

**American Bar Association
Law Student Division**

ABA Representatives
Frequently Asked Questions

What is the ABA?

The ABA is the leading voice of the legal profession in the nation. With more than 400,000 members (including 45,000+ law student members), the ABA's activities include providing law school accreditation, continuing legal education for lawyers, programs to assist lawyers and judges in their work, guidelines on ethics and rules of professional conducts, and initiatives to improve the legal system for the public. The ABA also develops programs and publications specifically targeted to help law students succeed in their studies and in building their legal careers.

What benefits do I receive as a law student member?

A \$25 annual membership (or 3 years for \$60) in the ABA Law Student Division includes:

- Annual subscriptions to *Student Lawyer* magazine and *ABA Journal*;
- Discounts (\$50-\$100) on Kaplan-PMBR (Preliminary Multi-state Specialist Bar Review);
- Student Health and Accident Insurance Plan with the ability to extend coverage for up to one full year after your graduation date from law school, provided there is no break in coverage;
- Auto, home and renters insurance plans;
- Discounts on hotels, rental cars, computers, etc.;
- Eligibility to participate in ABA competitions and writing contests;
- Discounts on career publications;
- Opportunity to join over 30 specialty sections, divisions and forums (21 of which are free to students);
- Leadership opportunities as national, regional or local representatives;
- And much, much more

Where can I obtain a comprehensive list of all law student opportunities?

The Division's website is the best source for information about the various services and benefits available to law student members. Refer to www.abanet.org/lstd/ regularly for updates and announcements about competitions, awards, scholarships and activities.

Which Sections/Divisions/Forums offer free law student memberships?

- Administrative Law and Regulatory Practice
- Affordable Housing and Community Development Law Forum
- Air and Space Law Forum
- Business Law
- Communications Law Forum
- Criminal Justice
- Dispute Resolution
- General Practice, Solo and Small Firm Division
- Government and Public Sector Lawyers Division
- Individual Rights and Responsibilities
- Intellectual Property Law
- International Law
- Labor and Employment Law
- Law Practice Management
- Litigation
- Public Contract Law
- Public Utility, Communications and Transportation Law
- Science and Technology Law
- State and Local Government Law
- Taxation
- Tort Trial and Insurance Practice

Remember, other Sections offer special discounted membership dues to Law Student Division members.

How do I join the American Bar Association?

Membership is easy. Simply call the ABA Service Center at 800.285.2221 or sign up on line by logging onto www.abanet.org/join/lsd_enroll/pm/enrollment.shtml

What is the email address for the Service Center?

service@staff.abanet.org

How long does it take to activate my membership?

If you call the ABA Service Center (800.285.2221), your membership will become effective the minute you hang up the phone. If you join electronically, your membership will take 24-48 hours to process.

How long will it take for me to receive my membership card and packet?

You should receive a welcome letter, including your membership number within 1-2 weeks of enrolling. Your membership card will follow 4-6 weeks after your membership is processed. If you are anxious to receive your membership number because you are entering a competition or want to sign up for some other benefit, you can contact the ABA Service Center (800.285.2221 or email at service@staff.abanet.org) and someone will be happy to provide you with this information.

When do my subscriptions to *ABA Journal* and *Student Lawyer* begin?

Subscriptions begin with the current issue of the journal or magazine after payment of your membership dues has been received. *ABA Journal* is published monthly (12 issues). *Student Lawyer* magazine is published monthly between September and May (9 issues).

My address changed . . . whom do I call?

The easiest way to change your address record is by logging on to the main ABA website (www.abanet.org/) and clicking on *Member Login* located in the top left-hand corner of the screen and then logging onto *myABA*. Follow the link to edit your profile, which allows you to change your address. You can also change your address by completing the *Rep Change of Address Form* located at www.abanet.org/lsd/schoolreps/change-address.html. You can also have your ABA member record updated by sending an email to coa@staff.abanet.org. Be sure to include your name, membership number and your old and new information. Finally, you can call the ABA Service Center at 800.285.2221 to update your information.

