



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:

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)

Introductory Membership
Regular Member

- [ ] \$100
[ ] \$ 50
[ ] \$125

## Regular Membership Criteria

- Any individual who demonstrates an interest in legal administration and the management of legal organizations, including legal professionals employed in a private law firm, legal service clinic, corporate legal department, university legal department, governmental legal agency, court system, charitable legal agency or any other organization engaged in the legal industry.
- Shares interest in and supports the purposes of the Association.
- Is not affiliated with a business partner or business-partner eligible entity.
- Consultant to the Legal Industry. A consultant is defined as an individual who does not provide goods, furniture, equipment, supplies, materials, software, technology, insurance, investment instruments or legal industry services directly or through their company; or causes to be provided through a workforce of employees, or is employed by such an entity; AND the individual meets one or more of the following criteria:
  - an individual who is a recognized subject-matter expert within the legal community;
  - an individual whose primary service generally involves the sale of intellectual property, expert advice, coaching or assessment to legal organizations and who engages with multiple and changing clients;
  - an individual who performs ongoing day-to-day administrative functions for one or more companies or firms which would otherwise qualify the individual for Regular ALA membership despite who employs them, including a business partner;
  - an individual who is self-employed as a contractor or operating a self-owned business and performing day-to-day administrative roles for one or more companies or firms, which would otherwise render the person eligible for Regular ALA membership if an employer/employee relationship existed.

Please note: A consultant membership is bestowed upon an individual, not a company, and employees of business partner-eligible companies are not considered consultants and are not eligible for consultant membership, unless: a) the individual is performing day-to-day administrative functions at a remote or third party location; or b) the individual is employed as a legal administrator in the corporate legal department of the business organization; or c) the individual holds an administrative position similar to someone in a legal management professional role and is not responsible for business development, marketing or sales.

**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 Weinheimer  
429 Fourth Avenue, Suite 200  
Pittsburgh PA 15219  
mrihn@d-wlaw.com

**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