

# PARALEGALS CONNECT MAGAZINE

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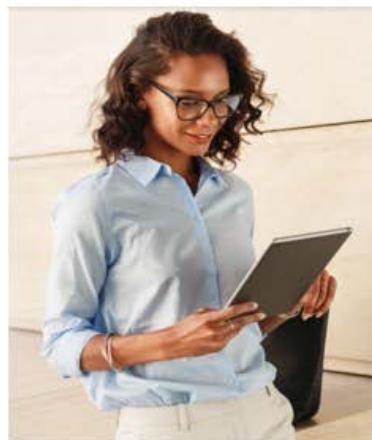
## MEET OUR AFFILIATE PARTNER

Ann Pearson with Paralegal Boot Camp provides paralegal professional development programs and actionable strategies for becoming a rockstar paralegal through her courses, blog, and podcast: Paralegals on Fire!

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*“Our Groups are accelerating Paralegals, Future Paralegals, and Future Attorneys Worldwide”  
Currently, our groups have approximately 31,400+ combined active members worldwide.*

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# 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!

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



I started my first legal job at a law office in 2004 as a legal secretary. At that time, I had so much admiration for the paralegal at that firm and she taught me so much. I had a deep desire to become a paralegal, so I started a paralegal certificate program and was promoted to a paralegal position in 2006 after graduating.

In 2008, I went back to school and attended the Center for Advanced Legal Studies and earned a degree in Paralegal Studies. Some days while studying I spent several hours researching to understand some of the assignments. I knew few fellow paralegals to help me better understand the procedures.

In 2013, I changed my area of law and started a new job as an Intellectual Property litigation paralegal. I again found myself spending hours researching to understand these new procedures. This is when I created Paralegals Connect. I wanted to create a support group for paralegals from all around the world to connect, learn, and grow from each other, and to try to eliminate the hours of confusion and research so others wouldn't struggle as much as I had to. A place where you could go to get your questions answered quickly. I wanted to create a platform where paralegals could connect with others to ask for employment advice and to learn to streamline their tasks and work quickly and efficiently. I have always had this desire to support the paralegal community.

Nine years later, Paralegals Connect now consist of over 31,400 members worldwide and is on all social media platforms including Facebook, LinkedIn, Instagram, and Twitter. Paralegals Connect has also produced the Paralegals Connect Magazine four times a year since 2018.

In February 2022, I decided to resign from my position as a Real Estate Paralegal at a large law firm in Houston, Texas, where I had worked for the past seven and a half years. This was a very difficult decision for me to make. I was overall unhappy with my position and the commute time. I wasn't being challenged anymore, and there was no room for promotion, which started causing me to suffer from depression. I submitted my 2-week resignation and began looking for a position to better suit me.

### Important Things to Remember When You Resign:

- **Give at least the minimal standard two-week notice.** Do not take vacation time during this time.
- **Invest great time and effort to your handover.** You will be remembered for how you left your position, and this time will reflect your character. Spend this time preparing for handing over your position including finishing projects, creating training manuals, training employees, cleaning your area, etc.
- **Ask for a written letter of recommendation from your direct supervisors.** Your direct supervisor may not be employed by the company by the time they are called upon for a recommendation.

# MEET THE CREATOR OF PARALEGALS CONNECT

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.

Here we are in March 2022, and I am so very excited to announce that I have just accepted a new position as a paralegal recruiter with Newhouse + Noblin. Newhouse + Noblin provides legal and executive search consulting services to clients and candidates throughout the U.S., while maintaining offices in Dallas, Houston, Austin, Denver, and Los Angeles. We are proud to have top-tier recruiters in our industry, which allows us to provide our clients with superior experience, professionalism, and effectiveness. Based in Houston, Texas, I am focusing on the permanent and temporary placement of paralegals throughout Texas and the U.S.

After 18-years of working in a law office, this will be a new chapter in my life, which will still allow me to dedicate even more of my time and energy in my passion for supporting the paralegal community.

If you are feeling drained or unchallenged from your current position, as I was, or your current position offers no room for growth and advancement, it may be time to start looking into finding a new paralegal position that better suits you.

Please feel free to reach out to me with any questions you have about the market, and I can keep an eye out for you for new opportunities.

Below are some good ideas to get you started in your new job search.

- **Spend time updating your resume.** Ensure that your resume is up to date including, company name, job title, and dates of employment. Also include detailed information on your substantial paralegal duties, including what area of law you have worked in, i.e., Real Estate Paralegal, Intellectual Property Paralegal, etc. Include which courts you have worked with rather it be state court, federal, etc. Include why types of litigation you have experience in.
- **Update your LinkedIn Profile.** Ensure that your resume reflects the information listed on your LinkedIn profile. Add detailed information about your experience and what type of position you are seeking in the About Me section.
- **Perfect Your Video Conferences.** Ensure that your camera is at eye level, that you look into the camera as much as possible, adjust your lighting, and you have a professional background free of clutter.
- **Review your public social media content.** Remove any unprofessional posts or photos or any other content that may raise a red flag.

Once you have done these things, feel free to contact me and/or email your resume and I can help assist you with additional tips help you stand out from the crowd. I look forward to hearing from you!



## Crystal Cornett, Creator of Paralegals Connect

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[Phone/Text 832-696-9315](tel:832-696-9315)

Crystal has been 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.