I joined the ABA Law Student Division months ago but have yet to receive anything including my *Student Lawyer Magazine*. What should I do?

Contact the ABA Service Center (800.285.2221 or service@staff.abanet.org) to verify your address and other information is correct. If there is a problem with your membership application or contact information, the operator should be able to fix it for you immediately.

I do not attend an ABA-approved law school. Can I still join the ABA Law Student Division?

Only students from ABA-approved law schools can join the ABA at the \$25 law student rate (or 3 years for \$60) and become members of the Law Student Division. Students from non-approved law schools are invited to join the ABA as student Associates. Contact the ABA Service Center (800.285.2221 or service@staff.abanet.org) for more information on the benefits of becoming an ABA Associate member.

Does the Law Student Division offer a health insurance plan?

The ABA Law Student Division offers students an opportunity to purchase health insurance, including their spouse/domestic partner and/or children. Law students who are currently enrolled in the Division's health insurance plan, may extend coverage for up to one year after graduation, provided there is no break in coverage and the student meets all eligibility requirements.

The plans (high option and law option) are offered through UnitedHealthcare Student Resources at a reasonable cost. As an ABA Law Student Division member enrolled in law school for a minimum of eight credit hours, you, your spouse/domestic partner and dependent children under age 19 or 23 if a full time student at any accredited school, financially dependent on the insured ABA Law Student Division member are eligible to enroll. Coverage is effective on the date your premium and application are received by the insurance company. Premium rates include a fee that supports the work of the Law Student Division of the American Bar association. As long as you meet the eligibility requirements you will be accepted in the plan. There are no health questions. Your cancelled check or charge authorization is your receipt of premium payment. An I.D. care will be sent to you as confirmation of payment as well.

Note: You can continue the ABA Law Student Division Student Health and Accident Insurance Plan for up to one full year after your graduation date from law school, provided there is no break in coverage.

As an ABA Representative, how do I obtain a list of the ABA members in my school?

The easiest way to obtain a roster of ABA Law Student Division members at your school is to email repwards@staff.abanet.org and request a list. Be sure to include your name, school and the email address where the list should be directed. Do **NOT** call the ABA Service Center for a roster. The operators are not authorized to release such information.

How does the Representatives Rewards Program work?

Specific campaigns will be announced on a monthly or bi-monthly basis and each ABA-approved law school participating in a particular campaign will be eligible to win one prize. Prizes are awarded at the end of each campaign rather than at the end of the fall and spring semesters. The objectives will continue to change throughout the year based upon the focus of each campaign.

In recent semesters, each school that hosts a recruiting event received a \$25 gift card. After the event, the primary ABA Representative at those schools that sent an email to repwards@staff.abanet.org including his/her name, school, address and event description to receive the gift card. There is also normally an incentive associated with recruiting members in risk of being dropped for non-payment of dues. In the spring, the primary ABA Representatives receive a list of their members in risk of being dropped in an effort to reach out and retain these members.

How do I become eligible to win a Representative prize through this program?

If there is more than one ABA Representative at your school, the primary representative should send this email. It is the primary ABA Representative's responsibility to distribute the prize among the other representatives as agreed upon by those participating. Each ABA-approved law school is eligible to receive only one prize per campaign and prizes will be awarded only to ABA Representatives who have completed the Reporting Form and who are ABA Law Student Division members in good standing (paid their dues for the current Association year).

If there is more than one ABA Representative at your school, the primary representative should send this email. It is the primary ABA Representative's responsibility to distribute the prize among the other representatives as agreed upon by those participating. Each ABA-approved law school is eligible to receive only one prize per campaign and prizes will be awarded only to ABA Representatives who have completed the Reporting Form and who are ABA Law Student Division members in good standing (paid their dues for the current Association year).

What suggestions can the ABA offer to make myself more visible to my classmates?

