

Virtual Paralegal Training Center™

# Virtual Paralegal

Newsletter Magazine™

September 2011

*Interviews, Profiles, Resources*

**On your  
mark,  
Get set,  
GO!**



# *Your Virtual Business Starts Here*



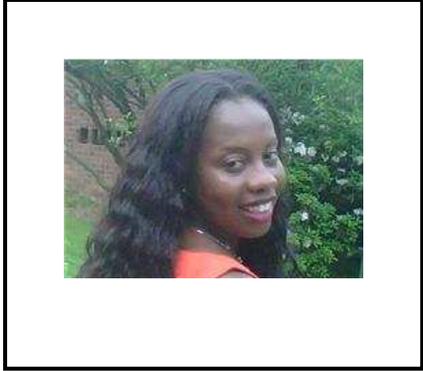
VPTC

**Virtual Paralegal Training Center™**  
*Virtual paralegal training and resources*



***In This Issue***

- An Interview with Tina Hilton – Clerical Advantage -5
- Stop, Look and Listen – William Burley - 7
- Profile - RJ's Internet Marketing Services – Rita J. Cartwright - 9
- Tax Issues and your Virtual Paralegal Business - Engle Paralegal Services - 11
- A Quick Tip for Qualifying a Chapter 13 – Victoria Ring - 18
- How to Write Your Virtual Paralegal Resume – Zoleeta Myers-West - 19
- 10 No-Cost Resources for Your Professional Arsenal – Vicki Voisin - 23
  
- Did You Know? - 21
- Paralegal Blogs to Follow - 22
- Virtual Paralegal Blog Posts - 22
- Marketing Tips - 27
- Ask VirtPara - 28
- Home-Based Competition - 29
- Consumer Survey - 34
- Virtual Paralegal Online Training Program - 31
  
- Welcome to VPTC New Members -34
- Virtual Paralegal & Assistant Social Media Connection - 17
- Virtual Paralegal & Assistant eBooks - 30
- Virtual Paralegals and Assistants for Hire -33
- Writers and Bloggers Wanted -35



## A Note from our President

We are back! Our last issue was dated June 2011, it is now September. Being new to the “magazine” world we realized that we have taken on more than we could handle so we had to take a step back to re-evaluate our goals.

The main purpose of the magazine is to educate and offer valuable resources for our readers and subscribers to help them determine whether a “virtual” business is for them and for those who have already decided to take the plunge; to provide the resources and information they need to start and grow their businesses.

In order to accomplish our goals we realized that we needed more time to research and connect with the right people and resources. Therefore, we have decided to change our subscription from a monthly magazine to a quarterly one.

We are as proud of this issue as we were of our previous issues but I am sure you will agree that with each issue we do show some growth as we continue to accomplish our goals.

However, we must also point out that we can not publish the magazine without our contributors. I would like to say a special thank you to all our contributors, big and small who have taken the time from their busy lives to share with our subscribers some valuable information and resources.

Thank you all for your continued support and we are looking forward to YOUR contributions.

Until next time.

Cordina Charvis  
President



*T. Marie Hilton*  
Online Technology Administrator  
**Clerical Advantage**  
*Virtual Online Technology Assistance Services*



## An Interview with Tina Hilton – Clerical Advantage



**P**lease tell us why you have decided to start a virtual assistant business. I opened my virtual assistant business in September 2007 after being laid off from my job as a real estate paralegal/title processor.

The job market was impossible for someone in my field, so I decided to take the skills I had and start offering them to small businesses that either didn't have a traditional office or couldn't afford the costs associated with an employee.

**How were you able to extend your virtual assistant business into becoming a faculty at SPU and do you offer training in other capacity geared towards virtual paralegals and assistants?** I was approached by Susan Cartier Liebel about teaching a class at SPU because of my blog and my activity on social media. I was sharing information on items like finding a virtual assistant via those venues so it just seemed a natural fit to teach solo attorney's how to not only find a virtual assistant/paralegal, but giving them insight into the whole process from determining just what their needs are to how to build a successful working relationship with their virtual professional.

I have written an e-book entitled "[The VA Survival Guide](#)" which encompasses tips, helps and a workbook for virtual professionals to help them start and run their businesses.

I also do one on one coaching for virtual professionals to give them a competitive edge in a vast industry that is growing every day and have now begun offering webinar classes for virtual professionals.

In addition to that I will be unveiling Success Squad coaching to assist attorneys and other business owners in pulling together a virtual professional team in 2012.

**Base on the feedback from your students at SPU; what do you find to be the main concerns for attorneys when hiring virtual paralegals and assistants?** It varies from student to student, but some of the most common concerns tend to be confidentiality and security, collaboration methods and finding a suitable match for their firm.

**In your course titled "The Myth and the Reality"; what do you find to be some of the myths and misconceptions about virtual paralegals and assistants?** I'd say the top misconceptions/myths regarding virtual professionals are:

- **Only online businesses can use a virtual professional.** The truth is that any business can benefit.
- **Offshore virtual professional are most cost effective.** In reality, language barriers, time differences and other issues can end up costing more time and money and causing more headaches.

**A virtual professional needs to be micro-managed to get things done right.** As a subcontractor, a virtual professional can't be micro-managed without the IRS considering them an employee whom you need to pay taxes for. The truth is a truly professional virtual assistant or paralegal will have the expertise and experience to get the job done in a timely manner while still having control of how and when the work is done.

**What is the best way to ease an attorney into the process that has decided to work with a virtual paralegal or assistant for the first time?** I always suggest that the attorney start with a small project to get a feel for how virtual professionals work and how they click with a particular virtual assistant or virtual paralegal.

**As a faculty of SPU what advice do you have for virtual paralegals and assistants when marketing to attorneys?** Be vigilant about your security measures and confidentiality practices, always present yourself in the

most professional way possible and keep yourself up to date on technology as well as your specific practice areas. Don't stop learning and evolving in order to bring the most value to your clients.

**You have written several blog posts about fees; what should a virtual paralegal or assistant take into consideration when they price their services.**

Too many virtual professionals only consider two things when setting their rates; what they want to make and what they think clients are willing to pay. Setting rates this way is one

of the biggest reasons so many virtual assistant and paralegal businesses struggle, or worse, fail. Rates should be based on a list of items, the most important being value.

In fact, I've teamed up with the Paralegal Mentor, Vicki Voisin to present "Finding & Claiming Your Value- How to Charge What You're Really Worth with Confidence" to teach exactly how to determine your rates and communicate your value to potential clients so that they don't blink when you quote them.

#### *Tina Marie Hilton Virtual Online Technology Assistant*

*Tina Marie Hilton is a professional virtual assistant doing business as Clerical Advantage. Tina's technology background stems from a personal interest in computers and the Internet. Online since 1995, she has been creating websites since the late 1990's, has been involved in blogging since 2004 and on Twitter, Facebook and other social media since 2007.*



## STOP, LOOK AND LISTEN!

*Burley-Wilson & Associates, L.L.C.*



**W**henever someone finds out that I am a paralegal I usually get the question, “What does a paralegal do?” I get very excited by this question and begin to enumerate all the great tasks I perform like drafting original petitions, answering discovery (because I just love interrogatories) and researching case law.

