



THE PARALEGALS CONNECT

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The Anniversary Issue

Paralegals Connect is the leading online community for paralegals, future paralegals, and future attorneys. Currently, our groups have approximately 40.5k+ members worldwide.

www.ParalegalsConnect.com

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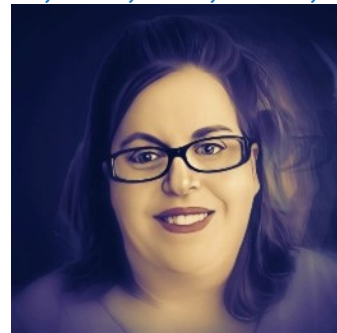
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MEET THE FOUNDER OF PARALEGALS CONNECT

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



[Crystal Cornett,](#) [Founder of Paralegals Connect](#)

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www.linkedin.com/in/crystalcornett

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

Crystal Cornett is a Paralegal with over 19 years of experience in the legal industry. Crystal earned her first Paralegal Certificate from the University of Houston in March 2006. In 2010, Crystal earned a second Paralegal Certificate and her degree from Center for Advanced Legal Studies. She is a member of the Lambda Epsilon Chi National Honor Society for Paralegal / Legal Assistant Studies (LEX). Crystal is a commissioned Notary Public in the State of Texas and a Commissioned Remote Online Notary (RON). Since 2017, Crystal has served on the Program Advisory Committee (PAC) for Center for Advanced Legal Studies.

Over the course of her paralegal career, Crystal has practiced in Family Law, Elder Law, Probate, Guardianships, Health Law, Social Security, heavy litigation in Intellectual Property and Bankruptcy, and residential and commercial Real Estate.

In 2013, Crystal founded Paralegals Connect, the leading online community for paralegals, future paralegals, and future attorneys worldwide. Our mission is to empower individuals at every stage of their paralegal career journey, providing assistance to those considering a paralegal career, studying in a paralegal program, seeking employment, exploring virtual/freelance options, or looking to enhance their professional skills.

In 2018, Crystal founded The Paralegals Connect Magazine. Our magazine is published quarterly and features invaluable information and insights from legal field experts. With a membership of over 40,500 individuals worldwide, our reach and impact continue to grow. To stay connected and join the conversation, Paralegals Connect can be found on popular social media platforms such as Facebook, LinkedIn, Instagram, and Twitter, providing an interactive and vibrant online community for support and idea exchange. Visit <https://linktr.ee/ParalegalsConnect> or www.ParalegalsConnect.com to learn more.

After 18-years of working as a paralegal, in February 2022 Crystal made the decision to resign from her position as a Real Estate paralegal, marking the end of a successful chapter in a law office. However, Crystal's dedication to the legal community didn't stop there. In March 2022, she embarked on a new journey with Newhouse + Noblin, LLC, where she currently thrives as a paralegal recruiter. In addition to her recruiting responsibilities, Crystal also serves as a paralegal consultant, offering invaluable expertise and guidance in resume assistance, and sharing tips to help aspiring paralegals reach their career goals. With a passion for supporting paralegals and a wealth of industry knowledge, Crystal remains committed to making a positive impact in the legal community.

MEET THE FOUNDER OF PARALEGALS CONNECT

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Not Just Placement Experts, Paralegal Experts

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



[Read all Testimonials Here:](#)

Testimonials from Recently Placed Candidates

"Crystal Cornett is knowledgeable, friendly, and extremely helpful. I was previously working in personal injury for years and I wanted a change. Crystal understood that and thanks to her I started a new position working for a real estate firm. I could not recommend a more professional and supportive recruiter. Thank you, Crystal, and Newhouse + Noblin!"

- Angela H., Legal Assistant (May 2023)

WHAT IS PARALEGALS CONNECT?

**Where legal professionals
come together to accelerate
their careers.**

Founded in 2013, our community has experienced remarkable growth, evolving into four dynamic Facebook groups tailored specifically to the needs of aspiring and practicing paralegals, as well as future attorneys.

We understand the importance of staying informed and connected in the ever-evolving legal industry. Our mission is to provide you with valuable information, resources, and a supportive network to help you excel at every stage of your legal career journey.

Join our vibrant community of over 40,500 members worldwide, and tap into a wealth of knowledge, guidance, and opportunities. Whether you're seeking career advice, professional development opportunities, or simply looking to connect with like-minded individuals, our groups are here to empower you.

Accelerate your paralegal journey, shape your future as a legal professional, and expand your horizons with Paralegals Connect.

Join our growing community today and unlock your potential in the legal world.



