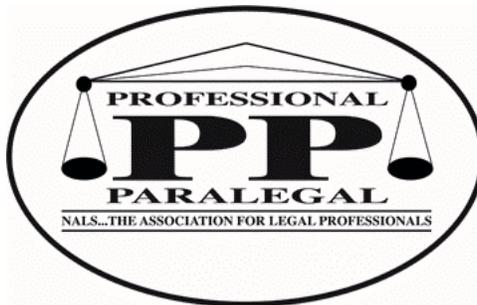
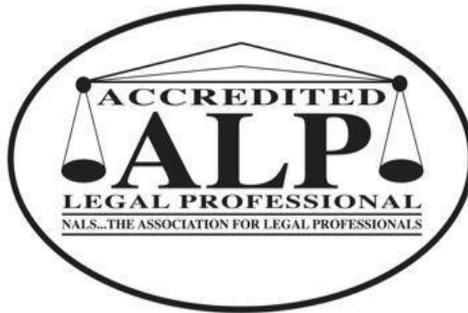


CERTIFICATION RESOURCE MANUAL



NALS, INC.

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INTRODUCTION

This manual is designed to help you achieve your goal of becoming certified. It contains:

Information about the certification program;
A study guide (complete overview of the examinations);
Various other materials.

This manual will aid you in determining the extent of your knowledge of the areas covered in the examinations. How you prepare for the examination may differ from the way someone else will prepare for it depending on your individual experience in a law office and the knowledge you already have in the areas of communication, office procedures, technology, billing and accounting, legal ethics, and legal authority, the courts, and substantive law.

This manual also contains materials on how to study. These materials will be especially helpful to the individual who has been removed from a formal study program for an extended period of time.

Whether you are studying for the ALP (Accredited Legal Professional), the CLP (Certified Legal Professional) PLS (Professional Legal Secretary), or the PP (Professional Paralegal), we wish you the best in achieving your goal of becoming certified!

Membership in NALS is not a requirement for any of the examinations.

NALS CERTIFYING BOARD

The NALS Certifying Board develops, promotes, and administers the certification programs and certifies the examination results. The examinations are graded under the supervision of the Certifying Board.

The Certifying Board continually revises and updates all examinations for relevance in the ever-changing legal profession. Therefore, the examinations serve as a comprehensive measure of the proficiency of those studying to be employed or who are currently employed in the legal profession.

The Certifying Board is composed of NALS members who are certified CLPs and/or certified PPs from around the country, and non-NALS members who are educators and/or attorneys. The members have expertise in the subject areas tested, a deep interest in the legal profession, recognition in their respective fields, leadership ability, and the willingness to devote their time and efforts toward upholding the high standards of NALS' certification programs.

REQUIRED TEXTBOOKS FOR NALS EXAMS

(See “Resources” Tab under Certification at www.nals.org)

ACCREDITED LEGAL PROFESSIONAL (ALP)

NALS Basic Manual for the Legal Professional, 15th Edition

ISBN: 9780314631657

Brand: Thomson West

Ordering Methods: 1-888-728-7677 Hardbound and eBook

Gregg Reference Manual, 11th Edition

ISBN: 9780073397108

Brand: McGraw Hill Publishing

Ordering Methods: 1-800-334-7344 Softbound and eBook

Instructors May Request a FREE Copy

CERTIFIED LEGAL PROFESSIONAL (CLP)/PROFESSIONAL LEGAL SECRETARY (PLS)

NALS Advanced Manual for the Legal Professional, 14th Edition

ISBN: 9780314644923

Brand: Thomson West

Ordering Methods: 1-888-728-7677 Hardbound Book and eBook

Gregg Reference Manual, 11th Edition

ISBN: 9780073397108

Brand: McGraw Hill Publishing

Ordering Methods: 1-800-334-7344 Softbound and eBook

Instructors May Request a FREE Copy

Rotunda's Black Letter Outline on Professional Responsibility, 9th Edition

ISBN-13 9780314275530

Brand: West Academic

Ordering Methods: 1-800-328-9352 Softbound and eBook

The Bluebook: A Uniform System of Citations, 20th Edition

Ordering Information: Online Softbound and Online Subscription

PROFESSIONAL PARALEGAL (PP)

NALS Advanced Manual for the Legal Professional, 14th Edition

ISBN: 9780314644923

Brand: Thomson West

Ordering Methods: 1-888-728-7677

Hardbound Book and eBook

Gregg Reference Manual, 11th Edition

ISBN: 9780073397108

Brand: McGraw Hill Publishing

Ordering Methods: 1-800-334-7344

Softbound and eBook

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ISBN-13 9780314275530

Brand: West Academic

Ordering Methods: 1-800-328-9352

Softbound and eBook

The Bluebook: A Uniform System of Citations, 20th Edition

Ordering Information: ONLINE

Softbound and Online Subscription

Paralegal Today: The Legal Team at Work, 7th Edition

ISBN-10: 1305506081 j ISBN-13: 9781305506084

Brand: CENGAGE Learning

Ordering Methods: Online

Hardcover and eBook

ABA Model Rules of Professional Conduct

<https://www.americanbar.org>

THE ACCREDITED LEGAL PROFESSIONAL (ALP) CERTIFICATION EXAM

One way to demonstrate your preparedness for the demanding field of law is by attaining the ALP designation. The knowledge gained in preparing for the examination hones your on-the-job skills so you can work more efficiently and skillfully.

The ALP examination may also be viewed as the first step toward attaining the CLP or PP designation as it is an indicator of the examinee's aptitude and interest in earning the qualifications necessary to achieve success as a legal support professional.

THE EXAM

- All three parts of the examination are multiple choice and must be taken on the first attempt. If you do not pass the entire examination on the first attempt, but do pass one or more parts, you may retake the part (or parts) you failed.
- Examinees may use one piece of blank paper and pencil/pen during their exam. Examinees may use this sheet to write down their exam username/password but **must** show the sheet to the camera during the room scan.
- All failed parts must be retaken at the same time.
- There is a two-year limit in which to retest.
- Those passing the exam will receive a certificate which is valid for five years.
- Recertification is required every five years and may be achieved through the accumulation of a minimum of 50 hours of continuing legal education hours and activities. See <https://www.nals.org/page/recertification> for full details.

