

Legal Document Assistant Code of Ethics and Professional Responsibility

By the Alliance of Legal Document Assistant Professionals, Inc.

Every ALDAP member agrees to abide by the canons of the Alliance of Legal Document Assistant Professionals, Inc.'s Code of Ethics and Professional Responsibility. Violations of the Code may result in termination of membership.

Since ALDAP's inception in 2007, the canons have served as the foundation of ethical practices for

the legal document assistant profession.

The canons below were adopted by the Alliance of Legal Document Assistant Professionals, Inc. to protect consumers and serve as a guide to aid LDAs, paralegals and the public in the delivery of professional legal document preparation and self-help legal services.

*Laws include:

- Business & Professions Code § 6400, et seq.
- Business & Professions Code § 6450, et seq.
- Business & Professions Code § 6125, et seq.
- 11 U.S. Code § 110
- California State Bar Rules of Professional Conduct

Canon 1

A Legal Document Assistant shall strictly comply with all laws* governing the practices of non-attorney legal service providers, and shall closely follow the accepted standards of legal ethics and general principles of proper conduct.

Canon 2

A Legal Document Assistant shall achieve and maintain a high level of competence through continuing education and training with respect to professional responsibility, legal ethics, and court rules, forms and procedures.

Canon 3

A Legal Document Assistant shall maintain a high level of personal and professional integrity and conduct.

Canon 4

A Legal Document Assistant shall serve the public interests by delivering quality legal document preparation services that satisfy all requirements of the California Business & Professions Code and any rules and regulations established by the courts or any administrative agency.

Canon 5

A Legal Document

Assistant shall preserve all confidential information provided by the client or acquired from other sources, to the extent the law permits, before, during and after the course of the professional relationship. An LDA may reveal confidential information only after full disclosure and with the client's written consent; or when required by a law or court order.

Canon 6

A Legal Document Assistant shall not engage in the unauthorized practice of law, and shall refrain from providing

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legal recommendations, suggesting remedies, selecting forms or applying the law to the facts of a client's particular situation.

Canon 7

A Legal Document Assistant shall disclose his or her status as a non-attorney, self-help legal service provider at the outset of any LDA-client relationship.

Canon 8

A Legal Document Assistant shall act prudently in determining whether

the client's needs exceed the definition of "self-help services" as set forth in Business & Professions Code § 6400(d); and if such a determination is made, the LDA shall immediately inform the client that he or she requires the services of an attorney.

Canon 9

A Legal Document Assistant shall avoid impropriety and the appearance of impropriety, and shall not engage in any conduct that would adversely affect his or

her fitness to practice, including, but not limited to, the following: the unauthorized practice of law, violence, dishonesty, and/or abuse of a professional position or public office.

Canon 10

A Legal Document Assistant shall support and participate in efforts to improve consumer protection, access to justice, the judicial system, and the LDA and paralegal professions.



Professional Integrity
Consumer Protection

Our Mission

- *Promote and support the integrity of the Legal Document Assistant profession*
- *Generate awareness of the availability of non-attorney legal service providers*
- *Protect the public by educating consumers about self-representation resources and the unauthorized practice of law*
- *Promote continuing legal education and the LDA's commitment to professional responsibility*
- *Act as a forum for the exchange of information*
- *Integrate our services with the legal community and the general public*