

# *LOUISIANA STATE PARALEGAL ASSOCIATION*

## **CODE OF ETHICS**

It is the responsibility of every paralegal to adhere strictly to the accepted standards of legal ethics and to live by general principles of proper conduct. The performance of the duties of the paralegal shall be governed by specific canons as defined herein in order that justice will be served and the goals of the profession attained.

The canons of ethics set forth hereafter are adopted by the Louisiana State Paralegal Association, Inc. as a general guide, and the enumeration of these rules does not mean there are not others of equal importance even though not specifically mentioned herein.

### **CANON I**

A paralegal shall not perform any of the duties that only lawyers may perform nor do things that lawyers themselves may not do.

### **CANON II**

A paralegal may perform any task delegated and supervised by a lawyer so long as the lawyer is responsible to the clients, maintains a direct relationship with the client, and assumes full professional responsibility for the work product.

### **CANON III**

A paralegal shall not engage in the practice of law by accepting cases, setting fees, giving legal advice or appearing in court (unless otherwise authorized by court or agency rules) or otherwise engage in the unauthorized practice of law as defined by statute and jurisprudence interpreting said statutory law.

### **CANON IV**

A paralegal must act prudently in determining the extent to which a client may be assisted without the presence of a lawyer.

### **CANON V**

A paralegal must protect the confidences of a client, and it shall be unethical for a paralegal to violate any statute or ethical rule now in effect or hereafter to be enacted related to privileged communications, including but not limited to conflicts of interest as they relate to confidentiality and/or privileged communications.

### **CANON VI**

It is the obligation of the paralegal to avoid conduct which would cause the lawyer to be unethical or even appear to be unethical, and loyalty to the supervising lawyer and/or the employing law firm is incumbent upon the paralegal, subject to the obligations reflected herein.

### **CANON VII**

A paralegal shall work continually to maintain integrity and a high degree of competence throughout the legal profession and shall adhere to the ethics and responsibilities imposed by statute, ethical rules or rules of court.

### **CANON VIII**

A paralegal shall strive for perfection through education in order to better assist the legal profession in fulfilling its duty of making legal services available to clients and the public.

### **CANON IX**

A paralegal shall adhere to the Model Rules of Professional Conduct of the American Bar Association, the Rules of Professional Conduct adopted by the Louisiana State Bar Association and the Code of Ethics and Professional Responsibility of the National Association of Legal Assistants.

Amended September 2008