OVERVIEW OF PART 1

Part 1 – Communication

A. GRAMMAR

Basic rules and troublesome areas

- Adjectives
- Adverbs
- Conjunctions
- Nouns
- Plurals
- Possessives
- Prepositions
- Pronouns
- Subject and verb agreement
- Verbs

B. WORD USAGE

- Comparisons
- Words that sound alike or look alike
- Words written as solid words or as separate words

C. PUNCTUATION

Rules for:

- Apostrophes
- Asterisks
- Brackets
- Colons
- Commas
- Dashes
- Diagonals
- Ellipsis marks
- Exclamation points
- Hyphens
- Parentheses
- Periods
- Question marks
- Quotation marks
- Semicolons
- Underscores
- Rules for Keyboarding Punctuation Marks

D. NUMBER USAGE

1. Basic Rules
2. Rules for Expressing Numbers in Both Words and Figures
3. Special Rules
 - Addresses
 - Adjacent numbers
 - Ages and anniversaries
 - Beginning of sentences
 - Clock time
 - Dates
 - Decimals
 - Fractions
 - Indefinite numbers and amounts
 - Measurements
 - Money
 - Ordinal numbers
 - Percentages
 - Periods of time
 - Ratios and proportions
 - Roman numerals

E. CAPITALIZATION

1. Basic Rules
 - Common nouns
 - First words
 - Proper nouns
2. Special Rules
 - Abbreviations
 - Course titles, subjects, and academic degrees
 - Family titles
 - Government bodies
 - Holidays, seasons, events, and periods
 - Hyphenated words
 - Money
 - Nouns with numbers or letters
 - Organizations
 - Personal, professional, and civic titles
 - Places, areas, and directions
 - Races, peoples, and languages
 - Titles of literary and artistic works

F. SPELLING

1. Basic Rules
2. Compound Words
3. Prefixes and Suffixes
4. Troublesome Words

G. SYNTAX

1. Clarity
 - Misplace modifiers
2. Conciseness
 - Parallel structure
3. Outmoded and Overused Expressions
4. Sentence Structure
 - Dangling construction
5. Tone
 - Positive
 - Tactful
6. Unity and Coherence

H. LEGAL TERMINOLOGY

1. Usage of Latin terms
2. Usage of legal terms

OVERVIEW OF PART 2

PART 2—The Law Firm: Legal Procedures, Knowledge & Legal Terminology

A. TECHNOLOGY: COMPUTERS AND SOFTWARE

1. Computer Information Systems
 - Computer systems
 - Mainframe
 - Micro
 - Mini
 - Computer hardware components
 - Central processing unit
 - Input devices
 - Output devices
 - Storage devices
 - Equipment characteristics
 - Disk drives
 - Display monitors
 - Keyboards
 - Memory
 - Printers
 - Computer Software
 - Applications software
 - Operating systems software
 - Processing documents
 - Creating
 - Editing
 - Formatting
 - Inputting
 - Preparing special layout design
 - Electronic mail
 - Internet
 - Conflicts check system

B. OFFICE PROCEDURES

1. General Principles
2. Files Management
 - Alphabetic indices
 - Cross-references
 - Indexing and coding
3. Filing Procedures
 - Charge-out methods
 - File organization
 - Preparing material for filing
 - Retention of files
- Filing Rules (NOTE: *The Gregg Reference Manual* (11th Ed.) is the only accepted authority for filing questions.)
- Basic principles
- Business names
- Governmental names
- Organizational names

- Personal names
- 4. Letters
 - Address placement
 - Delivery and copy notations
 - Letter styles
 - Parts of a letter
 - Postscripts
 - Punctuation styles
 - Salutations
- 5. On-receipt notations - Interoffice Memoranda
- 6. Proofreading and Mailability
- 7. Docket Control Systems
 - Calendaring
- 8. Serving as Notary Public
 - Performance of duties
- 9. Telephone Etiquette
 - Courtesy
 - First impressions
 - Telephone use
- 10. Travel Arrangements
- 11. Utilizing Information Sources
 - Internet
 - Public library

- References
- 12. Miscellaneous Equipment and Information Services
 - Equipment
 - Copies
 - Dictation equipment
 - Facsimile equipment
 - Postage meters
 - Information services
 - Teleconferencing
 - Audio
 - Video
 - Telephone services
 - Custom calling services
 - Long-distance call
 - Mobile (cellular) service
 - Operator-assisted call
 - International telephone service
 - Pagers
- 13. Voice mail
 - Wide-Area Telecommunications Services (WATS)

C. BILLING AND ACCOUNTING

- 1. Accounting terminology and procedures
- 2. Computations for legal documents
- 3. Depositing funds
 - Completing deposit slips
 - Endorsements
 - Firm bank accounts and trust bank accounts
- Keeping activity registers, time sheets, diaries, etc.
- Writing checks
- Stopping payment on checks
- Using special checks
 - Bank drafts
 - Cashier's checks
 - Certified checks

OVERVIEW OF PART 3

PART 3—Legal Ethics & Authority

A. ETHICS & JUDGMENT

1. Avoiding the Appearance of Impropriety
2. Dealing with Confidential Information
3. Guarding Privileged Communications
4. Preserving the Identity of Funds and Property of Clients
5. Promoting Confidence in the Legal Profession
6. Supporting Integrity in the Legal Profession
7. Taking Responsibility
8. Understanding What Constitutes the Unauthorized Practice of Law
9. Other Ethical Considerations for the Legal Profession
10. Assuming Authority
11. Conflict Management
12. Dealing with Difficult People
13. Office Protocol
14. Professionalism
15. Effectively Working with Peers

B. THE COURTS

1. Legal Knowledge
 - Courts
 - Federal and state systems
- Juries
- Jurisdiction

C. LEGAL AUTHORITY

1. Legal Authority
 - Primary legal authority
 - Mandatory versus persuasive primary legal authority
 - Secondary legal authority
2. The Hierarchy of Legal Authority
 - Constitutions
 - Statutes
 - Ordinances
 - Administrative regulations
 - Court rules
 - Judicial decisions
 - The decision

CERTIFIED LEGAL PROFESSIONAL/ PROFESSIONAL LEGAL SECRETARY (CLP/PLS) CERTIFICATION EXAM

The CLP/PLS designation is a recognized standard for assessing the qualifications of a lawyer's assistant or legal support professional. The CLP/PLS designation indicates the mastery of key skills and the commitment to a high standard of conduct and professionalism.

The exam application offers the individual the opportunity to select either the CLP or the PLS designation.

