



PARALEGALS CONNECT MAGAZINE

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IN LAW ENTER THE LEGAL PROFESSION AS PARALEGALS.*

1987 - 2022



*“Our Groups are accelerating Paralegals, Future Paralegals, and Future Attorneys Worldwide”
Currently, our groups have approximately 33,300+ combined active members worldwide.*

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Best Virtual Paralegal LLC

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On Behalf of LawWurk



Jud Patterson's Personalized Merchandise
www.paralegalsconnect.com/merchandise-store.html

MEET THE CREATOR OF PARALEGALS CONNECT

Crystal Cornett is the busy woman behind the scenes at Paralegals Connect. She works hard to keep our groups a professional and helpful social media platform. Crystal is constantly creating ideas to help paralegals, future paralegals, and future attorneys to succeed in the legal industry!

Paralegals Connect was created in 2013 by Crystal Cornett and has grown significantly since that time. Our groups provide information and support at every stage of your legal career.

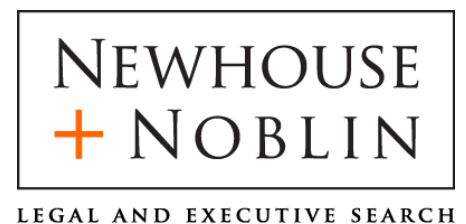
Crystal Cornett, Creator of Paralegals Connect

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Crystal is a Paralegal with over 18-years of experience in the legal industry. She earned her Paralegal Certificate from University of Houston in March 2006. Crystal received her degree from Center for Advanced Legal Studies 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, Guardianships, Health Law, Social Security, and heavy litigation in Intellectual Property and Bankruptcy, and residential and commercial Real Estate. Crystal also serves on the Paralegal Advisory Committee (PAC) for Center for Advanced Legal Studies.

In February 2022, Crystal resigned from her position as a real estate paralegal after working in a law office for 18 years. In March 2022, Crystal started a new career with Newhouse + Noblin as a paralegal recruiter to continue her passion to support paralegals and the legal community.



**Making BIG changes in 2022
From Real Estate Paralegal to Paralegal Recruiter**

MEET THE CREATOR OF PARALEGALS CONNECT

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Finding the ideal candidate in a legal or executive search isn't just about credentials — it's about chemistry. It's about matching compatible people and companies in order to make placements that last. At Newhouse + Noblin, we focus on building relationships and are not interested in short-term fixes. Yes, we work fast, but we never cut corners. We're thorough and efficient, putting our expertise to work for you to find the right fit. We give our clients attention, results and value that are unmatched by our competitors.

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"Crystal Cornett and Newhouse + Noblin were extremely supportive as I began to explore a change in career. After reaching out to me, Crystal walked me through the job description and was sure to answer all my questions. When the interview process began, she made sure that I was prepared with background information on the company and supported my research so that I was informed and able to feel confident. As I progressed through interviews, Crystal served as a liaison between myself and the company and made sure that communication was effective and efficient. Crystal and Newhouse Noblin helped me navigate how to negotiate and accept my offer. I am happy to recommend their services to colleagues moving forward and have nothing but positive interactions with them. Crystal made herself available as needed and was a pleasure to work with."

- Emily

"I recently used Newhouse + Noblin to obtain a position as a Legal Operations and Support Analyst. Everything about my experience was A+. Crystal was my recruiter; she was helpful explaining every step of the process to me. Crystal provides clear directions on what to expect during the onsite interviews. Even after obtaining the position Crystal has kept in contact with me making sure everything is working out well for me. I would recommend Newhouse + Noblin to anyone looking for a new opportunity."

- Meaghan

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 four Facebook 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 legal career.

Currently, our groups have approximately **33,300+ combined members worldwide.**



Website www.ParalegalsConnect.com

LinkTree <https://linktr.ee/ParalegalsConnect>

Paralegals Connect (Main Group) (17,080 Members)

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 (8,057 Members)

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 (3,944 Members)

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 (943 Members)

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.

Paralegals Connect: Instagram (1,351 Followers)

www.Instagram.com/ParalegalsConnect

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Paralegals Connect: Twitter (248 Members)

<https://Twitter.com/ParalegalsCnnct>

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Paralegals Connect: Facebook Page (951 Followers)

www.Facebook.com/pg/ParalegalsConnect

Paralegals Connect: LinkedIn

Group: <https://www.linkedin.com/groups/9052061/> (676 Members)

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

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

MEET OUR AFFILIATE PARTNERS

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

Becoming an Affiliate with our groups offers worldwide visibility to approximately **33,300+** combined group members in the legal industry.

****Only our Affiliate Partners are permitted to advertise within our Groups.***



Paralegals Connect is always looking for Affiliate Partners 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 Partner 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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Those seeking a more comprehensive preparation for their paralegal career, or those seeking their first college degree, can continue to the Associate of Applied Science Degree Paralegal Program which includes additional paralegal electives such as E-Discovery, Oil and Gas, Intellectual Property, and Immigration Law. Academic general education courses round out this paralegal degree program.

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Eunice Colón is the creator and owner of Ever So Creative. Eunice joined Paralegals Connect in May 2017 and since then added customized items to our Paralegals Merchandise Store including shirts, signs, cups, and jewelry.

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The Paralegal Boot Camp® offers online training courses that fast-track paralegal careers and cut out the learning curve. All of their courses provide real-world skills in high demand by attorneys and hiring managers. The courses are developed and taught by paralegals and paralegal managers who have first-hand experience working as paralegals and understand that a paralegal's time is valuable and limited.

Their most popular courses include the Litigation Boot Camp, Billable Hour Boot Camp, and the Personal Injury Paralegal Boot Camp. The company's founder, Ann Pearson, also hosts a weekly podcast show, Paralegals on Fire! Podcast Show, where she provides actionable strategies for paralegals to accelerate their careers. The show can be found on all your favorite podcast apps.

Get a copy of the free Litigation Roadmap for New Litigation Paralegals: <https://paralegal-bootcamp.com/3Steps>
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The Modern Paralegal is a virtual agency that helps freelance Virtual Paralegals, Legal Secretaries, Virtual Assistants, and Notaries innovate and connect with their ideal clients through intelligent design, marketing & technology. The key to our success and that of our clients has derived from our ability to listen, understand, and deliver a bespoke affordable service which will satisfy your business needs, encourage your business growth and maximize your potential profits. By working with The Modern Paralegal, you will have a dedicated business consultant and digital marketing experts who will take the time to get to know you and your visions for your business.

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The Court Reporting Academy (www.thecourtreportingacademy.com) prepares the next generation of court reporting professionals to join this rapidly growing industry through an online, on-demand program supported by certified instructors. The Academy has partnered with leading legal industry firms to offer scholarships for the 8-week courses to qualified professionals who are seeking to broaden their horizons.

There is a critical shortage of court reporters nationwide, and agencies are rapidly hiring qualified reporters as employees and freelancers to fill coverage gaps. The Academy is especially interested in connecting the paralegal community to this opportunity because you already have a deep understanding of the legal industry and the court reporting process.

