



2021-2022 Paralegal Affiliate Membership July 1, 2021 through June 30, 2022

Step 1: Please tell us about yourself

Full Name (for membership directory)	Badge Name (first name only)		
Company Name	Birth Year	County	
Mailing Address	City	State	Zip Code
work email address (required for access to www.arkbar.com)	Phone Number	Fax Number	

Demographic Information (optional; not visible in member profile)

Gender Male Female

Race American Indian or Alaska Native Asian Black or African American
 Hispanic or Latino Native Hawaiian or Other Pacific Islander White Some other race

Step 2: ArkBar Member Supervising Attorney

Supreme Court ID	Full Name	Company Name	
Mailing Address	City	State	Zip Code
email address (required for access to www.arkbar.com)	Phone Number		

I certify that I supervise the work of the applicant applying for Affiliate Membership, and the applicant is employed by company name provided above.

Original Signature Required of Supervising Attorney

Step 3: Choose payment type

2021-2022 Dues effective July 1, 2021	Dues Annual Rate	OR Monthly Rates <small>(requires AutoPay with credit or debit card)</small>
Paralegal Affiliate Dues	<input type="checkbox"/> \$150	<input type="checkbox"/> \$12.50

Step 4: Payment Information—Choose One Payment Method Below

Total Amount Due from Step 3	Annual One-time Payment	Annual Auto Renewal	Monthly AutoPay
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Check payable to Arkansas Bar Association
 AMEX Discover Visa/MC

 Name (as it appears on card)

 Account Number

 Expiration Date CVV/Security Code

 Billing Address

 Signature

PAYMENT INFORMATION: Acceptable forms of payment include cash, money orders, checks and credit cards. **CASH:** Do not mail cash. Cash may be used only for in-person submittals. **CHECKS:** Please note that we will not accept checks that do not have an imprinted or preprinted name or address of the account holder on the check. For example, we will not accept temporary checks, such as those from a new account. **CREDIT CARDS:** May be used for in-person, online or faxed transactions. We accept Discover, Visa, Mastercard, and American Express. **INSUFFICIENT FUNDS:** Any check that is returned to us due to Insufficient Funds will be charged a \$50 processing fee. We reserve the right to reject any check due to previous bad checks. **FEDERAL LAW** makes part of your membership dues used for lobbying nondeductible as a business expense. 4.07% of dues is nondeductible. Dues are not deductible as charitable contributions. All dues and subscriptions are nonrefundable. Contributions or gifts to the Arkansas Bar Association are not deductible as charitable contributions for federal income tax purposes.

Members now have the option of making payments monthly. Members who sign up for Monthly AutoPay agree to pay for the entire year. Monthly AutoPay requires a credit card or debit card.

If you select an automatic payment option, your dues will automatically renew whether you choose monthly or annual billing. You will receive a notice before the next year’s automatic payment is processed. See more information on new payment options on Page 4.

To incorporate payment into firm billing or the supervising attorney’s billing, call Alexis Teal at 501-801-5675 or email ateal@arkbar.com.

Automatic Payment Authorization Form

This form is to be completed if you are choosing Monthly AutoPay or Annual Auto-Renewal.

Please return completed form to 2224 Cottdale Lane, Little Rock, AR 72202 or by fax to 501-421-0732.
 Questions? Call Alexis Teal at 501-801-5675 or email ateal@arkbar.com.

I authorize the Arkansas Bar Association to charge my credit card for the automatic payment option I selected during the membership process.

Signature _____

Date _____

Q. What is the Paralegal Affiliate Membership?

A. Beginning July 1, 2021, the Arkansas Bar Association will offer an affiliate membership for legal support staff. The Arkansas Bar has always been the premier provider of continuing legal education and networking opportunities for Arkansas attorneys. Now we look forward to offering some of those same opportunities to our attorney members' support staff. Affiliate membership is open to anyone working for and supervised by an Arkansas Bar Association attorney member, whether that person is a paralegal, a legal secretary, a receptionist or office manager.