When I decide to take a breath, I look over to my questioner and find a non-blinking individual who only needs drool to fall from the side of their mouth to complete the picture of not understanding a word I’ve said. With that, I revert to the simplest answer that moves the conversation forward each time...”I do anything an attorney does EXCEPT argue cases in a court.”

Of course, this answer is nowhere near complete but for the purpose of this entry, I would like to focus on the word, EXCEPT.

The unauthorized practice of law (“UPL”) is a surprisingly easy trap to find yourself dealing with, even after years of providing paralegal support. Each State and jurisdiction has a different definition of what constitutes UPL so we will focus on what seems to be standard across the spectrum – You cannot represent clients in courts of law without being licensed to do so!

The average person has no idea what an attorney really does and this extends to the support staff as well. It is the paralegal’s responsibility to make sure that clients they

come in contact with understand their role as legal support staff. Let’s focus on some ways to avoid UPL.

1. Always, always, always identify your title as a paralegal or legal assistant to clients. When you send letters include your title; when you make telephone calls, figure out a way to say your title in the conversation. This will be the first step of ensuring that the clients understand that you are not an attorney. They will undoubtedly still ask for your legal advice and this is the most common opportunity for you to explain things simply to them.

You can easily explain to them that the attorney will have to discuss the merits of their case with them and can provide a more detailed explanation of what will happen. You can easily share the mechanical steps as to what has been done in their case (i.e. the firm has filed the petition with the Court and hasn’t received a copy back at this point).

2. Never make the mistake of thinking you know more than the attorney!

While you, as the paralegal, may have worked on a case from the client interview and have done much of the research and leg work, you must not get the idea that you know more about the case than your attorney. You may have a better understanding of what it takes to administratively move a case forward but you probably will lack the understanding of the case theory. Even

if you do understand theory, you are not licensed to share your thoughts with clients. Your job is to take everything you know about the case and speak with your attorney behind closed doors. It is the responsibility of that attorney to share legal ideas and modes of moving ahead with a case.

3. If you happen to also be a notary public, it is your responsibility to make sure everyone understands what that entails in America. There are countries where these words signify someone being an attorney and individuals have taken advantage of this cultural difference.
4. When all else fails...simply say that you have to speak with the attorney about the client's question. If you are not sure whether your statement or action would classify as UPL, go with being safe rather than sorry. There is no harm in

**Burley-Wilson & Associates, L.L.C.** is a virtual paralegal and virtual assistant services firm dedicated to providing the best legal and administrative support to its clients. If you would like to schedule an ethics seminar with your paralegal staff, please send an e-mail to [info@burley-wilson.com](mailto:info@burley-wilson.com) or complete the form at <http://www.burley-wilson.com/free-consultation.html>.

taking a break to get more information. In the end you will find out whether the situation is one you need to avoid in the future.

There are heavy consequences to participating in the unauthorized practice of law. It can cost you your job and have negative consequences upon the attorneys that you are employed by or contracted to. When in doubt, step back, get more information and then move forward accordingly.

The old saying says, "Bad news travels fast..." Don't let your reputation be ruined because of UPL.

### [Virtual Paralegal Consumers Survey](#)

As a legal professional, how likely would you use the services of a "do it yourself" software or the services of another virtual paralegal or assistant for your personal legal issues?

[Please click here to respond.](#)

## PROFILE: RJ's Internet Marketing Services

Rita J. Cartwright



[Click here for a copy of the e-book](#)

**1. Please give us a brief description of RJ's Internet Marketing Services.** RJ's Internet Marketing Services assists entrepreneurs with their Internet marketing. This include social media marketing, e-mail marketing, website design and maintenance, blog creation and maintenance, blog posts, article marketing, and video marketing.

**2. Marketing is one of the most asked questions about the virtual paralegal and assistant business; how can RJ's Internet Marketing Services help virtual paralegals and assistants market their businesses?** RJ's Internet Marketing Services is an online business, and all marketing for RJ's is done on the Internet. This knowledge and skills are the driving force behind the Internet marketing services provided for other online businesses.

Since virtual paralegals and assistants are online businesses, they can benefit from this type of experience and services.

**3. What methods of marketing do you think is best for a new virtual paralegal or assistant that is about to launch their business?** The strategy for new online businesses is to inform their target audience they exist and are open for business, drive traffic to their sites, and generate a mailing list. The best Internet marketing strategies are to create a website, add signup box to website to create a list, article marketing, social media marketing, and blog posts.

**4. What marketing methods should experienced virtual paralegals and assistants considered when marketing their businesses?** The strategy

for experienced online business is to drive traffic to their websites. This can be done through blog posts, social media marketing, article marketing, e-mail marketing, and video marketing.

**5. Of all the social media networking that you would recommend which ones gives the best results? Which ones would you stay away from?** According to which generation group you are a member of; for example, if you are a member of the baby boomers, they tend to stay away from Twitter, but utilize Face book, (personal and business Page), and LinkedIn. Generations younger than the baby boomer group find success with Twitter, Face book (personal and Page), and LinkedIn. I would stay away from MySpace. The jury is still out on Google +1.

*After Rita earned her Bachelor of Science degree in Marketing, she was hired and trained by Sears to be a Sales Manager. Since 2002, she has provided word processing services and other virtual assistant services to entrepreneurs and small business owners. During the past nine years, Rita has used various Internet marketing strategies to market her online business and discovered that she has a passion for Internet marketing. Call Rita today at (602) 454-9408 or toll free at (866) 651-3073 for a free Internet marketing solution consultation or send her an E-Mail at [Rita@rjsinternetmarketing.com](mailto:Rita@rjsinternetmarketing.com)*



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## ENGLE PARALEGAL SERVICES

### *Tax Issues and your Virtual Paralegal Business*



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**Why did you decide to launch a virtual paralegal-assistant business?** With the economy being what it was in 2009 and seeing many attorneys being laid off and starting their own firms, I saw an opportunity to offer contract paralegal services to small firms and solo practitioners. Many attorneys cannot afford the expense of a staff paralegal however; there are times when they certainly could use paralegal assistance. That is one of the advantages of using a contract paralegal – there is no full-time commitment – an attorney can retain our services only when they need our services.

**How long did it take you to sign your first client?** It only took us two months to sign our first client. As an OSBA Certified Paralegal, I am required to attend CLE courses every year to maintain this credential. The seminars I attend are primarily attended by attorneys meeting their CLE requirements. Therefore, I was able to network and pass my card around to several attorneys and received a call shortly thereafter.

**What type of software would you recommend for your practice areas?** We primarily practice in the areas of estate planning, probate administration and tax law. Therefore, it is imperative that we have software for our probate practice. We use Perfect Form, which has a database of forms for all of the counties in Ohio. Probate Administration includes decedent's estates, trust administrations, guardianships (minors and incompetent wards), minor settlements, wrongful death settlements, step parent adoptions, name changes, etc. With Perfect Form we can enter the relevant data in the general information page and it carries over to all of the forms we are using for a particular case. Many probate courts have forms on their website but unless you have Professional Adobe, you can only enter

information on each individual forms and print it. But you cannot save the information, nor does the standard information carry over to the other forms you may need.