# 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 **31,400+ combined members worldwide.**



**Website** [www.ParalegalsConnect.com](http://www.ParalegalsConnect.com)

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

**Paralegals Connect (Main Group)** (16,553 Members)

[www.Facebook.com/Groups/ParalegalsConnect](http://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** (7,221 Members)

[www.Facebook.com/Groups/PCEmploymentBoard](http://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** (3,787 Members)

[www.Facebook.com/Groups/Virtual.FreelanceParalegalsConnect](http://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** (900 Members)

[www.Facebook.com/Groups/ParalegalsConnectStudyGroup](http://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** (1,319 Followers)

[www.Instagram.com/ParalegalsConnect](http://www.Instagram.com/ParalegalsConnect)

#ParalegalsConnect

**Paralegals Connect: Twitter** (233 Members)

<https://Twitter.com/ParalegalsCnnct>

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**Paralegals Connect: Facebook Page** (865 Followers)

[www.Facebook.com/pg/ParalegalsConnect](http://www.Facebook.com/pg/ParalegalsConnect)

**Paralegals Connect: LinkedIn**

Group: <https://www.linkedin.com/groups/9052061/> (536 Members)

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

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

[www.ParalegalsConnect.com](http://www.ParalegalsConnect.com)

# 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 **31,400+ 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](mailto:Crystal@ParalegalsConnect.com) for additional information or visit [www.ParalegalsConnect.com/Become-an-Affiliate.html](http://www.ParalegalsConnect.com/Become-an-Affiliate.html)

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**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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Jennifer M. Celaya founded Silicon Valley Legal Services in 1999 out of the passionate vision drawn from her own experiences with the Family Courts. Although her focus is mainly on document preparation for Family Court such as child custody, child support, divorces, etc. she also has the knowledge and experience to prepare other documents such as name changes, property transfers, drafting trusts or wills, and much more. **DISCLAIMER:** Silicon Valley Legal is the affordable non-attorney solution for all your legal document preparation needs in the Bay Area. Silicon Valley Legal is not a law firm and cannot represent you in court, advise you about your legal rights or the law, or select legal forms for you. We can only provide self-help services at your specific direction and guidance.



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New Beginnings Family Services (NBFS) began out of a need to strengthen family ties while going through the legal justice system. These needs demand a response, one which we took as a Mandate for a Call-to-Action. Our answer to that call was to Organize and Educate, and NBFS was born. As a non-profit organization, we offer low and no-cost services, courses, and classes on a variety of subjects, such as Parent-to-Parent Mentoring, Navigating the Legal System, and Understanding Adverse Childhood Experiences (ACE's Studies) during transitions. For field professionals, we also provide development training in Family Literacy, and Compassion Informed Servicing, amongst others. As an organization, our goal is to provide for and facilitate mutual understanding between all parties, intersections, and institutional facets in the Family, Legal and Mental Health Service overlap to do what's best for the child. We focus on children by keeping families together with preventative Case Management.



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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 (USD) Law School. Jackie is also a member of NALA's Continuing Education Council and the Paralegal Educators Committee. She has numerous published articles in NALA's *Facts & Findings – The Paralegal Magazine*, *NFPA's National Paralegal Reporter*, and the Paralegals Connect Newsletter. Jackie's passion is to help paralegals at all levels with professional document and letter writing, persuasive memo writing, precise legal citations, and improved grammar 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 email course focused on writing general correspondence, demand and status letters, and professional emails. The course includes grammar and punctuation exercises along with practice writing in active voice and avoiding legal jargon.

Email your questions to [jackie@theparalegalwriter.com](mailto:jackie@theparalegalwriter.com).

Join the Facebook Group at

[www.facebook.com/Groups/ParalegalsWrite](https://www.facebook.com/Groups/ParalegalsWrite)



Learn more about Jackie at

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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.

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## EUNICE COLÓN / EVER SO CREATIVE

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.

[www.etsy.com/shop/EverSoCreative](http://www.etsy.com/shop/EverSoCreative)



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## Jud Patterson

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### Links to contact and social:

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- ❖ Affiliate Partners are listed on the Affiliate Tab on our website.
- ❖ Affiliate Partners are listed in our magazine.
- ❖ Affiliate Partners can include articles in our magazines about their services.
  - ❖ Affiliate Partners can purchase ad space in our magazines.
  - ❖ Affiliate Partners can purchase discounted magazine copies.
  - Links to all groups are on our website: [www.ParalegalsConnect.com](http://www.ParalegalsConnect.com)

Paralegals Connect (Main Facebook Group)	16,553 Members
Paralegals Connect: Employment Board Facebook Group	7,221 Members
Virtual / Freelance Paralegals Connect Facebook Group	3,787 Members
Paralegals Connect: Study Group Facebook Group	900 Members
Facebook Page	865
Instagram Follower	1,319
Twitter Followers	233
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# It May Be Time to Change Things Up

By: Jackie Van Dyke, MPS, CP®



Learn more about Jackie at

[www.TheParalegalWriter.com](http://www.TheParalegalWriter.com)

Do you find yourself emotionally exhausted? Some paralegals working remotely find themselves putting in longer hours than when they commuted to the office before the pandemic began. Juggling work with home distractions can also be exhausting. Some of us are going through the motions of our workday in rote mode. The work itself is so mundane that we may even overlook important details. Minor adjustments can generate a new sense of well-being.

Try working from a different space. Give yourself a change of scenery. Consider a standing/sitting desk. According to Workrite, switching positions periodically throughout the day decreases obesity, blood pressure, and diabetes. In addition, moving helps with circulation and protects against chronic pain and inflammation.