Website: www.ParalegalsConnect.com

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

Paralegals Connect (Main Group) (20,320 Members)

www.Facebook.com/Groups/ParalegalsConnect

Our first and largest group support 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 (10,659 Members)

www.Facebook.com/Groups/PCEmploymentBoard

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

Virtual/Freelance Paralegals Connect (4,750 Members)

www.Facebook.com/Groups/Virtual.FreelanceParalegalsConnect

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

Paralegals Connect: Study Group (1,052 Members)

www.Facebook.com/Groups/ParalegalsConnectStudyGroup

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

Paralegals Connect: Instagram (1,381 Followers)

www.Instagram.com/ParalegalsConnect

#ParalegalsConnect

Paralegals Connect: Twitter (281 Members)

<https://Twitter.com/ParalegalsCnnct>

@ParalegalsCnnct

Paralegals Connect: Facebook Page (1,143 Followers)

www.Facebook.com/pg/ParalegalsConnect

Paralegals Connect: LinkedIn

Group: <https://www.linkedin.com/groups/9052061/> (809 Members)

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

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

www.ParalegalsConnect.com

MEET OUR AFFILIATE PARTNERS

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

Becoming an Affiliate Partner with our groups offers worldwide visibility to approximately **40.5k+ 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 Cornett* Crystal@ParalegalsConnect.com or visit www.ParalegalsConnect.com/Become-an-Affiliate.html

Center for Advanced Legal Studies

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

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



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www.CobblestoneSoftware.com/Paralegals

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



www.paralegalsconnect.com/merchandise-store.html

Best Virtual Paralegal LLC

Best Virtual Paralegal LLC (“BVP”) is a multidisciplinary creative collaborative colleague, and a pain point solution for legal professionals. We provide holistic services to reinvent the way attorneys and paralegals help people. If you want to achieve work-life balance and other professional productivity goals, you have come to the right place.

Best Virtual Paralegals are the go-to advocates for attorneys and paralegals. With our services and pricing strategies, we use a holistic approach to ensure we meet the needs of every professional journey. We are eager to support you! We'd love to collaborate with you and your communities to increase your productivity, profitability, & growth. Let us help you be creative, inspiring, amazing, and live your best life!

Are you ready to scale, grow, & succeed?

Let’s Connect & Chat Today!

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Hello@bestvirtualparalegal.com



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

Legal Search: Whether searching for a general counsel or other in-house attorney position, recruiting law firm partners and associates, or adding specialized paralegals and other support professionals, our extensive legal experience gives us an edge and an intimate understanding of the legal profession.



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NEWHOUSE + NOBLIN LLC

Legal Job Board



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

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www.paralegalsconnect.com/merchandise-store.html

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Easysoft Legal Software for Real Estate Attorneys and their Staff

Easysoft offers affordable, ready-to-go, practical software to help attorneys and paralegals reduce risk, ensure accuracy in calculations, and work anywhere, anytime. The software is compliant and features an auto-calculating and auto-populating CD and HUD, interactive ledger that exports to QuickBooks and other popular bookkeeping platforms, file 1099's directly from the software, print checks and more.

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Lee College

Lee College is a comprehensive community college in Baytown, Texas offering an all-online Paralegal Studies AAS degree and post-baccalaureate certificate. Courses are offered in eight-week sessions with two sessions in each fall and spring semester, and one session in the summer. Visit our program website at www.Lee.edu/Programs/Paralegal

Contact us today for a free trial!

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Based in Oregon, we are proud members of the Oregon Paralegal Association and the Oregon Association of Process Servers. At the national level, we are also members in good standing of the National Association of Professional Process Servers, the National Notary Association, and the National Federation of Paralegal Associations. We stay actively involved in professional development which means you can be sure the service we provide you is accurate and compliant with all laws and statutes. We're also experts in Microsoft Word which means your documents are always formatted correctly, EVEN WHEN they try to misbehave.

We'd love to chat about your next project!



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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. She is a faculty member in the Paralegal Studies Program at The George Washington University and a Professor of Legal Research and Writing at the University of San Diego (USD) Law School Paralegal Certificate Program. Jackie is a Board Member of the San Diego Paralegal Association and also the Editor of OnPoint, NCAPA's quarterly magazine. She supports numerous paralegal associations throughout the country and has numerous published articles.

Jackie's passion is to help legal professionals at all levels, including paralegal students, with professional document and letter design, persuasive memoranda writing, precise legal citations, and improved grammar and punctuation. The Paralegal Writer offers a quarterly signature course, "**Pen A Memo™**," to support applicants taking the Skills Exam and those looking to master the art of IRAC. The Paralegal Writer also recently launched a Citation Workshop Series, which provides an hour of practice monthly. Mastering Legal Writing in 8 Weeks will launch in early March! Payment options are always available.



Please feel free to contact me if you have any questions.
Thank you!

Email your questions to jackie@theparalegalwriter.com.

www.theparalegalwriter.com

Join the Facebook Group at

www.facebook.com/groups/paralegalswrite

Valedictorian Prep

For all aspiring future lawyers and current LSAT students.

Since there is a substantial percentage of paralegals who aspire to become lawyers and are currently preparing for the Law School Admission Test ("LSAT"), we decided to advertise our pro bono services to LSAT PROBONO BOOTCAMP, the Paralegals Connect community.