THE EXAM

- All four parts of the examination are multiple choice and must be taken on the first attempt.
- If you do not pass the entire examination on the first attempt, but do pass one or more parts, you may retake the part (or parts) you failed.
- Examinees may use one piece of blank paper and pencil/pen during their exam. Examinees may use this sheet to write down their exam username/password but **must** show the sheet to the camera during the room scan.
- CLP/PLS Examinees may use the calculator app on the computer on which they are testing.
- All failed parts must be retaken at the same time.
- There is a two-year limit in which to retest.
- Those passing the exam will receive a certificate which is valid for five years.
- Recertification is required every five years and may be achieved through the accumulation of 75 hours of continuing legal education hours and activities, with 5 hours of those 75 hours being in ethics. See <https://www.nals.org/page/recertification> for details.

OVERVIEW OF PART 1

PART 1 – Communication & Legal Terminology

A. DICTION

Grammar

- Adjectives
- Adverbs
- Basic rules and troublesome areas
- Conjunctions
- Nouns
- Plurals
- Possessives
- Prepositions
- Pronouns
- Subject and verb agreement
- Verbs

B. PUNCTUATION

Rules for:

- Apostrophes
- Asterisks
- Brackets
- Colons
- Commas
- Dashes
- Diagonals
- Ellipsis marks
- Exclamation points
- Hyphens
- Parentheses
- Periods
- Question marks
- Quotation marks
- Semicolons
- Underscores

C. NUMBER USAGE

1. Basic Rules
2. Rules for Expressing Numbers in Both Words and Figures
3. Special Rules
 - Addresses
 - Adjacent numbers
 - Ages and anniversaries
 - Beginning of sentences
 - Clock time
 - Dates
 - Decimals
 - Fractions
 - Indefinite numbers and amounts
 - Measurements
 - Money
 - Ordinal numbers
 - Percentages
 - Periods of time
 - Ratios and proportions
 - Roman numerals

D. CAPITALIZATION

1. Basic Rules
 - Common nouns
 - First words
 - Proper nouns
2. Special Rules

E. ABBREVIATIONS

- Acts, laws, bills, and treaties
- Computer terminology
- Concepts, programs, and movements
- Course titles, subjects, and academic degrees
- Family titles
- Government bodies
- Holidays, seasons, events, and periods
- Hyphenated words
- Money
- Nouns with numbers or letters
- Organizations
- Personal, professional, and civic titles
- Places, areas, and directions
- Races, peoples, and languages
- Titles of literary and artistic works

F. SPELLING

1. Rules
2. Compound Words
3. Prefixes and Suffixes
4. Troublesome Words

G. SYNTAX

1. Clarity
 2. Conciseness
 3. Outmoded and Overused Expressions
 4. Sentence Structure
- Dangling construction
 - Misplaced modifiers
 - Parallel structure
5. Tone
 - Positive
 - Tactful

H. INTRAOFFICE AND INTEROFFICE COMMUNICATIONS

1. Editing and Proofreading Guidelines
 2. Letters
 - Address placement
 - Delivery and copy notations
 - Letter styles
 - Parts of a letter
 - Postscripts
- Punctuation styles
 - Salutations
3. Social-Business Correspondence
 4. Interoffice Memoranda
 5. E-Mail
 6. Text Messages

I. ADVANCED LEGAL TERMINOLOGY

1. Usage of Latin terms
2. Usage of legal terms

OVERVIEW OF PART 2

PART 2—The Law Firm: Office Procedures and Knowledge

A. OFFICE PROCEDURES: RECORDS MANAGEMENT AND FILING PROCEDURES

1. General Principles
 2. Files Management
 - Alphabetic indices
 - Cross-references
 - Indexing and coding
 3. Filing Procedures
 - Charge-out methods
 - File organization
 - Preparing material for filing
 - Retention of files
4. Filing Rules (NOTE: The Gregg Reference Manual (11th Ed.) is the only accepted authority for filing questions)
 - Basic principles
 - Business names
 - Governmental names
 - Organizational names
 - Personal names

B. TECHNOLOGY: COMPUTERS

1. Computer Hardware Components
 - Central processing unit
 - Input devices
 - Output devices
 - Storage devices
 2. Computer Software
 - Applications software
 - Operating systems software
3. Computer Systems
 - Mainframe
 - Micro
 - Mini
 4. Conflicts Check Systems
 5. Equipment Characteristics

- Disk drives
 - Display monitors
 - Keyboards
 - Memory
 - Printers
6. Internet
7. Processing Documents
- Creating
 - Editing
 - Formatting
 - Inputting
 - Preparing special layout design

BILLABLE HOURS AND OFFICE ACCOUNTING

1. Accounting Terminology and Procedures
 - Balance sheets
 - Billing clients
 - Depositing funds
 - Completing deposit slips
 - Endorsements
 - Firm bank accounts and trust bank accounts
 - Handling retainers, contingent fees, forwarding fees, and collection charges
- Keeping activity registers, time sheets, diaries, etc.
- Petty cash funds
- Profit and loss statements (income statements)
- Recording advances made on behalf of clients
- Writing checks
- Stopping payment on checks
- Using special checks
- Bank drafts
- Cashier's checks
- Certified checks

OVERVIEW OF PART 3

PART 3 – Legal Ethics and Authority

A. ETHICS AND JUDGMENT

1. Avoiding the Appearance of Impropriety
2. Dealing with Confidential Information
3. Guarding Privileged Communications
4. Preserving the Identity of Funds and Property of Clients
5. Promoting Confidence in the Legal Profession
6. Supporting Integrity in the Legal Profession
7. Understanding what Constitutes the Unauthorized Practice of Law
8. Other Ethical Considerations for the Legal Professional

A thorough review of the American Bar Association Model Rules of Professional Conduct (2013), and the comments portion thereof, and the American Bar Association Model Code of Professional Responsibility (1986), and the comments portion thereof, will best help you understand this portion of the exam. See also the list of suggested references. Remember, you are being tested as though you work for a lawyer in any state, rather than your state or your law firm. For purposes of the PLS/CLP exam, you are a lawyer's assistant, not a lawyer.

B. LEGAL AUTHORITY

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Distinction between common law and civil law 2. Categorizing the law 3. Types of legal actions 4. The nature of law 5. The sources of law | <ol style="list-style-type: none"> 6. Conflicts of law 7. Jurisdiction 8. The federal and state court systems 9. The state courts 10. Legal and court systems information |
|--|--|

OVERVIEW OF PART 4

PART 4—Substantive Law: Legal Procedure and Document Preparation

A. CITATIONS

(NOTE: *The Bluebook: A Uniform System of Citation* (20th Ed.) is the only accepted authority for citation-style questions.)

