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SECOND QUARTER

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JUNE 2021

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VOLUME NO. 12



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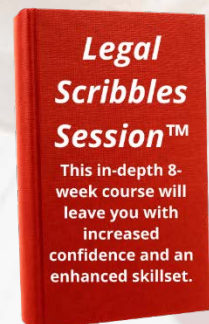
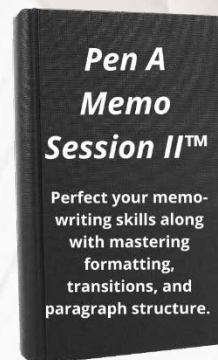
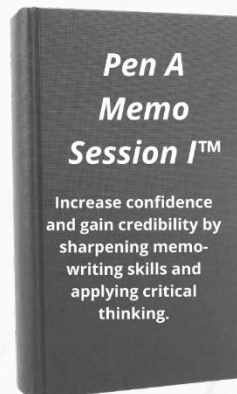
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*"Our Groups are accelerating Paralegals, Future Paralegals, and Future Attorneys Worldwide"
Currently, our groups have approximately 28,000+ combined active members worldwide.*

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www.paralegalsconnect.com/merchandise-store.html



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WHAT IS PARALEGALS CONNECT?

***“Our Groups are
Accelerating Paralegals,
Future Paralegals, and
Future Attorneys
Worldwide”***

Paralegals Connect was established in 2013 and we have grown significantly since that time. We now have five groups which are all dedicated to providing valuable information and support to succeed in the legal industry. Our groups provide support at every stage of your paralegal career.

Currently, our groups have approximately **28,000+ combined active members worldwide**. We have become the largest paralegal networking group worldwide!



Paralegals Connect (Main Group)

www.Facebook.com/Groups/ParalegalsConnect

Our first and largest group created for paralegals and paralegals-in-the-making to interact with other paralegals worldwide and provide valuable information to succeed in the paralegal industry.

Paralegals Connect: Employment Board

www.Facebook.com/Groups/PCEmploymentBoard

A group designed for those seeking legal employment or internships, and for those seeking to hire legal professionals for their firm.

Virtual/Freelance Paralegals Connect

www.Facebook.com/Groups/Virtual.FreelanceParalegalsConnect

A group designed for Virtual and/or Freelance Paralegals and those intending to break free of their 8-5 to go out on their own.

Paralegals Connect: Study Group

www.Facebook.com/Groups/ParalegalsConnectStudyGroup

A group created for those attending a paralegal school or studying for a Paralegal Certification Exam where you can post questions about your legal studies.

LSAT Connect

www.Facebook.com/Groups/LSATConnect

A group designed for those studying for the Law School Admission Test.

Paralegals Connect: Instagram

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Paralegals Connect: Facebook Page

www.Facebook.com/pg/ParalegalsConnect

Paralegals Connect: LinkedIn

Company Page: **<https://www.linkedin.com/company/paralegals-connect>**

Group: **<https://www.linkedin.com/groups/9052061/>**

Creator/Admin: Crystal Cornett: **<https://www.linkedin.com/in/crystalcornett/>**

MEET OUR ADMINS

These are the busy women behind the scenes of Paralegals Connect. We work hard to make these professional, successful groups, and create ideas to help paralegals, future paralegals, and future attorneys become a legal success!



Crystal Cornett

Crystal@ParalegalsConnect.com

<https://www.linkedin.com/in/crystalcornett/>

Founder of Paralegals Connect. Crystal has been a Paralegal since 2004. She earned her first Paralegal Certificate from University of Houston in March 2006.

Crystal received the degree of Associate of Applied Science from Center for Advanced Legal Studies and her second Paralegal Certificate in 2010. She is a member of the Lambda Epsilon Chi National Honor Society for Paralegal / Legal Assistant Studies (LEX).

Crystal has practiced in Family Law, Elder Law, Probate Law, Guardianships, Health Law, Social Security, and heavy litigation in Intellectual Property and Bankruptcy. Crystal is currently a residential and commercial Real Estate Paralegal in Houston, Texas.

Crystal also serves on the Paralegal Advisory Committee (PAC) for Center for Advanced Legal Studies.



Eunice Colón

Eunice@ParalegalsConnect.com

Eunice Colón has been a paralegal since early 2003. Eunice has been residing in Houston, Texas where she earned a Bachelor's in Psychology and Spanish from the University of Houston.

Eunice is currently preparing to take the LSAT Exam and achieve her goal to attend law school and become an attorney. She is currently a twelve-year paralegal for one of Houston's best Real Estate and Commercial Litigation Firms.

Aside of preparing to take the LSAT Exam, Eunice owns and runs a small handmade jewelry and jewelry supply online business. She has acquired extensive knowledge in the creation of Facebook Groups and various other marketing projects including websites. Eunice's ability to multitask together with her ability to think and operate in English and Spanish has opened many doors and continues to be a great asset in her professional growth.

MEET OUR AFFILIATES

We would like to thank our Affiliate partners because they make it possible to print and distribute our Magazine to our members and various paralegal schools and large firms throughout the U.S.

Becoming an Affiliate with our groups offers worldwide visibility to approximately **28,000+ combined group members** in the legal industry.

**Only Affiliates are permitted to advertise within our Groups.*



Paralegals Connect is always looking for Affiliates that can offer our paralegals, legal assistants, future paralegals, and future attorneys the skills and services to help them succeed in their legal careers. We strive to provide information to the latest resources, education, and cost-effective opportunities that will enhance the skills, knowledge, and competencies of our members.

To become an Affiliate with Paralegals Connect, please contact Crystal@ParalegalsConnect.com for additional information or visit www.ParalegalsConnect.com/Become-an-Affiliate.html

Center for Advanced Legal Studies

Center for Advanced Legal Studies was founded in 1987 to provide education and training for those seeking to enter the legal profession as a paralegal. The **Paralegal Certificate** program provides students with essential paralegal skills and includes courses such as Introduction to Law and Ethics, Legal Research and Writing, Interviewing and Investigation, Corporate and Business Law, Civil Procedure, Computers and the Law, Family Law and Personal Injury. Students can choose from on-campus morning or Saturday courses, or attend 100% online.



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Law Quill Academy

Annette Choti is President of Law Quill, a Legal Marketing Agency focusing on small and solo law firms. After graduating from law school 20 years ago and working for the federal government, she transitioned into digital marketing for attorneys. She has written over 3 million words of online legal content for hundreds of law firms throughout the United States and Canada. She is proud to help small and solo law firms increase their digital footprint and online visibility to gain more clients. She has been honored to have nationally published works in USA Today, Market Watch, and on The Today Show online.

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The Paralegal Writer™

Jackie Van Dyke, Certified Paralegal, and owner of **The Paralegal Writer™**, inspires best writing practices and confidence in legal writing communication. She is a faculty member in the Paralegal Studies Program at The George Washington University and at the University of San Diego School of Law, as well as a member of NALA's Continuing Education Council. She has numerous published articles in NALA's **FACTS & FINDINGS – THE PARALEGAL MAGAZINE**, NFPA's **NATIONAL PARALEGAL REPORTER**, and the Paralegals Connect Magazine. Jackie's passion is to help paralegals at all levels with persuasive memo writing, precise legal citations, strategic legal correspondence, along with improved grammar, spelling, and punctuation.