We are a company that believes in democratizing the tutoring industry as a whole and specifically for the LSAT. We believe that it is our moral duty to offer every student at least +5 LSAT points totally free by arming you with the training and understanding you need for an inevitable score increase of at least 5 points in general. That is why we are offering our March +20 hours pro bono LSAT Bootcamp to the Paralegals Connect community. We are hoping that we will bring a lot of value to every future LSAT taker willing to attend.

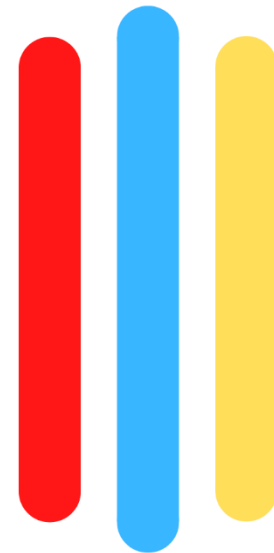
We will meet twice a week for 3-hour sessions. We will practice on real LSAT Sections, discuss assignments, and track our progress collectively.

Join our messenger channel to receive the assignments, links for upcoming lectures, and to start immediately:

<https://m.me/j/abbgvqnc5u5i3cpz/>

Looking forward to seeing you at the sessions!

Feel free to message us for further details!



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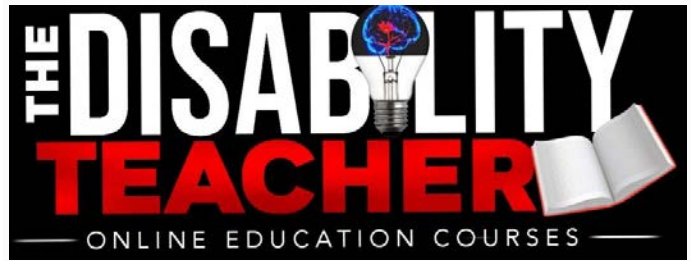
[Email: LSAT@valdictorianprep.com](mailto:LSAT@valdictorianprep.com)

The Disability Teacher

Most people are not aware that you do not have to be an attorney to get paid representing disabled people before the Social Security Administration. The main objective of The Disability Teacher® is to bring awareness to non-attorney representation of disabled people before the Social Security Administration. It is our mission to advance disability advocacy as a career choice for paralegals and other non-attorneys. Our mission is to **Educate, Equip and Empower** the Paralegal! We **Educate** paralegals for careers as Eligible for Direct Pay Non-Attorney (EDPNA) Representatives by teaching the knowledge and practical skills to **Equip** you to start and build your successful business as a Social Security Disability Advocate earning up to \$7,200 per case. We **Empower** you by teaching our step-by-step disability process, providing mentorship programs, and supporting you in entrepreneurship.

Our course, Becoming A Disability Advocate, is offered as a six-week virtual course with weekly live instruction or you may prefer to take our self-paced, automated course. In our course, you will learn:

We also offer EDPNA study sessions in March, April and May for non-attorneys preparing to sit for the EDPNA examination in June.



- How to apply the Social Security Rules to win cases early at the Initial and Reconsideration levels.
- How to attract the right clients for more favorable decisions.
- How to use the Social Security Rules and Regulations to receive the maximum payout for your client and your firm.
- How to complete Social Security Forms.

For more information about The Disability Teacher®, you may reach us through the platforms below:

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d/b/a Notary.io

Notary.io is an all-in-one online notarization platform for law firms or businesses of any type that perform notarizations. Our system was designed with the needs of the notary professionals in mind. The **Notary.io** platform comes with no setup or minimum use fees as well as free online notary training.

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Justice Solutions Group

Justice Solutions Group is a tech-enabled investigations and intelligence firm that is here to support paralegals and the clients they help every day. From deep-dive asset searches for litigation, judgment recovery and decedents, as well as expert surveillance, due diligence and background checks for law offices, companies, investors, and much more. they can handle It all.

Whatever It Takes Josh Chandler, CEO of Justice Solutions Group talks about 20 years as a real "P.I.", and the real reason he built JSG.

"IT'S ALL ABOUT RESULTS...AND HELPING GOOD PEOPLE THAT HELP OTHERS..."



Visit them at jsgfirm.com to learn more.

The Network of American Legal Support Services Professionals - ("The NALSSP")

NALSSP is excited to announce the new NALSSP.COM online directory to the Paralegals Connect community as an Affiliate Partner. Paralegals Connect members can save 30% at initial sign-up on new directory subscriptions through August 31, 2023, by applying the discount code [WELCOMEPARALEGALSCONNECT30].

The directory welcomes U.S. based legal support service professionals and businesses as well as those that support them with relevant products and services [professionals, suppliers, providers, podcasters, merch vendors, influencers, etc]. Wherever professionals are within the legal support services ecosystem, The NALSSP is the place for them!