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Books 2. Cases 3. Constitutions | <ol style="list-style-type: none"> 4. Court Rules 5. Periodicals 6. Statutes and Codes |
|--|---|

B. LEGAL PROCEDURE

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Civil Procedure <ul style="list-style-type: none"> • Legal and equitable actions • Cause of action, right of action, and remedy • Parties • Special procedures • Rules of Civil Procedure • Commencement of litigation • Discovery • Witness subpoenas • Finality of judgment • Motion for New Trial • Costs • Execution of judgment • Appeals 2. Criminal Procedure <ul style="list-style-type: none"> • Criminal law • Criminal procedures • Commencement of proceedings • Procedure in misdemeanor cases • Procedure in felony cases • Right to counsel Grand jury • Disclosure by prosecutor • Disclosure by defense counsel • Requirements of the defendant Motion <i>in Limine</i> | <ul style="list-style-type: none"> • Plea bargains or trial • Trial procedure Sentencing • Arrest of judgment Motion for New Trial • Correction or reduction of sentence • Appeals • Minor certified as an adult • Extradition • <i>Habeas corpus</i> • Probation/Parole • Expungement • Sealing and inspection of records • Guarantees of justice for the accused <ol style="list-style-type: none"> 3. Torts <ul style="list-style-type: none"> • Distinction between criminal law and tort law • Scope of tort law • Kinds of torts • Proof of intentional torts • Defenses to intentional torts-negligence • Proof of negligence • Defenses to a negligence action 4. Torts: The Products Liability Case |
|--|--|

- Strict liability
- Negligence
- Breach of warranty
- Limitations on liability

C. LEGAL KNOWLEDGE

1. Areas of Law

- Administrative
- Admiralty and maritime
- Antitrust
- Bankruptcy
- Business organizations
- Civil litigation
- Conservatorships and guardianships
- Consumer protection
- Contracts
- Criminal
- Electronic Discovery
- Environmental
- Estate planning
- Defenses
- Filing the lawsuit
- Products liability practice
- Estates
- Family
- Federal civil rights and employment discrimination
- Immigration
- Intellectual property
- Labor and employee rights
- Oil and gas
- Pension and profit-sharing plans
- Real estate
- Taxation
- Water
- Workers' compensation

PROFESSIONAL PARALEGAL (PP) EXAM

The PP designation is a recognized standard for assessing the qualifications of a paralegal professional. The PP designation reflects a proficiency in the area of legal knowledge and the ability to perform legal tasks, as well as the commitment to a higher standard of conduct and professionalism.

THE EXAM

- All four parts of the examination are multiple choice and must be taken on the first attempt unless you are a current CLP/PLS.
- Individuals with a valid, current CLP/PLS certificate need only sit for Part 4 of the PP Exam.
- If you do not pass the entire examination on the first attempt, but do pass one or more parts, you may retake the part (or parts) you failed.
- Examinees may use one piece of blank paper and pencil/pen during their exam. Examinees may use this sheet to write down their exam username/password but **must** show the sheet to the camera during the room scan.
- All failed parts must be retaken at the same time.
- There is a two-year limit in which to retest.
- Those passing the exam will receive a certificate which is valid for five years.
- Recertification is required every five years and may be achieved through the accumulation of a minimum of 75 hours continuing legal education hours and activities, with a minimum of 5 hours of the 75 hours in ethics and 50 hours in substantive legal topics.
- See <https://www.nals.org/page/recertification> for more details.

OVERVIEW OF PART 1

PART 1: Advanced Communications and Legal Terminology

C. DICTION

Grammar

- Adjectives
- Adverbs
- Basic rules and troublesome areas
- Conjunctions
- Nouns
- Plurals
- Possessives
- Prepositions
- Pronouns
- Subject and verb agreement
- Verbs

D. PUNCTUATION

Rules for:

- Apostrophes
- Asterisks
- Brackets
- Colons
- Commas
- Dashes
- Diagonals
- Ellipsis marks
- Exclamation points

- Hyphens
- Parentheses
- Periods
- Question marks
- Quotation marks
- Semicolons
- Underscores

E. NUMBER USAGE

- Basic Rules
- Rules for Expressing Numbers in Both Words and Figures
- Special Rules
 - Addresses
 - Adjacent numbers
 - Ages and anniversaries
 - Beginning of sentences
 - Clock time
 - Dates
- Decimals
- Fractions
- Indefinite numbers and amounts
- Measurements
- Money
- Ordinal numbers
- Percentages
- Periods of time
- Ratios and proportions
- Roman numerals

F. CAPITALIZATION

- Basic Rules
 - Common nouns
 - First words
 - Proper nouns
- Special Rules
 - Abbreviations
 - Acts, laws, bills, and treaties
 - Computer terminology
 - Concepts, programs, and movements
 - Course titles, subjects, and academic degrees
 - Family titles
 - Government bodies
 - Holidays, seasons, events, and periods
 - Hyphenated words
 - Money
 - Nouns with numbers or letters
 - Organizations
 - Personal, professional, and civic titles
 - Places, areas, and directions
 - Races, peoples, and languages
 - Titles of literary and artistic works

G. SPELLING

- Rules
- Compound Words
- Prefixes and Suffixes
- Troublesome Words

H. SYNTAX

- Clarity
- Conciseness
- Outmoded and Overused Expressions
- Sentence Structure
 - Dangling construction
 - Misplaced modifiers
 - Parallel structure
- Tone
 - Positive
 - Tactful

I. INTRAOFFICE AND INTEROFFICE COMMUNICATIONS

- Editing and Proofreading Guidelines
- Letters
- Address placement
- Delivery and copy notations

- Letter styles
 - Parts of a letter
 - Postscripts
 - Punctuation styles
 - Salutations
 - Social-Business Correspondence
- J. ADVANCED LEGAL TERMINOLOGY
1. Usage of Latin terms
 2. Usage of legal terms
- Interoffice Memoranda
 - E-Mail
 - Text Messages