Exercise is essential to our well-being. Set a timer, move away from the desk, and take one or two 15-minute walks throughout the workday. Schedule this new habit at the same time each day and write it in your calendar. Create moments throughout the day to care for a plant or simply stand up from your chair and breathe. Then, return to your desk with a fresh perspective.

It's the small habits.  
How you [begin] your mornings.  
How you talk to yourself.  
That will change your life.

- Michael Tonge

Do you feel bored or restless in your current role? Consider mentoring a paralegal student or volunteering in your local paralegal association. Sharing your talents with others can be very rewarding. Volunteering can provide a sense of purpose and socialization. In addition, a distraction from work may prove healthy. Mental health therapist Mark Loewen noted in Insider Magazine, "shifting focus away from work helps the brain reboot."

Maybe you want more? Share your expertise by presenting a webinar or writing an article for a legal publication. Perhaps you want to become part of your firm's management team. Let your supervisor know that you are interested in opportunities to contribute to the firm's leadership.

A personal wellness plan must be part of the effort to combat work stress. Get adequate sleep and eat healthy foods. Start a hobby. Organize a Happy Hour and network. Social interaction stimulates our brains.

Above all else, take a few minutes each day to pay attention to how you feel and what you need to be your best self. You deserve it!



## ABOUT THE AUTHOR:

*Jackie Van Dyke, MPS, CP®* is a certified paralegal, professor in paralegal studies, copy editor, published author, writing coach, and paralegal student mentor. She formerly worked as a senior trademark paralegal for an international nonprofit corporation. She can be reached at [jackie@theparalegalwriter.com](mailto:jackie@theparalegalwriter.com).

# Alternative Career Options for Paralegals

By: Ann Pearson



The skills that you've acquired throughout your paralegal career have opened the door to unlimited employment opportunities if you are looking for a paralegal career path that does not have the title "paralegal" that utilizes your paralegal skills and experience.

## Here are 15 Alternative Career Options:

1. Legal Staffing Recruiter
2. Professional Development and Training Manager
3. Pro Bono Program Coordinator
4. Project Manager for legal support vendor
5. Legislative Affairs Director for a county government agency
6. Business Development/Sales for legal support vendor
7. Professional Blogger/Marketer to the legal field
8. Mediator
9. Litigation Support Analyst
10. Executive position at a venture capital company
11. Foreclosure Specialist
12. Contracts Administrator
13. Compliance Specialist
14. Investigator or Process Server
15. Conflicts Specialist for a law firm

The list of alternative paralegal career options could be unlimited. Start by doing a Google search for one of the titles on the list and you will discover even more job opportunities gained from your prior paralegal career.

Maybe you've been a litigation paralegal for several years (or corporate paralegal, real estate paralegal...fill in any practice area here) and you're looking for a career change. You might be interested in exploring some alternative paralegal career options. Your paralegal degree combined with your paralegal skills can lead you to career options that utilize the skills you have acquired through your paralegal experience.

**Ask yourself: What do I enjoy the most about being a paralegal?**

Are you a litigation paralegal who enjoys networking and sales conversations? Then maybe a sales position for a legal vendor would be a better fit than managing document review projects as a litigation paralegal in a typical law firm setting.

Are you a litigation paralegal who has been working with e-discovery tools? Maybe you would enjoy working for an e-discovery software company as a project manager.

Are you a corporate paralegal who enjoys the operations and financial side of managing projects and have an undergraduate degree in business management? Then maybe you would be better suited for a VP of Operations or an Office Administrator at a small company that would allow you to combine your education with your paralegal skills.

**What do you have experience in, what are you good at, and what gets you motivated?**

Are you a litigation paralegal who loves to do legal research and writing more than interacting with clients? Then a job in a library or a research company would probably get you more research assignments than being a paralegal at a large law firm that already has dozens of associates doing most of the research. Another alternative paralegal career path might be to work for one of the legal publishing companies or online legal research companies.

**You have developed many skills to expand your paralegal career path.**

Kristine Wilder, Manager of Records & Information Management for Walt Disney Company agreed "it has been many years since I worked as a litigation paralegal, but I continue to use my paralegal skills every day in my position." Wilder now uses those skills to assist her and her team when they are establishing new information compliance policies for over 195,000 employees across the various business divisions of Walt Disney Company. Wilder now feels like she is charting her own course every day and not limited by views that she can only do a limited type of work or have limited interactions.



**When you move outside the law firm and corporate legal department, you also move away from the labels** we have all grown accustomed to in the legal industry: paralegal/attorney, attorney/non-attorney, or professionals/staff. Wilder added “In my current role, there are no labels or limits to what I can achieve. Without limits, I now enjoy driving initiatives, looking at the big picture of the company, and how I can best serve the company without any restrictions that hold me back in my position here.”

When you are thinking it might be time to start Act II of your career, consider drafting up a plan to help you evaluate your options and decide which career path you might want to take.

**Step 1: Spend some time thinking about what it is that you are passionate about.**

This does not mean thinking about the new title that you want. It means doing some soul searching on what makes you happy, what you enjoy about your paralegal career, and what you do not enjoy. Ahmadih did exactly that when he was contemplating what he wanted out of his career. He suggests that you “turn off the tv, the radio, and all of the other devices – and just think. Think outside the box. Think about what it is that makes you happy, what aspects of your paralegal job you enjoy, which aspects you don’t, and where your strengths are.”

**Step 2: Do a career assessment.**

If you have been working as a paralegal for most of your career, it might be helpful to talk to a career coach or take a career assessment test. It would be worth the investment to learn what areas you excel in and bring you the most joy and satisfaction.

