

**EMPLOYING / SUPERVISING ATTORNEY AFFIRMATION**

\_\_\_\_\_, under penalties of perjury, affirms as follows:

I am an attorney at law duly licensed to practice my profession in the State of \_\_\_\_\_.

I make this affirmation in connection with an application by \_\_\_\_\_ for certification under the Empire State Alliance of Paralegal Associations, Inc.’s New York State Certified Paralegal Program.

I am/have been the supervising attorney of \_\_\_\_\_ for the period of \_\_\_\_\_ to \_\_\_\_\_. During that period, I have/had direct supervision over the applicant, during which time I was a member in good standing of the \_\_\_\_\_ State Bar.

I hereby certify that the applicant has the following paralegal work experience and  is currently  or was (*check one*) primarily performing substantive\* paralegal work on legal matters:

\_\_\_\_\_ years of substantive paralegal work experience from \_\_\_\_\_ to \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
State Bar Number

*\* For the purposes of this program, “paralegal work experience” is defined as substantive legal work for which a lawyer is responsible. Substantive shall mean work requiring recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts. The applicant may or may not hold the exact title of “Paralegal” but should have experience in applying substantive knowledge of New York law and legal procedures in rendering direct assistance to lawyers engaged in:*

- *legal research;*
- *drafting, preparing or interpreting legal documents;*
- *meeting with and/or interviewing clients and witnesses;*
- *reviewing, analyzing, and communicating relevant facts and legal concepts; and/or*
- *performing other aspects of law office, government agency, or in-house counsel operations.*