The NALSSP directory will be a multi-faceted resource for legal support service professionals. It will be a one-stop-shop – serving as an online marketing solution, a place to find colleagues offering other support services and providing business/professional development consulting.

NALSSP.COM is a community of real people being seen by real people. Social media is great. However, many such accounts are administered by social media managers (non-decision makers), AI bots and not actual prospective clients. These accounts may like your posts and your page, yet they have no real connection to anyone that is seeking your services. The NALSSP directory will connect you with clients in real life. Our professionals won't get lost in other overcrowded and spam filled online forums, job boards and groups engaging with irrelevant profiles.

The NALSSP online directory features twelve professional categories all in one place with easy search filtering: Appearance Attorneys, Court Reporters, Forensic Experts, Language Interpreters, Mediators, Medico-Legal, Notary, Paralegals, Private Investigators, Process Servers, Restorative Justice Practitioners and Security Services professionals. Users can search the directory by geographic location, service category, and keyword. Each general category will contain related service professionals. For instance, Legal Nurse Consultants will be listed under "Medico-Legal" and Proofreaders will be listed under "Court Reporter."

Process Servers are always in demand for paralegals. Our Process Server Quote Request feature gives paralegals a simple tool to request bids from multiple process servers in a given local area by zip code - reducing their workload (no need to make multiple calls or send multiple emails). Just fill out one form with all the details of a civil process assignment and submit it. An email will go out to each Process Server under that zip code. Even now, as the directory grows, your quote requests will be received, and you will be provided with multiple options from within the region of your assignment.

NALSSP

THE NETWORK OF AMERICAN
LEGAL SUPPORT SERVICE PROFESSIONALS

The demand for freelance and remote paralegals is rising. NALSSP.COM provides paralegals with affordable online marketing to prospective clients who are searching for such services. As both the demand and number of freelance paralegals continues to grow exponentially, The NALSSP online directory will be the connecting link. We encourage paralegals to position themselves now by signing up for a new directory listing.

Paralegals can also sign up on our directory as individuals for career advancement. As the directory grows, many other legal support service professionals, potential employers and recruiters will be viewing our site. Our professionals can showcase themselves in a clean and well-presented online profile.

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Oil and Gas Law
Externship

Other Requirements: Business Math



The Truth About Lying on a Resume – It Can Kill Your Candidacy

By: Tami Riggs

There is no place for inaccuracy on a resume or application, whether by fabrication, embellishment, or omission. Don't make stuff up, twist information, or distort details to gain an advantage. This constitutes professional fraud. While a company is unlikely to pursue legal action in response to a bad-faith misrepresentation, it can be at risk of legal liabilities related to negligent hiring practices in some instances. Purposeful inaccuracies discovered on a resume will almost always result in a candidate being removed from the hiring pool. Any deception discovered post-hire, even many years into tenure, may also result in termination.

Below are 10 ways job seekers commonly adulterate their resumes and applications:

1. Misrepresent prior employment or duration
2. Omit jobs or the reasons for leaving them
3. Falsify job titles or responsibilities
4. Overstate involvement in or contributions to a project
5. Exaggerate the level of education attained
6. Claim to hold a degree, certification, or licensure not earned
7. Inflate mastery of skills and abilities
8. Assert conversational knowledge of a second language as fluency
9. Overinflate salary history
10. Give fake references

Employers can verify if resume content is more fiction than fact. This is often done by way of a pre-hire assessment, task, or project. It would be challenging to pass a screening test when job-related skills are lacking. However, if hired, individuals who misrepresent themselves on their resumes may find they perform poorly in the role. This could result in disciplinary action and dismissal. It can be an awkward and embarrassing situation for all parties involved. It damages reputations, fosters a negative work culture, is unfair to candidates who did not fabricate their resume details, increases hiring and training costs to replace terminated employees, and reduces future opportunities to get hired.

Do Not Lie! It is not only unethical and a betrayal of trust, but it will also frequently be discovered. Hiring managers can verify educational credentials, licensures, job titles, dates of employment, criminal history, creditworthiness, and more through an employee background check. Online profiles and social media outlets can also be used to verify identity and credibility. Guidelines to ensure you have a positive and professional online presence can be reviewed at: <https://www.paralegal.edu/blog/social-media-keep-it-professional-or-keep-it-private>

You can add value to your resume honestly and give yourself a competitive edge even if your background and experience do not align entirely with all the job requirements. Take the time to apply if you meet the core competencies. Employers seek an "ideal candidate." They provide the parameters and guidelines. Think of these as a "wish list." But remember, no candidate is perfect. There is always a learning curve when anyone starts a new position. Even if you do not have every skill listed in the job posting, there may be transferable skills that you can adapt to fit the role. Focus on the knowledge and experience you do have and provide details that show how those can bridge the gap between the skills you possess and what an employer is looking for.

