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The Virtual Paralegal - Dawn M. Draper

<http://www.thevirtualparalegal.com>

Advertisement to provide alternative support for legal entities

Must be identified as an advertisement



Do you need a trained temporary or permanent legal support professional?

Introduction

Hello. My name is Dawn M. Draper and I am a virtual paralegal providing legal support services to attorneys virtually from my home office setting in the beautiful State of Michigan. I currently have attorney clients in Michigan, Virginia, Ohio and Indiana. I also draft legal documents for various state jurisdictions for a document preparation company. All work performed by me is supervised by attorneys. I graduated in June 2003 from Davenport University with a bachelor of science degree majoring in paralegal studies. I have 12-years experience in the legal field, including real estate, civil, family law, contract law, personal injury, legal research and writing, oil and gas, wireless telecommunications leasing, and experience in the daily procedures of a law office.

The legal profession has changed over time. Gone are the days of using a manual typewriter and telephones as the only method for communication between attorney and client. Today's typical law office setting includes computers, fax machines, voice mail, instant messaging, e-mail, and various other technology driven devices, which makes it very easy for a legal professional as myself to conduct paralegal work virtually from my home.

What is a Virtual Paralegal?

The evolution of technology and the Internet has made it possible for professionals to work from home in what is considered a "virtual office". A virtual paralegal is a highly trained independently contracted business owner, who is not considered an employee of the law office he or she is performing work for. Virtual paralegals are cost effective since they are only paid for the work they perform. All work is performed virtually by utilizing telephones, fax, e-mail, and other internet established technology, providing the same support system to a law office as a regular employee would, but at a lower cost to the law office.

How can you trust a Virtual Paralegal?

You will most likely never meet your virtual paralegal in person. So how can you trust that they will perform the work requested in the same confidential and professional manner as an employed paralegal? As any business owner, the virtual paralegal is concerned with the success and growth of their business. Virtual paralegals receive the same college training as employed paralegals and generally have years of in office experience prior to starting their own virtual business. Ask the virtual paralegal for their resume, references, and work samples just as you would ask a potential employee prior to hiring. Conduct a telephone interview with the virtual paralegal prior to contracting them and request a copy of their contract for review. A well trained virtual paralegal will have the ability to provide you with the same information about their qualifications, and follow the same code of ethics, confidentiality, and non-disclosure as a potential employee would.

Is a Virtual Paralegal right for you?

As a business owner, you most likely take the expense of running your business very seriously. It is not cost effective for any business to incur unnecessary expenditures. Money saved is money in your pocket. By hiring a paralegal to work in your office either on a temporary or permanent basis, you are adding to your office expense each year. By contracting a virtual paralegal to perform the same work will save you thousands on unnecessary expenditures. If you are looking for temporary staff to fill a current employee's position and you contact a local temporary staffing company, you will most like receive an untrained temp, who has no prior legal education. By hiring a virtual paralegal to fill in as temporary staff, you are assured that you will receive a qualified individual capable of taking over the work on a professional temporary basis. If saving your business money each year is important to you and your business, and your office has internet access, e-mail, telephone and fax service, then a virtual paralegal is right for you.

Services I can provide to your law office

- Word Processing
- Proofreading
- Draft legal pleadings, including briefs (all courts and all jurisdictions)
- Prepare discovery responses
- Draft Interrogatory responses
- Legal and Internet research
- Summarize transcripts and depositions
- Prepare medical transcript summaries
- Digital transcription
- Case review and analysis
- Draft demand letters for collections
- Draft initial case filing forms
- Prepare your case for trial
- PowerPoint presentations for trial
- Secretarial work
- Time management
- Scheduling meetings
- Scheduling mediations and depositions

- Create forms and pdfs
- Create newsletters
- Create brochures and other media marketing
- Create and send newsletters by e-mail to customers
- Design your web site
- I will perform any other work needed for your case or organization of your firm or office, including data entry and updating.

Please contact me for more information or visit [The Virtual Paralegal](http://www.thevirtualparalegal.com) web site to view my experience, work samples, and services we can provide to your firm.

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Must provide your address in E-mail



I am not an attorney and therefore cannot give legal advice. Any work requested to be performed must be reviewed by an attorney prior to filing with any court in any jurisdiction of the United States of America.

This is an advertisement for virtual paralegal services. If you wish to not receive any further emails from The Virtual Paralegal, please email me at info@thevirtualparalegal.com and add "unsubscribe to paralegal" in the subject line and I will remove you from my list.

Your E-mail must include the "advertisement" and the ability for the person you are emailing to opt out of any further emails from you and the law states you have 10 days to comport with removing the email from your list.

Any E-mails you compile for your newsletter off of a web site or web service can't be used if the web site has published a notice prohibiting the use of it's E-mail for the purpose of sending E-mail.

View <http://www.ftc.gov/bcp/online/pubs/buspubs/canspam.shtml> to review the CAN-SPAM Act.