The Academy's courses, which can be completed in as little as 80 hours, prepare you for an exciting and financially rewarding career as a professional court reporter. Through exclusive mentoring, networking, and agency partnerships, successful graduates can start earning income immediately in full-time, flex-independent, remote, or in-person positions.



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Paralegals Connect (Main Facebook Group)	17,080 Members
Paralegals Connect: Employment Board Facebook Group	8,057 Members
Virtual / Freelance Paralegals Connect Facebook Group	3,944 Members
Paralegals Connect: Study Group Facebook Group	943 Members
Facebook Page	951
Instagram Follower	1,351
Twitter Followers	248
LinkedIn Group	676

Quarterly Magazine Distributed to our 33,300+ Members

6 Important Reasons to Utilize College Career Services

By: Tami Riggs



Here is why you should take advantage of your college career center:

Do you want greater visibility as a job candidate? Then take full advantage of the range of resources being offered by your college career center. Doing so can extend your learning experience well beyond the classroom. A one-time interaction to spruce up a resume or prepare a cover letter will not give most students everything they need. Many can benefit from additional preparation in navigating from campus to career, whether they are seeking their first professional position or rejoining the work force after earning a degree.

Conducting a job search without professional guidance can be both intimidating and stressful. Students and graduates who establish a relationship with career service offices have deeper and more meaningful conversations about their professional goals and how to achieve them. These conversations are core to the full student experience and equally important to graduate success and career readiness as the curriculum. Comprehensive services offered by these offices can enable students to plan and navigate their career path, make self-assessments, identify sought after attributes, and take inventory of their relevant skill set and background experience.

Landing a good job and having a meaningful career are critical factors in any decision a student makes to enroll in college. While most career advisors may not have positions at the ready to put graduates into, they do have the ability to help graduates identify skills and contacts necessary to get hired. Too often, I find that graduates misunderstand the relationship. A career services office should not be seen as an entity exclusively responsible for a positive employment outcome, but they can provide numerous resources to ensure graduate success.

1. Career counseling in colleges and universities is usually free!
2. In addition to resume writing and cover letter preparation, career services professionals can assist with outreach, recommendations, interview coaching, and navigating complex discussions and questions.
3. Career advisors understand the industry and are experienced in the field of job placement and career goals.
4. An expansive external employer and recruiter constituency is available along with access to jobs that may be unadvertised, which can lead to stronger connections and opportunities – faster.
5. Employers and recruiters' partner with career service offices to seek early career talent and experienced alumni who have more developed skills.
6. These partnerships give insight into expected learning achievements as well as abilities employers value the most.

Career service offices offer many resources to aid with professional development. Become involved, and actively participate. Be proactive in reaching out, and then stay in touch! Education is the first step to finding professional success. The steps that follow are equally important.

Personalized career services at Center for Advanced Legal Studies are available to assist student alumni in their pursuit of a paralegal position. We can help you advance in the profession! Contact us today at paralegal.edu to learn more about our resources, accredited paralegal programs, and class start dates.



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).

10 Things Attorneys Look for in a Paralegal

By: Ann Pearson



Do you want to know what things attorneys look for in a paralegal? Ask them!

The easiest way to find out what attributes and skills your attorney values the most is to ask them. If that's not possible, or if you're new to the paralegal profession and wondering what the attorneys are expecting from you, here is a brief overview of what makes a great paralegal in the eyes of most attorneys.

1. Attention to Detail

Having a high level of attention to detail is more than just good proofreading skills. As a paralegal, this skill includes focusing on the minute details while also looking at the big picture. All of this, while also meeting strict deadlines usually set by a judge, a court rule, or a regulation. Just like your other skills, attention to detail is a skill that you can continually improve. I know a lot of people think you're either born with a high level of attention to detail, or you're not. That's not true. There are most definitely things you can do to [improve your attention to detail](#).

Pro Tip from an Attorney

Attorneys are not the grammar police. They are not doing that final review to find errors in headings, case captions, use of pronouns, or grammar. Attorneys are doing that final review for substance and to make sure the document or thing makes the legal argument they are trying to put forward to either the court, the client, or to opposing counsel.

[View this video post](#) on paralegal attention to detail.

2. Problem-Solving

A problem-solver is someone who focuses on the problem as stated and tries to synthesize information and knowledge to achieve a solution. Compare that to someone who simply recognizes that a problem exists and reports the problem to the attorney-in-charge for them to solve.

The problem-solver paralegal recognizes a problem and comes up with one or two possible action steps to solve the problem. THEN approaches the attorney with the problem and the proposed solution(s).

In fact, I did an entire podcast episode on this topic. It was [episode number 15](#).

Pro Tip from an Attorney

Before coming into my office with a problem, research the proposed solution and know the answers to at least some of the basic questions I am likely to ask you regarding the problem and your proposed solution: Who, What, When, Where, Why, and How. How did this happen? When will it get fixed? What is the cost of your proposed solution?

3. Technology Skills

Paralegals who have an advanced level of technology skills have a competitive advantage in the legal profession. This requires more than your basic word processing applications. Working in the legal profession means having a good working knowledge of many different technologies, including:

- Law firm billing software
- Video conferencing software
- Applications that work with scanners, printers, and copy machines
- Docketing software
- Digital filing applications
- Online research tools
- Document management systems
- Online systems for clerks of court

That's just the tip of the iceberg if you want to have a successful paralegal career. As a paralegal, you will also be required to have an advanced skill set in practice-specific technology, such as [eDiscovery tools](#), [trial technology](#), and applications that increase the efficiency of the legal team.

Pro Tip from an Attorney

Be the "Go-To Person" for technology on my team. Even though we have an IT department, the don't always know the ins and outs of our team's technology. That's what I expect from our team's paralegals.

[4. Proactive Mindset](#)

To some new paralegals, being proactive might sound like you are being asked to read an attorney's mind. The lawyer will not expect you to read her mind, but she is probably looking for someone who is good at anticipating the needs of the file/case/transaction.

A paralegal with a proactive mindset prioritizes tasks so that they are done when the lawyer needs them done. You seek out work, rather than waiting for the lawyer to hand it to you. You can tell when the lawyer is starting to become overwhelmed, and you know when to step in. In short, you think ahead.

The only way to be able to think ahead is to know your cases/transactions/files like the back of your hand. You must come up with a game plan on how you are going to keep up with everything that is going on in all your files. Doing so will allow you to know what the attorney needs well in advance of a deadline.

[Pro Tip from an Attorney](#)

I am never going to complain that my paralegal is being "too proactive" in getting to know the file, the facts of the case, or the details of the transaction. Some of the best paralegals I've worked with have been the ones who walk into my office a week before something is due and tell me they've already started drafting it.

Want to get a 3-Step Method to Proactive Case Management? Download the [Free Guide](#).

[5. Professionalism and Accountability](#)

As a paralegal working under the direct supervision of an attorney, you are a representation of that attorney (and your law firm). In addition to having a basic code of professional conduct, there is also a certain level of professionalism that is expected of you – both at the office and outside the office.

