

**COLUMBUS CHAPTER  
ASSOCIATION OF LEGAL ADMINISTRATORS  
APPLICATION FOR MEMBERSHIP\***

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_ NUMBER OF ATTORNEYS \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY & ZIP \_\_\_\_\_  
 DIRECT PHONE NO. \_\_\_\_\_ FACSIMILE NO. \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_ LOCAL NEWSLETTER VIA  E-Mail  U.S. Mail

Please check the most appropriate description of your employer:

- Private Law Office                       Law Department (non-profit)                       Corporate Law Department  
 Judicial Agency/Court                       Government Legal Agency                       Other \_\_\_\_\_

\*Membership in good standing of the National Association of Legal Administrators is a prerequisite to membership in the Columbus Chapter. Columbus Chapter ALA membership is issued to individuals, not organizations, and is not transferable from one individual to another.

- Regular membership in the Chapter is limited to legal administrators, regardless of the title by which that individual is recognized within his or her organization, engaged in the management of a legal organization as defined in Article III, Section (1), of the ALA Bylaws. In general, persons eligible for regular membership must be either (i) the principal administrator in the organization, (ii) the administrator/manager of a branch office of the organization, or (iii) someone who reports directly to the principal administrator or branch administrator and has responsibility for one or more of the following functions: (01) General management, (02) Financial management, (03) Human resource management, (04) Systems management, (05) Facilities management, or (06-07) Practice management.
- Associate membership in the Chapter is open to those individuals who are interested in legal administration, who do not meet the criteria for regular membership, and who meet the criteria set forth in Article III, Section (3), of the ALA Bylaws

Dues are \$75 annually, prorated for members joining with less than six months remaining in the fiscal year (April 1 through March 31), and are determined based on date of membership. Please make check payable to Columbus Chapter ALA.

- \$75 between April 1 and September 30                       \$37.50 between October 1 and March 31

If you are interested in serving on a committee, please indicate area(s) of interest, below:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Community Service    | <input type="checkbox"/> Equipment Survey | <input type="checkbox"/> Legal Career Development |
| <input type="checkbox"/> Membership           | <input type="checkbox"/> Mentoring        | <input type="checkbox"/> Newsletter               |
| <input type="checkbox"/> Partners' Luncheon   | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Salary Survey            |
| <input type="checkbox"/> Small Firm Committee | <input type="checkbox"/> Vendor Show      |   |

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please mail membership application and check to:

Jack D. Green  
 Financial Manager  
 Squire, Sanders & Dempsey L.L.P.  
 1300 Huntington Center  
 41 S. High Street  
 Columbus, OH 43215  
 Phone: 614.365.2749  
 Fax: 614.365.2499  
 E-mail: jgreen@ssd.com