The Paralegal Writer™ offers a quarterly email course, "Pen A Memo™" to prepare applicants taking the NALA Skills Exam.

The Paralegal Writer™ recently launched the "Legal Scribble Sessions™" – an eight-week self-paced course focused on writing general correspondence including demand and option letters and status letters as well as better formal emails.

Email your questions to jackie@theparalegalwriter.com.
Join the Facebook Group at www.facebook.com/Groups/ParalegalsWrite



Learn more about Jackie at

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[Jaclyn Foster Paralegal Group, LLC](#)

Jaclyn is the owner and founder of Jaclyn Foster Paralegal Group, LLC. She is a thought leader in the industry of virtual and freelance contract paralegals. She is on a mission to empower, lead and develop other paralegals to begin and scale a successful freelance paralegal career as entrepreneurs. She believes so deeply in the amazing solution contract paralegals can provide to law firms and has determined that it is her absolute duty to help promote and develop a larger pool of qualified and professional options for law firms. Therefore, she created "[The Paralegal Entrepreneur Circle](#)," an exclusive membership filled with like-minded, serious paralegals trying to branch their careers and develop that entrepreneurial mindset that has made Jaclyn and her contract paralegal business scale from zero to six figures in six months.

THE PARALEGAL
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with *Jaclyn Foster*

<https://www.jf-paralegalservices.com>

[Jud Patterson](#)

Jud Patterson joined Paralegals Connect in 2021 adding some awesome new customized products to our Paralegals Connect Merchandise Store including glassware, face masks, coaters, and more!

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Are You Approaching Mid-Career?

By: Jackie Van Dyke, CP®



Paralegals finding themselves in mid-career do have options.

If you are seeking a flexible working schedule, you may need to challenge the assumption that your proposal will not work. Show how you can still meet your goals and do it your way.

If you are seeking to become a virtual paralegal and have your own business, develop a checklist of your education, work experience, and skills. This checklist will become your “social proof” that you have what it takes to be a virtual paralegal. You may find the article in this edition of the magazine entitled *The Life of a Freelance-Independent Paralegal* to be informative.

If you are content in your current role but feeling you may need something more, this message may speak to you:

It's the small habits.

How you spend your mornings.

How you talk to yourself.

What you read.

What you watch.

Who you share your energy with.

Who has access to you.

That will change your life.

- Michael Tonge

If you are sensing a feeling of boredom or restlessness, why not consider mentoring or volunteering? Share your talents with others who are just beginning their careers as a paralegal. Share your area of expertise with other paralegals by writing an article for one of the national paralegal associations. Speak to the larger paralegal community by offering to host an online webinar to your local paralegal association.

If you are seeking a pay raise or promotion, ask for it. Female paralegals, especially, must stop punishing themselves for self-promotion. Write down the reasons you deserve the raise or more responsibility; then ask. Think about pursuing certification either through The National Association of Legal Assistants (NALA) or the National Federation of Paralegal Associations, Inc. (NFPA), which is an achievement that comes with experience and knowledge. According to the NALA website, the average salary increase with the Certified Paralegal (CP®) designation is \$4,480. The NFPA offers two credentials, either CRP® or RP®, depending on the competency examination passed.

Consider taking a class in a new subject area that intrigues you. Artificial Intelligence, Legal and Ethical Issues in Social Media, Document Management, and e-Discovery are all hot topics that may lead to a new and unexpected opportunity.

As a mid-career paralegal, you need optimism and purpose. Begin to visualize your future. What has been missing in your career? What have you yearned to try that seems unattainable? Begin to create a plan for what your career will look like in 10 years. Identify short-term and long-term goals. Begin to create the next phase of your career.

www.facebook.com/the paralegalwriter
<https://the paralegalwriter.com>

ABOUT THE AUTHOR:

Jackie Van Dyke, CP®, is a virtual-freelance paralegal, writing coach at The Paralegal Writer™, and Professor of Paralegal Studies at The George Washington University College of Professional Studies (GWU) and at the University of San Diego School of Law (USD). Jackie is a solopreneur offering online writing courses for the paralegal community at <https://the paralegalwriter.com>. Jackie earned her Paralegal Certificate in Litigation at USD and her Master's in Paralegal Studies at GUV. Jackie serves on the NALA Continuing Education Council and is a member of NALA's Paralegal Educators/School Relations Committee. Email: jackie@the paralegalwriter.com



The Life of a Freelance Independent Paralegal

By: Jackie Van Dyke, CP®



After 25 years as a paralegal for reputable law firms and nonprofit corporations, I felt confident in my skills, experience, and knowledge to start my freelance paralegal business. I also had financial security as a paralegal studies professor at The George Washington University (GWU) and the University of San Diego School of Law. These teaching opportunities came after earning my master's degree in paralegal studies at GWU.

Currently, while I do much of the traditional work I did previously, every workday is different. I draft correspondence, answer emails, conduct research, and generate invoices. However, the responsibilities of being a freelance-independent paralegal and maintaining a successful business are enormous and varied. Many work weeks include Saturdays and Sundays. It is crucial to always keep your ideal client and customers at top of mind. In addition to working with clients in real estate and trademark areas of law, I spend a great deal of time copywriting and editing for attorneys and other professionals. In addition, as a solopreneur, I offer legal writing courses to the paralegal community under the company name The Paralegal Writer™.

My business plan is always in the background, directing my goals each quarter. My marketing and advertising plans must be visited frequently to adjust for work opportunities and other professional collaborations. As a freelance-independent paralegal, I have the opportunity to take on as little or as much work as I want or need to reach my short-term and long-term goals. I have the flexibility to set my own work hours and accept fewer jobs when I want free time.

I keep in constant contact with several coaches who assist me with creating advertisements, designing courses and graphics, and maintaining my website at <https://theparalegalwriter.com>. It is critical to schedule regular appointments with an accountant as well to manage capital and prepare for tax liabilities. While the pandemic restrictions over the past year have increased the time spent in virtual meetings, the component of "peace and quiet" still prevails when working in my home office.

Networking and participating in national and local paralegal associations provides new ideas, socialization, and credibility with my peers. These organizations also offer opportunities to attend continuing legal education (CLE) events to maintain my paralegal certification. I also volunteer as a member of the National Association of Legal Assistants (NALA) Continuing Education Council and serve on their Paralegal Educators/School Relations Committee. Giving back to the paralegal community that has greatly supported me over the years is very important, and I enjoy the opportunity to offer leadership and write articles for publication.

Of course, there are pros and cons to being a freelance-independent paralegal. Perhaps the biggest advantage is working from home, without the cost of a commute or the expense of maintaining a professional dress code. I have extra hours in my mornings and late afternoons without a commute. As mentioned, work hours are flexible (although can be demanding based on the amount of work to be completed for meeting deadlines). As long as deadlines are met, I can work late at night or early in the morning.

