

**SOUTH FLORIDA CHAPTER
ASSOCIATION OF LEGAL ADMINISTRATORS
APPLICATION FOR MEMBERSHIP**

Please read the membership criteria on the reverse of this application. If you meet the criteria, complete and sign this form, send it together with a copy of your resume and your check to: Victoria L. Allen, CLM, Administrator, Bernstein, Chackman, Liss & Rose, 1909 Tyler Street, 7th Floor, P. O. Box 223340, Hollywood, FL 33022-3340. ALA membership is NOT issued to organizations and is NOT transferable from one individual to another. If you have any questions, please call any board member for assistance.

Name: _____
(First) (Middle) (Last)

Name (nickname) for Badge: _____

Employer: _____

Address: _____

City State Zip

Phone () _____ Facsimile () _____ Email _____

Address (home): _____

City State Zip

Phone (Home): () _____

Check the most appropriate description of employer:

Private Law Office Corp. Law Dept. Judicial
 Law Dept. of Non-Profit Org. Govt. Legal
 Other (describe) _____

Indicate the number of attorneys in your organization: _____

Your position (title): _____

Number of years in legal administration: _____

If you are/were a member of another ALA Chapter, please list the name:

_____ Dues paid through _____

STATUS: Full Member Associate Student Other

Are you currently a member of National ALA __ [If not, application and check must be attached]

National ALA Member number _____

litigation support, legal practice systems, and other systems management functions beyond mere procedures manuals and computer program documentation.

- 05 Facilities management, including management of a majority of the following activities: space planning and design, office renovation, purchasing, inventory control, reprographics, records management, reception/switchboard services, telecommunications, mail, messenger, and other facilities management functions beyond mere purchase order processing.
- 06 Marketing management, including management of a majority of the following activities: participation in planning and developing firm, departmental and individual attorney marketing plans, collection and analysis of marketing research data, preparing and managing marketing budget, developing and implementing marketing programs, coordinating marketing efforts among departments and offices, participation in developing strategies to identify, select and promote new services, offices and attorneys.
- 07 Practice management, including management of one or more of the following activities: lawyer recruiting, lawyer training and development, legal assistant supervision, practice development, marketing, public relations, advertising, work product quality control, professional standards, substantive practice systems, and other practice management or administration of any legal organization.