In addition, we have Microsoft Office and we use Microsoft Word 2007 for drafting non-standard pleadings, letters, status memos, etc. It is also important to have a good calendar and task software as there are multiple deadlines in probate administration work. We use Outlook Express, which I personally have used for years. With Outlook you can have an expansive calendar and docketing system as well as share calendars with your co-workers, partners, etc.

Good and reliable tax software is a must for our tax business. We use Intuit ProSeries for individual, fiduciary, corporate and small business returns. It is a powerful program with very good customer support. We also use Lacerte if we need to file a Trust 1041, requiring a state return as well. Since we do not prepare many of these returns, presently we use Lacerte on a pay per return basis.

For state and federal inheritance tax returns, we use Data Tech's Inheritance Quick and Easy, though with the new tax laws governing federal estate tax (\$5 million exemption now) and with the Governor of Ohio recently signing a bill to repeal the Ohio estate in 2013, we may not need to use inheritance tax software for much longer.

Many Probate Courts (and our clients) prefer detailed timesheets of the work we have done for probate administration cases. We use Excel for keeping track of our detailed time as well as for Probate Accountings that are filed with the Courts.

Finally, we use QuickBooks for client invoicing, payroll, accounting and bookkeeping services.

### [Tax Issues and your Virtual Paralegal Business](#)

**How do you market your services?** We market our services in various ways. We have an ad in the Cincinnati Legal Directory and the Clermont County Legal Directory. In addition, we are listed in the local yellow and white pages. Over time, we developed our website which many clients have visited. We also have prepared flyers and brochures which we mail out to attorneys. TIP: Go to Vistaprint.com and you can create business cards, brochures, posters, etc. for a fraction of the cost. They always have deals. For example, we were able to get 1,500 business cards that look very nice for only shipping and handling costs. Also, our first 25 brochures were free – we just paid for shipping and handling costs.

During slow periods, we will call attorneys in our area to let them know about our services. Though virtual/contract/freelance paralegals have been used for years all over the country, in the Greater Cincinnati area they are virtually unheard of. Though making a "sales call" to an attorney is not always easy, we have learned that we have to let the attorneys know that using a contract paralegal is an option for them.

**What advice would you give to someone who is thinking about launching their own virtual paralegal-assistant business?** The first word of advice I would give someone who is thinking about launching their own virtual business is this – have years of experience and try to have a specialty in mind you wish to contract out. It is imperative that you are educated, experienced, knowledgeable, resourceful and comfortable with your specialty. The clients are retaining you to offer them assistance when they are busy and to get their cases moving. They are not paying to train you or hold your hand. You must be self-

sufficient and able to make independent judgments, keeping in mind at all times that you must be careful to avoid UPL or any other unethical practices. You must always be diligent about confidentiality and conflicts of interest issues and make your potential clients aware of the fact that even though you are not physically in their office, all of these issues are in place. You should incorporate these issues in the Contracts you have with your clients. TIP: I bought the [Virtual Paralegal Sample Forms and Templates e-Workbook](#) which offered a wealth of information and documents that I have used for my business. The book has Contracts, Retainer Letters and many more form, marketing tips, and advice on budgeting. It was well worth the \$20 price I paid for it!

It is also important to be an outgoing people person and have a thick skin. Anyone who has worked in a law firm knows that it takes time to build a trust level with the attorneys you are working for.

Often times communication between an attorney and paralegal can be difficult if you are working for an attorney who is in court regularly, has a busy schedule, etc. As a contract or virtual paralegal who does not work in the attorney's office, you must go above and beyond to build that trust in addition to realizing it may take longer to build their trust, simply due to the fact that you are not working side by side with the attorney. Also, communication issues can be more difficult since you are not physically in their office or have access to the attorney's calendar or changing calendar.

In addition, make sure you for start-up costs. incorporating your business, supplies, etc. all cost a lot of to have a budget in mind. items you will need for your things can add up quickly. It money set aside because money than making money, peaks and valleys in your paychecks are a thing of the

***It is imperative that you are educated, experienced, knowledgeable, resourceful and comfortable with your specialty.***

***The clients are retaining you to offer them assistance when they are busy and to get their cases moving. They are not paying to train you or hold your hand.***

have money set aside to pay Everything from buying equipment, software, money. So it is imperative Go online and price the office. Even the smallest is also important to have you will be spending more initially. There will also be workflow, so regular past.

Finally – network, network, usually always willing to give advice, share information and assist you in any way that they can. And virtual paralegals are no exception. I took months researching online to find virtual paralegals and have built online connections with several of them all over the country, including Cordina Charvis. It takes time because there is not a lot of standard information on virtual paralegals out there. So you need to take the time to research and find them, but it is worth it. Linked-in has various virtual paralegal groups as well as Paralegal Gateway and other organizations for paralegals. I also do professional networking on LinkedIn, Face book and Google. Google+ is a new professional and social network that works like Face book and Twitter. But with Google+ you can categorize your connections (“circles”) by profession, friends, family, etc. which gives you the option to post messages to just a certain “circle” of connections.

Networking includes networking in your geographical area – the area you are going to market to. I am a member of the Ohio State Bar Association (“OSBA”), Cincinnati Bar Association (“CBA”) and Cincinnati Paralegal Association (“CPA”). Join local organizations so you can network with the other members in these organizations. As a member, you are often times allowed to add your business information to the organization's directory at no additional cost. Attending CLE courses are always a good idea for networking as well as keeping apprised of your practice area. As an OSBA Member, paralegals are able to attend 3 free seminars a year. As a CBA member, paralegals are able to receive a 50% discount on CLE courses. The CPA offers many free lunch seminars that qualify for CLE credit and you can also join

subgroups, such as estate planning, probate, tax, litigation, bankruptcy, etc. These groups offer free informational meetings as well as email lists. I have emailed many of my CPA colleagues to ask questions on unusual situations and usually find someone who can give me an answer. This is very helpful when you are the only paralegal in the office.

**Can someone such as a virtual paralegal or assistant with a virtual/home-based business deduct living expenses for their business?** A virtual paralegal and assistant with a home-based business can deduct living expenses for their business. For example, if the virtual paralegal lives in a home with 10 rooms and he or she uses 1 room for their business, they can deduct 10% of their expenses, such as their mortgage, insurance, utility bills as a business expense.

**What types of business deductions are available for virtual/home-based businesses?** Some of the business deductions available for virtual/home-based businesses are as follows: equipment, software, supplies, advertising, business cards, license or professional fees, professional subscriptions/books, car and truck expenses or the standard mileage expense. The IRS revises the rate per mile for business miles driven based upon current gas prices. Often, this rate may change each six months of a calendar year. Therefore, always check with the IRS to verify current the current rate per mile, if the software you are using to prepare your taxes does not automatically calculate this.