Here are 10 “fluff-free” ways to show employers what you can offer if you are hired:

1. Do identify your skills and abilities relevant to the job posting; show evidence of capabilities that enable a prospective employer to envision you growing in their role.
2. Do showcase your background and experience; focus on roles, responsibilities, achievements, and any work performed outside the scope of your previous positions.
3. Do add quantifiable measures of your contributions that had a material impact and their benefit; did you train others to reduce staffing needs, lower costs, save money or time, leverage new tools or technology, help turn around an inefficient process, etc.?
4. Do indicate any ancillary support you provided to executives or teams and what you learned.
5. Do feature top accomplishments, promotions, and awards that highlight past success.
6. Do highlight academic credentials, career development, and self-improvement courses.
7. Do list professional affiliations and memberships.
8. Do have an explanation for any gaps in employment.
9. Do include any volunteer and internship experience in support of your ability to perform in a new position; as long as you don't label it "work experience" or "employment" you aren't lying.
10. Do use the FAB approach to show precisely how you can improve or add value to an organization.
<https://www.paralegal.edu/blog/why-should-we-hire-you-give-a-fab-response>

Your resume is the most important document in your search for a new job. It is your initial contact with a prospective employer and an opportunity to give a positive first impression. Putting in the time, energy, and thought to make sure it resonates value, without deceit and half-truths, will demonstrate that you are a candidate who will give attention to the work expected and not take shortcuts to a desired outcome.

Center for Advanced Legal Studies offers programs and services that help students and graduates reach their career goals during their time in school and long after. To learn more about these programs and the services available contact us at www.paralegal.edu to schedule a consultation.



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



What To Do on Your Final Day at Your Firm

By: Rev. Holly A. Sheriff, ASPS, BBA, MSLS,
MCC, CCC, PCC, LPC, CPP

On behalf of Best Virtual Paralegal LLC

What to do on your final day at your current firm will depend on many factors. However, the Best Virtual Paralegal team has assembled a handful of examples. We hope you enjoy this article and find it helpful during your career journey.

The day to say goodbye to your firm has arrived. It has been the longest two weeks of your life. Ironically for most, the last day often feels like the first day. It is a bad case of Groundhog Day. Despite being eager to move on to the next rewarding challenge, there are ten things you should finish before your last day ends.

This article discusses the importance of leaving your current firm on good terms and what you should do to help make the transition good for you and your relationships with you.

It is Important to End Your Last Day Professionally.

Regardless of how your employer has responded to your leaving the firm, you should handle it professionally, kindly, and gracefully.

And here's how you can do it!

1. Finish as many of your ongoing projects and cases as you can before leaving.
2. Create a folder on the computer at your station or desk. Name it something like: FOR MY REPLACEMENT.
3. List all your cases and include a small paragraph regarding the status of each case and any upcoming deadlines. Then, save your list in the FOR MY REPLACEMENT folder.
4. Before leaving for the day, clean your computer of any personal information, such as personal email addresses, passwords, and other documents you may have accidentally stored on the hard drive. Clear the browser history too.
5. List any usernames and passwords for e-filing, vendor and other websites, and portals that your replacement will need to do their job. Save the list in the FOR MY REPLACEMENT folder.
6. Clean up and organize the folders on the desktop or company laptop assigned to your position. You may even need to list folders and file trees for your replacement. Save the list in the FOR MY REPLACEMENT folder.
7. Clean up, organize with folders, and update the address book of the email account you were assigned. Delete any personal information. Chances are your firm will give your replacement a new email account. However, they may reassign your email box/account to your replacement by renaming the account. Yet the actual box will remain the same. So, ensure the email box is empty of all personal information when you leave. All messages should be in folders, labeled tags, and there should be no unread messages except for any new messages that may come in after you check your email for the last time.
8. Optional/ if necessary: Write a document for your replacement. Include a brief description of your average day in the position and include information about any weird problems with your office equipment and space. For example, your office chair may be missing a wheel. So, you keep extra wheels in the closet in the office because the wheels break frequently. Or your office does not receive good cell service, so you have to hang out the window to use your cell phone.
9. Write a personal note of gratitude to your team. Of course, you don't have to write War and Peace or a 5-page letter. The private message can be as simple as post-it notes to each firm member expressing gratitude for the professional skills and lessons you gained from them. If you want to include your personal information so that colleagues you want to remain cordial with can stay in touch with you, add it. However, it is not required.
10. Please make a copy of everything you create and leave it for your replacement. You will want to keep dated copies of all your gratitude notes too. You should already have a list of all the projects and case matters you worked on during your time with the firm. But, if you don't, you should create one.

Keep all your "exiting paperwork" in the same folder and the same place, at home, as you store your resume, your resignation letter, and any personnel items associated with your time at this firm.



You may have noticed that our ten recommendations have little to do for you. That’s because kindness, gratitude, and grace usually don’t have anything to do for you. Instead, they are expressions of what you can do for others. These ten tasks will say more about your character than your reputation and help you leave the firm better than when you found the firm. These ten tasks will convey professionalism, kindness, and grace.