OVERVIEW OF PART 2

PART 2: Advanced Legal Procedures, and Technology

2. OFFICE PROCEDURES: RECORDS MANAGEMENT AND FILING PROCEDURES
 - General Principles
 - Files Management
 - Alphabetic indices
 - Cross-references
 - Indexing and coding
 - Filing Procedures
 - Charge-out methods
 - File organization
 - Preparing material for filing
 - Retention of files
 - Filing Rules (NOTE: The Gregg Reference Manual (11th Ed.) is the only accepted authority for filing questions.)
 - Basic principles
 - Business names
 - Governmental names
 - Organizational names
 - Personal names
3. TECHNOLOGY: COMPUTERS
 1. Computer Hardware Components
 - Central processing unit
 - Input devices
 - Output devices
 - Storage devices
 2. Computer Software
 - Applications software
 - Operating systems software
 3. Computer Systems
 - Mainframe
 - Micro
 - Mini
 4. Conflicts Check Systems
 5. Equipment Characteristics
 - Disk drives
 - Display monitors
 - Keyboards
 - Memory
 - Printers
 6. Internet
 7. Processing Documents
 - Creating
 - Editing
 - Formatting
 - Inputting
 - Preparing special layout design
4. BILLABLE HOURS AND OFFICE ACCOUNTING
 1. Accounting Terminology and Procedures
 - Balance sheets
 - Billing clients
 - Depositing funds
 - Completing deposit slips
 - Endorsements

- Firm bank accounts and trust bankaccounts
- Handling retainers, contingent fees, forwarding fees, and collection charges
- Keeping activity registers, time sheets, diaries, etc.
- Petty cash funds
- Profit and loss statements (income statements)
- Recording advances made on behalf of clients
- Writing checks
- Stopping payment on checks
- Using special checks
- Bank drafts
- Cashier's checks
- Certified checks

OVERVIEW OF PART 3

PART 3: Advanced Legal Ethics

A. ETHICS AND JUDGMENT

- Avoiding the Appearance of Impropriety
- Dealing with Confidential Information
- Guarding Privileged Communications
- Preserving the Identity of Funds and Property of Clients
- Promoting Confidence in the Legal Profession
- Supporting Integrity in the Legal Profession
- Understanding what Constitutes the Unauthorized Practice of Law
- Other Ethical Considerations for the Legal Professional

A thorough review of the American Bar Association Model Rules of Professional Conduct (2013), and the comments portion thereof, and the American Bar Association Model Code of Professional Responsibility (1986), and the comments portion thereof, will best help you understand this portion of the exam. See also the list of suggested references. Remember, you are being tested as though you work for a lawyer in any state, rather than your state or your law firm. For purposes of the PP exam, you are a lawyer's assistant, not a lawyer.

B. LEGAL AUTHORITY

- Distinction between common law and civil law
- Categorizing the law
- Types of legal actions
- The nature of law
- The sources of law
- Conflicts of law
- Jurisdiction
- The federal and state court systems
- The state courts
- Legal and court systems information

OVERVIEW OF PART 4

PART 4: Advanced Substantive Law

A. CITATIONS

(NOTE: The Bluebook: A Uniform System of Citation 20th Ed. Is the only accepted authority for citation-style questions)

- Books
- Cases
- Constitutions
- Court Rules
- Periodicals
- Statutes and Codes

B. LEGAL PROCEDURE

- Civil Procedure
 - Legal and equitable actions
 - Cause of action, right of action, and remedy
 - Parties
 - Special procedures
 - Rules of Civil Procedure
 - Commencement of litigation
 - Discovery
 - Witness subpoenas
 - Finality of judgment
 - Motion for New Trial
 - Costs
 - Execution of judgment
 - Appeals
- Criminal Procedure
 - Criminal law
 - Criminal procedures
 - Commencement of proceedings
 - Procedure in misdemeanor cases
 - Procedure in felony cases
 - Right to counsel Grand jury
 - Disclosure by prosecutor
 - Disclosure by defense counsel
 - Requirements of the defendant Motion in *Limine*
 - Plea bargains or trial
 - Trial procedure Sentencing
 - Arrest of judgment Motion for New Trial
 - Correction or reduction of sentence
 - Appeals
 - Minor certified as an adult
 - Extradition
 - Habeas corpus
 - Probation/Parole
 - Expungement
 - Sealing and inspection of records
 - Guarantees of justice for the accused

C. TORTS

- Distinction between criminal law and tort law
- Scope of tort law
- Kinds of torts
- Proof of intentional torts
- Defenses to intentional torts-negligence
- Proof of negligence
- Defenses to a negligence action

D. TORTS: The Products Liability Case

- Strict liability
- Negligence
- Breach of warranty
- Limitations on liability
- Defenses
- Filing the lawsuit
- Products liability practice

E. LEGAL KNOWLEDGE

- Areas of Law
 - Administrative
 - Admiralty and maritime
 - Antitrust
 - Bankruptcy
 - Business organizations
 - Civil litigation
 - Conservatorships and guardianships
 - Consumer protection
 - Contracts
 - Criminal
 - Electronic Discovery
 - Environmental
 - Estate planning
 - Estates
 - Family
 - Federal civil rights and employment discrimination
 - Immigration
 - Intellectual property
 - Labor and employee rights
 - Oil and gas
 - Pension and profit-sharing plans
 - Real estate
 - Taxation
 - Water
 - Workers' compensation

EXAM POLICIES & DEFINITIONS

ELIGIBILITY

For each exam (ALP; CLP/PLS; PP), see www.nals.org > Certification > specific exam tab > “Requirements” for information regarding eligibility for each exam.

EXAMINATION APPLICATION

All applications are available to be completed and submitted online from NALS.org/Certification.

STUDENT DEFINED

A student is defined as anyone currently enrolled and taking nine (9) hours or more in a college course of study with current student identification. Student exam candidates must submit copies of their academic transcripts for review and approval during the online application process.

CANCELLATION & REFUND POLICY

A candidate can reschedule their online exams due to unforeseen circumstances. All cancellations must be approved by the National Certification/Education Manager. If, approved, the exam candidate’s registration will be moved to the desired exam month. Upon completion of the online registration process, the National Certification/Education Manager will transfer your previous examination fee to the new application (if applicable).

If you are unable to sit for the examination following submission of your application, the entire fee, less a 25% processing fee, may be refunded if requested within seven days of submission. Cancellations after this period will forfeit full amount of registration.

It is the responsibility of each exam candidate to complete their exam during the specified time frame. Exam candidates who are unable to complete their exam during their eligibility window may pay a \$25 fee to receive a 30-day extension. Extensions must be requested by emailing cert-edu@nals.org prior to the end of the current exam window. Candidates who do not complete their exam within six months of their original application will be required to reapply and repay exam fees.

CONFIDENTIALITY

The exam questions must remain confidential. You may not discuss the exam questions or answers with anyone for any reason. This includes, but is not limited to, discussing the exam with other examinees or discussing the exam with others who have already passed the exam. If you have any questions about the exam, please direct your questions to the National Certification/Education Manager, at cert-edu@nals.org.