**What if the business is not formerly incorporated and how does one incorporate if they wishes to do so?** To be incorporated a business must first obtain an Employer Identification Number (EIN) from the IRS. In order to obtain an EIN number, you must prepare and file a Form SS-4 Application. This Form can be found going to the IRS website at [www.irs.gov](http://www.irs.gov) and search for “Form SS-4” or “EIN”. If you go to the business section of the IRS website there is an online application you can fill out and submit the form online. After you submit the form, the IRS will assign an EIN number for you online and then send you a letter 2-3 weeks letter with your EIN number and instructions for any required tax returns to be filed.

The next step is to find out whether or not the name you have chosen for your company is available in the state where your business will be located. You can search for “Secretary of State of Ohio” or the state where you are located to find your Secretary of State’s website.

Most websites allow you to conduct a name availability search online or have a toll free number that you can call to find out if the name is available. If it is, then you may proceed with registering your business with your State by preparing Articles of Organization (for LLCs), Articles of Incorporation (for Corporations), Statement of Partnership (for Partnerships) or a Certificate of Limited Partnership (for Limited Partnerships). Keep in mind that these are the forms used for the State of Ohio.

Your state may have different forms to prepare, but usually all of these forms contain the name, address and purpose of your company. In addition, all entities require the name of the Statutory Agent for your company for whom any process, notice or demand required or permitted by statute to be served upon. For corporations, you must include the number, type and par value of the shares the corporation is authorized to have outstanding as well as the names and addresses of the individuals who will serve as the initial Directors of the corporation. The authorized representative(s) of the corporation must sign the Articles as well. All of the above forms may be amended if needed and you can find the amendment forms online, in most cases.

In addition, you can prepare most of these forms online with your State’s Secretary of State Website. Most websites have instructions and additional information for you to view as well.

After the required documents are filed with the State and the State receives the filing fee, you company is given authority to do business within the State and you will be issued a Certificate of Good Standing from the State. Depending on the State where the business is located will determine if a State Tax ID will be required. Since most virtual paralegals are independent owners, it is a good idea to register your

company as a Limited Liability Company (LLC). After registering with the IRS and the State you then need to contact the County and City you will be doing business in to see if you are required to register your business with them as well.

Keep in mind that at any time your entity becomes dormant or it is dissolved, you must file the appropriate paperwork with the Secretary of State and also provide notice to the tax department. In Ohio, you are also required to file a Certificate of Dissolution. In addition, you are required to notify the Ohio Department of Taxation and obtain a D5 Form to prepare and file with them. Check your Secretary of State's website for any requirements in regards to dormant and dissolved companies.

**What are some of the tax restrictions that virtual paralegals and assistants should be aware of when filing their virtual/home-based businesses?** Tax restrictions that a virtual/home-based business should be aware of are excessive expenses such as the deductions for home use of business and mileage of vehicle. The reason for this is you never want to claim more in these areas than you make. A helpful tip when filing your tax return: The first year in business the IRS will recognize a great loss in income with extreme business expenses, the second year you will most likely still have a loss at nearly half of your income, the third year you should show an earning on the Schedule C business return. If you report a loss the third year, the IRS will flag your return for the following year and if you again report a loss again in the fourth year, then the business is considered a hobby. Tip: For credit purposes it is always better to show a profit on your Schedule C than a loss. (Creditors look at your tax return to see if your business shows a loss or profit and if showing a loss, the creditor will most likely deny you.)

**Other than expense receipts, are there any other business records a virtual/home-based business owner need to keep for tax purposes?** Records that a virtual/home-based business owner should keep are as follows: mileage log book with dates, starting mileage to ending mileage for each business trip, income reports and dates paid, amounts paid and who paid you, expense receipts for business purchases, monthly bills of household utilities, copies of checks if paying a temporary helper. If you hire a full time employee, copies of employee tax expenses when paid, as well as other employee expenses you paid out of business. Expenses for business use of your home such as the proportionate portion of utilities, mortgage, insurance, etc. should be reported on Form 8829 – Expenses for Business Use of Your Home. The total amount calculated on Form 8829 is reported on Schedule C along with your other business expenses. Certain items of equipment, etc. should be depreciated over time. Use Form 4562 – Depreciation and Amortization to report items being depreciated and refer to Publication 946 for information on how to depreciate property.

In addition, when in business for yourself it is recommended to pay quarterly taxes on your income so you are not facing a large tax liability and a penalty of the self employment tax when you file your income tax return. As a basic standard, you should pay 20% in taxes on your net income each quarter. You may do so by filing form 1040-ES by mail, paying electronically through the Electronic Federal Tax Payment System (EFTPS) at [www.eftps.gov](http://www.eftps.gov) or call 1-800-555-4477.

Finally, Eagle Professional Solutions is always willing and able to prepare or assist you in preparing your virtual company's tax return. Please do not hesitate to contact us if you need additional information or just have a question to ask. You may also email us your return and we will be happy to review it to see if there are any errors or ways in which we can increase your tax refund or decrease your tax liability.



**Holly H. Brown**

- Senior Paralegal for Engle Paralegal Services
- Ohio State Bar Association Certified Paralegal
- Tax Professional for Eagle Professional Solutions
- College of Mount St. Joseph (ABA Accredited)
  - Graduated summa cum laude
- Notary Public

**Duane Engle**

Owner of EPS - Eagle Professional Solutions and Engle Paralegal Services, Established May of 2010



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## Virtual Paralegals and Assistants Social Media Connection



Click on the links below to connect and network with other virtual legal professionals through our social media network.

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### Virtual Paralegal Client Services

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## A Quick Tip for Qualifying a Chapter 13

By Victoria Ring

### Why Join VPTC?

- FREE directory listing
- Access to virtual paralegal business checklists
- Access to virtual paralegal articles
- Access to our interviews with virtual attorneys, paralegals and assistants
- Access to virtual paralegal networking forums and blogs
- Links to virtual paralegal resources
- Links to paralegal and professional associations
- Invitation to contribute to our newsletter magazine and blogs
- Updated news, trends, rules and regulations geared toward the industry
- Free subscription to our online newsletter magazine



***I just got off the phone with an attorney in Florida regarding a case he was working on. Believe it or not, these debtors actually had equity in their home (which is rare to find in this day and age.) Their home was appraised at \$400,000 and they owed \$387,000.***

Originally the attorney filed a Chapter 13 and tried to strip the second mortgage but the mortgage company filed a Motion for Relief from Stay based on the fact there was equity in the home. The attorney then converted the case to a Chapter 7 and wanted my help to convert it back to a Chapter 13.

Since this can be a common problem, here is a quick tip I learned from one of the attorneys I worked for handling this issue:

1. Take the total amount of arrearages owed on the home. In the case discussed above, this amount was \$115,000 (which included attorney fees, foreclosure proceeding fees and non-payment dues covering 24 months.)
2. Divide the arrearage amount by 60; which is the maximum time a debtor can be in a Chapter 13. In the case discussed above, this amount was \$1,916 per month.