The variety of work is also a benefit of freelancing. Accepting jobs in different areas of law, designing a webinar for a law firm or paralegal association, or doing extensive legal research creates diversity rather than concentrating on a single area of law.

However, the disadvantages must also be addressed. As a freelance-independent paralegal, I do not have paid health insurance, vacation, sick leave, or retirement. If you wake up feeling sick, you are not getting paid. I am responsible for self-employment taxes. Perhaps the most challenging disadvantage is the ongoing competition. The pandemic created greater opportunities for virtual paralegals as law firms sought to reduce overhead costs. At the same time, many paralegals are wanting to spend more time with their family and be in control of their time, which increases the competition. As a successful freelance-independent paralegal, I must be responsive to my clients, responsible for my business decisions, and respectful of legal deadlines. Let's not forget, virtual paralegals must also do the secretarial and administrative "stuff" that is often delegated to someone else when working in a law firm.

In writing this summary of what my day as a virtual paralegal looks like, I realized that truly no day is the same. There are scheduled tasks that must be attended to on a daily basis, but the overall work week depends on current or upcoming projects. I use Trello to organize my projects and a digital calendar to time-block my schedule.

The Life of a Freelance Independent Paralegal (continued)

Daily Must-Do Tasks include responding to emails, editing documents, writing content, and checking deadlines. Most days there is an educational webinar to attend. Check-in meetings with coaches and posting on social media are completed on an almost-daily basis. There are monthly obligations to complete accounting forms, attend association meetings, and review work accomplishments versus prospective goals.

Some weeks, my focus is solely on copywriting and editing documents to meet legal deadlines for a client. Other weeks, my focus is grading student papers, during which time I take on fewer outside jobs. There is an occasional week when all hours are spent on creating PowerPoint slides and generating content for professional presentations.

In summary, I love being a freelance-independent paralegal. The work is hard. The flexibility is beyond perfect.

ABOUT THE AUTHOR:

Jackie Van Dyke, CP®, is a virtual-freelance paralegal, writing coach at The Paralegal Writer™, and Professor of Paralegal Studies at The George Washington University College of Professional Studies (GWU) and at the University of San Diego School of Law (USD). Jackie is a solopreneur offering online writing courses for the paralegal community at <https://theparalegalwriter.com>. Jackie earned her Paralegal Certificate in Litigation at USD and her Master's in Paralegal Studies at G UW. Jackie serves on the NALA Continuing Education Council and is a member of NALA's Paralegal Educators/School Relations Committee. Email: jackie@theparalegalwriter.com



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- + Paralegals and legal assistants perform a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research, investigating the facts of a case, interviewing clients and witnesses, and drafting documents to file with the court.
- + Paralegals and legal assistants are found in all types of organizations, but most work for law firms, corporate legal departments, or government agencies.

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¹ Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org

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Behind the Hiring Scenes – What Interviewers Won't Tell You

By: Tami Riggs

Sometimes you are not the strongest candidate or the best fit. Sometimes it is not your fault. But sometimes it is.

Here are the top 10 reasons you might not be getting hired.

1. *You arrive late or far too early.* Punctuality says a lot about your personality and work style. Arriving timely, or a few minutes early, demonstrates that you pay attention to important details and that you value others' time.
2. *You do not look the part, or you smell bad.* The way you dress, groom, and smell says a lot about you before you ever speak. Do not show up unpolished to an interview, and avoid strong odors, such as smoke and heavy fragrances, which could be objectionable to the interviewer.
3. *You are more concerned about what is in it for you.* Asking about compensation, personal leave, or other benefits, requesting to work special hours or to work from home certain days, or insisting on time off to take care of other commitments, etc. should be avoided in the early recruitment stages.
4. *You are not articulate or well-spoken.* Poor grammar and careless speech habits can lead an interviewer to unflattering conclusions about you. Do not interrupt or talk over the interviewer. Abstain from misspeaking words (athlete vs. ath-a-lete) and avoid expressions like "ain't" and nonword fillers like "um."
5. *You belittle prior employers, or you are rude to the interviewer and office staff.* Refrain from comments and behavior that might cause the interviewer to question your honesty, your integrity, or your character.

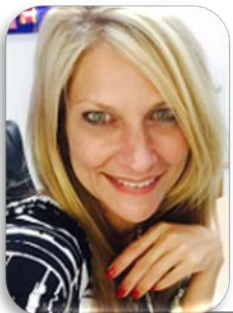


"Was the interview too early for you?"

6. *Your Facebook, LinkedIn, or other accounts contain political posts, public arguments, or pictures of you in less than desirable situations.* Employers will view your social footprint to determine if your extracurricular activities could spill over into the office. Be mindful that your public persona is not in conflict with your professional one.
7. *You do not review the company website or other collaterals.* Employers want to hire candidates who know about their organization and who have thought about ways they can contribute.
8. *You are not prepared.* Be able to discuss how you can apply your talents and experience in prior roles to the position. Ask compelling questions and avoid canned responses. Know something about the job and share ideas about how your skills are relevant.
9. *You do not send a follow-up email.* Take a moment to thank an interviewer for their time and express your appreciation. This is another opportunity to make a favorable expression, to tell the employer you want the job, and to demonstrate how your background is well-suited to the role.
10. *You have no references.* Having 3-4 solid references who can attest to your experience, work habits, character, and skill set can bolster your credibility.

Center for Advanced Legal Studies has a dedicated career services department to help its graduates avoid job search pitfalls and connect them with opportunities post-graduation. Getting hired as a paralegal depends not only on having the training, knowledge, and skills to be proficient in the job but also on being adept at navigating the interviewing process from start to finish. Interested in a paralegal career? Contact us today at www.paralegal.edu to learn more about our programs and upcoming class start dates. We can help prepare you for success in the legal field!

So, stand out, shine bright and join the team.



ABOUT THE AUTHOR:

Tami Riggs is Director of Outreach and Career Services at Center for Advanced Legal Studies in Houston, Texas. She has an extensive and varied professional background that spans criminal justice, paralegal education, and international school marketing and communication. Her career has been guided by a focus on developing strategic partnerships that facilitate school growth and student opportunity. She holds a Bachelor of Science Degree in Criminal Justice from Texas State University. Connect with Tami on [LinkedIn](https://www.linkedin.com/in/tamiriggs).

Stop Apologizing

By: Holly A. Sheriff, MSLS, MCC, CCC
 On behalf of Best Virtual Paralegal LLC



Stop apologizing to clients or bosses is the best lesson I have learned. You can still be proactive without apologizing. Think about all the times you have apologized to someone. How often have you said, "I'm sorry," to a client for something that the client did? Just because a client pays you for services does not give them the right to tell you how to run your business. Think about that for a moment.

The phrase "I am sorry" is meaningless and overused amongst many professionals. There are better ways to say sorry without saying you are sorry. Do not apologize for something you are not responsible for doing. If a new client is confused about working with you on a project – why should you apologize?

Instead of saying "I am sorry," try finding ways to tell clients you have heard their point of view. Show concern without taking the blame for something you are not responsible for doing. You are not responsible for your client's confusion because they do not read your emails or listen to the words coming out of your mouth. The strategies we will cover here can work with just about anyone. However, they are most effective with overly demanding bosses or clients.