Persons breaking the confidentiality of the exam may, upon investigation by the NALS Certifying Board, lose their certification designation.

GRADING

You will be able to view your results immediately upon completion; however, the results will not be final until the Certifying Board has reviewed your exam and proctoring video. If you fail any part(s) of the exam, you will be able to retest online in the next available exam window. If you have any questions about the exam, please direct your questions to the National Certification/Education Manager, at cert-edu@nals.org.

SCORING

You will be certified after attaining at least 70 points per part. Parts with scores below 70 will have to be retaken. If it is necessary for you to retake parts of the examination, only your new scores will be considered on the retaken parts,

EXAM RESULTS

The National Certifying Board certifies the examination results. If you pass the exam, NALS Staff will mail your certificate by U.S. mail no later than 60 days after the date of the examination. If you are taking the exam through a school or learning institution, your instructor or institution will be responsible for disseminating your results. Students may be notified of their results sooner than the time frame listed above through prior arrangement with their instructor or institution. Your certificate will be suitable for framing. You may purchase other ALP, CLP/PLS, and/or PP logo items through the NALS online store at NALS.org.

VERIFICATION PROCEDURE

While the National Certifying Board implements extensive quality control measures in the scoring process for each exam, it is recognized that an examinee may wish to verify the accuracy in scoring. In order to have an exam part graded manually, the request must be in writing, accompanied by a fee of \$25 per score/part, and received within 45 days from the date of the Report of Scores. The request should be sent to the National Certification/Education Manager at cert-edu@nals.org.

Within 30 days from the date of receipt of the written request and accompanying fee, the score in question will be verified, and the examinee will be provided an "Official Report of Verification of Score." Any resultant change in score (up or down) will be noted on the examinee's records.

REVOCATION OF CERTIFICATION

Any certification may be revoked for any one of the following reasons:

- Conviction of a felony; or
- Determination by appropriate authority of the unauthorized practice of law; or
- Divulging the contents of any examination; or

- Falsification of information on application form; or
- Violation of the NALS Code of Ethics and Professional Responsibility.

Individuals currently serving a prison term are ineligible to sit for any NALS certification examination.

EXAM REGISTRATION & ACCESS

- Visit our events page and select the month you wish to complete the online exam. Each exam candidate must register for the exam of their choosing before the 15th of the previous month (i.e. apply by July 15 for an August exam).
- If your application is approved by the NALS Certification/Education Manager, you will receive an email with instructions on how to proceed to the online ALP/CLP/PLS/PP Exam during the first week of the month selected.
- These instructions will include:
 - Login information for the online exam portal.
 - Detailed instructions on how to access the online exam.
 - The number of days you have to sit for the exam. You may sit for the exam at any time in that window, day or night. Once you decide when to sit for the online exam, you will need: a reliable internet connection; a quiet room, free of distractions; and a webcam.

After you receive the exam confirmation email from NALS, you will receive a link to the online exam portal and your login/password information. After downloading the necessary software, the online proctoring system will require each examinee to show a valid ID, scan their surroundings, and take a photo of their face to verify identity. We will provide an instructional video and step-by- step instructions for the online exam process.

UNDERSTANDING THE PROCESS

1. If your application is approved by the NALS Certification/Education Manager, you will receive an e-mail with instructions on how to proceed to the online exam. The online provider is RPNOW. These instructions will include login information for the online exam portal and detailed instructions on how to access the online exam. This e-mail will also include the number of days you have to sit for the exam. You may sit for the exam at any time in that window, day or night. Once you decide when to sit for the online exam, you will need: a reliable internet connection; a quiet room, free of distractions; and a webcam.
2. After you receive the exam confirmation e-mail from NALS, you will receive a link to the online exam portal and your login/password information. After downloading the necessary software, the

online proctoring system will require each examinee to show a valid ID, scan their surroundings, and take a photo of their face to verify identity.

3. After your identity has been established, you will be able to take the online exam. You will navigate to your specific exam and follow on-screen prompts.
4. Your exam session is reviewed and recorded (screen, audio, and webcam) by third-party, unbiased certified proctors. Results of the exam reviews are delivered directly to our organization including the screen, audio, and webcam recording. If anything appears suspicious during the exam process, the video will be flagged and reviewed by the National Certifying Board and the National Certification/Education Manager.
5. You will receive your results immediately upon completion; however, the results are not final until the Certifying Board has reviewed your examination. If you pass the exam, you will receive your certificate in the mail. If you fail any parts of the exam, you will be able to reapply on the NALS website.

RPNOW: TEST TAKER FAQ

Question not here? Chat with a support representative 24/7 at http://info.psonline.com/rpnouniversity_student

OVERVIEW QUESTIONS

What does RPNOW do?

RPNOW allows you to take a secure, proctored exam anytime, anywhere without scheduling appointments or dealing with travel.

How does RPNOW work?

First, RPNOW authenticates your identity using a valid form of photo ID. Then, we connect to your webcam and microphone where the software will record your desktop, webcam, and audio as you take your exam. That recording will be reviewed by our certified proctors looking for any violations that could compromise the integrity of the exam.

What are the system requirements?

View the [System Requirements](#) including the operating system/connection speeds [here](#)

Who is proctoring my exam?

All exams are recorded then reviewed by our certified human proctors. All proctors are trained thoroughly to assess the integrity of an exam. There is also an auditing process in place continuously evaluating the work of those proctors.

What is allowed during my exam?

Our standard policy states that you are not allowed to leave the room, have anyone else in the room, or have any reference materials during an exam. You may have one piece of blank paper

and a pen/pencil during the exam, but this **must** be shown to the camera during the room scan to avoid potential violations. To the request ADA Accommodations, email cert-edu@nals.org. You will be asked to provide documentation from a medical professional knowledgeable of your situation supporting your request. Review the most common rules violations [here](#).

What if something goes wrong during my exam?

RPNOW technical support is available 24/7 by phone or chat if you need help navigating the software. Contact information will be provided with your exam access email and in the exam portal itself. For questions regarding the RPNOW software, including log-in issues, please contact RPNOW technical support first. You may then be directed to contact NALS at cert-edu@nals.org.

How can I ensure I have a clean exam attempt?

As long as you do not cheat and avoid these common [rules violations](#), you should have no trouble presenting a clean exam.

I am unable to download/install RPNOW.

First, confirm that you meet the [System Requirements](#) to run RPNOW. If you do, try the following [steps](#). If you do not, you will need to use a machine that does meet the System Requirements to take your proctored exam using RPNOW.