Here are a few ways to increase your visibility as an ABA Representative on campus:

- Set up a table during orientation and other law school events.
- Work with ABA staff to host an ABA Day event at your law school.
- Attend law lectures or seminars and distribute ABA materials.
- Host lectures featuring local ABA lawyers, social events and other law-related activities.
- Offer enrollments during your law school's tryouts for ABA Law Student Division national competitions.
- Get press placements in your campus paper or other campus publications.
- Encourage student mentoring by organizing an event in which 3Ls can meet and provide guidance to 1Ls.
- Circulate emails announcing ABA activities, scholarship opportunities, etc.

Is funding available for hosting membership drives and activities?

Funds are available from the Division's Representative Fund and the Membership Fund (refer to www.abanet.org/lsd/schoolreps/fund/). The ABA Representative Fund may be used to help offset costs associated with circuit meeting travel and membership activities. Since this is a limited fund pool, reimbursement is provided to schools on a first-come, first-serve basis. Contact your Circuit Governor or the Division Director for more information about the ABA Representative Fund. All requests for the use of these funds must be made in writing and in advance for review and approval by the Division Secretary-Treasurer and Division Director. The Membership Fund provides up to \$100 per school for membership efforts such as hosting membership activities, printing banners, and providing membership drive raffle prizes.

Membership Funds cannot be used for travel to any meetings. Since this is a limited fund pool, reimbursement is provided to schools on a first come, first served basis. Once the total funds are reimbursed, no additional funds will be expended. Please contact the Division for more information. Requests for use of funds must be made in writing in advance for review and approval by the Division's Secretary-Treasurer and Director.

Does the Division provide any means for me to communicate with other Representatives?

The Division hosts a list serve (electronic discussion group) specifically for ABA Representatives that automatically puts you in contact with all the other Representatives at ABA-approved law schools. Last year the Division subscribed over 90% of all ABA Representatives to the ABA Reps list serve. To join, you must complete the ABA Representatives Reporting Form located at www.abanet.org/lsd/schoolreps/reporting.html.

The Division also hosts a webboard (<http://discussions.abanet.org/ababoard/board/index.cfm?forumid=942>) which essentially functions as an electronic bulletin board. ABA Representatives can conduct timely discussions or examine entire discussion threads. To access the webboard, you must enter through the **MyABA** portal using your ABA member ID and your password. To ensure that only ABA Representatives gain access to the board, it has been password protected. When prompted, you must enter the passcode, *repshare*.

Where do I find a list of available list serves and how do I subscribe?

The Division hosts list serves for each of the Division's 15 circuits, the SBA Presidents, and ABA Representatives. Subscriptions to list serves are coordinated through the ABA staff as members join the ABA Law Student Division.

Individuals can unsubscribe to a list serve by sending an email message to the server (listserv@mail.abanet.org) as follows:

If someone wishes to unsubscribe from a list, the message should read:

Unsubscribe LSD-__Circuit jjones@yahoo.com

For example: Unsubscribe LSD-25thCircuit jjones@yahoo.com

I'm interested in becoming more involved in the activities of the ABA and the Law Student Division. Where should I start?

There are many opportunities available to students interested in assuming leadership positions in the Law Student Division. The various positions offered by the Division allow students to choose the level of activity they are comfortable assuming. Students can select opportunities on the school level, regional level or even national level. For more information, visit the Division's website at www.abanet.org/lsd/elections/.

If I wanted to run for elected office in the Law Student Division, what kind of background and/or experience is required to apply?

Usually it's a good idea to have some kind of ABA and Law Student Division background before running for national office. Generally the National Officers (Chair, Vice Chair, Vice Chair/SBA, Secretary-Treasurer), Delegates and Law Student Division Representative to the ABA Board of Governors have served as governors, ABA Representatives or Lt. Governors prior to being elected to one of these offices, although it is not necessary or required. The Vice Chair/SBA is chosen from the ranks of SBA Presidents and must have served as an SBA President prior to being elected to this office. Those interested in running for office should refer to www.abanet.org/lsd/elections/.