CLM®
Certified Legal Manager

ALA®
Association of Legal Administrators

RECERTIFICATION APPLICATION FORM

CERTIFICATION EXPIRATION DATE:
June 30 ___   November 30 ___   Year _____

NOTE: Please submit early! All education must be completed by the application deadline. Additionally, applications for recertification will NOT be accepted if postmarked after the deadline, and your certification will expire.

Name _____

Preferred Mailing Address: _____

_____

Home or Cell Phone: _____

Business Phone: _____

Email: _____

Employing Organization: _____

Your Title: _____

Working Full-Time:

Working Part-Time:

Organization's Address: (if different than preferred)

_____

After completing and signing this application, please send it with the recertification fee and a listing of the coursework you have completed.

Expedite your application by submitting online at
http://www.alanet.org/clm/RecertificationApplication.aspx

Or pay by a personal or organization check, money order or cashier's check payable to Association of Legal Administrators. Cash cannot be accepted.

If paying by check, mail to:

Association of Legal Administrators
CLM Certification Center
PO Box 95583
Chicago, IL 60694-5583

Recertification Fee: $189

Indicate: Member No. _____   Nonmember No. _____

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Association of Legal Administrators Code of Professional Responsibility

As legal management professionals, members of ALA shall abide by high ethical standards. This ALA Code of Professional Responsibility sets forth standards for the administration of legal management practices. Legal administrators at all levels have a responsibility to uphold and incorporate these standards into their everyday performance. This Code applies to the administration of legal organizations including private firms, corporate legal departments, legal clinics, government agencies and courts.

I. Responsibilities to the Profession of Legal Management:

A. Uphold the ALA Code of Professional Responsibility and the mission of the Association of Legal Administrators;

B. Conduct oneself with integrity and project a positive image of the legal management profession;

C. Pursue continuing education to maintain a high level of proficiency in management procedures and issues;

D. Promote initiatives for civic, economic and social well-being within our communities; and

E. Advocate increased diversity in the legal management community and in all legal service organizations.

II. Responsibilities to the Legal Employer and its Employees:

A. Foster an environment that promotes the use and improvement of sound business practices where all employees can develop, contribute and prosper;

B. Be truthful and forthright in all forms of professional and organizational communication;

C. Report financial information promptly, completely and accurately, and in a manner that facilitates informed decision making;

D. Implement policies and procedures to address professional responsibility, business ethics and conduct;

E. Establish an appropriate grievance and appeals process tailored to the legal organization's size and structure; and

F. Promote a work environment that does not discriminate, intimidate or allow harassment based on race, color, ethnicity, national origin, gender, age, religion, disability, veteran's status, marital status, sexual orientation or other legally protected characteristics.

III. Responsibilities to those Outside the Legal Organization:

A. Respect the customs and practices of clients, prospective clients, business partners and the community at large;

B. Avoid actual or apparent conflicts of interest and advise all appropriate parties of potential conflicts;

C. Refrain from soliciting or accepting any fee, commission, gift, gratuity, discount or loan on behalf of oneself, family or friends, that may influence business decisions;

D. Ensure the existence of policies and procedures to provide quality client service;

E. Utilize confidential and proprietary information solely for legal practice or management purposes and not to further private interest or personal profit; and

F. Support outreach activities that cultivate pro bono assistance and law related public education to meet community needs.

I affirm that I endorse the goals of the Association of the Legal Administrators Code of Professional Responsibility.

Signature _____ Date _____

I certify that the information on this application is accurate and complete to the best of my knowledge.

Signature _____ Date _____