We encourage legal professionals (attorneys and paralegals) who have career questions to contact the Best Virtual Paralegal team. Zoom and phone consultations are affordable and confidential. Our team is here to help.

For more information about the products and services offered by the Best Virtual Paralegal team, call, or text (717) 747- 3588 | [email us](#)

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ABOUT THE AUTHOR:

Rev. Holly A. Sheriff, ASPS, BBA, MSLS, MCC, CCC, PCC, LPC, CPP, is the founder of Best Virtual Paralegal LLC (@BVParalegal). She has worked as a legal consultant, paralegal, & certified coach for over 33 years. Holly has been an affiliate contributor & expert with Paralegals Connect since 2020, and she is the current President of the New York City Paralegal Association. She is currently accepting new clients who want to build & grow successful legal careers. Contact Holly at (717) 747.3588 text/voice | [LinkedIn](#) | @bvparalegal on Facebook, Twitter, LinkedIn & Instagram | [Holly’s links and Biz Card](#)

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Navigating High-Stress Situations: Resilience Tools for Paralegals in Litigation

By: Ashley Stephenson

As a paralegal working in litigation and courtrooms, you are no stranger to high-stress situations. When deadlines are looming, clients are demanding, and the pressure is mounting, it can be easy to feel overwhelmed and stressed out. However, as a valuable member of the legal team, it's important that you maintain your composure and navigate these stressful situations with resilience.

These environments can be intense and daunting, and they require a great deal of resilience to navigate. In order to succeed and thrive in these scenarios, I've developed a toolbox of resilience tools that others can rely on.

1. Develop a Strong Mindset

Your mindset is a significant determinant of how you will react and perform under stress. You can develop a strong mindset by engaging in practices like self-reflection, positive self-talk, and mindfulness techniques. By becoming aware of your thoughts, you can reframe them into more positive, self-empowering statements. Additionally, practicing mindfulness techniques, like deep breathing or meditation, can help you stay focused and calm during high-stress situations. This can help you stay calm and collected in the face of adversity, even when things become increasingly difficult or intense.

2. Create a Routine

Creating a routine can also help you navigate high-stress situations with ease. By establishing regular schedules for your workday, you create structure and predictability. This routine allows you to stay on top of your work, manage your time effectively, and reduce the likelihood of burnout.

3. Set Boundaries and Manage Expectations

In addition to creating a routine, setting boundaries means being clear with your colleagues and clients about what you can handle, and not taking on more than you can manage. It also means communicating effectively with others to ensure that everyone is on the same page, and that you are not overburdened by unrealistic expectations or demands.

4. Practice Self-Care

Taking care of yourself is critical to building resilience in high-stress situations. When you are feeling drained or overwhelmed, it can be tempting to work longer hours, skip meals or sleep, or forego exercise. However, neglecting your personal needs will not make you more productive or effective. Instead, prioritize activities like regular exercise, healthy eating, and adequate sleep. Additionally, taking breaks throughout the day, going for a walk, or practicing yoga can help you recharge and refocus.

5. Build Strong Relationships

This can include colleagues, mentors, family members, or friends who can provide emotional support, guidance, and perspective when needed. Building strong relationships with your colleagues and clients can also help you navigate high-stress situations. When there is a sense of mutual trust and respect, communication is more open, and everyone is more likely to support and collaborate with each other. Moreover, supportive relationships can be an essential source of motivation and encouragement, especially during challenging times.

6. Reflect on Lessons Learned

Finally, it's essential to reflect on your experiences and identify lessons learned. It's through these reflections that you uncover how to improve your processes, skills, and strategies. This reflection will help you better understand what worked and what didn't, allowing you to make adjustments to your approach in the future.

While navigating high-stress situations are a normal part of working in litigation, managing stress is never easy, however, strengthening your resilience is an essential part of your role as a paralegal. By developing a strong mindset, creating a routine, practicing self-care, building strong relationships, and reflecting on lessons learned, you can cultivate resilience to thrive in your position and continue to make valuable contributions to your legal team.



ABOUT THE AUTHOR: Ashley Stephenson is a litigation paralegal, author, and personal development specialist based in New York City. Over a decade of experience in the legal profession, Ashley's unique perspective has allowed her to help others with grace and empathy on a path to discovering their own path and destiny. Her work has been featured in the Huffington Post, Attorney at Law Magazine, the Women's Bar Association of the State of New York, the D.C. Bar Blog "Duly Noted," The Paralegals Connect Magazine, Google News, and multiple FOX, NBC, ABC, and CBS affiliates. Her passion for all she does has landed her speaking events at community colleges as well as societal groups in various cities. She is a member of several professional organizations including local Bar Associations, Mindfulness in Law Society, and Military Spouse J.D. Network.