SAY, "I HEAR YOU."

The art of dealing with demanding people is tricky. You want to say I hear you without humiliating yourself or undermining your intelligence. You want to take power back by owning your situation but not taking responsibility for the other person's low accountability.

If someone says you have been nonresponsive to his or her wants or needs instead of saying, "I am sorry," "thank you," or "pointing blame," try replacing these meaningless phrases with:

"Your concern is noted; I appreciate your time and efforts." Were you able to review the email I sent to you on {DATE}? I need you to {insert action}. Once I receive this information, I will {insert your next steps}. In your closing, give a simple thank you.

When dealing with difficult people such as a client or boss, the role of authority does not mean you have to take responsibility for his or her poor time management or poor listening skills. You do not want to give a sob story or meaningless excuses or point blame at the time either.

If you miss a meeting, do not email the other party, and present a sob story about why you could not fulfill your obligation unless it is a technical failure. And even then, do not say, "I'm sorry my internet went down so I could not attend the monthly staff meeting." Try saying something to the effect of thank you for your patience as we get the project back on track.

REPLACE "I'M SORRY" WITH ACTIONS OR CONFIDENT LEADERSHIP STATEMENTS

Respond with actions. Actions speak louder than words. At the end of the day, the only thing your client or your boss wants from you are actions. Use "I'm sorry" when it is something you control, yet you missed the mark despite your best intentions.

When you have fallen short of your boss's or the client expectations the best approach is to thank them for their patience and follow up with the actions you will take to correct the missteps.

When you are speaking with a client or your boss about a missed opportunity try to keep the conversation focused on the expectations of the conversation and finding a solution to the missed opportunity. Set goals for each conversation. If the client or your boss start taking the conversation in a different direction or start to go off on a tangent that they feel is relevant. It is your job as the expert to redirect the meeting back on target.

TRY SAYING:

"The goal for this meeting is to address this issue [specify the issue]. While your point or points are valid, I do not see the relevance to what we are trying to accomplish today. Unless you can tie the two topics, together, I think we should move back to today's issue."

If the client or your boss want to continue with their tangent, try adding:

"Perhaps you could put a memo together so we can discuss your additional concerns or issues at a later meeting."

(Stop Apologizing - Continued)

IN CONCLUSION

When engaging in conversations with other people each party deserves to be heard and understood. Communicating is a balancing act between the use of language, leadership skills, body language, and follow through actions. However, there is no rule that says, you must apologize when you have done nothing wrong.

Over apologizing makes even the most intelligent and strongest people appear to look unintelligent, indecisive, and inexperienced. Do not demean yourself by using poor body language or choosing the wrong words. It is often our own body language and word choices that tells other people how to treat us. Regardless, whether you are an employee of a law firm or a self-employed paralegal, you are an expert. You are amazing. You are a leader, clients, your boss, and your team often look toward you for answers. Strive for speaking with leadership language and you may be surprised how quickly people start to actively listen to what you are saying. Leadership language is one of those tricky soft skills, which takes time to master.

ABOUT THE AUTHOR:



Holly A. Sheriff, MSLS, MCC, CCC is the founding member of Best Virtual Paralegal LLC & BVP Services. She is a Certified Life Happiness, Goal Success, Career Coach, and a Certified Master Professional Life Coach and Purpose Life Coach. Holly and her team of experienced, seasoned paralegals & coaches are ready to connect with you via LinkedIn: www.linkedin.com/in/bestvirtualparalegal.



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The Three P's of Interviewing

By: Holly A. Sheriff, MSLS, MCC, CCC
 On behalf of Best Virtual Paralegal LLC

Best Virtual Paralegal's ("BVP") Career Corner: Professional Career & Life Advice. Connections. We listen. We coach. We train. We encourage. We share what we know to elevate legal professionals at work & home. Work-Life Balance & Professional Excellence are achieved here.

Disclaimer: BVP is not a law firm or a staffing agency. BVP, its paralegals, and coaches offer transactional (as needed) paralegal services, consulting, and coaching services to legal professionals in the United States. Coaching packages and on demand courses are also available. Paralegal Services, Consulting, and Coaching are in no way to be construed or substituted as psychological counseling or any other type of therapy, medical, financial, or legal advice.

Interviewing is an opportunity for employers and potential candidates to influence and persuade each other. You try to persuade the employer you are the best person for a position or role within an organization, while the employer tries to persuade you, they have a job you want.

Interviewing requires you to use the three P's – **Preparation, Practice, and Performance.**

THE PREPARATION PHASE

Prior to the interview you should fully prepare for the interview.

1. Thoroughly research the industry, the organization, the position, and the interviewer. Go to the following sites for information on researching employers:
 - www.linkedin.com,
 - www.glassdoor.com,
 - www.fairycodboss.com
 - www.indeed.com.
2. Develop a list of ten to twelve relevant questions to ask the interviewer to uncover whether the firm's work culture aligns with your work-life balance and overall career goals.
3. Be prepared to explain and talk about anything and everything on your resume. Your resume will be the talking point during the interview.

THE PRACTICE PHASE

Remember the old expression "practice makes perfect". Practice helps to relieve the fear and anxiety typically associated with interviewing. Participation in multiple practice or "mock interviews" will improve your chances of landing the job. A career coach is an excellent resource for mock interviews. [Contact Best Virtual Paralegal LLC](http://www.bestvirtualparalegal.com) to schedule mock interviews via Zoom or for practical career advice.

THE PERFORMANCE PHASE

On the day of the interview, it's all about performance. Your preparation and practice have brought you this far; now it's time to put it all into action. Consider the following:

1. Greet the interviewer with a smile, and direct eye contact. Remember, it is important to project confidence and enthusiasm at this first encounter.
2. Call him or her by Mr. or Ms. or Dr. until given permission to address them by their first name.
3. Be aware that most interviews are 50% talking and 50% listening. Be an active listener and provide concise, focused responses to the interviewer's specific questions.

4. Be comfortable with silence. Do not feel the need to fill silence with extended responses or nervous chatter. When you become uncomfortable with silence after responding to question ask the interviewer, "Have I sufficiently addressed the question? Do you need any additional information?"
5. Speak with a strong and clear voice to project confidence.
6. A short pause before responding to a question to collect your thoughts is fine. Do not rush to answer a question that requires some thought and reflection on your part.
7. Avoid telling jokes, using poor language or slang, talking about controversial topics, speaking negatively about a present or former employer, talking about personal issues or family problems, or acting desperate for a job. None of these will be well received by the interviewer.
8. Show what you can do for the organization, rather than explain what they can do for you. Focus on accomplishments and achievements.

The Three P's of Interviewing (Continued)

Employers predict future success through past performance. It is all about the value you can bring to them. When answering questions regarding past performance, structure your answers using the **S.T.A.R.** method:

- a. Situation: where and who with?
- b. Task: what did you have to do?
- c. Action: what specific actions did you take over what time?
- d. Result: what were the qualitative and quantitative results?

