



# MISSISSIPPI LEGAL PROFESSIONALS ASSOCIATION



*Affiliate of NALS...the association for Legal Professionals*

## Mission Statement

*We are committed to delivery of quality legal services through continuing education, increased professionalism, and networking.*

The Mississippi Legal Professionals Association (*formerly Mississippi Association of Legal Secretaries and Mississippi Division of NALS, Inc.*) was organized in 1962 as a part of NALS; the name was changed to better reflect the makeup of our membership as legal professionals. The Mississippi LPA is a part of a tri-level organization (local, state, and national) and is a nonpartisan, nonunion, nonsectarian and nonprofit professional association comprised of members of local chapters and members at large.

The purpose of this Association is to carry on a program for the further education of those engaged in work in the legal profession and to cooperate with attorneys, judges and bar associations in stimulating a high order of professional standards and ethics among those persons engaged as support staff in private law firms, financial institutions, various courts, municipal and governmental agencies and other entities of a legal nature.

Active members are legal secretaries, paralegals, lawyers, legal assistants, law office administrators, court reporters, typists and clerks in any law office or public or private office engaged in work of a legal nature. Members support and abide by the Code of Professional Responsibility of the American Bar Association, as well as the NALS Code of ethics.

Mississippi LPA is composed of the following local associations:

**Gulf Coast** Legal Professionals  
**Pine Belt** Legal Professionals  
**Jackson** Legal Professionals Association  
**Metro** Legal Professionals Association  
**South Mississippi** Legal Professionals

**CERTIFICATION:** NALS offers three levels of certification exams which are developed by professionals in the industry. The varying levels of certification are:

ALP	Basic certification for legal professionals (also known as accredited legal professional)
PLS/CLP	Advanced certification for legal professionals (also known as either Professional Legal Secretary or Certified Legal Professional)
PP	Advanced certification for paralegals and legal assistants (also known as Professional Paralegal)

These certification exams focus on skills in various areas of the legal career. The ALP exam focuses on communication, accounting, office administration and legal procedures; the PLS/CLP exam focuses on legal terminology and procedures, ethics, office procedures and communication skills; and the PP certification, focusing on substantive law, is dedicated to those support professionals performing paralegal duties. These certifications are recognized by the American Council on Education (ACE) and may provide valuable college credit for as much as 27 semester hours.

**CONTINUING LEGAL EDUCATION:** The primary purpose of the Mississippi LPA is to provide legal education. CLE is offered to members at all state meetings.

**CONTINUING LEGAL EDUCATION AWARD:** The CLE Award recognizes member interest in continuing self-improvement. To earn this national award, candidates must complete 60 hours of continuing legal education within a three-year period.

**COURT OBSERVANCE WEEK:** The second week in October is designated as Court Observance Week. Chapters throughout the country hold various activities during this week offering members an opportunity to gain first-hand knowledge of the functions of various departments connected with the judicial system.

#### **OTHER EVENTS:**

**NALS EDUCATIONAL CONFERENCE AND NATIONAL FORUM** - This national conference is generally held in October or November each year and places emphasis on educational programs for all members of the legal services delivery team.

**NALS WebEd** - Each month, NALS hosts webinars on various topics of interest to our members and others in the legal support industry.

**STATE MEETINGS** - Membership meetings of the Mississippi LPA are held in May and September; Board of Directors meetings are held in January and May (in conjunction with the state annual meeting). Members are encouraged to attend all meetings of the Mississippi LPA.

**SEMINARS:** Mississippi LPA sponsors seminars at its Board of Directors and membership meetings held at various locations throughout the year; although anyone may attend, members receive a discount on the registration fee.

**NETWORKING:** Association meetings provide members opportunity to meet others with a common interest. This "Networking" helps members enhance their knowledge of the legal field by getting to know people from different areas of law. It's about learning, sharing knowledge, making new friends, renewing old friendships and advancing careers.

#### **PUBLICATIONS**

**PROFILE:** The state's biannual publication *The Profile*, provides members with educational articles and other items of interest.

**@Law, the NALS Magazine for Legal Professionals** - The NALS quarterly magazine, @Law combines a graphic intensive layout with high quality expert written articles to provide an exceptional experience for readers. Articles are organized by a team of legal professionals to make sure that the content of @Law is exactly what they are looking for.

The **NALS docket** is a monthly digital magazine that includes information about topics covered on legal blogs and twitter, along with industry related articles and association news directly from the Resource Center Staff.

**NALS News & Industry Views** - NALS weekly newsletter is utilized by NALS to keep members

informed about what is going on inside the association, as well as what trends and news are happening in the legal profession. Newsletters are sent weekly in electronic format.

**LOCAL PUBLICATIONS:** Newsletters and bulletins are published by local chapters and are available to its local members.

**NALS**...the association for legal professionals

In 1929 in Long Beach, California, Eula Mae Jett and several colleagues established a group to discuss topics affecting their careers as legal secretaries; by 1949 other chapters had formed and NALS was incorporated. **The only tri-level association for all members of the legal support staff, NALS is playing an important role in today's rapidly changing legal community.** As trends in our profession become realities, they affect how law offices operate, as well as how and by whom work is handled. Today NALS remains a leader in the legal services industry, offering professional development by providing continuing legal education, certification, information and training to those choosing the legal services industry as their career. The big winners in tomorrow's job market will be those who begin preparing today. The tri-level association strives to help members meet the challenges of the future through educational programs, materials and services.

NALS offers several regional and national conferences each year packed with outstanding education and featuring excellent speakers from around the country. Additionally, NALS supports its members by providing the following benefits:

- ▶ Affinity Programs bring to NALS members services through outside sources that might otherwise cost substantially more, such as Fed-Ex shipping, travel, rental cars, insurance and notary services.
- ▶ Three levels of certification
- ▶ Publications and newsletters
- ▶ Job Bank
- ▶ Continuing Legal Education
- ▶ Member website ([www.NALS.org](http://www.NALS.org))
- ▶ On-line learning center
- ▶ Educational Conference
- ▶ Leadership training

---

*Professionalism + Education = Excellence*

---

**NALS Code of Ethics**

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;
- Perform all duties of the profession with integrity and competence; and
- Pursue a high order of professional attainment.

Website

[www.MississippiLPA.org](http://www.MississippiLPA.org)