A career coach can help you assess your professional situation with a greater degree of insight, analysis, honesty, and encouragement. A coach can evaluate your work history to help you better define your skills and abilities. They can also help to build your confidence to overcome limitations you may have put on yourself. Coaching sessions help you explore your career strengths and develop a plan for moving in a new direction.

**Step 3: Know what that new field requires for employment and success in that field.**

Some career alternatives might require some additional training or education specific to that industry when you decide to make the career transition from paralegal to another field. Find out what those are before you make any decisions. For example, if you are considering a teaching job, you would have more options available to you if you had a master’s degree. If you were interested in a sales position, you might want to explore some courses on sales techniques. You would also want to talk to as many legal support vendors as possible to learn what it takes to be successful in that position. Make sure you understand the pros and cons of any role you are considering transitioning to.

**Step 4: Update your paralegal resume.**

If you have spent most of your career working as a paralegal in a law firm, it’s probably been a while since you took a look at your resume from a different perspective. First, you’ll want to make sure that your resume is up to date. But then you have to look at the list of paralegal skills that you have acquired throughout your career and revise your resume to focus on those transferable skills that would apply to the new career path that you want to take. One place to start is to search for job postings for that new position and see which skills they list as “preferred” and which skills they list as “must-have.”

**Another Paralegal Career Path - Become an Entrepreneur**

One other path that your paralegal career can take you on: becoming an entrepreneur! That’s what I did after almost 20 years of working as a litigation paralegal and then a paralegal manager. In 2020, the [Paralegal Boot Camp](#) celebrated a decade in business! It’s been so rewarding to be my own boss and build a company doing things that I enjoy every single day.

**PARALEGAL ★ BOOTCAMP®**



**ABOUT THE AUTHOR:**

**Ann Pearson** is the Founder and Director of Training at the Paralegal Boot Camp®. Ann develops training programs exclusively for paralegals and a unique hands-on practical approach designed to provide practical skills for working in law firms, corporate legal departments, and government agencies. Before founding the Paralegal Boot Camp in 2010, Ms. Pearson had 20 years of experience in the legal industry, first as a litigation paralegal at a boutique law firm in Sarasota, Florida, and then as a litigation paralegal at Holland & Knight LLP. She later became the paralegal manager at McKenna, Long & Aldridge LLP (now Dentons). She managed the paralegals and case assistants in their Atlanta, New York, and San Diego offices.

Connect with Ann on LinkedIn: <https://linkedin.com/in/AnnPearson>

Learn more about The Paralegal Boot Camp: <https://Paralegal-BootCamp.com>

# Supercharge Your Clause Library for Advanced Legal Operations

By: Sean Heck, Content Marketing Manager of CobbleStone Software



Clause libraries have proven incredibly useful for advanced legal operations and contract lifecycle management – if appropriately implemented. Unfortunately, your organization can mismanage your clause library with antiquated technology, manual clause tracking and clause storage, and the lack of an expeditious way to leverage clauses during contract authoring and contract negotiation. Luckily, you can supercharge your clause library with user-friendly and robust contract management software. Here's how.

## Clause Library

A clause library is a repository of pre-approved template clauses that your organization can leverage during contract lifecycle management to improve and streamline contract authoring and contract negotiation. A clause library can save your organization valuable time, reduce the risk that arises from contract drafting errors, optimize contract efficiency and contract performance, and much more. Robust contract management software can provide an incredibly secure contract clause library and various tools to streamline clause management.

### Your Clause Library: A Centralized and Secure Repository

A user-friendly clause library within leading contract management software can equip your organization with a centralized repository to store virtually unlimited standard clauses, pre-approved clauses, alternative clauses, fallback clauses, and others. You can utilize this secure contract clause library for various purposes, including highly configurable, rules-based clause inclusion during the generation of new document templates. You can also leverage your clause library as a repository of contract language for improved contract negotiations. This contract language repository can allow contract approval personnel to easily access and insert standard and alternative clause language as redlines. Advanced CLM solutions, such as CobbleStone Software's contract lifecycle management software suite - CobbleStone Contract Insight® – can allow you to either bulk import or add clauses on a one-off basis as needed.

## Streamlined Clause Merging

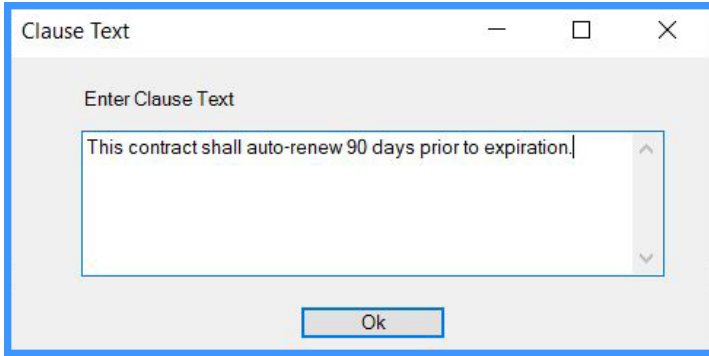
Your organization can also leverage its clause library within trusted contract management software to dynamically merge contract data fields with clauses from its pre-approved clause library. With CobbleStone® - for instance - your organization can easily configure a centralized and secure clause library to promote the drafting of accurate, compliant, and timely contracts. Your team can manage a virtually unlimited number of templates and document versions with mergeable clauses and pre-approved contract data fields.