RPNOW is freezing during the interview process (microphone check, ID check, room scan, etc.) or message says “Cannot Continue.”

Sounds like your firewall may be blocking the system. Follow these [steps](#) to complete the interview process.

I cannot pass the microphone check, but I know I have a microphone.

Double check your [microphone settings](#) to be sure RPNOW can access your microphone.

I am having issues with Adobe Flash. My camera will not load.

You may not have the latest Adobe Flash installed. Follow these [steps](#) to ensure your Flash is up to date and we can load your camera.

I am receiving an alert that I have prohibited programs running. What do I do now?

First, save any work in those programs you would like and click the “Continue” button. If that does not bring you to the interview process. Follow these [steps](#).

RPNOW: STEP-BY-STEP GUIDE

Visit <https://www.nals.org/page/OnlineExamProcess> for an instructional video and step-by-step guide on the RPNOW proctoring process.

Still have questions?

Visit RPNOW Test Taker University for more resources or to reach a support representative via phone or chat: http://info.psonline.com/rpnouniversity_student.

STUDY MATERIALS AND COURSES

The Certifying Board does not release previous examinations for study nor will individual evaluations of any examination be given. However, the following study materials and courses are available through the NALS Resource Center:

1. Online Practice Exams...Mock Exams are available for purchase at www.nals.org.
2. *Suggested References* – See “Resources” and “Train for the Exam” Tabs under Certification at www.nals.org.

As new texts are published, all examinations are updated accordingly. See the Suggested References for the most current list of references that will aid in your preparation for the examinations.

EFFECTIVE STUDY HABITS

Consider the following suggestions as you prepare for the exam.

A. WHEN to study:

- Be dedicated to a specific time for study.
- Begin your study program early—don’t wait until a week or two before the exam. Begin a year ahead if you wish—just keep notes for review a short time before the exam.
- Consider packing your lunch two or three days a week. Study where you aren’t disturbed. Lunchtime is a good time to meet with other students for short study group sessions.
- Get to the office an hour early one or two days a week. Close your door, turn off the phone, and study.
- If you are carpooling or using public transportation, perhaps you can review notes as you travel or listen to prerecorded study materials; *e.g.*, phrases or legal terminology from the reference glossaries.
- Systematically chart your study plan on a calendar and stick to it.

B. WHERE to study:

- Home can be filled with interruptions and tasks just waiting to be done. Studying outside the home may be more desirable or even essential.
- Returning to the office, if you will have an uninterrupted evening, can provide a comfortable study environment with easy access to study aids, the photocopy machine, etc.

C. WHAT to study:

- This manual contains a list of all areas that may be tested on the examinations and a list of suggested references.

D. HOW to study:

- Do your most difficult studying during your best concentration periods.
- Exercise to break up the monotony of long study periods.
- Gather necessary materials. Consider all available suggested resources. Check the NALS website for assistance in locating materials.

- Schedule definite times and outline specific goals for your study time.
- Use loose-leaf, punched paper for notes that can be arranged advantageously.

TIPS FOR EXAMINATION DAY

A. Nerves and Stress

Imagine your success. Be positive! Know you can do it! Try hard; give yourself a chance; and remember to breathe.

Spend your energy on the examination, not on fear. Think about the examination, not the worry! Focus on the questions, not your fear or nerves.

Understand why you are studying. Failing to study and taking the examination “cold” may hurt your chances to pass.

B. Respect your right answers. People with examination nerves are often perfectionists. Don’t dwell on missed answers. CREDIT YOURSELF WITH WHAT YOU DO RIGHT!

C. Understanding the Examination Format

- All parts of the examination have an objective format (*i.e.*, multiple choice). Any unanswered question is considered incorrect.
- Because these are objective questions, only one answer is acceptable.
- **Carefully read all written directions.**

NALS CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY (WITH DISCUSSION)

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession.

Every member shall:

- Encourage respect for the law and the administration of justice
- Observe rules governing privileged communications and confidential information
- Promote and exemplify high standards of loyalty, cooperation, and courtesy
- Pursue a high order of professional attainment

Integrity and high standards of conduct are fundamental to the success of our professional association. This Code is promulgated by NALS and accepted by its members to accomplish these ends.

Canon 1.

Members of this association shall maintain a high degree of competency and integrity through continuing education to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

The purpose of continuing legal education, supported by NALS, is to expand and refine the knowledge of a member of this association, both to increase the self-esteem of the member and to make the member of greater assistance to the lawyer in the delivery of quality legal services. NALS encourages continuing education by offering national educational institutes, local and national seminars, and legal training courses.

The association encourages every legal secretary/lawyer's assistant/legal support professional/paralegal to become certified as an ALP and/or a PLS/CLP and/or a PP. Certification is used as a standard of measurement that signifies above-average skills and abilities, initiative and good judgment, and dedication to the profession. Certification is a valuable form of career insurance once a commitment is made. The growth of a profession and the attainment and maintenance of individual competence require an ongoing incorporation of new concepts and techniques. Continuing education enables law office staff to become aware of new developments in the field of law and provides the opportunity to improve skills used in the delivery of legal services.

A member of this association recognizes the importance of maintaining an interest in the development of continuing legal education. Professional competence is each member's responsibility. The exchange of ideas and skills benefits the legal profession and the general public.

A member of this association recognizes the necessity of membership and participation in a professional association. One of the hallmarks of any profession is its professional association, founded for the purpose of determining standards and guidelines for the growth and development of the profession. Through a professional association, a member is able to promote a cooperative effort with others in the legal community for the delivery of legal services.

The continued and increased contribution by members of this association to the delivery of legal services is dependent upon a further delineation of their skills, qualifications, and areas of responsibility. It is, therefore, incumbent upon each member to promote the growth of the legal profession through support of and participation in the endeavors of NALS.

For a comparison to other rules of professional responsibilities and ethics, *see* AMERICAN BAR ASSOCIATION MODEL RULES OF PROFESSIONAL CONDUCT, Rule 1.1.

Canon 2.

Members of this association shall maintain a high standard of ethical conduct and shall contribute to the integrity of this association and the legal profession.

The highest degree of ethical conduct and integrity is the backbone of the legal profession. Because of the close professional relationship of a lawyer and a member of this association, it is essential that the member maintain an equally high standard of both ethical conduct and integrity. The public expects and deserves such ethical conduct and integrity by the lawyer and also expects and deserves such conduct by all non-lawyer staff with whom the client comes in contact.