This simple calculation told the attorney that the debtors did NOT have enough disposable income to pay the arrearages; let alone the second mortgage payment itself. And this saved the attorney in Florida a great deal of time.

Instead of filing a motion to convert the Chapter 7 back to a Chapter 13, the attorney was able to determine immediately that a Chapter 13 would not be possible.

This left the debtors with only two choices: (1) Surrender the home, or (2) Increase their income.

I hope this quick tip helps save you time and money when you encounter the same problem.

*On July 5, 2010 Victoria Ring introduced My Bankruptcy School. This was the first internet-based school dedicated to teaching expert-level Chapter 7 and Chapter 13 petition drafting skills to attorneys as well as those working under the direction of attorneys. Today, Victoria continues to develop new training products for the consumer bankruptcy legal market. She also speaks at various seminars for entrepreneurs as well as providing one-on-one training sessions that have proved to be more beneficial for students than seminars. <http://www.victoria-ring.com>*

**JOIN VPTC**

Email: [victoriaring1958@gmail.com](mailto:victoriaring1958@gmail.com)

## How to Write Your Virtual Paralegal Resume

By Zoleeta Myers-West

Most paralegals who are considering offering their services virtually already have a fair amount of experience being an in-house paralegal. Keep in mind that although you may have the experience under your belt a flawless resume is what is going to attract an attorney's eye (especially if you're wanting to change employment). Read on for tips on how to make your resume stand out from the rest.

If you are an experienced paralegal who is thinking about offering their services virtually you may want to go back over your resume and make updates as needed. As for the beginners follow these guidelines to ensure you have a top-notch resume.

**Cover Letter:** The cover letter is your introduction to the prospective employer. The purpose of a cover letter is to encourage the employer to read your resume and invite you to interview with them. Therefore your cover letter needs to be error-proof, neat and well-written. The same goes for your resume. The first paragraph of your cover letter explains why you are applying and what position you are seeking.

The next few paragraphs need to summarize your qualifications, experience and achievements. For example: "As indicated in the attached resume, I have had over 5 years of paralegal experience in family law". Briefly explain why this experience will benefit the law firm or attorney. In your cover letter you also can highlight specific skills, such as technological skills.

The final paragraph is also called the closing paragraph. This paragraph ends the cover letter by thanking the employers for considering your application and informing the employer as to

*Example:*

*January 2010 – ABC University, Centerville, Iowa*

*ABA Approved Paralegal Certificate Program*

*Dean's List*

where they can contact you for an interview. Finally, let the prospective employer know that your resume is attached and that references are available upon request.

**Contact Information:** Your name, address, phone number and email address. If you've written a resume before – this is not new to you. \*Tip\* Make the font easy to read. For example, use Times New Roman or Arial Font in sizes 10, 11 or 12. Also, try not to use the bold and italics option unless it is for your email address.

**Career Objective:** This is the first paragraph of your resume and it's the most important. The career objective explains what your career goals are and should encourage the prospective employer to continue reading your resume. Many employers will not continue reading a resume if the career objective isn't clear and concise. The career objective should be about one or two sentences long that summarized what you can offer and what you expect for the position.

Example \*Beginner\*: "An entry-level paralegal that wants to secure a position in a law firm or with an attorney".

Example \*Experienced\*: "An experienced paralegal with 5 years experience that wants to secure a freelance paralegal position with an attorney".

**Education:** The education section is typically more important to beginners rather than experienced paralegals simply because education is all that a beginner can fall back on. The education section of your resume should list what schools you've attended and what degrees or certificates you've obtained along with the month and year of completion. List relevant course work and if you have any leadership roles list those as well (it boosts your creditability). The same guidelines apply to the experienced paralegals resume as well.

Coursework: Introduction to Law, Legal Research and Writing, Family Law, Civil Litigation

Leadership Roles: Vice-President of Legal Society (2009-2010)

**Experience:** The experience section of the senior paralegals' resume is what the education section is for the beginner. The experience section is going to show the prospective attorney what you can offer them. It is suggested that your experience is listed in chronological order starting with your last employment. List the company or law firm's name; list your job title(s) and dates of employment. Use active verbs to describe your duties and responsibilities. Also, watch your grammar! It is important to be consistent in the use of the verb tense.

*Example:*

*January 2009 – May 2010: Paralegal, Williams & Williams, Centerville, Iowa*

- *Interviewed clients for case intake*
- *Performed legal research*
- *Prepared demand letters*
- *Drafted complaint letters*
- *Assisted in drafting living wills*

**Skills:** The skills section is where the experienced and beginner paralegals can highlight their technological skills. This section is important especially for the virtual paralegal because your work is primarily completed online. It is necessary to list the computer operating systems for which you are familiar as well as the computer programs that you are familiar with. Don't worry if it seems like you're bragging – Attorneys want to know what you can and cannot do.

**Relevant Experience:** In this section you will want to list any other experience that you think is relevant to the position you are applying for. For example, if you assisted a Pro Bono attorney list it here. List any and all leadership activities and volunteer work that you've completed. Listing your achievements will show the prospective employer your initiative, professionalism, and respect for the legal community and profession.

If you want more tips or would like a sample resume to follow - an eBook that I would definitely recommend is the [Virtual Paralegal Sample Forms & Templates eBook](#) by Cordina Charvis. As the title reads, this is a eWorkbook that is beneficial for the experience paralegal who is thinking about offering their services virtually and the beginner paralegal who is trying to land themselves employment. Included are sample resumes, cover letters and much more.

**FREE Virtual Paralegal Directory**

***For paralegals and assistants***

Our directory features include but are not limited to the following:

- Contact information: including your address, telephone number and fax number
- Place a link to your business website and email address
- Upload a picture of your yourself
- Upload your business logo
- Write a brief description of your business and services



*Zoleeta S. Myers-West is a virtual administrative assistant who has been offering her services since 2009. She achieved her Associate's Degree in Business in December of 2009. View her professional profile on oDesk: | Follow Zoleeta on Twitter: @zmyerswest | <http://zmwadminservices.yolasite.com/>*

# Did You Know ?

By Zoleeta Myers-West

## An Outlook on the Future of the Paralegal Profession

- The Department of Labor named the paralegal profession as the hottest job market.
- A paralegal degree is in the top 5 list of Criminal Justice Degrees in high demand.
- Although the recession has caused a decrease in the job market, there is a high demand for paralegals – virtual paralegals can expect a growth rate similar to in-house paralegals.
- Paralegals, that provide many of the same legal services as lawyers at a lower cost, tend to fare relatively better in difficult economic conditions.
- Employment of paralegals and legal assistants is projected to grow 28 percent between 2008 and 2018, much faster than the average for all occupations.
- Private law firms will continue to be the largest employers of paralegals, but a growing array of other organizations, such as corporate legal departments, insurance companies, real-estate and title insurance firms, and banks also hire paralegals.
- A law firm's expenses for in-house paralegals is approximately \$62K/year whereas a virtual paralegal will only cost a firm approximately \$48K/year.
- According to a study done by the United States Bureau of Labor Statistics, the top 10% paralegals earned more than \$73,450 annually.