Your contract management software clause library can also be leveraged for specific or situational templates - such as templates utilized for FAR, DFAR, and GSA contracts. You can utilize CLIN management (contract line item number management) and the seamless insertion of line items into contract templates. You can swiftly export documents as standard files such as PDFs and MS Word documents. You can easily configure user permissions regarding clause library access, and you can even assign a clause owner who is notified whenever there is an attempt to insert or change the assigned clause.

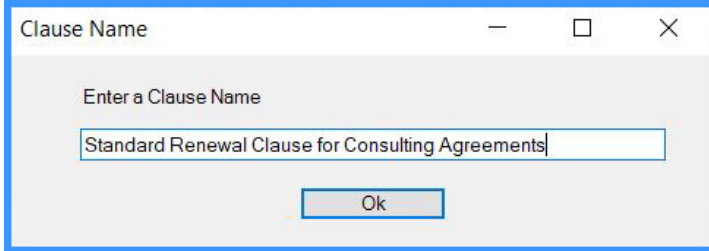
## User-Friendly Clause Insertion

Advanced contract management software solutions offer convenient and seamless integrations for clause library management. For instance, CobbleStone Contract Insight offers the CobbleStone PC Helper App within MS Word.

With the "Create Clause" button within the CobbleStone PC Helper App menu ribbon, you can easily add updated standard language to your organization's clause library. For example, say you would like to add a standard renewal clause to your clause library. You would first provide the desired clause language.

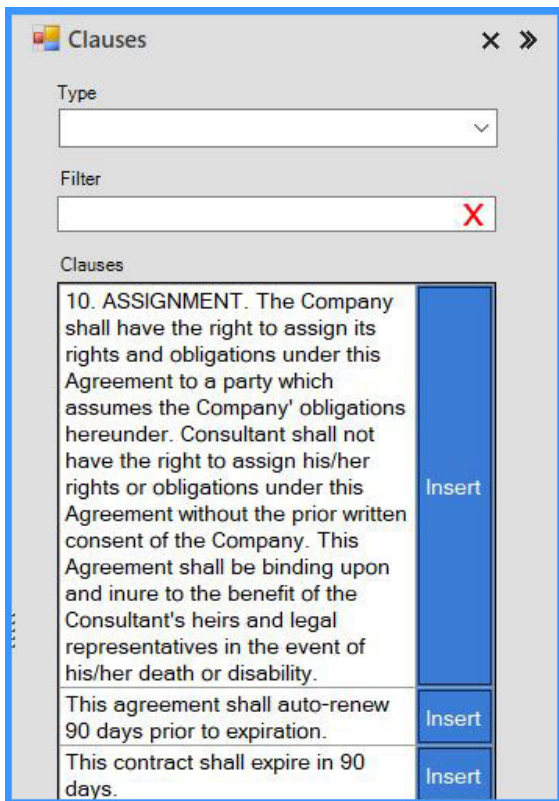


After you have entered the clause text, you can name your clause.



Presto! Just like that, your newly added clause can be easily accessed for inclusion. You can access your pre-approved clause library by clicking "Clause Menu" on the CobbleStone PC Helper App menu ribbon. From there, you can include clauses from your clause library within seconds! You simply need to locate your clause and click "Insert."

To streamline this process even more, clauses can conveniently be searched by type and keyword!



### Optimize Your Clause Library with CobbleStone Contract Insight®

To supercharge your clause library for enhanced legal operations and unprecedented contract lifecycle management, you need a solution to automate clause management and secure your clauses. The only clause library that offers all of the tools mentioned above (and many more) is a clause library powered by CobbleStone Contract Insight CLM software.

CobbleStone Contract Insight is a seamlessly integrated contract lifecycle management software platform that has been trusted and selected by various contract management teams around the globe to assist them in meeting and exceeding their responsibilities. CobbleStone Contract Insight streamlines the stages of the contract lifecycle - including those involving clause management - with increased governance, decreased friction, and sky-high flexibility. CobbleStone has been a visionary developer of contract lifecycle management software for over 20 years – and continues to innovate CLM technology while garnering near-universal acclaim. CobbleStone’s user-friendly, robust, and easily scalable solution seamlessly integrates with many mission-critical applications for centralized contract management. *It’s no wonder why Forrester names CobbleStone a Leader in CLM Software!*

Discover why thousands of contract managers from a variety of industries trust CobbleStone with their contract management needs. To learn more about CobbleStone’s unparalleled CLM software, visit [CobbleStoneSoftware.com/Free-Demo](http://CobbleStoneSoftware.com/Free-Demo) to book a free demo with a CobbleStone Contract Insight expert.

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





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### What is a Paralegal?

- + 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.

### Your Success is Our Priority

- + Courses are designed to educate and prepare graduates for gainful employment.
- + Practicing attorneys and experienced paralegals teach law specialty courses.
- + Financial Aid is available for those who qualify. (**FAFSA School Code: 026047**)

### Attend Class Online or On Campus

- + **Online** - Attend your paralegal program in a highly interactive online classroom where students can see and speak with their professor and classmates in real-time. Attend classes on your computer, laptop, smartphone, or tablet. We bring the classroom to you.
- + **On Campus** - If a classroom setting is your preference, we've got you covered. Classroom instruction provides traditional in-person lecture and increased opportunity for teamwork and collaboration. Weekday and Saturday classes are available.

### Secure Employment after Graduation

- + **Career Services** - We offer a multitude of services to help graduates begin their careers.
- + **Resume Review** - Professional guidance in preparing your resume.
- + **Employer Connections** - Leverage our relationship with hundreds of law firms and employers.
- + **Externships Available** - Gain real world experience before you graduate.

