

Paralegal Best Practices

- Read [Business and Professions Code §6450](#) et. seq. (BPC)
- Read [Rules of Professional Conduct \(ROPC\)](#) – State Bar of California
- Mandatory Continuing Legal Education (MCLE)
 - Obtain and Maintain MCLE – [CAPA Paralegal MCLE Tracking Chart](#)
- Prepare and certify your Education Compliance (attach copies of all certificates, degrees, or related supporting documents)
- Retain Attorney Declaration (if completed prior to January 1, 2004)
- Provide completed and signed MCLE Chart to your supervising attorney for each Compliance Period (term periods help will depend on individual, firm/company or organization requirements) that certifies your MCLE compliance
- Read [CAPA Ethics Guidelines](#) and those from all/either of the national organizations that you are enrolled in as a member
- Consider certification – [CAPA-CCP](#), national or specific to practice