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How to Domesticating Subpoenas: A Comprehensive Guide

Everything you ever wanted to know about domesticating subpoenas (but were afraid to ask)

By: Tea Godfrey
On behalf of Solid Serve Legal



A subpoena is a legal document that requires a person to appear in court or produce documents. It is a powerful tool used in legal proceedings to gather evidence or testimony. However, subpoenas are only effective within the jurisdiction where they were issued. If you need to enforce a subpoena outside of that jurisdiction (aka a “foreign subpoena”), you must domesticate it. Domestication is the process of making a subpoena valid in another jurisdiction. In this article, we’ll discuss how to domesticate out-of-state subpoenas, including what it means, why it’s necessary, and how to do it.

What is Domestication of an Out-of-State (Foreign) Subpoena?

Domestication is the process of making a legal document valid in another jurisdiction. In the context of subpoenas, it means making a subpoena issued in one state or jurisdiction valid in another. This is necessary because subpoenas are only valid within the jurisdiction where they were issued. If you need to enforce a subpoena in another state or jurisdiction, you must domesticate it.

Why is Domestication Necessary?

Domestication is necessary because it allows you to enforce a subpoena in another state or jurisdiction. If you fail to domesticate a subpoena, it may not be enforceable, and you may not be able to use the evidence or testimony gathered through the subpoena. Domestication ensures that your legal proceedings are not hindered by jurisdictional issues.

In the past, attorneys would have to jump through quite a few hoops to get this done. Today, however, thanks to The Uniform Interstate Deposition and Discovery Act (UIDDA), attorneys can now go directly to the courts in another jurisdiction rather than filing a new lawsuit or hiring co-counsel in that state to do the work for them.

How to Domesticating Subpoenas

The process of domesticating subpoenas varies depending on the state or jurisdiction where the subpoena was issued and where you want to enforce it. However, the general steps for domesticating a subpoena are as follows:

a. Obtain a certified copy of the original subpoena: You must obtain a certified copy of the original subpoena from the court where it was issued. This copy must include the signature of the judge or clerk of the court.

b. Determine the requirements for domestication in the new jurisdiction: You must determine the requirements for domesticating a subpoena in the new jurisdiction. This may include filling out specific forms, paying fees, and providing certain documents.

For example, a party seeking discovery in Oregon for a process occurring in another state must submit the following to the court in accordance with the Oregon Rule of Civil Procedure (ORCP) 38 C.:

- A descriptive title for the case.
- The proceeding’s case number from the foreign jurisdiction.
- The date the case was first filed in the foreign jurisdiction.
- The names, addresses, email addresses, and telephone numbers of all lawyers of record and self-represented parties

c. File the subpoena in the new jurisdiction: You must file the certified copy of the original subpoena in the new jurisdiction where you want to enforce it. You may also need to file additional documents, such as an affidavit of service or a notice of deposition.

d. Serve the subpoena on the witness or custodian of records: Once the subpoena has been filed and accepted in the new jurisdiction, you must serve it on the witness or custodian of records. This may require the assistance of a process server or other legal professional.

Tips for Domesticating Subpoenas

a. Consult with an attorney: Domesticating subpoenas can be a complicated process, and it's important to ensure that you follow all of the necessary steps correctly. Consulting with an attorney can help you navigate the process and ensure that you are following all of the necessary steps.

b. Plan ahead: Domesticating subpoenas can take time, so it's important to plan ahead and allow plenty of time for the process to be completed. This is especially important if you have a deadline for gathering evidence or testimony.

c. Follow all of the rules and requirements: Each state or jurisdiction has its own rules and requirements for domesticating subpoenas. It's important to ensure that you follow all of these rules and requirements to ensure that your subpoena is enforceable.

d. Keep accurate records of all of the steps you take during the domestication process.

Here are some additional resources that you could look to as you domesticate your subpoenas:

State Rules of Civil Procedure: Each state has its own rules of civil procedure, which govern the process for domesticating subpoenas. You can find these rules on the website of the state court system or by consulting with an attorney.



Tea Godfrey

Find her online at [SolidServeLegal.com](https://www.SolidServeLegal.com)

In Oregon for example, after the court clerk receives the foreign subpoena, they will assign a case number and issue the Oregon subpoena. Rule 38(C)(2)(b). If a party retains an attorney licensed to practice in Oregon, the Oregon attorney can assist the clerk in drafting the subpoena. Although the request for a subpoena does not constitute an appearance in the court, it does allow the court to impose sanctions for violations of any applicable law in connection with the subpoena. Rule 38(C)(4). However, any motion related to the subpoena must be submitted to the court in the county where discovery is sought and does constitute an appearance in the court. Rule 38(C)(5).

Local Court Rules: In addition to state rules, some jurisdictions have local court rules that govern the process for domesticating subpoenas. These rules can be found on the website of the local court or by consulting with an attorney.

Forms: Many jurisdictions have specific forms that must be used when domesticating subpoenas. You can find these forms on the website of the state or local court system, or by consulting with an attorney.