### Accreditation, Memberships & Associations

 Accrediting Commission of Career Schools and Colleges	 American Association for Paralegal Education
 Council on Occupational Education <sup>1</sup>	 National Federation of Paralegal Associations
 Higher Education Coordinating Board	 National Association of Legal Assistants
 Texas Workforce Commission	 Paralegal Division of the State Bar of Texas
 Texas Veterans Commission	

<sup>1</sup> 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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 Interviewing and Investigation  
 Legal Research and Writing  
 Corporate and Business Law  
 Civil Procedure  
 Computers and the Law  
 Personal Injury  
 Family Law

#### General Education

English Composition I  
 English Composition II  
 General Psychology  
 American Government I  
 Introduction to Speech Communication  
 Anatomy & Physiology I

#### Advanced Electives

+ 6 Electives including Externship (7 w/o Externship)  
 Wills, Trusts and Probate  
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# What Is Technical Translation?

## By: Transaption



### [A Guide to Technical Translation](#)

### [Why Is Technical Translation Important to Get Right?](#)

With the likes of AECOM, the huge global engineering company pulling in a staggering 9.1 billion dollars this year, it's not difficult to interpret that global technical businesses are thriving and making a real impact on the economy and requiring specialist services such as technical translation and more.

It goes without saying that technical documents need to be translated by experts in that particular field of business. In order to provide an excellent service in technical translation, it's important that those undertaking the work have full knowledge of not only the crucial linguistic skills required to translate, but also understand how the language fits into a technical or scientific subject field. A fully qualified technical translator will also have extensive knowledge of the subtle nuances of technical language.

But what does that mean? What is a technical translation, how does it differ from the work a standard translator does and why is it important? Let's take a look and find out.

Many of the industries which require such specialist translation services, such as medical, construction, engineering, and technological organizations could find themselves the subject of costly lawsuits if translations are incomplete or poorly executed. If companies decide to cut corners and either choose a cheap poor-quality service or decide to not bother with the cost required to get an expert, professional translation service for crucial documents it could lead to further and potentially increased costs in the future.

### [What is Technical Translation?](#)

To help us understand a little better about the kind of work a technical translator does, let's start by looking at what a general translator does.

### [General Translator](#)

### [Expert Technical Translation Service](#)

A general translator is an occupation that many of us have heard of and the type of translation they are involved in is fairly well known. The skills required for general translations are often used in business meetings such as general document translations such as emails, or sometimes the translator will be live in the room translating in real-time. Although this is indeed a skill that is required, often if companies are involved on a larger scale with business outside of their own country, or even for a specific project, they may require a more technical kind of translation.

If your company requires medical, scientific, technological or any other kind of business documents translated get in touch with us here at Transaption.

### [What Does a Technical Translator Do?](#)

A technical translator who understands the specifics of a company or its business area may be required to translate scientific, mechanical, industrial, or other business-specific documents. These can often be in the form of technical guides, specialist documents, and other texts which relate to the actual practical application of technological and other kinds of scientific work.

With many years of experience in technical translation, we pride ourselves on being one of the **LOWEST-PRICED TECHNICAL TRANSLATION PROVIDERS IN THE INDUSTRY, WITH A QUALITY SERVICE.**

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Email: [Info@transaption.com](mailto:Info@transaption.com)

Call us at [1-888-999-8628 Ext 501.](tel:1-888-999-8628)

Those who are proficient in technical translation will cover the translation of documents that require a high level of specialist knowledge or texts which require the translator to have an in-depth knowledge of terminology and a great understanding of the subject requiring translation.



# *Legal Translation and Interpretation Services: Making Communication Easier In and Out of Court*

*By: eTranslation Services*



Do you need legal translation and interpretation services? If so, you're not alone. Many businesses and individuals find themselves in need of legal translation and interpretation assistance at some point or another.

Whether you're preparing for a court case or simply trying to communicate with someone who doesn't speak your language, professional translation and interpretation services can make communication a lot easier. In this blog post, we'll discuss the benefits of legal translation and interpretation services and explore some of the most common scenarios where they are needed.

Legal translation and interpretation services can help you in several different ways. For example, they can make it easier to communicate with clients, opposing counsel, judges, and other court personnel. They can also help you to understand complex legal documents and proceedings. Additionally, legal translation and interpretation services can be critical during cross-border negotiations and arbitrations.

First, let's talk about what legal translation and interpretation are.

## **What is legal translation?**

Legal translation is the process of translating legal documents from one language to another. This can include things like contracts, court documents, laws, and other official papers.

## **What is legal interpretation?**

Legal interpretation is a bit different than translation. Interpretation involves spoken communication, whereas translation deals with written text. When you need legal interpretation services, you're usually looking for someone to interpret a conversation or hearing in real-time. This can be helpful when communicating with clients or witnesses who don't speak your language fluently.

Now that we've answered the question "what are legal translation and interpretation services?" Let's take a look at some of the most common scenarios where they are needed.

## **Why do I need a legal translator or legal interpreter?**

If you're preparing for a court case, it's important to have all of your documents translated into the court's language. This includes things like contracts, affidavits, and other legal papers. If you don't have your documents translated, the court may not be able to understand them and could potentially dismiss your case.

Legal interpretation is also critical during trials and hearings. If you're unable to understand what's being said due to the language barrier, having a professional interpreter on hand can make a big difference. It can help ensure that you fully understand what's happening in the courtroom and can respond appropriately.