This also means staying away from the bad apples (a/k/a the office gossip crew) because attorneys and management know who they are. Even if you aren't the one doing the gossiping or complaining, associating with them will lower your level of professionalism within the firm.

Along these same lines, is accountability. Attorneys don't like to have their staff blaming others for things going wrong, or making excuses. They really just want the project or thing done so that they can move on to the next thing.

[Pro Tip from an Attorney](#)

It doesn't really matter whose "fault" it is when something goes wrong. All that matters is that we fix it and try to make sure it doesn't happen again. It's no fun to have someone in your office saying, "it's HR's fault, or the associate got the draft to me late, or the previous paralegal on the file messed it up."

[6. Time Management](#)

Proper time management skills are crucial to a paralegal's success. If you can't effectively manage your tasks, you risk producing poor quality work, due to stress and rushing to get projects done.

In our [Attention to Detail](#) course, I stress that "when you're focused on rushing to meet a deadline, your focus ends up being on getting the project done on time instead of getting the project done right."

Think about that. You're a litigation paralegal and that brief has to be e-filed before midnight. It's 11:55 p.m. Are you going back through it to give it one last quality control check, or are you stressed trying to log on to the e-filing portal while you're watching the clock tick down the minutes? I could spend an entire episode here on just time management. It's one of the things I teach in our [Billable Hour Boot Camp](#).

[Pro Tip from an Attorney](#)

Most attorneys are NOT good at managing their time at all. So don't follow their example. They need a paralegal who is good at time management so that they can follow YOUR example. I 100% rely on my paralegal to help keep our team's deadlines on track and let me know when deadlines are getting too close for comfort. If you've ever been on the receiving end of a judge's tongue lashing after asking for an extension of time, you'd know why this is so important.

[7. Research Skills](#)

Most paralegal certificate programs include a class or two on legal research skills that teach students how to find and cite case law and regulations. The problem is, not every paralegal student lands a paralegal position as a [litigation paralegal](#). Having great research skills is about more than just jumping onto Lexis or Westlaw to find a relevant case.

Paralegals in all practice areas use research skills to help attorneys solve their problems every day. For example, a corporate paralegal might be asked to do some due diligence on foreign corporations that are part of a big merger.

A real estate paralegal might be asked to do title research on a big commercial closing transaction. Additionally, paralegal research skills now include being able to find information on social media sites and other internet sites. Once you find the information, then you analyze it to determine if the research leads you to other key information.

Pro Tip from an Attorney

A paralegal with excellent research skills does not stop their research once they find the answer they THOUGHT they were looking for. Instead, they take it two or three steps deeper because there could be other answers out there waiting for you to find them.

8. Positive Attitude

This one surprised me. It shouldn't surprise me, but I have to admit it kind of did. Especially that it came in the top 10. I think it says a lot about where we're at now in the world and in our workplace that attorneys place importance on working with people with a positive attitude.

Pro Tip from an Attorney

Look, I don't need a paralegal who is happy-go-lucky 24/7, but after many years of working with many paralegals – I will choose one with a positive attitude and less skills than the other way around. It's just not a pleasant experience to have to work with someone who is constantly complaining about everyone and everything. Life is too short to be unhappy like that and to force other people around you to absorb that negative energy.

9. Communication Skills

Communication skills are fundamental to a paralegal career. Paralegals spend more than 75% of every day communicating in some way with others – either verbal communication or written communication. A typical day for a paralegal could include all of the following in just one 8-hour day:

- Calling vendors about pending legal projects.
- Interviewing clients and witnesses.
- Attending meetings (by video, phone, in-person) with colleagues, opposing counsel, and others.
- Responding to written communication internally and externally.
- Drafting legal documents.
- Telephone calls with expert witnesses and court personnel.

Writing is the other important aspect of communication skills. That's why it is one of the most [important skills that any paralegal](#) can have. You are going to be doing a lot of writing, not just when communicating with clients, but also when communicating with opposing counsel, outside vendors, and your attorneys.

A lack of good writing skills can be detrimental to a paralegal's career. It's always a good idea to brush up on your writing skills annually. Consider it to be an investment in your career.

10. Organization Skills

A paralegal's organization skills have a direct impact on their productivity and also the productivity of their attorney. If it takes you twice as long to find something as it should, that can have a negative impact on a paralegal's work in so many ways.

Good organization skills are more than just the ability to index, sort, and categorize documents and things. For paralegals, this skill includes the ability to look at the big picture and plan for how and when things will be needed so that you can choose the best method for organizing those things. A paralegal's technology skills can be a huge asset when it comes to their organization skills because it is the use of technology applications that will lead the way for paralegals to keep their attorneys organized.

Pro Tip from an Attorney

It is very important that I work with a paralegal who has good organization skills. I don't want to walk into their office and see a mess, wondering if my closing binders are buried somewhere under that mess. Do I have good organizational skills? No. That's why I hire paralegals who do.

Did you read our recent [50 Tips for New Paralegals](#)? We received tips from paralegals across the country to help you get started in your [paralegal career](#).

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ABOUT THE AUTHOR:

Ann Pearson is the Founder of the Paralegal Boot Camp, specializing in training for paralegals that focuses on the important paralegal skills not taught in certificate programs. A few of those include the [Litigation Paralegal Boot Camp](#), [eDiscovery Paralegal Boot Camp](#), and the [Personal Injury Paralegal Boot Camp](#).

Ann started her paralegal career as a litigation paralegal and then was a manager of paralegals for many years before starting her own company in 2010. When she's not working, you can usually find her somewhere near an ocean – scuba diving, boating, cleaning up a beach, or volunteering to help save sea turtles. [Connect with Ann on LinkedIn](#).



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National Association of Legal Assistants



Paralegal Division of the State Bar of Texas

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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 Criminal Law and Procedure
 Real Estate
 Intellectual Property
 Immigration Law
 E-Discovery
 Advanced Civil Procedure
 Advanced Research and Writing
 Oil and Gas Law
 Externship

Other Requirements: Business Math

Is It Time to Hire a Full-Time Legal Reviewer or Paralegal?



Recently, I was asked: "When do you know it is time to hire a full-time legal professional for contract management and legal review?" Considering the innumerable times, I've been asked this question, I resolved to write a thorough and thoughtful response to help our paralegal audience. Discover 5 steps to determine if you need to convince decision-makers to hire an additional full-time legal reviewer or paralegal to your legal team.

5 Steps in Deciding to Hire a Full-Time Legal Reviewer or Paralegal

In response to this question, I am hopeful that the items below are helpful to legal teams, organizations with increased contract review, law firms, attorneys, general counsel, contract administrators, and other general risk professionals. While this is not legal advice and is not fit for any particular situation or company, the step-by-step guide serves as a general outline and a toolset to help legal teams maintain productivity.

Step #1

Calculate the Yearly Contract Management Amount

First, try to calculate or determine the number of contracts you manage, review, negotiate, or touch per year. Be sensitive to the "per year" part of this first step.

For example, if your organization's typical contract terms are one-year (or annual term), and your team reviews, negotiates, manages and/or signs (originates) 1,000 new contracts per year, then use 1,000 for the number in this step for the first year. If your company keeps the same trends for five years, then by year five (assuming no cancels or terminations), your company would be managing and reviewing 5,000 contracts per year.

