

CPPA CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY

PREAMBLE

The Central Pennsylvania Paralegal Association (“CPPA”) is a professional organization comprised of paralegals, paralegal students, related organizations and educational members throughout Central Pennsylvania. CPPA is a member of The National Federation of Paralegal Associations, Inc. (“NFPA”). NFPA is a professional organization comprised of paralegal associations and individual paralegals throughout the United States. Members of CPPA have varying types of backgrounds, experience, education, and job responsibilities which reflect the diversity of the paralegal profession. CPPA promotes the growth, development and recognition of the paralegal profession.

CPPA recognizes that the creation of guidelines and standards for professional conduct are important for the development and expansion of the paralegal profession. CPPA adopts this Code of Ethics and Professional Responsibility (“Code”) to delineate the principles for ethics and conduct to which every paralegal should aspire. The Code expresses CPPA's commitment to increasing the quality and efficiency of legal services and recognizes the profession's responsibilities to the public, the legal community, and colleagues.

Paralegals perform many different functions, and these functions differ greatly among practice areas. In addition, each jurisdiction has its own unique legal authority and practices governing ethical conduct and professional responsibilities.

It is essential that each paralegal strive for personal and professional excellence and encourage the professional development of other paralegals as well as those entering the profession. Participation in professional associations intended to advance the quality and standards of the legal profession is of particular importance. Paralegals should possess integrity, professional skill and dedication to the improvement of the legal system and should strive to expand the paralegal role in the legal profession.

CANONS

- I. A paralegal shall achieve and maintain a high level of competence.
- II. A paralegal shall maintain a high level of personal and professional integrity.
- III. A paralegal shall maintain a high standard of professional conduct.
- IV. A paralegal shall serve the public interest by contributing to the delivery of quality legal services and the improvement of the legal system.
- V. A paralegal shall preserve all confidential information provided by the client or acquired from other sources before, during, and after the course of the professional relationship.
- VI. A paralegal's title shall be fully disclosed.
- VII. A paralegal shall not engage in the unauthorized practice of law.
- VIII. A paralegal shall avoid conflicts of interest and shall disclose any possible conflict to the employer or client, as well as to the prospective employers or clients.