



PITTSBURGH CHAPTER: LEGAL ADMINISTRATORS ASSOCIATION

Application for Membership

Please read the membership criteria on page 2 of this application; then complete and submit the application online, print it, sign it and send it together with your check to PLAA. PLAA membership is not issued to organizations, and it is NOT transferable from one individual to another. Membership in the International Association of Legal Administrators (ALA) is a requirement for membership in the Pittsburgh Chapter. (Please print or type the information requested below.)

1. Name \_\_\_\_\_
First Middle Initial Last

2. Employer: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Direct Dial Phone: \_\_\_\_\_ Direct Dial Fax: \_\_\_\_\_

Employer/Firm Phone: \_\_\_\_\_ Employer Fax: \_\_\_\_\_

Business Address: \_\_\_\_\_

City State Zip

- 3. Check the most appropriate description of the employer:
Single Office Law Firm Charitable Legal Agency/ Non-Profit Organization Government Legal Department Judicial Agency/Court
Pgh HQ or Multiple Office Firm
Corporate Legal Department University/College Legal Dept.

4. Indicate the number of lawyers served in the organization: \_\_\_\_\_

- 5. Title and Self-Identified Specialty: Please check appropriate description:
General Firm Management Executive Director Branch Office Management Financial Management
Information Technology Management Facilities Management Human Resource Management
Corporate Legal Dept. Government Legal Agency Charitable Legal Agency University Legal Dept.

6. Number of years as legal management professional: \_\_\_\_\_

7. I have the following credentials: CLM CPA PHR SPHR JD PhD Other \_\_\_\_\_

8. Are you currently a member of ALA?: Yes Membership No. \_\_\_\_\_ No (Application Enclosed)

I understand that I am required to be a member of ALA in order to join and be a member of PLAA

9. Were you referred by a current PLAA member? Yes No If yes, who? \_\_\_\_\_

ANNUAL MEMBER DUES:

Table with columns: Regular Member, Introductory Membership, Associate Member. Rows: If applying September 1 - December 31, If applying January 1 - May 31, If applying June 1 - August 31 (includes dues for current year and following year)

Membership in the Chapter shall be comprised primarily of individuals engaged on a full-time basis in the management of legal organizations and shall consist of *Regular and Associate* members as defined and provided for in these bylaws.

**Regular Membership Criteria**

- Full-time legal administrators or support managers employed in a private law firm, legal service clinic, corporate legal department, university legal department, governmental legal agency, court system, charitable legal agency or some other organization engaged primarily in the practice of law
- Practicing lawyers with principal management responsibility in their legal organization.

**Associate Membership Criteria**

Individuals who are interested in legal management but do not qualify for Regular Membership may apply for Associate Membership if they are:

- Practicing lawyers with an interest in law firm administration and management;
- Individuals engaged in an ongoing employment-type relationship which involves providing continuing management services of the types defined in the bylaws;
- Retired Regular Members of ALA who are not otherwise employed;
- Unemployed legal administrators who have exhausted their eligibility for Regular Membership who are not serving as consultants or vendors and are actively seeking employment as a legal administrator;
- Teachers of business, organizational management, law or law-related disciplines at institutions of higher learning, as well as deans with administrative and management responsibilities at such institutions;
- Part or full-time students in any degree program at accredited institutions of higher learning;
- Bar association executives with management responsibilities;
- Other individuals not specifically excluded from membership who have and demonstrate an interest in the management of law firms and other legal organizations.

**Membership in the Chapter is not open to consultants and vendors who are engaged by legal organizations.**

**I hereby attest that I meet the criteria for membership as shown above.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please submit this application electronically, or by mail, and enclose a copy of the application along with your check, made payable to the Pittsburgh Legal Administrators Association to:

Michele Rihn  
Membership Development Committee  
DiBella Geer McAllister Best  
20 Stanwix Street, 11<sup>th</sup> Floor  
Pittsburgh, PA 15222

**APPROVED FOR MEMBERSHIP IN THE PITTSBURGH LEGAL ADMINISTRATORS ASSOCIATION  
Chapter Representative**

\_\_\_\_\_  
Name (please print or type)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Chapter Representative or Regional Vice President

\_\_\_\_\_  
Date