The **S.T.A.R.** structure helps you to provide a complete answer that is detailed enough but also concise.

- 9. If you do not have skills from related experience, focus on your "transferable skills" gained from other experiences, extracurricular activities, community service, and your academic preparation.

So, there you have it - BVP's 3 P's of interviewing with a handful of tips in-between to help nail your next interview!

ABOUT THE AUTHOR:



Holly A. Sheriff,MSLS, MCC, CCC is the founding member of Best Virtual Paralegal LLC & BVP Services. She is a Certified Life Happiness, Goal Success, Career Coach, and a Certified Master Professional Life Coach and Purpose Life Coach. Holly and her team of experienced, seasoned paralegals & coaches are ready to connect with you via LinkedIn: www.linkedin.com/in/bestvirtualparalegal.

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Deposition transcripts are a record of legal proceedings, but more importantly, they are crucial tools in court cases. With rapid market changes in technology, certified transcripts are at risk.

Simply put, the authenticity of a transcript requires certified court reporters. Anything less than certified court reporters risk admissibility of transcripts in court. Rules of professional conduct, ethics, chain of custody, impartiality, accuracy, and confidentiality are all requirements of certified court reporters.

The use of recording technology is entering the legal community as a means of producing transcripts of legal proceedings, but are the transcripts certified and admissible in court?

How do you know if your transcripts are certified?

Certified Deposition Transcripts

By: Karen Renee

Ask a few questions before scheduling services:

1. Is the court reporter certified per state requirements where the proceeding is held?
2. Does the transcript stay in the custody of the court reporter or is it sent to unauthorized individuals for transcription services, perhaps overseas?
3. Is the transcript sent to unauthorized individuals for transcription services?
4. Is there a recording device being utilized in the legal proceeding for the primary purpose of taking recorded testimony?

If you answered "yes" to Questions 1 and 2, your transcripts are certified.

If you answered "yes" to Questions 3 and 4, your transcripts are at risk!

Using the advancement of technology to locate certified, vetted court reporters is an assurance of certified transcripts.

Using the advancement of technology to record legal proceedings and the production of noncertified transcripts vastly risks the outcome of litigation.



ABOUT THE AUTHOR:

Karen Renee, President of eCourt Reporters, graduated with honors from Alfred State College court reporting program, Alfred, New York, in 2008. Karen was awarded 2018 Legal Innovator of the Year by the State Bar of Wisconsin and Legal Innovation Use of Technology by the National Court Reporters Association.

Company Info: [eCourt Reporters](#)' provides attorneys and paralegals the ability to search and select certified court reporters and legal videographers free with the latest technology.

ADOPTING ALTERNATIVE DISPUTE RESOLUTION

By Raheem Idris



The role of Alternative Dispute Resolution cannot be over-emphasized when adopted by parties who are unwilling to go through the rigorous process of legal proceedings in the court.

Disputants are often used to settled common civil matters that arises from contract, property disputes etc. through the judicial system without seeking for alternatives while it is saddening to know our courts are filled with lots of unfinished business and due to the shortage of judges as well as the little time to resolve disputes which has led to the accumulation of backlog cases.

To overcome the complexity of resolving disputes, litigants have more interest in ADR while same is being perceived as a way to ease the burden of rising cost in litigation and also the speedy resolution of their disputes.

What is Alternative Dispute Resolution?

Alternative Dispute Resolution (ADR) is the process of settling disputes without litigation which enables parties settle disputes amicably according to their agreements as ruled by the agreed consensual third party.

Summarily, the most common form of ADR is:

MEDIATION: Parties try to resolve their disputes through mediation which involves appointing a natural third party who will air disputes while assessing the cases of each side, identify the strengths of each party for both parties to reach an amicable solution mutually however the mediator has no power to reach a binding solution for disputants.

CONCILIATION: This process involves where the appointed third party can propose an effective solution for disputing parties.

NEGOTIATION: In this process, disputing parties attempts to reach a mutual agreement in resolving their disputes. This process is an indispensable step in ADR as it is mutual by disputing parties and same would promote consensual agreement in the settlements of disputes.

ARBITRATION: This is the agreement by disputing parties who agrees to resolve their disputes by the decision of an arbitration court who appoints an impartial judge as agreed by disputing parties to arbitrate on their dispute.

BENEFITS OF ADR

- Privacy during proceeding
- Freedom of location
- Preservation of business & personal relationship
- Cost saving
- Simple procedure
- Quick decision making

The mechanisms of Alternative Dispute Resolution are becoming most preferred and adopted modes of resolving disputes. Although most disputants are often unaware of the options available to them due to the lack of sensitization by the attorneys or the court.

Interestingly, a number of the public prefers the ADR mode of addressing disputes and several parties have reaped the benefits of lower cost, quicker decision in resolving disputes as well as promoting personal relationship among disputing parties.



ABOUT THE AUTHOR:

Raheem Idris is a Nigerian Paralegal, Process Server of Usman & Elema (Barristers & Solicitors). Raheem is also Manager of Welkin Blue Solution (Paralegal & Process Server) Service provider.

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The Consequences of Inaccurate Legal Translations

By: eTranslationServices



It is very easy for any translator to interpret words and phrases into the target language. However, when it comes to legal translations, this is a very dangerous way of working. In legal settings, translations could make or break the case, so it is important that they are done accurately.

What Is Legal Translation?

Legal translation is the name given to translation within legal settings, such as immigration, contract rulings, and court hearings. Having a member of a professional team who is able to provide legal translation is absolutely essential because a legal translator has knowledge of legal policies and procedures that is essential for accurate translation.

However, all too commonly interpreters are used in legal situations instead of legal translators, which can lead to inaccurate translations.

How is Legal Translation Different From Interpretation?

There are five main differences between translation and interpretation:

1. Format

An Interpreter deals with spoken language and will process this in real-time; whereas a translation service is text-based, and a translator will often have specific knowledge of the subject they are translating.

2. Delivery

Interpretation takes place in a real-life, real-time situation, either over the phone or in person. Translation can happen at any point in time after a document has been created, which gives Translators more time to provide accurate translations.

3. Accuracy

As you would expect, interpretation does not always need to be as specific as translation, owing to the fact that interpretation happens in real-time and can be misheard or have inaccuracies such as slang or archaic phrases which may not be available for interpretation; at these points, Interpreters would sometimes perhaps paraphrase or add words to ensure that the given sentence is understandable across the different languages. Translation is much more accurate, as Translators have ample time to research phrases and sentences and translate them in the way in which they are directly intended.

4. Direction

Interpreters must have the ability to speak both languages that they are interpreting, e.g., English to German; whereas, Translators often only need to have the ability to translate into their own native language.

5. Intangibles

Interpreters have the challenge of ensuring that analogies, similes, and elements such as tone of voice and inflection are accurately portrayed within the interpretation. Translators also have this challenge; however, they are more aware of how to convey this and have more time on their side to get this right.

What Are the Consequences of Inaccurate Legal Translations?