Conversely, if your organization's typical contract term is 5 years and your company interacts with (reviews, negotiates, signs, or originates) 100 new contracts per year - including year 1, then by year five, there will be only 500 contracts managed - considering you only need to review each contract every 5 years. In this instance, the total number of contracts reviewed or managed per year would be 100.



Is It Time to Hire a Full-Time Legal Reviewer or Paralegal?

By: Mark Nastasi,
President of CobbleStone Software

Below is an explanation of the math. However, feel free to skip to step #2 if you feel so inclined.

A = Contracts Per Year (Newly Originated or Newly Reviewed)

T = Years Your Company Has Been Operating at the Same Contract Volume Level for Items in "A"

C = Canceled or Terminated Contracts per Year

D = Number of Contracts Managed or Reviewed per Year

This can be computed, using the following formula:

$$D = (A \times T) - C$$

Moreover, let's say your company is growing at a set rate (or average rate) per year and then your legal contract volume and legal workflow grow at the same average rate per year, you will need to introduce a rate of increase as the percentage of contracts records increase per year. With this understanding, the formula would be revised as follows:

Let R = Average Rate of Increase or Growth per Year

Let T = Time Period in Years

$$D = (A * (((POWER((1+R), T)) - 1) / R))$$

The abovementioned formula will give us the number of contracts (without losing any by way of cancel or termination). Additionally, to introduce the number of contracts lost per year by way of cancel or termination, introduce L (the average number of contracts of cancellation or termination per year) – as detailed below.

$$D = (A * (((POWER((1+R), T)) - 1) / R)) - (T * L)$$

Should your legal department, team, or firm handles 1,000 net new contracts a year and ten of the contracts are canceled or terminated (lost) and your number of contracts grows at an average annual rate of 20% per year, in five years you will be managing approximately 6,448 contracts.

Step #2

Calculate Yearly Hours of Contract Management

Discover how many hours per year it takes a staff member to review each individual contract. Contract Management tasks that consume hours each year include:

- Reading Contracts
- Internal & External Redlining
- Negotiating
- Finalizing Approvals
- Gathering eSignatures
- Implementing Contract Abstraction Within a Leading CLM Software System or Manual Contract Repository
- Reviewing Contract Records Each Year
- Anticipating Contract Renewals

If it takes one hour per contract to complete all the above-mentioned tasks and your organization only contains 1,000 contracts, then it would take approximately 1,000 working hours per year (assuming you did not lose any contracts to termination or cancellation).

Step #3

Calculate the Number of Contract Management Resource Hours Per Year

Calculate the number of working hours per staff member on your legal review or legal operations team. If one staff member works 35 productive hours a week (7 hours per day within a 5-day work week), this yields a gross amount of 1,820 hours per year.

When subtracting 10 vacation days, 5 sick days, and 10 holidays, this yields 25 non-working days which equates to 175 hours (25 days multiplied by 7 hours per day). When subtracting 175 hours from the gross amount of 1,820 hours per year, it yields 1,645 hours per year.

Considering that all those hours will not be solely dedicated to contract review and contract management, 20% can be subtracted from the 1,645 hours per year to incur time for lunches, meetings, and other non-contract review tasks. You can compute this as follows.

1,645 hours (.80) = 1,316 Net Hours of Dedicated Legal Contract Review Time

Step #4

Anticipate Contract Amount Growth and Scale

So, what is all this $E=MC^2$? Where does this leave you? I am just as lost as you. Now, it's time to break this down. The resource above can handle the 1,000 contracts for the first year, but by the second year, the legal resource will be stressed and pressured to review all the contracts that have grown to an amount of roughly 2,180 – which will require more than the 1,316 net hours of dedicated legal contract review time, all else being equal.

Step #5

Leverage Quick Computation for Legal Operations Forecasting

Here is another way. If you have 1,000 contracts that take 1 hour per year, your legal team will need at least a part-time contract or legal reviewer to review and administer the 1,000 contracts records. If your contracts take 2 hours to review and manage per year and you have 1,000 contract records, you will need at least one full-time resource.

Concluding Legal Operations Optimization Recommendations

1. Estimate the number of hours it takes to review your contracts.
2. Implement a robust contract lifecycle management system to know the exact number of contracts your team must review per year.
3. Leverage simple math to plan your workload and hiring goals.
4. Automate contract management wherever possible.

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To stay up to date on best practices, industry news, and CobbleStone Software updates, visit CobbleStoneSoftware.com/Blog to subscribe to our blog.



ABOUT THE AUTHOR:

Mark Nastasi is the President and founder of CobbleStone Software with over 20 years of professional experience in the industry. He launched the first commercial contract software in 1995 named CMTS (Contract Management Tracking System). He has worked extensively with general counsel, paralegals, lawyers, and legal professionals to help manage contracts better. You can reach Mark by email at mnastasi@CobbleStoneSoftware.com.



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If You Haven't Hired a Freelance Paralegal Business Coach, You're Holding Yourself Back



Best Virtual Paralegal LLC

By: Holly A. Sheriff, MSLS, MCC, CCC, PCC, LPCC, CPP On behalf of Best Virtual Paralegal LLC (BVP)

Congratulations! You have just launched your freelance paralegal business. You have joined the ranks of those who have become successful - or failed - entrepreneurs. Having established your business, the next question is "how to maintain a positive attitude, grow the business, and build a well-managed organization." Being an experienced paralegal is one thing; being a successful business owner and an experienced paralegal is quite another.

Business owners who believe they know everything and can do everything to make their business successful are hindering their ability to experience a richer and fuller form of success. Be aware that accomplishments also mean new challenges. Reaching your peak level of success is impossible without the help of others. Think of a time when you felt successful. You most likely received assistance from someone more knowledgeable about the situation or subject. It's also likely that you were pushed out of your comfort zone. A part of you knew the only way to grow is to embrace growth. Only by going past your comfort zone can you find out what your business is capable of.

You can achieve your business goals with the help of a coach. This is similar to sports. As players hire coaches to improve their games and strategies, freelance paralegals hire business coaches to improve their marketing and business strategies. Business coaches can help you develop ideas. Coaches add energy to brainstorming sessions and keep things in motion.

Accountability is another excellent use of a coach. People do exactly what they say they will do when it comes to doing things for other people, but when it comes to doing things for themselves, they give up quickly. People who hire a coach are ten times more likely to achieve their goals.

You should know that the fears and doubts you are experiencing right now are part of the entrepreneurial journey. You are not alone. Having a coach is the most major difference between successful and unsuccessful entrepreneurs.

Whether you're a freelance paralegal just getting started, looking to grow your business, or preparing to scale, I am here to help you elevate and accelerate your success so you can experience the freelance flexibility and freedom you've been dreaming of.