*Zoleeta S. Myers-West is a virtual administrative assistant who has been offering her services since 2009. She achieved her Associate's Degree in Business in December of 2009. View her professional profile on oDesk: | Follow Zoleeta on Twitter: @zmyerswest | <http://zmwadminservices.yolasite.com/>*



### Top Paralegal Blogs

- [RJ's Internet Marketing Services](#)
- [Clerical Connection – Tina Hilton](#)
- [Burley-Wilson virtual connection](#)
- [Houston Virtual Paralegals – Michelle Heigelmann](#)
- [Generate Legal, LLC – Jenna Borum](#)
- [Digital Paralegal Services, LLC – Cathy L. Ribble](#)
- [Chapter 7 and 13 Bankruptcy Blog – Victoria Ring](#)
- [The Paralegal Mentor – Vicki Voisin](#)
- [Virtual Paralegal Blog - VPTC](#)

### Virtual Paralegal Blog

- [Do you know the other virtual paralegal-assistants who work in your practice areas?](#)
- [What type of software is necessary for your practice areas?](#)
- [What surprised me the most about marketing my virtual paralegal-assistant business?](#)
- [What surprised you the most about working as a virtual paralegal-assistant?](#)
- [What are the benefits of starting a virtual paralegal-assistant business?](#)
- [How to use direct mailing to market your virtual paralegal-assistant business?](#)
- [Growing your virtual paralegal-assistant business](#)
- [Unauthorized Practice of Law \(UPL\) is the responsibility of the virtual paralegal and the attorney.](#)
- [Virtual paralegal-assistant job posting links](#)
- [The virtual paralegal-assistant accounting system](#)
- [8 Ways to create and develop your virtual paralegal-assistant business' niche](#)

## 10 No-Cost Resources for Your Professional Arsenal

By Vicki Voisin



**The #1 goal of every paralegal should be to remain competitive in the profession.** If you simply do your job day in and day out, ignoring the change going on around you, your professional growth will come to a halt.

**Yet...you're busy and time is limited.** How can you manage to balance your job, your continuing education, your personal obligations...and at the same time focus on your professional growth? How do you keep up with the latest trends in legal technology and practice management? How do you stay on top of current paralegal news?

**Fortunately, technology has come to your rescue.** The solution to your dilemma is to use the many, many great web sites, newsletters and blogs available on the Internet. There are many, many great web sites, newsletters and blogs available on the Internet.

While it difficult to whittle the list down, here are my top 10 suggested resources for your professional arsenal, all of which are available to you at no cost:

**1. Legal Talk Network** offers legal podcasts, hosted by leading attorneys and legal experts. Not only do they produce The Paralegal Voice, but also many other podcasts that highlight the important issues in the legal profession. The

podcasts are available on-demand on the Legal Talk Network website (<http://www.legaltalknetwork.com/>), in the podcast directory at iTunes, and by free subscription to RSS feeds. Not only do listeners worldwide get the latest legal topics and trends, but legal professionals make connections with colleagues. This helps everyone meet the challenges of a changing legal world. [Follow this link to my last blog post](#) to see the variety of programs that were produced last week.

**2. Paralegal Gateway** is an all-inclusive site (honestly, it's like the Mall of America for paralegals!) that you should check frequently for paralegal news and events, as well as employment opportunities and lots of other resources. There's also a forum for paralegals to connect with other paralegals and a newsletter. **Jeannie Johnston** has done a terrific job with this site and is to be congratulated for the service she offers paralegals. (<http://www.paralegalgateway.com/>)

**3. About.com: Legal Careers** is a daily blog is authored by attorney **Sally Anne Kane** who is also the editor of **Paralegal Today**. Recent must-read articles include: *Reasons to Choose a Legal Career*, *Legal Education and Training*, *Hot Legal Careers for Non-Lawyers*, *Hot Careers in Law Enforcement*, and *Law firm Life*. (<http://legalcareers.about.com/>)

**4. Practical Paralegalism:** To say that North Carolina paralegal **Lynne DeVenny, NCCP**, is a prolific blogger is an understatement. At **Practical Paralegalism**, she celebrates paralegals and offers a few cautionary tales as well. Lynne is also my co-host on The Paralegal Voice. (<http://www.practicalparalegalism.com/>)

**5. Patti's Paralegal Page: Patti F. Clapper, ACP, NCCP**, is the President of the North Carolina Paralegal Association ([NCPA](http://www.ncpa.org)). She blogs about cool and unusual web sites for paralegals and other legal professionals with a few funny legal stories along the way. (<http://lglduck.blogspot.com/>)

**6. Oregon Law Practice Management:** Don't let 'Oregon' fool you. While this blog is authored by **Beverly Michaelis**, Paralegal Management Advisor for Oregon Law Practice Management, and is geared toward practice management tips for Oregon lawyers, it offers practical information that anyone can apply in any state. For instance, one of Beverly's recent articles is titled, 'Lexis Nexis News Channel'. (<http://oregonlawpracticemanagement.wordpress.com/>)

**7. The Empowered Paralegal: Robert Mongue** is Assistant Professor of Legal Studies at the University of Mississippi. He blogs for and about professional paralegals and the paralegal profession. (<http://www.theempoweredparalegal.com/>)

**8. Inter Alia** is an internet legal research weblog where you'll find attorney **Tom Mighell's** fabulous Mighell Marker, a newsletter that delivers relevant and timely legal research information, and other fun stuff, to your inbox every Sunday. (<http://www.inter-alia.net/>)

**9. ABA Journal Top Stories** is a great way to get your legal news. You'll want to check it frequently for the latest happenings in the profession. (<http://www.abajournal.com/news>).

**10. Jim Calloway's Law Practice Tips Blog**

provides excellent practice management tips. Mr. Calloway is an Oklahoma-based weblog about law practice management, the Internet and technology as it applies both in law practice and in all our lives.