Accurate and truthful accounts are pivotal to legal cases in courtrooms. So important for any translation done in a legal setting to be done with a qualified translator in a slower paced way, with more attention to detail. If a legal translation is translated incorrectly within a courtroom setting, this could have major implications in regard to the outcome of a court case, meaning that potentially people can serve prison sentences or receive fines that they shouldn't have received.

Business Documents

If we look at this within a business setting, the incorrect translation of legal documents in regard to a corporation can result in business contracts becoming null and void, meaning that millions of dollars could be jeopardized simply because of a translation mistake within a contract. These simple mistakes in the real world would be easily rectified; however, within the legal world, once a contract has been agreed upon, making any changes due to incorrect translations or understandings are not easily done - all of which can result in loss of money for the business, potential job losses, etc., which is why having the correct translation is paramount, as these mistakes can cause collateral damage along the way.

A business' reputation can also be affected by inaccurate translations; not only can an inaccurate translation cause delays and court rulings that don't favor a business, if a translation is incorrect and doesn't reflect the general ethos or brand of the business, this can also have a negative impact. As court documents are kept on file, it would be very easy for a member of the public to get a copy of what was said in court, and if this has been incorrectly translated, it could equate to a loss of customers or negative press.



Courtrooms

Court cases can also be disrupted if there are inaccuracies within translations, especially those regarding criminal cases, as it is imperative that the correct rulings in regard to a persons' freedoms are given. These disruptions can generate a large amount of unnecessary costs, along with wasting the valuable time of court attendees, which again, is why all legal documentation should be translated accurately and thoroughly.

If inaccurate translations are provided within court cases pertaining to Family Law, this can have a devastating impact on the personal lives of families and can result in incorrect rulings occurring if the inaccuracy is significant; cases like these in particular highlight why it's so important to find the best company to assist you.

Legal Translation Services

Due to translations needing to be extremely accurate within the legal profession, this makes the legal industry the most challenging profession to work in for Translators, as they not only need to be able to accurately translate all legal documents, but they also need to have a working knowledge of laws within that particular state or country.

Choosing the right translation service is absolutely paramount, which is why we pride ourselves on offering accurate and professional translation services. We are able to provide legal and medical translation services, or both, if this is required. Contact us for more information. (<https://etranslationservices.com/service/s/translation-services/>) or email us at contact@etranslationservices.com

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Legal Profession Well-Being: Ten Tips for Reducing Stress

By: Ashley M. Stephenson



Stress often goes hand-in-hand with the legal profession. Clients rely on you for help for all their needs and it can equate to a lot of stressful times. As explained by the [ABA](#), attorneys work within an adversarial system and demanding schedules with heavy workloads often result in significantly higher stress levels.

Health experts are constantly advising us about the importance of reducing our stress. Not only does it help you feel better physically, but it also helps to boost your mood and clear your mind for greater focus and concentration. So, how do you go about reducing the stresses and anxieties of the day when you work in an extremely stressful profession?

Here are ten tips you can take towards reducing your stress levels:

1. Plan your day — [Time management](#) is a struggle for many people, and legal professionals are no exception. When you have trouble sleeping or wake up each morning anxious about the day ahead, then you may have a time management problem. You know you have too many things to do, but no clue how to manage them all.

Take a moment to plan your day by making a list of everything that needs to get done and develop a strategy to make it happen. By prioritizing your tasks, you can handle the most important ones first and continue down the list. Other people prefer the strategy of handling their most undesirable duties first, such as responding to e-mails or administrative work, as a tactic for avoiding procrastination. You can figure out what works for you and implement it.

2. Rely on your calendar — Those in the profession live in a constant state of “I may have forgotten something important.” It is an extremely stressful way to go through your day, so, instead of trying to keep up with Zoom and Microsoft Teams meetings, court dates, phone calls, and filing deadlines in your head, use a (or more than one) calendaring system to keep track of it all and provide you with timely reminders.

3. Music calms the mind — The effects of music on your mental health are well-documented. Music can calm the soul and your mind too but influencing your physiological functions through slowing the heart rate, lowering your blood pressure, and decreasing your stress hormones levels.

Listening to music in the background while working or taking a break to listen and sit and decompress are sure to show some benefits. Whatever your preference, you find a playlist that calms you, throw on some headphones or pump up the speakers, and let the music relax you.

4. Spend time with family and friends — Personal relationships are also shown to be stress-busting tools. Several studies have found that positive social relationships, both personal and professional, have a positive influence on the quality of life. Spending quality time with friends and family, or simply checking in with a colleague, reminds you of what is important in life. When the smaller details of a busy workday start to weigh you down, you have found the strength to keep a positive attitude when connecting with others.

5. Embrace technology — Cell phone marketplaces and online are filled with tech devices and platforms to make your work life easier. From the calendaring apps to assist with keeping you on schedule to meditation apps to help with keeping you calm, embrace and take advantage of advances in technology.

6. Seek counseling — Clients come to you for your expertise when they need legal representation, so why don't you rely on the expertise of a therapist or counselor when you need mental health assistance? While many in the profession are sometimes characterized as possessing superhuman powers, such stereotypes can make you feel a sense of feeling overwhelmed, while leaving you more stressed and can even result in health decline. Seek assistance when you need it. Just as you are there to help your clients, mental health professionals are there to help you.

7. Get physical — When you strive to get some form of physical exercise every day, you improve not only your physical well-being, but also your mental. Whether it is a full-fledged gym workout or a short walk around the neighborhood, physical fitness helps reduce the stress that legal work can bring. Whatever exercise you choose, just make sure you get moving a few times a week.

8. Eat well — Eating healthy is just as important as physical exercise. As the old saying goes "you are what you eat." Not only can the right foods keep you feeling good physically, but they can also promote clarity, thoughtfulness, and help keep you energized. Make sure your diet includes enough fruit and vegetables, so you can get the vitamins your body needs.

9. Get your rest — Stress and lack of sleep often come in pairs. An overly anxious mind can leave you restless, irritable, and more easily agitated, which all result in more stress. Employing evening habits, such as limiting electronic device usage, listening to calming music, or reading a book, can promote better sleep habits. Most adults need approximately 6-8 hours of sleep each night, so close that laptop and put down the work phone in time to get an appropriate amount of sleep, to reduce your stress levels.

10. Delegate — What's the point of having staff if you do everything yourself? By placing your trust in others to handle tasks that do not require your specific expertise or attention, you can free up space and make room for more pressing tasks.

Remember to not allow the stresses of your career keep you from living a healthy life by employing some of these tips to keep your stress levels down and your productivity up.

Finding Inner Peace During Moments of Chaos

By: Ashley M. Stephenson



There are very few things in life that are guaranteed; however, adversity is certainly one of them.

No matter who you are or where you come from, challenges and setbacks have the potential to change your life for the better or worse. Just as the old adage states, you cannot choose the circumstances that happen to you — only your response to them. Why? That is the only thing in life you can control.

Take the current pandemic as an example. We have become accustomed to worrying about the rising case count and death toll all around the world. Hospitals and frontliners are overwhelmed and by pretty much all measurable standards, the situation has gradually gotten worse.

How much of this can we control? Distressingly, not much. Worrying about the circumstances will not improve them and overthinking about how much worse the pandemic will get won't do anything to fix it.