ARE YOU READY TO BECOME THE PROFITABLE ENTREPRENEUR YOU WERE BORN TO BE? Start here to take the next step in your journey towards your profitable and easy-full business. [Schedule a Call with me today!](#)

ABOUT THE AUTHOR:

Holly A. Sheriff, MSLS is the founding senior litigation paralegal, certified master coach, paralegal educator behind [Best Virtual Paralegal LLC \(BVP\)](#) (@bvparalegal). Whether it's assisting lawyers to practice better, helping paralegals with their professional development, helping freelance paralegals start profitable businesses, or consulting with legal professionals on best practices for automating complex set of documents and tasks, Holly is focused on helping her clients scale, grow, & live better. Connect with Holly via [LinkedIn](#) | [Business Card & Links](#)



8 Steps to Becoming a Successful Virtual Paralegal



By: **Stacey M. Lake,**
On behalf of **The Modern Paralegal**

The world is moving into the online space. While it's been heading that way for years, it got kicked into high speed during the pandemic. What does this mean for you as a paralegal? You have options. If most of your work can be done remotely, what's stopping you from working from home, a coffee shop, or a library? As long as you have the proper security measures in place and meet your deadlines, working as a virtual paralegal could completely change what your average workday looks like.

Similar to their in-house counterparts, virtual paralegals offer assistance remotely to attorneys across all practice areas. Most virtual paralegals are contractors operating under their own business. Common tasks include document review, legal research, and drafting legal pleadings. They also take on urgent tasks that attorneys need done for court. Paralegals are the backbone of most law firms, and when they work virtually, they enjoy more freedom over their work-life balance.

Step 1—Determine Your Why

Why is it worth it to you to put in the time to make this happen? You should know why what you're offering will benefit people. Think about what you're offering—then ask yourself what the benefit is. You want to provide legal support to lawyers. The benefit is that they can spend more time on the tasks that only they are licensed to do. The benefit is that they provide better service to clients. The outcome of both is that the attorney has more free time and clients get better service. If you can truly deliver that result to attorneys, you'll have no trouble finding good clients.

Step 2—Draft Your Business Plan

A business plan is an excellent example of a task that is necessary *but* can become a time-waster if you let it. You need to know what your idea is, who your target market is, how much money you need to charge to profit, and how you will make your idea come to life. However, if you get bogged down in the minute details of a business plan, you could be procrastinating. Make sure that you are clarifying your business goals and process, but not putting off the hard work that you need to do in order to get your business off the ground. Get the major decisions on paper, and then build on it with details as they arise.

Step 3—Create a Strong Contract

If you skip any step in this process—please don't, though—make sure it's not this one. Failing to create a contract and hold your clients to it will quickly become a huge time sink that leaves you wailing and gnashing your teeth at night. While that might be a little dramatic, not having an enforceable contract can cause serious issues. You risk non-payment and scope creep, amongst other possible problems.

Consider this scenario. You are working with a family law attorney who wants you to review the drafts of a divorce case they have. You consult with them and get an overview of which documents you'll need to review and give them a single price for the entire project. You both sign a contract, and you start work. As you approach the end of the original documents, the attorney tells you that the divorce case has become more complicated, and they will need three additional forms reviewed. Because your contract is written vaguely, they can rightfully ask you to continue working on the additional documents, even though doing so puts you outside the scope of what was originally planned. The next time around, you would ensure that your contract specifies exactly what your fee does and does not include.

Another example to think about: your contract states that you are to be paid within a reasonable time frame. Most attorneys pay you on a conventional biweekly or monthly schedule, but one continues to push off your pay as their project drags on. When you ask for payment, they refer to the "reasonable" term in your contract, stating that you can't impose a penalty after a specific date. Future iterations of your contract would include a much clearer pay schedule.

Step 4—Craft A Strong Brand Identity

If you think about Coca-Cola or Starbucks, you have an immediate image in your mind. You know what they sell, what sets them apart from competitors, and who is likely to choose them. While your brand may not have the same visibility as your favorite cola or coffee-drinking mermaid, you can make sure that it draws in your ideal clients.

Your brand begins with your logo. It's worth shelling out for a professional to design it—a Microsoft Paint logo never impressed anybody except a handful of third grade teachers, and even they're over it. Use the logo to build out your brand style. What fonts do you use? What colors are associated with your brand? What words or phrases do you want to come to mind when people think of you? Each piece of content or document you produce should be aligned with your brand.

Step 5—Plan A Client-Focused Website

A user-friendly website is another worthy investment. Research indicates that website visitors usually decide whether to stay or go [within the first ten seconds](#). If an attorney opens your page and sees clashing colors, hard-to-read fonts, or an unclear message about the services you provide, your website will be voted off the island and they will move on.

A strong website design will deliver the ideal user experience. A poor user experience can drive your would-be clients into the waiting arms of your competition—89% of consumers go to direct competitors after a [poor customer experience](#).

When working with a designer, ensure that you ask for a website that is easy to maintain. When you add blog posts or glowing client reviews, you don't want to be anxious about breaking something. If you choose to create your own website, keep it simple, clean, and professional-looking.

Step 6—Utilize Project Management to Your Advantage

Running your own business as a virtual paralegal takes an enormous amount of time and mental space. Why use more mental energy than you have to? Attorneys have certainly learned this trick already. With case management software, they keep track of filing deadlines, upcoming action items, and urgent tasks. Imagine having an attorney who plays things by ear and has no real organizational system for your theoretical legal case. Now you know why you don't want to do that to your clients.

With a project management system, you can streamline deadlines, your to-do list, and upcoming meetings. If you try to juggle everything in your memory, you risk missing deadlines and alienating clients at a time when your reputation is everything you have. There are lots of project management systems and many have free trials, so spend some time figuring out what works best for you.

Step 7—Determine Your Pricing

Pricing is perhaps one of the most challenging aspects of entrepreneurship. If you set your prices too low, you teach clients not to value your work and you struggle to get to the price point you deserve. You also have to put in an insane amount of hours to get by, which can decrease your overall quality of work. But if you go for what you want to earn right from the start, your e-mail inbox could start growing cobwebs. People don't want to shell out premium prices until they know that you can deliver what you promise.

A little bit of research goes a long way here. Find out what your competitors charge, how competitive the market is, and what you bring to the market that others don't. From there, you can calculate your costs and how much profit you need to keep your business afloat. While you'll likely start at a lower price point than you might like, there's room for growth as you build your client base.

Step 8—Build Your Reputation

Anyone can promise anything—it doesn't mean they can actually deliver it. Part of your job is to show potential clients that you follow through. That's where reviews come in. No matter how important you think reviews are, we guarantee that they are even more essential than you think. BrightLocal research shows that 89% of customers won't make a decision until they read reviews, and 90% of customers select a business because it has positive reviews.

Getting those first few reviews can get the ball rolling on your new business endeavor. You might work for a lower price point or even offer your services free in exchange for a fair review. If you go this route, look into offering your services to a pro bono attorney or someone who works in an area of practice that you're passionate about.

A strong reviews page will outline your strongest traits and what clients can expect when they work with you. Add asking for reviews to your sales process—you'd be surprised how many clients really want to help out the service providers they trust. You can ask for referrals at the same time for a real boost to your business. As [stated by Dale Carnegie](#), "91% of clients will give a referral, but only 11% of salespeople will ask for one." Be part of the 11%!