Q. Who is a supervising ArkBar Member?

A. Paralegal affiliate members must be employed by an ArkBar member attorney who is responsible for supervising their work. Employment and supervision must be confirmed annually.

Q. Can this be incorporated into firm billing or the supervising attorney's billing?

A. Yes. Call Alexis Teal at 501-801-5675 or email ateal@arkbar.com.

Q. What are the benefits to the attorney member and law firm?

A. Benefits include:

- **Law Office Management.** Improved efficiency and effectiveness, leading to increased profitability.
- **Law office professionalism.** Affiliate membership provides opportunities for networking with peers across the state to learn and experience a higher level

of professionalism. That experience will provide a stronger foundation for the professionalism of all support staff in a law office.

- **Free and low-cost training.** Law office budgets also benefit from the free and low-cost training for their support staff who are affiliate members.
- **Employee benefits:**
 - A law office that pays for its support staff to have affiliate membership is providing an attractive employee benefit. Providing affiliate membership signals to support staff and clients that a law office respects and is willing to invest in the work and professionalism of its support staff.
 - Law office attorneys and support staff have opportunities to connect in ArkBar committees and volunteer work.
- **Community recognition.** A law office with affiliate members may advertise to the public that its support staff are affiliate members.

Q. What are the benefits for the affiliate member?

A. Benefits include:

- **Access to Fastcase, ArkBar's free legal research tool.**
 - Affiliate members will have their own password for Fastcase.
 - Affiliate members may take advantage of the Fastcase for Education Learning Modules and receive certificates of completion from Fastcase.
 - Focused legal research

training for affiliate members.

- **Networking through the ArkBar Community Exchange (ACE) community.** Using the ACE community, affiliate members can network with each other, post documents and blogs, and take advantage of the discussion forum to communicate with other affiliate members.
- **Free unlimited access to Affinity Insight.** Over 150 training videos and thought-provoking webinars. Topics range from training on page numbering in Microsoft Word, using the typewriter tool in Adobe, creating rules in Outlook, and using any of the other products in the Microsoft Suite to training on legal specific products like Clio, Hotdocs, PCLaw, Tabs3, and many more.
- **The Arkansas Lawyer Magazine** – online version.
- **Participation in ArkBar committees.**
- **Six FREE on-demand continuing legal education hours through CLE CENTRAL.**
 - Over 50 hours to choose from
 - Member discounts on other CLE programs.

Q. How can I pay monthly?

A. Members now have the option of making payments monthly with Monthly AutoPay; each monthly payment must be paid with a credit or debit card; no other forms of payment can be accepted. The annual cost of your membership will be divided equally across 12 months. Members who sign up for Monthly AutoPay agree to pay for the entire year. If you register for Monthly AutoPay

online before July 1, you will immediately be charged for your first monthly payment for the 2021-2022 bar year (July). Your card will not be charged again until your August payment is due on August 1. Your card will be charged on the first of the month, or the first business day thereafter. If you sign up after July 1, your card will initially be charged for the July payment. On the first of the following month, your card will be charged for the cumulative amount that would have been due between August and the month you signed up for Monthly AutoPay.

Q. How do I set up Annual Auto-Renewal?

A. If you select auto-renewal, your dues will automatically renew annually on July 1. You must complete and submit the Automatic Payment Authorization Form. You will receive a notice before the next year's auto-renewal. Employment and supervision must be confirmed annually.

Q. What if the credit card on file is no longer valid?

A. If we are unable to process payment, you will be notified by email and asked to update your credit card information. If you do not log in and update your information, ArkBar will call and confirm and ask you for updated credit card information. If we are still unable to process the credit card, an invoice for the remaining balance will be sent. Membership benefits are suspended if any payment of membership dues becomes more than 45 days past due until such time as all payments are brought current or the full membership fee due is paid in full.

Q. How do I cancel?

A. Members can cancel at any time by providing written notice. Upon cancellation, the remaining balance for the year will be due. When payment is made, members will continue to have access to ArkBar benefits through the end of the current membership year for which they have paid. Membership benefits are suspended if any payment of membership dues becomes more than 45 days past due until such time as all payments are brought current or the full membership fee due is paid in full.