I am sure this has taken some people quite some time to digest, but once it was acknowledged, it likely became much easier to identify the actions within our control during this challenging time.

FOR EXAMPLE:

- ❖ Follow public health guidance,
- ❖ Exercise,
- ❖ Eat healthier foods, &
- ❖ Get enough sleep.

The Greek philosopher Epictetus once said, *“There is only one way to happiness, and that is to cease worrying about things which are beyond the power of our will.”* Whenever you go through moments of adversity, that is often the only thing you can do. Focus on the events within your control so you can come out much stronger on the other side.

Here’s how:

Remember that this will all be over someday.

Whenever you go through adversity, try to think about the amazing things that will happen in the future once it is over. For example, if you go through a breakup, you might look forward to finding someone who loves and accepts you for who you truly are.

[Iyanla Vanzant](#) said it best:

“Imagine the way you’d like your future to look. Having a clear vision of what you desire evokes a sense of excitement and issues an invitation to the future to pull you forward. Believing in your vision is the surest way to attract what you want in life; the key is to keep that vision energized with positive thoughts for tomorrow, regardless of what today looks like.”

It is easy to dwell on everything that is going wrong, but what good does that serve? How does complaining about the situation benefit your life in any meaningful way? Chances are, it does not. Instead, an alternative strategy is to focus on the light at the end of the tunnel. Prepare for whatever comes next. Do whatever you can to give yourself a feeling of hope whenever you would otherwise feel hopeless.

Find ways to smile when you want to cry.

There’s a quote from the Roman philosopher Seneca, *“The greatest blessings of mankind are within us and within our reach. A wise man is content with his lot, whatever it may be, without wishing for what he has not.”*

According to [research](#) published by Harvard Medical School, “gratitude is strongly and consistently associated with greater happiness. Gratitude helps people feel more positive emotions, relish good experiences, improve their health, deal with adversity, and build strong relationships.”

Try to find ways to smile when you want to cry. Whenever you are surrounded by darkness, consider adjusting your mindset to make the circumstances a little brighter. Focus on the things you already have, instead of wishing for what you do not.

Marcus Aurelius said it best:

“Look well into thyself; there is a source of strength which will always spring up if thou wilt always look.”

Adversity and setbacks are natural parts of life. Whether you like it or not, many life events are completely outside of your control; however, your response to each event or circumstance is not.

Concentrate on the light at the end of the tunnel. Whenever you go through difficult times, find ways to smile when you want to cry. If you can do those things, it will quickly become much easier to overcome anything life throws at you.



ABOUT THE AUTHOR:

Ashley M. Stephenson was born and raised in Northeast Ohio but was never content with staying in one place for long. That sense of wanderlust led her to Chicago, Illinois, Washington, D.C., and eventually to the lights and bustle of New York City.

She is a litigation paralegal with over a decade of experience and who always rises to the next challenge. In addition to her legal career, Ashley is an author to her book, *“Rise Up: Be Resilient Like You’re Running Out of Time.”* Ashley’s unique perspective for development inspires those around her.

She is a member of several professional organizations, from the local Bar Associations, Mindfulness in Law Society, Military Spouse J.D. Network, to the Alexander Hamilton Awareness Society.

Her creative side emerged after she began to understand how important wellness is to each of us. In addition to her book, her writings have been featured in the Huffington Post and several legal industry magazines. Her passion for all she does has landed her speaking events at community colleges as well as societal groups in various cities.

An advocate for living a balanced lifestyle, Ashley spends much of her free time cultivating resilience. She enjoys traveling with her husband and is constantly in search of inspiration in those new and exotic locations she discovers. A woman on a quest for constant learning and growth, Ashley is a shining example for others to follow.



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Centralized Contracts with Version Tracking



Templates & Clauses



Artificial Intelligence

For a free guide on making your case for contract management software, visit CobbleStoneSoftware.com/MakeYourCase or call 866-330-0056.

How To Improve Legal Operations With Contract Management Software

By: Sean Heck
Cobblestone Software



In-house counsel, paralegals, and other legal professionals are eager to streamline legal operations with lower cost and increased ROI. As such, they should be happy to know that there is a way to optimize and centralize spend management, efficiency and productivity, communication, contract lifecycle management processes, contract data analytics, and more. Here is how to improve legal ops with leading contract management software.

Contract Requests Done Better

Reliable legal contract management software enables those working in legal operations to enter legal requests and subsequently submit them for request approval without much hassle. Data entry for request records is markedly streamlined and simplified. Request communication delays are reduced with a user-friendly contract request form functionality that allows contract software users to gather, store, review, and ultimately approve automated contract requests easily.

Furthermore, teams can keep in sync with seamless approval routing to legal workflows for main areas of contract management software. CLM software users can attach virtually unlimited files, and easily convert contract requests to contract records without lost data or the need to re-enter data.

Legal operations resources can promote and maintain accountability with integrated document tracking, task assignments, and virtually unlimited notifications.

Document Assembly Software Excellence

Leading legal document assembly software can equip organizations with paramount legal operations technology to swiftly author compliant and accurate documents. Using document assembly system automation to dynamically merge contract data fields with clauses from a pre-approved library, legal teams can oversee multiple templates and document versions for expedited contract authoring and exportation of documents into standard file formats. Document templates can be used repeatedly and easily updated.

Read our Contract Insights blog on contract authoring to gain a deeper understanding of legal document assembly with legal operations automation.

Simplified Contract Negotiation

Legal operations professionals no longer need to rely upon a [contract authoring](#) system that hinges on back-and-forth communication and document redlining.

With robust legal operations technology available through leading-edge legal contract software solutions, document collaboration and version control are made easier with numbered version tracking and a full log of document versions. Collaborating parties can maintain version control with the ability to access the newest, most up-to-date document versions with efficiency. This process can be further optimized with a seamless cloud document integration with [Google OneDrive](#) and [MS Office 365](#).

[Clause ownership functionality](#) improves legal department work by allowing organizations to assign clause owners. If a legal party attempts to edit a clause, a leading legal operations platform can add that clause's owner onto the approval process. As a result, only necessary parties are included in the negotiation process, according to rules-based clause ownership.

Contract negotiations between internal parties, external parties, and employee non-users of legal operations technology such as contract software are more efficient when teams are furnished to configure a rules-based contract process. A pre-configured contract workflow allows contract stakeholders to receive an alert that takes them to a user-friendly contract collaboration portal. There, relevant contract documents can be reviewed. A benefit of this process is that parties and employees without access to contract management software can still view and edit contracts that are assigned to them but cannot access unnecessary core system features and contracts that are not relevant to their legal operations processes.

Necessary documents are isolated so that stakeholders can view or edit them right from the portal. Additionally, parties can undergo approval collaboration in a unified location and receive notifications about the approval process – in the interest of cutting delays.

With such a helpful contract negotiation portal, legal department work and legal [contract collaboration](#) are made straightforward and efficient.

