



**AMERICAN ALLIANCE OF PARALEGALS, INC.**

## **AAPI CODE OF ETHICS**

### **THE AMERICAN ALLIANCE OF PARALEGALS, INC.: CODE OF ETHICS**



1. A paralegal shall not engage in the unauthorized practice of law.

2. A paralegal shall keep confidential any and all information, documents and other materials entrusted to him or her or acquired in some other way during the course of the legal representation of a client. The confidentiality shall be maintained before, during and after the legal representation unless the client has given consent or disclosure is required by law or by court order.

3. A paralegal shall avoid conflicts of interest and shall immediately disclose any potential conflicts of interest to his or her employer.

4. A paralegal shall ensure that his or her status as a paralegal is disclosed at the beginning of any professional relationship with the attorney, client, personnel of a court, or the personnel of an administrative agency.

5. A paralegal shall follow all provisions of the rules of professional conduct for a paralegal or legal assistant of the state in which he or she is employed.

If no such specific code for paralegals exists, then a paralegal shall follow the attorney's code of ethics as it applies to paralegals within that state.

6. A paralegal shall maintain personal and professional integrity.

7. A paralegal shall attain a high degree of competency through education, training and experience.

8. A paralegal shall maintain a high degree of competency by engaging in continuing paralegal education on an annual basis.