(<http://jimcalloway.typepad.com/>)

**As I said, it was difficult to narrow the list to 10 so I have some bonus mentions for you:**

\* **Digital Paralegal Services: Cathy Ribble, CP**, a virtual paralegal working out of Guthrie OK, has established this web site and she publishes a newsletter, Connect with Cathy. She has lots of great tips for everyone working in the legal environment. Cathy also collaborated with me to produce "[Sixty-Six Solid Tips from Your Virtual Paralegal Success Team](#)". (See [www.digitalparalegalservices.com](http://www.digitalparalegalservices.com) and [www.paralegalmentor.com/vptips.html](http://www.paralegalmentor.com/vptips.html))

\* **Mid-Missouri Paralegal: Lori Robinett** is both a talented author and President of Mid-Missouri Paralegal Association. She fills this blog with really interesting material you'll be able to utilize in your paralegal practice. (<http://www.midmoparalegal.com/>)

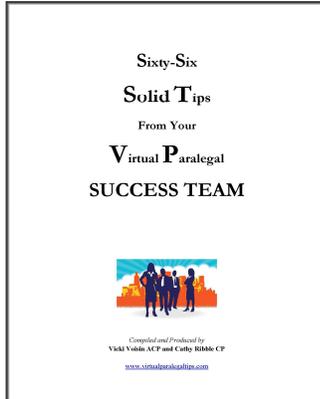
\* **Richmond Paralegal Association (RPA) and Washington State Paralegal Association (WSPA)** tie for their good material and consistency. Amy Vaughn and David Richardson are the force behind the RPA site, while WSPA President Brian Haberly, RP provides the information (See [www.richmondparalegals.org](http://www.richmondparalegals.org) and [www.wspaonline.org](http://www.wspaonline.org))

\* **Last, there's a "new kid on the block"** and it appears **Barbara Haubein**, an Advanced Certified Paralegal in Trial Practices, and a California Advanced Specialist in Civil Litigation, has a winner on her hands! She's the author of **The California Litigator**, a bi-weekly newsletter for California legal professionals who are interested in enhancing their knowledge and strategies in the area of California state civil litigation support. ([www.thecalifornialitigator.com](http://www.thecalifornialitigator.com))

Finally, do remember that the purpose of the **Paralegal Mentor** program is to provide this newsletter to boost your professional growth, so I hope you'll continue to follow it, forward it to

other paralegals, and reprint the articles in your association's newsletters. Another resource is the **Paralegal Mentor Blog**. And if you're interested in working virtually, you might want to check out "[Sixty-Six Solid Tips from Your Virtual Paralegal Success Team](#)". Again, all are offered to you at no cost.

**Internet** and it was difficult to pick only those mentioned in this article. This will get you started, though, and once you get the hang of using these you can expand your resource base. Always pay attention to what others in the career field are reading so you can make additions to your own list of favorites.



**There are many, many resources available over the**

**Sixty-Six Solid Tips from Your Virtual Paralegal Success Team**

Thirteen Virtual Paralegals have contributed their best tips for launching and maintaining a successful virtual paralegal business. [This is a free instant download](#)...just follow this link.

©2011 Vicki Voisin, Inc.

*Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by achieving goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a weekly ezine titled Paralegal Strategies and co-hosts The Paralegal Voice, a monthly podcast produced by Legal Talk Network. To get your own copy of Vicki's [151 Tips for Your Career Success](#), go to <http://www.paralegalmentor.com>.*

### Virtual Paralegal Client Services™

Virtual Paralegal Client Services™ (“VPCS”) was created for attorneys and business owners who would like to learn more about the benefits and savings of working with virtual paralegals and assistants in their legal practice.

VPCS understands that our clients are looking for experienced, highly skilled virtual paralegals and assistants who are reliable, professional and most importantly they understand the importance of confidentiality in the legal business.



#### Post your Job Assignments

If you are interested in listing a job opportunity with us, please [click here](#) or email us at

[inbox@virtualparalegalclientservices.com](mailto:inbox@virtualparalegalclientservices.com). We will post your listing on our job board and interested candidates will contact you directly.

<http://www.virtualparalegalclientservices.com>

[Follow us on Twitter - VirtLawyer](#)

## Marketing Tips

By Cordina Charvis



- **Invest in your business.** Continuing education and developing your business as well as marketing should be done on a consistent basis.
- Stay on top of advancement in new technology for your business and practice areas.
- When you join business or legal organizations, get involved, it is one of the best ways to network. I have personally booked several webinar hosting jobs through my business and legal affiliations.
- When you sign a client; get them to need you. If you stay in the know for your practice areas and your clients become reliant on you it will be hard for them to let you go.
- Build your brand. When I was looking to hire a virtual assistant and I did a simple Google search that gave me results of thousands of virtual assistants; I was so

overwhelmed that I just gave up. What sets you a part from other virtual paralegals?

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**“Unless you’re Paris Hilton, no video is guaranteed to go viral.**

**A guide for creating a successful viral campaign is as effective as a tutorial on how to win the lottery. OK, you’ll learn the basics like ‘you don’t win if you don’t play,’ but that’s about it. Viral work is, for the most part, unpredictable.”**

**Christian Haas / Goodby, Silverstein & Partners**

- Create a logo to help you stand out among your competitors. You can create and purchase a logo at [vistaprint.com](http://vistaprint.com) for as little as \$19.00.
- Spend time creating your professional biography.
- Create and practice your elevator speech. It should summarize your business and services in two sentences.
- Know that your skills alone will not guarantee a successful business.

## Ask VirtPara

*What are the standard software and equipment used in a virtual paralegal or assistant practice?*

Virtual paralegals should provide the following software and equipment to assist them with completing their clients' assignments.



- Computer with Internet access
  - Fax services
  - Business email
  - Printer
  - Scanner
  - Cell phone – preferably a smart phone
  - Computer backup system
  - Anti virus protection
  - Office supplies
- 
- Practice areas software
  - Ability to create PDF documents
  - Billing and time tracking system
  - Document management system
  - Conflicts check system
  - Confidentiality and privacy policies

**Do you have a question about the virtual paralegal or assistant business?**

Ask VirtPara and let us discuss it. Follow [VirtPara on Twitter](#)  
[Connect with VirtPara on Linked In](#)  
[Like VirtPara on Face book](#)

**Whether or not you are just launching your  
business or you have been in business for  
sometime...It is time to:**  
**Take your Business to the Next Level!**  
**Take your Business to the Next Level!**



## Another Free Way to Advertise your Virtual Paralegal or Assistant Business

- The Virtual paralegal Training Center was named one of the 2010 – Top 100 Winners! Check out our submission here. <http://www.startupnation.com/home-based-100/contestant/9849/last-year-winner.php>

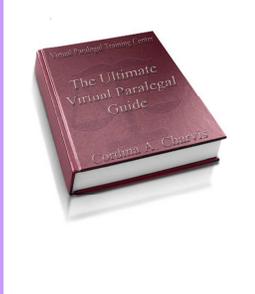


### Enter StartupNation's 2011 Home-Based 100 Competition!

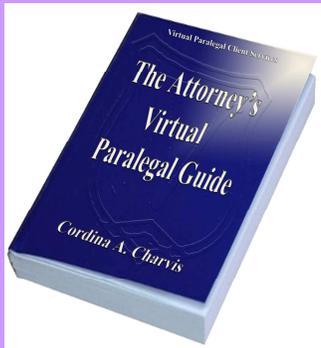
The fifth annual StartupNation Home-Based 100 Competition is a ranking of outstanding home-based businesses and the amazing people behind them. One hundred winners will be selected. If you're one of them, you can receive priceless exposure in the media and be positioned to take your business to the next level.