[Obligations, Task Management, & Spend Management Excellence](#)

On the post-execution side of in-house legal operations and external collaboration, organizations can leverage legal operations technology such as contract lifecycle management software for a more unified, tight-knit, and punctual process. The life of a contract and its relationships can continue to be maximized post-execution with automated alerts, streamlined workflow processes, optimized spend management, and future-minded obligations management offered by a leading legal operations platform in contract software.

- [BETTER SPEND MANAGEMENT:](#) Take advantage of easy contract pricing and budget tracking. Track and monitor costs, line items, and overall financial reporting, and receive advanced budget alerts.
- [MODERNIZE OBLIGATION & TASK EVENTS:](#) Workflow processes for obligations and tasks can be targeted to execute when certain criteria are met, prior to execution, after execution, or both. This flexibility virtually ensures that the proper approvals, notifications, and alerts will be initiated for contracts at precisely the right time.

○ [ADVANCED NOTIFICATION & ALERTS:](#) Email and system calendar alerts can be configured and delivered by the system. Both are designed to alert key business users and stakeholders to process assignments, information, requirements, and deadlines.

[Best-In-Class Compliance & Auditing Tools](#)

Advanced auditing tools and compliance reporting give legal ops professionals greater visibility into contractual relationships across companies and entities.

Legal compliance standards of legal department work can be easily maintained with user-friendly and robust reporting metrics, key dates oversight, and renewals.

Leading-edge legal contract management software also supports seamless integration with [OFAC search](#) functionality. This useful compliance technology checks company, vendor, and employee data and compares it to data within OFAC's (The Office of Foreign Assets Control) national sanctions lists – contributing crucial risk analysis snapshots.

[Next-Level Legal Contract Management Reports](#)

Ad-hoc reports equip legal operations professionals with user-friendly reports on incoming tasks, user-defined status reports, reports regarding financial commitments, and more. Reports can be emailed on a scheduled basis or rapidly exported into spreadsheet format to save locally and distribute.

With an online report designer on legal contract software, a legal operations manager and their team can use future-minded legal operations technology to establish highly configurable and flexible reports to demonstrate critical contract information at a glance. These report designers include many file exportation options, such as PDF, MS Word, spreadsheets, various image formats, rich text, CSV, and more!

[Executive graphical dashboards](#) deliver a comprehensive overview of key dates, activities, and contract performance.

With the help of advanced [financials tracking](#), better searching, and top-of-the-line reporting tools, legal ops professionals can track payments, spend, and contract data changes.

[AI-Based Risk Management & Enhanced Risk Oversight](#)

Meticulous [risk management](#) is crucial for successful legal contract management and legal operations. [AI-based contract management software](#) simplifies, centralizes, and automates risk assessment, analysis, and mitigation.

An easy-to-understand risk score can keep your legal operations team accountable by equipping them with an outline of how well (or, conversely, how poorly) they are utilizing their risk tools. From there, they can act accordingly and institute the best possible risk management procedures.

[Watch the VISDOM® AI Video](#)

Advanced contract software for legal operations also features risk rating and risk mapping tools. Risk profile ratings can help legal ops professionals to visualize risk. Based on tracked risk, legal operations technology users are provided with a risk assessment matrix. From there they are able to view risk probability patterns for events within contracts, as well as risk exposure that can result as a consequence of those events.

Awareness of potentially harmful risk events can help legal operations professionals to decide how to progress with a contract. Risk visualization functionality can help teams make important risk management decisions more efficiently and more effectively.

Experience Next-Level Legal Operations Technology!

Now you know the cutting-edge legal operations technology tools that can help general counsel, paralegals, and other legal ops professionals to realize a **workflow process** that decreases risk, lessens bottlenecks, and assists organizations in overseeing a growing number of increasingly complex contracts for heightened legal operations. Therefore, it is now time to choose the legal contract software solution that best suits your organization's needs. That solution is [CobbleStone Contract Insight®](#).

With all the tools mentioned above and more - including swift electronic signatures with IntelliSign® to cut send-to-sign time by up to twenty percent - it's no wonder why **Forrester names CobbleStone a Leader in CLM software!**

CobbleStone® Software's Contract Insight has the tools to assist your organization in managing the whole legal contract lifecycle. Since the mid-1990s, CobbleStone Software's leading legal operations platform and comprehensive contract lifecycle management software suite has been trusted and lauded by **General Counsel** and legal departments. Thanks to end-to-end document assembly, legal workflow management, rapid implementation, an easy and sensible user interface, and more, CobbleStone Contract Insight is the best solution for the effective management of contracts, agreements, and committals.

Stop wasting time, money, and precious legal operations resources on disorganized legal contract management. Start centralizing document management, expediting compliance and approvals, boosting your ROI, and more with CobbleStone Contract Insight.

Discover why **thousands of contract managers** trust CobbleStone Software with their contract management needs. To learn more about CobbleStone's unparalleled contract management software, book a **free demo** with a CobbleStone Contract Insight expert today!

To stay up to date on best practices, industry news, and CobbleStone Software updates, be sure to subscribe to our [blog](#) and [YouTube Channel](#).

Some of this content was originally published at the [CobbleStone Contract Insights blog](#).

ABOUT THE AUTHOR

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ABOUT COBBLESTONE SOFTWARE

CobbleStone Software provides leading eSourcing Software, Vendor Management Software, and contract lifecycle management software named Contract Insight™ as a web-enabled (SaaS) or deployed (on-premises) solution. CobbleStone Software is used by over two hundred thousand users globally. Founded in 1995, CobbleStone was among the first and most experienced companies to offer a vendor contract management software product and continues to be a leader with full vendor, procurement, and contract lifecycle management software.

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Have Your Deposition Transcripts Been Sent Around the World Without Your Knowledge?

By: Karen Renee

As more local court reporting firms are acquired by large corporations, knowing who has access to deposition transcripts is becoming crucial for client-centered law firms.

Outsourcing transcription services for legal proceedings is risky business as sensitive, confidential client information can be compromised. In attempts to cut costs, large corporations put legal proceeding documents in perhaps even unusable situations. Recordings sent out for transcription can be rendered uncertified, essentially leaving the transcripts useless to fight litigation cases.

Lawsuits change lives and litigation clients deserve professional, certified services.

Law firms working directly with certified court reporters is the only way to maintain control of who has access to legal proceeding transcripts.

eCourt Reporters is the only service of its kind for law firms to search for and schedule certified court reporters direct. Savvy law firms understand the importance of protecting lawsuit documents. Certified court reporters go through extensive training and certification requirements regarding the handling of legal documentation. Together, savvy law firms and certified court reporters is the assurance litigation clients need for their information to be handled professionally and provide the best chances of winning their case.



ABOUT THE AUTHOR:

Karen Renee, President of eCourt Reporters, graduated with honors from Alfred State College court reporting program, Alfred, New York, in 2008. Karen was awarded 2018 Legal Innovator of the Year by the State Bar of Wisconsin and Legal Innovation Use of Technology by the National Court Reporters Association.

Company Info: **eCourt Reporters**' provides attorneys and paralegals the ability to search and select certified court reporters and legal videographers free with the latest technology.



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We also want to thank our writers who
contributed to make our magazine a success!



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