In some cases, legal translation services may also be needed when communicating with clients or witnesses who are located abroad. For example, if you're negotiating a business deal with a company in France, it may be helpful to have a translator on hand to help smooth communication.

Similarly, legal interpretation services can be useful during cross-border arbitrations. If the parties involved are from different countries, it's important to have someone who can interpret all of the relevant languages into one common language. This can help ensure that everyone is on the same page and that misunderstandings don't happen.

Legal translation and interpretation services play an important role in many different aspects of the law. Whether you're preparing for court or simply trying to communicate with someone who doesn't speak your language, professional translation and interpretation services can make communication a lot easier.



### How does legal translation work?

Now that we've discussed some of the most common scenarios where legal translation and interpretation services are needed, let's take a look at how legal translation actually works.

Legal translation is typically done by human translators who are fluent in both the source and target languages. This is different than machine translation, which relies on algorithms to translate text.

When translating legal documents, it's important to use human translators because they can accurately understand the meaning of the text and convey it in another language. This is especially important when dealing with complex legal concepts that are not directly equivalent in another language.

### How do I find the right legal translation or interpretation service provider?

When looking for a legal translation service provider, it's important to do your research. Make sure to ask the company questions about their experience and qualifications. Additionally, be sure to read reviews from previous clients to get an idea of what the company is like to work with.

If you're looking for legal interpretation services, it's important to find a qualified and experienced provider in legal interpretation. Again, be sure to ask the company questions about their experience and qualifications. Additionally, be sure to read reviews from previous clients to get an idea of what the company is like to work with.

It's also important to make sure that the translation service provider is accredited by a recognized organization such as the American Translators Association (ATA). This accreditation means that the provider has met certain standards of quality and professionalism.

When choosing a legal translation or interpretation service provider, it's important to do your research and ask lots of questions. By ensuring that you work with a reputable and qualified provider, you can be confident that your legal documents will be accurately translated or interpreted.

### eTranslation Services: Fast, Accurate, and 100% Human-Powered Legal Translations

Translation in the legal sector is not just about court rulings and agreements. There are many other types of documents that need translation, such as disputes between parties or documentation pertaining to corporate transactions; these require experts who know how each language's governing laws work along with special terminology specific for this field!

When it comes to legal translation, there's no such thing as too much experience. Our team at eTranslation Services are language professionals, proficient in the laws that apply across different countries with their native languages at hand; we can provide quality service for any document you need to be translated quickly into your desired language pair!

### ABOUT THE AUTHOR:

**eTranslation Services** We are a team of professionals with experience and expertise in the fields of translating texts and interpretation. We provide high-quality professional translation services of texts or documents into any language you need. Our services include general translations, certified translations, legal and medical translations as well as interpretation services.

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 June 8, 2021, Jennifer was a client of Holly's

Holly was instrumental in helping me transition from 24 years' of employee-ship into independent business owner. There were many hurdles to clear and she aptly guided me over every one of them (even though I tripped over several and had to take another run at them). Today, marking the day I launched my b... See more



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I was in search of a business consulting service and found Holly at Best Virtual Paralegal. I reached out with an inquiry and received a phone call within minutes! Holly was so kind and awesome. I learned a great deal from her during the initial phone call. I would recommend Holly/Best Virtual Paralegal, for any coaching and/or consulting. She is highly skilled and a kind and compassionate person.

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# Networking For Success

4- Must Use Tips for Maintaining a Healthy Life.

**By: Holly A. Sheriff, MSLS, MCC, CCC**

On Behalf Of Best Virtual Paralegal LLC

By all accounts, a large percentage of people are genuinely successful through networking. Networking is your first and overall best tool for success. Yet, many people wonder, “why are some people better at networking than other people?”

It's all about the approach and the follow-through. Success in business, career advancement, and lead generation depend on networking. It takes patience, yet you will be successful if you keep these things in mind:

## 1. Start by Developing a Networking Plan.

What do you want out of your relationships, and what do you have to offer your network? Your networking plan should answer these two questions plus outline ways you will ensure to follow through.

## 2. Networking Isn't About Randomly Sending Out Social Media Invites.

Networking is all about paying it forward. Listen to the needs of others. Take the time to learn what your networking partnerships need, want, and do. Talk less listen more.

## 3. Build Your Network Through Informational Interviews.

Instead of asking strangers to connect you, ask to meet for a defined short period of time, maybe 20 or 30 minutes. Use that time to learn about what they do, how they got where they are going, listen for cues as to how you can help them.



## 4. Develop A 30 Second Informational Pitch for Your Super Niche.

If your past networking efforts have failed don't sweat it, it happens to all of us. It might be more about how you deliver your offerings and less about what you have to offer.

People who are skilled at networking contribute to their overall mental and social well-being, as many of us have discovered since the beginning of Covid-19. Their engagement tends to be higher. Engaging with other people allows us to reframe our emotions, creativity, and focus. Feel like we're in a time loop? We are! Networking has many mental, physical, and financial benefits. But networking skills must be practiced! Without exposure, you risk losing your skills.

**Put yourself out there and use the above-mentioned tips and start to scale, grow, and succeed in your career!**



### ABOUT THE AUTHOR:

**Holly A. Sheriff, MSLS, MCC, CCC, PCC, LPCC, CPP** is a litigation paralegal, a certified coach, and the founder of [Best Virtual Paralegal LLC](#). [Connect, chat, and follow](#) Holly for insights, roadmaps, & innovative solutions to your biggest pain points.