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Hiring an Interpreter for a Legal Proceeding

By: Karina I. De La Cruz, President
of Horizon Legal Solutions



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When hiring an interpreter for a legal proceeding, there are a few things attorneys should consider. Law firms should request the interpreter's credentials, especially when dealing with high profile cases. The mere fact that a person is fluent in another language does not qualify them to interpret in a court of law or at a legal proceeding. Informing the agency of the type of case the interpreter will be dealing with helps the agency locate the interpreter that is the "right fit" for the proceeding. For instance, in medical malpractice cases an interpreter with both a medical certification and a state certification will be best equipped to handle the assignment. Hiring an interpreter with a background in technology will not be the best suited candidate, if you are dealing with a case involving heavy medical terminology.

It is important to know that the judicial system requires that a person interpreting in a legal proceeding must not only have qualifications, but they must also have experience. An interpreter should always follow judicial guidelines and ethics. One of the most important guidelines is not to give legal advice during the proceeding.

Perhaps, one of the most common mistakes law firms make when hiring an interpreter is assuming that all interpreters are certified. The State of Florida only offers certification in the following languages:

- Spanish
- Haitian Creole
 - French
 - Russian
- Portuguese
 - Mandarin
- Bosnian, Serbian, Croatian

The certified court interpreter represents the highest state-level designation an interpreter can uphold, and agencies should always reach out to the certified interpreters first.

The next time you need to hire the services of an interpreter, you must ask the following important questions:

- 1) Have you previously interpreted in a court of law?
- 2) Are you certified or what credentials do you have?
- 3) Through what agencies are your qualifications valid?

Last, but not least, it is important to schedule your interpreter directly through an interpreting/translation agency, so that your request do not get lost in translation. Hiring the interpreter/translator directly through an agency also helps you keep your costs low and ultimately save your clients money.

For additional information, please visit our website www.horizonls.com or contact us via email: schedule@horizonls.com or telephone: 1-800-315-1663.

ABOUT THE AUTHOR:

Karina I. De La Cruz, President

As President and Director of Language Pickup by Horizon Legal Solutions, Karina De La Cruz has a vast knowledge in the legal field. Her expertise in the legal arena allows her to understand the needs of both legal and medical professionals.

Karina obtained an Associates of Arts in Paralegal Studies from Cooper Career College. She then went on to obtain her Bachelor's Degree in Business Administration, with a major in International Business, from Northwood University in West Palm Beach, FL. She attended Nova Southeastern University for her post graduate studies in Master's in Business Administration (MBA).

As a legal assistant and paralegal for nearly 10 years, Mrs. De La Cruz was employed by some of the most prominent law firms in South Florida. She saw the need for language services and in 2006 founded Horizon Legal Solutions, Inc.





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Actionable Steps to Becoming a Successful Freelance Paralegal



Best Virtual Paralegal LLC

By: Holly A. Sheriff, MSLS, MCC, CCC, PCC, LPCC, CPP On behalf of Best Virtual Paralegal LLC (BVP)

Becoming a successful freelance paralegal does not happen overnight. It takes persistence and self-determination. Your success hinges on your ability to keep yourself motivated to achieve your goals.

Here are some actionable steps you can take today to help you become the successful freelance paralegal you want to be.

- 1. Identify your strengths and weaknesses.** Successful businesspeople have one thing in common. They know their strengths and weaknesses. To fill the gaps, they hire other experts. Hire a business coach at the onset of your business can help you avoid making costly mistakes.
- 2. Challenge yourself.** Entrepreneurs by nature are always challenging limits. Learn to keep challenging yourself even when it is scary.
- 3. Overcome your fear of not knowing enough.** Understand that there is a difference between knowing it all and being all-knowing as a businessperson and professional. None of which has any place in your business.
- 4. Talk to your friends, family, and network.** Nurture your relationships. Polite small talk is important. Show people that you care more about them as people than what they can do for you. Building connections within your network is the most powerful thing you can do when starting a business.
- 5. Constantly work on your personal brand.** If you come across as snarky, people won't buy what you're selling. Share the credit, be kind, and be humble. This will speak louder than any billboard.

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ABOUT THE AUTHOR:

Holly A. Sheriff, MSLS is the founding senior litigation paralegal, certified master coach, paralegal educator behind [Best Virtual Paralegal LLC \(BVP\)](#) (@bvparalegal). Whether it's assisting lawyers to practice better, helping paralegals with their professional development, helping freelance paralegals start profitable businesses, or consulting with legal professionals on best practices for automating complex set of documents and tasks, Holly is focused on helping her clients scale, grow, & live better. Connect with Holly via [LinkedIn](#) | [Business Card & Links](#)



The Top 4 Side Hustles for Virtual Paralegals

By: Stacey M. Lake,
On behalf of LawWurk



Nationwide, the demand for paralegals is increasing. It's no surprise, really—paralegals conduct research, prepare documents, get lawyers ready for court, and engage with clients, all while putting out the hundreds of small fires that arise in law firms every day. Attorneys lean heavily on skilled paralegals to keep their firms running.

Of course, as a paralegal who likely spends your workdays switching between a dozen different tasks, you already know this. But do you know how your diverse skillset prepares you for a variety of side hustles?

Whether you're looking for income to replace your paralegal income or you want to supplement what you're already earning, there are side hustles that make full use of the skills you've developed as a paralegal.

1. [Serve the General Public](#)

In some states, paralegals can seek licensure that allows them to draft documents, assist clients in figuring out their goals, assist in mediation, and perform other tasks. The most important thing to know about this option is that it *is not allowed in every state*. In many states, working as a paralegal without being under the supervision of an attorney is against the law. Let's be honest, a bad rap with the law doesn't inspire confidence in possible legal clients.

If you live in California, Utah, Nevada, Arizona, or Washington, this could be an excellent way to build an extra stream of income. California paralegals can become legal document assistants by registering in the county where they work, post a \$25,000 bond, and ensure that they have the necessary training. The [California Association of Legal Document Assistants](#) is a resource for those seeking certification or networking.

Utah allows [Licensed Paralegal Practitioners](#) to assist self-represented clients in family law, debt collection matters, and forcible entry and lawful detainer cases. To qualify, you must have paralegal training plus at least 500 hours of substantive experience within the previous three years.

Nevada paralegals can offer [document preparation services](#), but their scope of work is extremely specific and limited. In this role, they are not legal professionals and cannot represent clients or give legal advice.

If you work in Arizona, consider becoming a [legal document preparer](#). This role lets you prepare legal documents without an attorney's supervision. Your client base would be people who are representing themselves in legal matters.

Currently, Washington allows [Limited License Legal Technicians](#) to assist people with family law matters. They offer limited services and are licensed by the Washington Supreme Court. However, the Washington Supreme Court has decided to sunset this program, and only those who complete their coursework by July 31 of 2022 are eligible for licensure.

Clients may include anyone in the public in need of specific document preparation or legal services. Practitioners can look for people seeking help on social media, connect with their local Chamber of Commerce and legal associations, and become active in professional networking groups.

