



Richmond Chapter of the Association of Legal Administrators Application for Membership

To become a member of the Richmond Chapter of The Association of Legal Administrators please complete this application and return with your local chapter dues.

Note: To become a member of the local chapter, you must also join the National Chapter – see www.alanet.org for membership application and information.

Name: _____

Title: _____

Firm: _____

Address: _____

Mailing Address: _____
if different from
above: _____

Phone: _____ Fax: _____

E-Mail: _____

Date Joined Firm: _____

of Attorneys
In your Office: _____

Firm Practice Areas: _____

Prior Legal
Experience: _____
(Firm, position, # of years) _____

Professional
Affiliations: _____

The answers you give to the questions below will help us design programs and provide educational resources that are tailored to match the needs of our members:

1. Describe your biggest professional challenge?

2. What would make you more effective at your job?

3. Name some aspects you like about your job.

4. Name some aspects you dislike about your job.

5. What type of educational programs would you like to have at Chapter meetings?

6. Please select at least one or more committees that you will serve on:

- | | |
|--|--|
| <input type="checkbox"/> Salary Survey | <input type="checkbox"/> Programs/Speakers |
| <input type="checkbox"/> Vendor Relations | <input type="checkbox"/> Membership/Social |
| <input type="checkbox"/> Community Challenge | <input type="checkbox"/> Bar Liaison/Advertising |

Annual Membership: \$150.00

Annual membership dues are \$150.00 beginning January 1. If joining July 1 or later, dues will be \$112.50 and October 1 or later, dues will be \$75.00.

Make checks payable to Richmond ALA and mail with application to:

Michael E. Keatts
Office Administrator
Butler Williams & Skilling
100 Shockoe Slip, Fourth Floor
Richmond, VA 23219

**Thank you for joining The Richmond Chapter of
The Association of Legal Administrators**