

2024-2025 Board of Directors

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Utah Paralegal Division

Since its creation by the Utah Supreme Court in 1996, the Paralegal Division of the Utah State Bar (Division) has been a source for continuing legal education, networking opportunities, and community involvement for its members.

Contact Information

Email: utahparalegaldivision@gmail.com

Webpage: <http://paralegals.utahbar.org>

LinkedIn: Utah State Bar Paralegal Division

Facebook: Paralegal Division of the Utah State Bar

Twitter and Instagram: @utahparalegals



645 South 200 East
Salt Lake City, Utah 84111

Tel: (801) 531-9077

Mission Statement

The Division will serve the legal profession by promoting and advancing professional competence and excellence throughout the legal profession.

Purposes of the Paralegal Division

- a) To assist the Bar with its mission to serve the public and the legal profession by promoting justice, professional excellence, civility, ethics, respect for and understanding of the law.
- b) To assist the Bar in increasing access to lower cost, affordable legal services through the increased utilization of paralegals by the Bar members in the delivery of legal services.
- c) To assist the Bar in the protection of the public from harm from unqualified persons seeking to provide legal assistance to unrepresented persons, thereby engaging in the unauthorized practice of law (UPL).
- d) To serve the legal profession through education of the Bar, attorneys and the legal community, regarding the best practices for proper and effective utilization of paralegals.
- e) To assist the Bar in improving the quality and efficiency of the delivery of legal services and the practice of law.
- f) To enhance Members' participation in the administration of justice, professional responsibility, and public service cooperation with the Utah State Bar.
- g) To enhance the legal profession by facilitating communication between the paralegal community and the Bar.
- h) To provide forums for Paralegal Division members to discuss issues and trends affecting the legal profession.
- i) To provide continuing legal education to Members of the Division, the paralegal profession, and the legal community.
- j) To foster and promote professional competence and excellence throughout the paralegal profession.
- k) To further promote the purposes and objectives of the Division, the Board and Committees will encourage the active participation of its members in the leadership of the Division, in events sponsored by the Division and by the Bar, and to work with professional organizations to promote the paralegal profession and the division.

What is a Paralegal?

The Utah Supreme Court defines a paralegal as “... a person, qualified through education, training or work experience, who is employed or retained in Utah by a licensee of the Utah State Bar or the bar of another jurisdiction (“bar licensee”), a law office, a governmental agency, or another entity; who works under the ultimate direction and supervision of a bar licensee; and who performs substantive legal work that, for the most part, requires a sufficient knowledge of legal concepts and that, absent such assistance, the bar licensee would perform. A paralegal includes a Utah paralegal on a contract or freelance basis who works under the supervision of a bar licensee or who produces work directly for a bar licensee for which a bar licensee is accountable. A paralegal may also include a Licensed Paralegal Practitioner as defined in Rule 14-101. The term “bar licensee” refers to both a lawyer and a Licensed Paralegal Practitioner.

Membership Benefits

There are numerous benefits associated with being a member of the Paralegal Division, including:

- Continuing Legal Education
 - Free brown bag courses online and/or at the Utah Law & Justice Center
 - CLE courses presented at the Utah Bar Spring and Summer Conventions, and Fall Forum
 - Annual full day CLE seminar
- Opportunities for paralegals to meet and communicate with each other and other members of the Bar.
- Opportunities to provide community service.
- Discounted registration at select Utah State Bar events.
- Salary surveys to help you stay current with the local paralegal market.
- Community recognition for helping bring access to justice.
- Opportunities to promote the paralegal profession.
- Beneplace - Exclusive savings and discounts.
- Fast Case - Legal research database.
- Lawyers Helping Lawyers.
- Tava Health – Mental health benefit.
- Unmind – Exercises to support mental health.
- Utah Bar Journal.
- Well-being - A Guide to Building Engagement, Resilience and Well-being for the Legal Profession

How to Join

Visit <https://paralegals.utahbar.org/new-member-instruction.html>

- Fill out all information Form B “Declaration of Applicant”.
- Have your supervising attorney fill out and sign the applicable Form C “Declaration of Current Supervising Attorney.”
- Submit a photograph of yourself (at least 300 x 300 and 150 dpi) that will be used to create your membership card.
- Membership in the Division is \$85.00 per year. When you have successfully submitted your application and supporting documentation, you will receive an email from us with instructions on submitting your payment.

The Division now accepts applications throughout the year with a small nominal late fee. A member will no longer need to wait until the June renewal time period to join the Paralegal Division of the Utah State Bar.

Requirements

- Be employed as a paralegal under the ultimate supervision of a duly licensed bar licensee (attorney or licensed paralegal practitioner).
- Be 18 years of age or older,

Certify that you have never been expelled or suspended from membership in a law related professional association without being fully reinstated.