For a comparison to other rules of professional responsibilities and ethics, *see* AMERICAN BAR ASSOCIATION MODEL RULES OF PROFESSIONAL CONDUCT, Rules 8.1, 8.2, 8.3, and 8.4.

Canon 3.

Members of this association shall avoid a conflict of interest pertaining to a client matter.

Loyalty is an essential element in the lawyer's relationship to a client. An impermissible conflict of interest may exist on behalf of a member of this association before representation is undertaken. In that event, such conflict of interest must be disclosed to the lawyer because of the lawyer's requirement to avoid such a conflict, even to the extent of declining representation. In the event a conflict occurs after representation has been undertaken, the member must disclose such conflict to the lawyer.

For a comparison to other rules of professional responsibilities and ethics, *see* AMERICAN BAR ASSOCIATION MODEL RULES OF PROFESSIONAL CONDUCT, Rules 1.7(b), 1.8, 1.9, and 1.10.

Canon 4.

Members of this association shall preserve and protect the confidences and privileged communications of a client.

The obligation of a member of this association to preserve the confidences and secrets of a client continues after the termination of employment of the lawyer by the client and after employment of the member by the lawyer.

Both the fiduciary relationship between the lawyer and the client and the proper functioning of our legal system require that the lawyer preserve confidences of the person who employs or seeks to employ the lawyer. A client must feel free to discuss anything and everything with the lawyer, and the lawyer must be equally free to ask the client questions to obtain information beyond that volunteered by the client.

The normal operation of a law office exposes confidential personal information to non-lawyer employees, particularly those having access to files. The requirement of confidentiality obligates a lawyer to exercise extreme care in selecting and training law office personnel so that the sanctity of the client's confidences and privileged communications may be preserved.

Preserving client confidences is a vital part of the relationship between the client and the law office staff in the delivery of legal services. The confidentiality of information must be respected at all times.

For a comparison to other rules of professional responsibilities and ethics, *see* AMERICAN BAR ASSOCIATION MODEL RULES OF PROFESSIONAL CONDUCT, Rule 1.6.

Canon 5.

Members of this association shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of a lawyer and shall not act in matters involving professional legal judgment.

It is permissible, and indeed it often occurs, that lawyers delegate tasks to members of the law office staff. In a specific ethical opinion by the American Bar Association, it was held:

A lawyer can employ lay secretaries, lay investigators, lay detectives, lay researchers, accountants, lay scriveners, non-lawyer draftsmen, or non-lawyer researchers. In fact, he may employ non-lawyers to do any task for him except counsel clients about law matters, engage directly in the practice of law, appear in court, or appear in formal proceedings as part of the judicial process, so long as it is he who takes the work and vouches for it to the client and becomes responsible to the client.

ABA Comm. on Professional Ethics, Formal Op. 316 (1967).

For a comparison to other rules of professional responsibilities and ethics, *see* AMERICAN BAR ASSOCIATION MODEL CODE OF PROFESSIONAL CONDUCT, Rule 5.5(b).

Canon 6.

Members of this association shall not solicit legal business on behalf of a lawyer.

Selection of a lawyer by a layperson should be made on an informed basis. Advice and recommendation of third parties—relatives, friends, acquaintances, business associates, or other lawyers— and disclosure of relevant information about the lawyer and his practice may be helpful. A layperson is best served if the recommendation is disinterested and informed. In order that the recommendation is disinterested, a lawyer should not seek to influence another to recommend his employment. A lawyer should not compensate another person for recommending him, for influencing a prospective client to employ him, or to encourage future recommendations.

For a comparison to other rules of professional responsibilities and ethics, *see* AMERICAN BAR ASSOCIATION MODEL CODE OF PROFESSIONAL CONDUCT, Rule 7.2.

Canon 7.

Members of this association, unless permitted by law, shall not perform paralegal functions except under the direct supervision of a lawyer and shall not advertise or contract with members of the general public for the performance of paralegal function.

See discussions under Canons 5, 8, and 9 and the comparisons to other rules of professional responsibilities and ethics referred to in those discussions.

For a comparison to other rules of professional responsibilities and ethics, *see* AMERICAN BAR ASSOCIATION MODEL CODE OF PROFESSIONAL CONDUCT, Rules 5.3 and 5.5.

Canon 8.

Members of this association shall not perform any of the duties restricted to lawyers or do things which lawyers themselves may not do, and shall assist in preventing the unauthorized practice of law.

Canon 8 is similar to Canon 9, but Canon 8 specifically states that members may not do things or engage in activities “which lawyers themselves may not do.”

Canon 9.

Members of this association not licensed to practice law shall not engage in the practice of law as defined by statutes or court decisions.

Although the rules of professional conduct of the various state bar associations may not directly govern members of this association except through a supervising lawyer, it is incumbent upon a member of NALS to know the provisions of the lawyers’ rules applicable in the member’s state and to avoid any action that might involve a member of this association or a lawyer in a violation of a state code or in the appearance of professional impropriety.

The practice of law includes but is not limited to accepting cases or clients, setting fees, giving legal advice, and appearing in a representative capacity in court or before an administrative or regulatory agency. The definition of the practice of law varies from state to state. A member of this association should consult the appropriate definition in the member’s state.

A member of this association may perform tasks assigned by a lawyer so long as the lawyer maintains a direct relationship with the client, supervises the delegated work, and has complete professional responsibility for the work product. The requirement that a lawyer must maintain a direct relationship with the client does not preclude a member of the law office staff from meeting with the client when such a meeting is necessary to carry out the professional duties assigned by the lawyer.

Various states have adopted requirements applicable to the practice of legal assistants. Any member of this association employed as a legal assistant or whose responsibilities include those of a legal assistant should consult the appropriate requirements in that state. Where conflict exists, the requirements of that state shall control.

This canon is intended to protect the public from receiving legal services from unqualified individuals. “The prohibition of lay intermediaries is intended to insure [sic] the loyalty of the lawyer to the client unimpaired by intervening and possibly conflicting interest.” Cheatham, *Availability of Legal Services: The Responsibility of the Individual Lawyer and of the Organized Bar*, 12 UCLA L. Rev. 438, 439 (1965).

For a comparison to other rules of professional responsibilities and ethics, see AMERICAN BAR ASSOCIATION MODEL CODE OF PROFESSIONAL CONDUCT, Rule 5.5(b).

Canon 10.

Members of this association shall do all other things incidental, necessary, or expedient to enhance professional responsibility and participation in the administration of justice and public service in cooperation with the legal profession.