



IOWA ASSOCIATION OF LEGAL ASSISTANTS

The Iowa Association
of Legal Assistants
(IALA) -- serving the
needs of Iowa legal
assistants since 1981.

A paralegal/legal assistant is:

... a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

American Bar Association

Common Paralegal Areas
of
Responsibility
include:

In a Law Firm:

- Workers' Compensation
- Plaintiff Representation
- Defense Representation
- Family Law – Divorce/Adoption
- Real Estate
- Securities
- Patent
- Corporate
- Probate
- Tax
- Criminal Defense

For a Corporation

- Defensive/Offensive Litigation
- Response to Subpoenas
- Legal Research
- Contract review
- Corporate Management
- Subrogation
- Licensure
- Operation support

Are you a member?

Student Benefits include:

- One FREE Seminar Per Year
- Reduced cost for second seminar
- Scholarships

■ Active members also receive:

- Legal Assistant Today subscription
- Reduced cost seminars

ALL members benefit from networking opportunities, Bi-monthly Newsletter, Placement assistance, representation at Bar events and MORE!

Seminars

- Skilled Paralegals are educated paralegals.



Scholarships

Paula Grady Scholarship –

Two \$500 scholarships are awarded annually

NALA Scholarship –

One per year – to attend NALA Convention

Networking

- Information regarding current job openings;
- Assistance from experienced peers;
- New friendships!

■ Job opening information is provided to IALA's membership on our website

Contact Placement@ialanet.org to publish openings.

Fall 2004 Seminar - Waterloo, Iowa
Attendance: 80+ paralegals



2005 Spring Seminar – Adventureland Inn, Des Moines



2006 Seminars

- Spring Seminar held in Sioux City
- Fall Seminar held in Davenport



MEMBERSHIP CLASSIFICATIONS

- Active
- Associate
- Student
- Sustaining

Active

- An Active member is an individual whose supervising attorney attests that such person is qualified as a legal assistant/paralegal AND that such individual works at least three-fourths of total hours of employment as a legal assistant as defined by the American Bar Association.

Associate

An Associate member is an individual who would qualify for active membership except he/she is not currently employed as a legal assistant/paralegal as required for active membership.

Student

A student at any university, college, junior college or other educational institution, who is pursuing a course of study as a legal assistant/paralegal, AND who submits an attestation of the director of said program that the individual is a student in good standing, may be a Student member of IALA.

Sustaining

Members of bar associations, educators, or any person or entity endorsing the legal assistant concept or who is involved in the promotion of the legal assistant profession may join IALA as a Sustaining member.

MEMBERSHIP COSTS

- Active: \$90
- Associate: \$60
- Student: \$25
- Sustaining: \$75
- Membership runs from February 1 through January 31. Dues are prorated for Active, Associate and Sustaining members.

IALA STUDENT MEMBERSHIP MAKES ECONOMIC AND COMMON SENSE!

- Cost of Student Membership - \$25.00
- Cost of Seminar - \$30.00

FINAL COST OF STUDENT MEMBERSHIP
PER YEAR -\$5.00

Paralegals have a good

- Knowledge of the law
- Ability to grasp Issues
- Grammar & Computer Skills
and . . .

They can read minds and leap small buildings!!!



It's a Balancing Act!

Work time
Personal Time
Family Time
Volunteer Time!



2006-07 Board of Directors



Volunteering their time for the benefit of the paralegal profession.

Certification

The Certified Legal Assistant or Certified Paralegal has passed a rigorous series of tests and thus is certified by the National Association of Legal Assistants (NALA).

CLA Exam Assistance

IALA members conduct
study groups and
proctor exams.

The Association at Work

- Providing support for legal assistants and attorneys throughout Iowa
- Let us assist you!

Join Today!

- Begin to experience the benefits provided by IALA. Join today!

Contact Membership@ialanet.org for additional information.

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