*(All applications under Category G must include proof of completion from the Distance Learning Course.)* **OR**

(G)  I have successfully completed the Distance Learning Course from either an ABA approved program or from a member of the American Association for Paralegal Education .

*(All applications under Category G must submit proof of certification and declarations of the applicant's supervising attorney(s) (current or former or both), as necessary, certifying the minimum of six (6) months of full-time paralegal experience. Attorney declarations are included with this application as Form C.)*

4. I also certify the following:

(A) I have not been convicted of a felony for which I have not been pardoned or otherwise had my full rights restored;

(B) I have never been convicted of a misdemeanor involving theft, embezzlement, or fraudulent misappropriation of money or other property; and

(C) I have never been expelled or suspended from membership in a law related professional association without being fully reinstated.

5. I have read the "Definition of Paralegal" adopted by the Utah Supreme Court and the Board of Bar Commissioners set forth. I have read and agree to be bound by the Division's Code of Ethics and Guidelines for the Utilization of Paralegals which were included with this application.

*A legal assistant or paralegal is a person, qualified through education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and supervision of an attorney, of specifically delegated substantive legal work, which work, for the most part, requires a sufficient knowledge of legal concepts that, absent such an assistant, the attorney would perform the task.*

6. I agree to notify the Division, in writing, of any change of employment or address within fifteen (15) days of any such change and acknowledge that if such change also involves a change in the supervising attorney, that I will provide the Division with the appropriate declaration from the new supervising attorney.

---

Signature of Applicant