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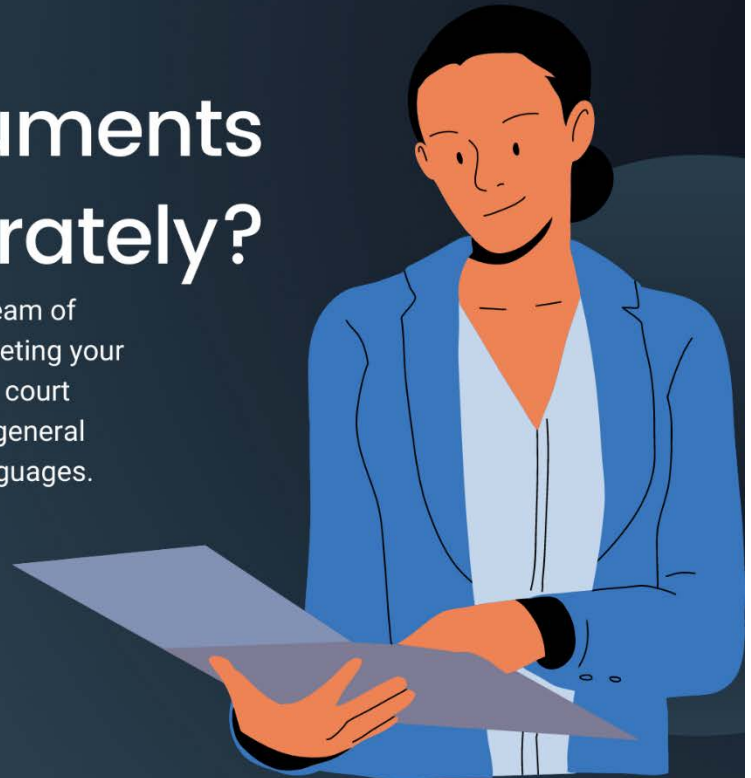


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# Do You Need a Career Coach?

## By: Holly A. Sheriff, MSLS, MCC, CCC

### On Behalf Of Best Virtual Paralegal LLC

As a career coach, I am often asked, “Do I need a career coach?” You probably think all career coaches say we need one. Perhaps. However, there are people who would benefit more from a life coach, a therapist, or even nothing at all. How do you know if you need a career coach? Take this quiz to find out!

### Instruction

Please read each statement below. For each scenario that feels more like you, give yourself one point. For every situation that does not fit your feelings about your career, give yourself a zero. A score of 3 or more indicates you would benefit from a career coach!

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### The Quiz

- ❖ You are aimlessly trying to change your career's trajectory, but you feel like the process is chaotic.
- ❖ You're aimlessly reading social media channels and groups, such as LinkedIn, Paralegals Connect - Groups, for answers to any career-related question, from how to find a job, to dealing with a nosey coworker, to asking for a raise, but the advice leaves you feeling more confused than before.
- ❖ Family or friends are trying to help you narrow down your career choices. The advice they give may be based on what they saw you do in the past or what they think is the easiest career move — yet their advice does not necessarily resonate with you.
- ❖ You aren't sure how to make your resume substantive — and simple.
- ❖ You've been interviewing but haven't landed the job.
- ❖ You're not moving up in your career.
- ❖ You don't like your current position, or it doesn't meet your needs.

### How did you do?

Your career path is unhealthy if you scored 3 or more points. Best Virtual Paralegal LLC can help. We offer holistic support for paralegals as they pursue their careers. We provide professional advocacy and career support that is rooted in delivering results. And we would love to help advance your career in a healthy supportive empowering way!



### ABOUT THE AUTHOR:

**Holly A. Sheriff, MSLS, MCC, CCC, PCC, LPCC, CPP** is a litigation paralegal, a coach, and the founder of Best Virtual Paralegal LLC. Connect, chat, and follow Holly for insights, roadmaps, and innovative solutions to your biggest pain points.



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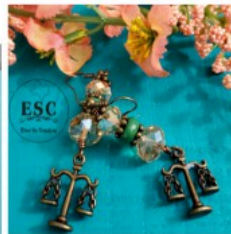
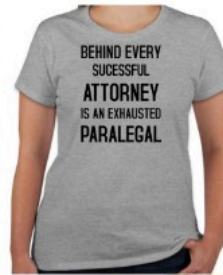
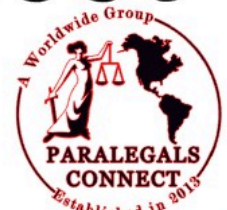
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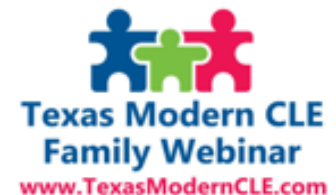
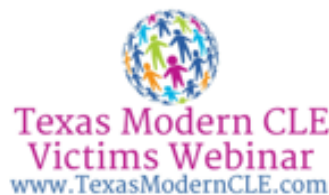
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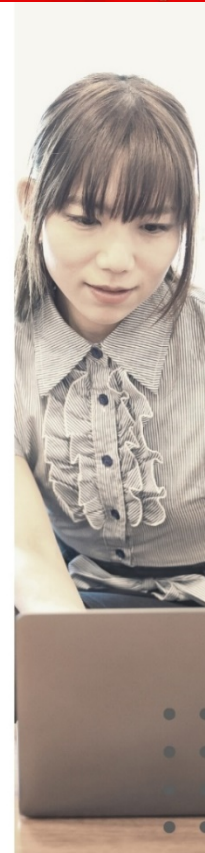
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