You can enter your business until midnight Pacific Time on **October 31, 2011** [read more](#)

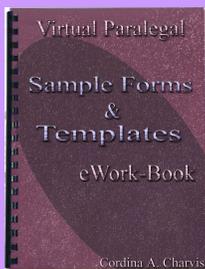
Virtual Paralegal & Assistant eBooks



The Ultimate Virtual Paralegal Guide provides steps you will need to take when starting and operating your virtual paralegal or assistant business. **\$8.99**



The Attorney's Virtual Paralegal Guide answers frequently asked questions about the virtual paralegal business. **\$7.99**



The Virtual Paralegal Sample Forms and Templates is consists of forms and templates commonly used by virtual paralegals and assistants when starting and growing their businesses. **\$10.99**



## **Now is the Time!**

“When you reach an obstacle, turn it into an opportunity. You have the choice. You can overcome and be a winner, or you can allow it to overcome you and be a loser. The choice is yours and yours alone. Refuse to throw in the towel. Go that extra mile that failures refuse to travel. It is far better to be exhausted from success than to be rested from failure.”

***Mary Kay Ash***



## Virtual Paralegal Online Training Program

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- **How would you like to use your paralegal skills and experiences to generate additional income or to start your own business?**

The [Virtual Paralegal Training Center™](#) provides training and resources for paralegals and legal assistants with starting and operating their businesses.

### Virtual Paralegal Training

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The Virtual Paralegal Online Training Program is a Self-paced Training Program for paralegals and legal assistants that are interested in launching a virtual paralegal or assistant business.

The online training program was designed to help accommodate students' varied scheduling needs. It is offered completely online therefore, no class attendance is required.

Students may start the training at any time and will be granted complete access **24 hours per day for 6 months**. Each student has 6 months to complete the course work starting from the day of registration.

Students may work through the training program at their own pace, and may work through it as quickly or as slowly as they wish. ***Some students have completed our training program in as little as 2 weeks!***

While our distance learning course offer convenience and flexibility, you will also discover that it provides a rich and dynamic learning experience.

You will have more time to reflect and focus on the steps you need to take to launch or grow your business.

At the end of the training program you should have a final draft of your business plan, it will prepare you to answer difficult interview questions and serve as a mock assignment.



**Topics covered in the training program:**

- Is the virtual paralegal business for you?
- Transitioning from an in office paralegal to a virtual paralegal
- Starting your virtual paralegal business
- Setting up your virtual paralegal business
- Managing your virtual paralegal business
- Marketing your virtual paralegal business
- Preparing for your virtual paralegal interview



[Virtual Paralegal Online Training Program - Brochure.pdf](#)



"The critical ingredient is getting off your butt and doing something. It's as simple as that. A lot of people have ideas, but there are few who decide to do something about them now. Not tomorrow. Not next week. But today. The true entrepreneur is a doer, not a dreamer."

**- Nolan Bushnell, founder of Atari and Chuck E. Cheese's**





## Virtual Paralegals and Assistants for Hire!

### *Where do attorneys and business owners find virtual paralegals and assistants for hire?*

There are several ways an attorney or business owner may find virtual paralegals and assistants for hire including the traditional placement agencies.

Virtual paralegals and assistants advertise their services using social media such as: Craigslist, [Face book](#), [Twitter](#) and [Linked In](#) among other social networking websites.

Most virtual paralegals and assistants have a business website and others have created blogs.

[VPTC](#) provides a [directory](#) where attorneys may browse free of charge to be connected with virtual paralegals and assistants in their practice areas around the world.

Another way for attorneys and business owners to be connected with virtual paralegals and assistants is to [submit](#) job postings with the [Virtual Paralegal Client Services™](#) and interested candidates will contact them directly.

Whatever method an attorney or business owner uses to be connected with virtual paralegals and assistants, it is still their responsibility to make sure they use the same due diligence as they would for a paralegal/assistant working in their office.

- *Virtual Paralegals* are otherwise known as independent, contract or freelance legal assistants who are hired by attorneys, law firms or in-house legal departments to provide paralegal support services on an as needed basis through such services being supplied with the use of technology such as the Internet, email, fax and remote access systems.

- Virtual paralegals are *senior paralegals* who work on the same level as junior associates in a law firm within the bounds of the law. When an attorney hires a virtual paralegal the only training that is necessary is on the policies and procedures of the attorney's law practice.

- Virtual paralegals *reduce the overhead costs for lawyers and small businesses* as there is no need for: training, employee insurance, benefits, superannuation, workers compensation, taxation, sick leave, personal leave, holiday leave, maternity leave, parental leave, coffee breaks or any other cost which is incurred with employing full-time or part-time staff.



**Welcome VPTC New Members**

Chege, Leah  
Corey, Donna  
Draper, Dawn  
Falloon, Shannon  
Griffin, Brittany  
Hahn, Jami  
Hummel, Jennifer  
Lee, Barbara  
Marsh, Anthony  
Rogerson, Sandy  
Wirth, Carolyn  
Andreya Allen  
David Anderson  
Annette Anghel  
Kelly Arciszewski  
Matthew Ashcraft  
Anne Baldwin  
Mary Basile Logan  
Della Beaver  
Joy Belk  
Lyn Berry  
Julie Buchanan  
Rhonda Coren  
Michelle Dratch

**Consumer Survey  
For Legal Professionals**

Please [click here](#) to participate in the survey

- As a legal professional, how likely would you use the services of a “do it yourself” software or the services of another virtual paralegal or assistant for your personal legal issues?
- When hiring an attorney for personal issues, what concerns you the most:
  - Price
  - Experience in the practice areas for which you require service
- Whenever you visit an attorney’s website what page do you spend most of your time:
  - About us
  - Practice areas
  - Blog
  - Fees
- Which is the most likely resource you would use to hire an attorney for personal issues?
  - Attorney’s website
  - Legal directory
  - Social media
  - Google search
- Are there any attorney’s blogs that you currently follow and would like to recommend to your peers?

Please [click here](#) to participate in the survey

## Virtual Paralegal Newsletter Magazine™

The Virtual Paralegal Newsletter Magazine™ is the industry leading information resource for virtual paralegals and assistants to stay current on the latest news, regulations, technology and new development in the virtual law practice. <http://www.virtualparalegaltrainingcenter.com>  
[contact@virtpara.com](mailto:contact@virtpara.com)



### Writers/bloggers wanted

The Virtual Paralegal Training Center™ is looking for volunteer contributors for our Newsletter Magazine™ and blogs.

Contributions may come in the form of blog posts, articles, interviews, tips and resources relevant to the virtual paralegal-assistant business.

We aggressively advertise our newsletter magazine using several forms of marketing methods to make sure it gets in front of legal professionals including but not limited to attorneys, paralegals, legal managers, assistants and legal educators. [Read More](#)

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**Virtual Paralegal Training Center™**  
<http://www.virtualparalegaltrainingcenter.com>  
[contact@virtpara.com](mailto:contact@virtpara.com)



A graphic advertisement placeholder. It features a blue background with a black rectangular box in the center. Inside the black box, at the top, is a white square containing the text "ADVERTISE HERE" in green and purple, with "click 4 more details" in smaller text below it. Below this, the text "PLACE YOUR AD HERE" is written in large, white, bold, sans-serif font. At the bottom of the black box, the text "Email us for more information" is written in a smaller, blue, sans-serif font, with "information" underlined.