2. [Become an Online Business Manager](#)

Online business managers use many of the same skills that paralegals do, including prioritizing tasks, handling day-to-day operations, connecting with clients, and managing paperwork. So, if your special skill as a paralegal is managing the chaos of a stressed-out attorney, why not use that to help stressed-out entrepreneurs?

Tasks vary from client to client, depending on their field and which jobs they want to offload. Online business managers often manage projects, oversee freelancers or consultants, track metrics on existing projects, and streamline daily tasks. A lot of this parallels what you already do as a paralegal, but you will need to further your education and experience to really step into this role.

Option A: take a certification course. If you're not secure in your ability to become an online business manager, this path may give you the confidence boost you need. On top of that, it is a sign of knowledge and expertise to potential clients. Option B: just jump in and figure it out as you go. The Internet is full of free resources, and you can start out by offering the skills you already know while you learn the skills you have yet to master.

Anywhere business owners congregate, you can find clients. Consider online freelancing platforms like Upwork or Toptal, but know that these platforms do take a fee for their services. You could also connect with business owners from around the world in Facebook groups or LinkedIn. As you gain clients and make a name for yourself, it will become increasingly easier to add to your client base.

3. [Help Others as A Notary Public](#)

Notary publics witness the signing of documents and confirm that the documents were signed by the correct people. Their work is required for many court proceedings and legal issues, but the work itself often only takes a few minutes. You might offer in-person notary services, remote notarization, and loan signing services. This is an excellent option if you are looking for a side hustle that doesn't take a ton of time and lets you set your rates.

The process of becoming a notary public differs from state to state. In general, you need to complete a short training course, submit an application, pay a fee, go through a background check, get a surety bond, and get approved by the state regulatory board.

There are lots of places you can find clients but be flexible—a lot of people leave these things until the last minute, only to hop onto Facebook and ask frantically where they can find a notary public for their divorce paperwork, mortgage documents, or bankruptcy paperwork. The silver lining there is that, depending on which state you live in and its limits on notary charges, you may be able to charge more for a rush service. If you want to provide remote notarizing services, look into sites like Notarize. Make it easy for potential clients to find you by signing up for Google My Business and sites like LawWurk.

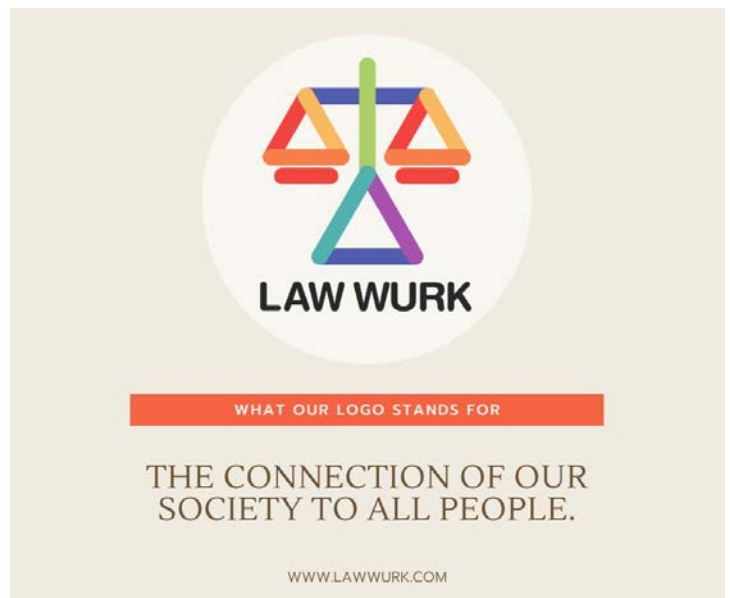
4. [Start A Virtual Assistant Business](#)

If flexibility is your top priority, you'll probably want to start with virtual assisting as your first side hustle. There are as many different ways to be a VA as there are people who fill this role. Clients might want you to handle their payroll every two weeks, screen their calls, set up appointments and handle cancellations, take notes during meetings, handle client accounts, talk to clients, or create content—and that's just a few of the tasks a VA can do. Really, you're only limited by what you *can* do and what you *want* to do. If there are some tasks you love doing in your daily work as a paralegal and others you can't stand, you can focus on finding clients that need your preferred services.

"Virtual assistant" is not a protected term, so you don't need to do any specialized training or experience to call yourself one. However, you might find it helpful to take an online VA course, read blogs written by successful VAs, or check out virtual assistants' websites to know what to expect.

Many of the places you can find work as an online business manager are also great resources for aspiring virtual assistants. Look into LawWurk, Upwork, LinkedIn, and networking social media groups. Getting involved with the [Association of Virtual Assistants](#) can give you credibility, help you connect with potential clients, and invest in your side hustle with continuing education.

The hard work you've put in to become a successful paralegal has already paid off in your legal career. Now you can use it to develop a side hustle that will help you reach your financial goals.



Legal Translation: The Ins and Outs of Translating Legal Documents

By: eTranslation Services



Legal translation is a complex and nuanced process that can be difficult to navigate. There are many things to consider when translating legal documents, from ensuring accuracy and precision to making sure the translations are legally binding.

In this blog post, we will discuss the ins and outs of legal translation, including what you need to know before you get started. We'll also provide some tips for finding a qualified legal translator!

What is legal translation, and what are the types of documents that typically require it?

Legal translation is the process of translating documents and other materials related to law and the legal system. This can include everything from contracts and court documents to birth certificates and passports. In order to be legally binding, these translations must be accurate and precise; any errors could have serious repercussions.

There are a few different types of legal translation:

Contract Translation: This type of translation is typically used for business contracts, such as employment agreements, sale of goods contracts, and so on. The translator must ensure that all terms and conditions are accurately translated and that the meaning of the contract is not changed in any way.

Court Document Translation: As you might expect, this type of translation is often used for documents filed with or issued by the courts. This can include everything from birth and death certificates to court orders and judgments. Again, accuracy is critical to ensure that the meaning of the document is not changed.

Passport Translation: Passport translation is a bit different from other types of legal translation, as it typically requires certification by a government agency. The translator must accurately translate all the information on the passport, including the holder's name, date of birth, and country of citizenship.

The importance of accuracy in legal translations cannot be overstated. A single mistake could lead to serious legal consequences, so it is essential that you work with a qualified and experienced translator.

In addition to being accurate, the translator must also be familiar with the legal system in both the source and target countries. This will ensure that they are able to correctly translate any technical jargon or legal terms.

How to find a qualified legal translator?

There are a few different ways to find a qualified legal translator:

- Check with your local bar association or law society. They may have a list of recommended translators.
- Ask for referrals from other lawyers or businesses that have used legal translation services.
- Search for translators who are certified by the American Translators Association or another professional organization.
- Check the translator's credentials to make sure they have the experience and qualifications necessary to provide accurate and precise translations.

When you're looking for a legal translator, it's important to find someone who you can trust to do an excellent job. Once you've found a few potential candidates, be sure to ask them about their experience, qualifications, and rates. You should also ask for samples of their work to get an idea of their style and quality.

Remember, the most important thing is to find a qualified and experienced translator who you can trust to do a great job. With the right translator on your team, you can rest assured that your legal documents will be accurately and precisely translated. Contact us today to learn more about our legal translation services!

The steps involved in translating a legal document

1. The translator reviews the document to be translated and familiarizes themselves with the subject matter.
2. The translator researches any terms or concepts that are unfamiliar to them.
3. The translator translates the document into the target language, taking care to ensure that all meaning is retained and that no errors are made.
4. The translator proofreads the translation for accuracy and clarity.
5. The translation is reviewed by a second translator (or another expert) to check for errors.
6. Once the translation has been approved, it is delivered to the client.

As you can see, there are a number of steps involved in translating a legal document. This process is important to ensure that the final product is accurate and precise. If you're in need of legal translation services, be sure to contact us today! We would be happy to assist you.

Tips for ensuring a smooth translation process

There are a few things you can do to help ensure a smooth and successful translation process:

- Make sure the source document is clear and concise. This will make it easier for the translator to understand and correctly translate the information.
- Provide any background information or context that might be helpful to the translator. This will help them to better understand the document and provide a more accurate translation.
- Choose a target language that is widely spoken and understood. This will help to ensure that your translated document can be easily understood by its intended audience.
- Work with a professional translation service provider that has experience translating legal documents. This will help to ensure that your document is accurately and precisely translated.



Common issues that can arise during a legal translation and how to resolve them

There are a few common issues that can arise during a legal translation:

Incorrect or imprecise translations can lead to misunderstandings or inaccuracies in the final document. Be sure to work with a qualified and experienced translator who you can trust to provide accurate and precise translations.

The meaning of some legal terms or concepts may be lost in translation. This is why it's important to work with a translator who is familiar with the subject matter and can ensure that all meaning is retained in the translation.

Some legal documents may be very long or complex, which can make them challenging to translate. In these cases, it's important to work with a translator who has the experience and qualifications necessary to handle complex translations.

When it comes to legal translation, accuracy is key. Any mistake can have serious consequences for all parties involved in a legal case. That's why it's important to work with a professional translation service that has experience translating legal documents.

At eTranslation Services, we have a team of experienced translators who are experts in the field of legal translation. We understand the importance of accuracy and precision when translating legal documents, and we always take care to ensure that all translations meet the highest standards of quality. If you need a legal document translated, contact us today for a free quote. We would be happy to help you get the accurate translation you need for your next court case or business transaction.

ABOUT THE AUTHOR:

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How to Remind People Without Vexing



Best Virtual Paralegal LLC

By: Holly A. Sheriff, MSLS, MCC, CCC, PCC, LPCC, CPP on behalf of Best Virtual Paralegal LLC (BVP)

As a paralegal, you must remind attorneys and clients every day about upcoming deadlines. This can be frustrating and awkward. Plus, sending reminders can become a full-time job if you work 100% remotely and see no one face-to-face. Sending reminders under these circumstances may increase your anxiety. Nobody wants to come across as a nag. Everyone at work should aim for their interactions to be positive and uplifting regardless of their position. Nobody wants to go to work and sound like an irritating in-law.

To excel as a paralegal, you must communicate well with many types of personalities. But no matter your audience, there are a few universal rules that will ensure your message, or your reminder is received positively.

1. **Use "I statements."** "I statements" help communicate facts versus accusations.
2. **Communicate in after-effects.** When people understand why you want them to do something and how it will benefit them, they are more likely to follow through.
3. **Let them know what you plan to do next.** This could sometimes be the consequence of them not doing what you want them to do.

Here is a sample template language illustrating this method:

Unfortunately, I have not received the answers to the opposing party's discovery due by March 1, 2022. I have attached the original copy as a reminder.

To avoid accusatory language, the example above is framed, so it avoids accusatory language. However, it is straightforward and professional. You can only control what you say and do during an interaction when reminding people of essential tasks. You cannot control the other person. The two things you can always control are politeness and professionalism. Everyone is busy. They can't respond as fast as you need. You may not know all their obligations. Usually, their failure to respond has little to do with you and more to do with their perspective on the issue.

Sending reminders should not cause anxiety. On the contrary, reminding folks should be the easiest part of a paralegal's job and a welcomed opportunity to foster strong relationships.

ABOUT THE AUTHOR:

Holly A. Sheriff, MSLS is the founding senior litigation paralegal, certified master coach, paralegal educator behind [Best Virtual Paralegal LLC \(BVP\)](#) (@bvparalegal). Whether it's assisting lawyers to practice better, helping paralegals with their professional development, helping freelance paralegals start profitable businesses, or consulting with legal professionals on best practices for automating complex set of documents and tasks, Holly is focused on helping her clients scale, grow, & live better. Connect with Holly via [LinkedIn](#) | [Business Card & Links](#)



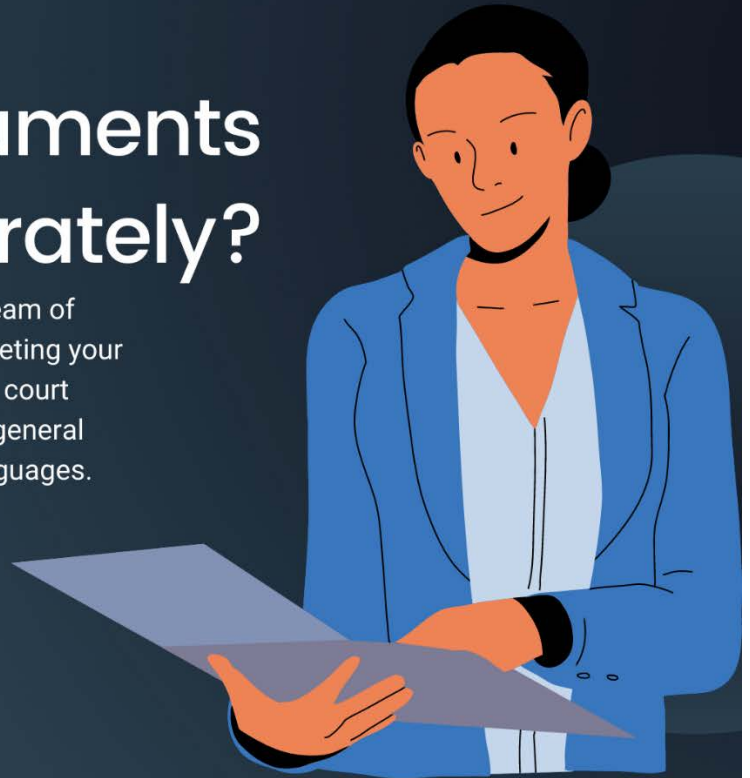


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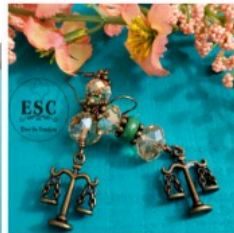
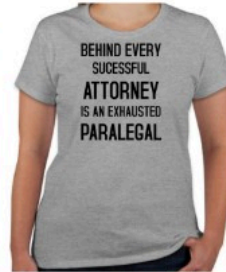
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