Process Servers: In many cases, you will need to serve the subpoena on the witness or custodian of records in the new jurisdiction. You can find a process server through a professional association, such as the National Association of Professional Process Servers. (We here at Solid Serve Legal are members of NAPPS and *do* serve subpoenas for our clients.)

Case Law: In some cases, there may be case law that is relevant to the process for domesticating subpoenas in a particular jurisdiction. You can search for case law on legal research websites, such as LexisNexis or Westlaw.

ABOUT THE AUTHOR: *Tea Godfrey* is the owner of [Solid Serve Legal](https://www.SolidServeLegal.com), an Oregon-based company that serves clients throughout the Pacific Northwest and beyond.

She has over a decade of experience in the legal field and has worked in civil litigation, personal injury, family law, real estate, estate planning, and corporate law. Her company takes the promise of providing superior service literally.

Whether you're a Pro Se litigant, a solo attorney, or a paralegal at a larger law firm, you need top-notch legal assistance that never cuts corners; that's why you want Solid Serve Legal.

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How To Utilize AI for Contract Review Processes

By: Sean Heck,
CobbleStone Software



Conversations about artificial intelligence in a business setting are important. According to a study performed by MIT Sloan Management Review, over 80% of organizations see AI as a vehicle for strategic opportunity. Additionally, 85% of organizations view AI as a means for competitive business advantages.¹

This interest in – and implementation of – AI applies to legal teams and other contract managers as well. Manually managing and reviewing an ever-increasing number of contracts of varying complexity is stressful and inefficient. But it does not have to be.

Organizations can improve contract review with AI-powered contract management software.

What Is AI for Contract Review, & Why Does It Matter?

Contract AI supports contract managers with tools for drafting, reviewing, and executing contracts. It can help them decrease instances of human error during contract lifecycle management while ensuring that the best contract language and clauses are included in finalized contracts.

These AI-based contract review tools should be important to legal ops professionals because those who present the most accurate and favorable contract language can reap the most value from business relationships while maintaining healthy legal standing.

How To Use Contract Review AI

Let's go over key steps for getting started using AI to review contracts in the most efficient way possible!

#1 - Upload Your Contract for Review

Start your contracting process by uploading your contract to AI contracting software.

Once you upload your contract, data mining and intelligent contract data extraction can begin. This process helps convert static contracts into dynamic, meaningful data.

¹Enholm, I. M., Papagiannidis, E., Mikalef, P., & Krogstie, J. (2021). Artificial intelligence and business value: A literature review. *Information Systems Frontiers*, 1-26.

First, contract review software can identify key data such as places, dates, financials, contact information, and more. You don't have to waste time manually keying in contract metadata.

Next, intelligent contract data extraction can scan contracts and locate key terms, legal phrases, clauses and other important text. This process is powered by natural language processing (NLP) so that you can reap the most from purposeful, favorable contract language.

#2 - Auto-Redline Your Contract

Now you can further enjoy an automated contract review process with auto-redline. Auto-redlining contracts allows you to automate the inclusion of clauses from your pre-approved library – if preferred – to virtually ensure that favorable clause language is included.

Depending upon the contract type, preferred types of clauses are included in the original contract drafts. However, these may include errors. Auto-redline can serve to fix up these clauses.

You can auto-redline documents as needed or configure your contract software system to redline documents upon upload. You can quickly see auto-redline in action while leveraging comments and comprehensive audit trails for each version.

You can use auto-redline tools within a native online document editor within contract management software or within MS Word.

#3 – Leverage Metadata Field Recommendations for Clauses & Sections

Your team likely has clauses and sections that commonly appear in your contracts. It only makes sense that you have metadata fields for those clauses – so that they are easily capturable and searchable.

Thankfully, AI tools for contract review support proactive CLM field recommendations so that you can enjoy visibility and governance for extracted, common clause types at a glance.

#4 - Streamline & Centralize Contract Review Collaboration

Contract review requires healthy and efficient collaboration. Thankfully, contract review software has you covered.

Configurable user permissions can allow you to make sure that only relevant personnel have access to certain contracts.

Online negotiation with clause ownership functionality helps ensure that internal employees and counterparties alike are on the same page with clause versions. Those assigned to clauses are alerted if anyone tries to make contract language changes.

With contract workflows, automated approval processes can be assigned to virtually any part of a contract's life – including configurable electronic signature processes.

Contract analytics help your team to analyze a given contract and a legacy of contract data at a visually-engaging glance.



Closing Takeaway

In the end, the key takeaway here is that there are myriad contract review tools at your disposal with AI-based contract management software. The data shows that the vast majority of legal ops professionals (74% according to The Corporate Legal Operations Consortium) are embracing contract management software.

To get started with AI-based contract review automation and a streamlined contract lifecycle, book a free demo of CobbleStone Contract Insight® today at CobbleStoneSoftware.com/Demo.

**Legal Disclaimer: This article is not legal advice. The content of this article is for general informational and educational purposes only. Readers should contact their attorneys for legal advice regarding any particular legal matter.*

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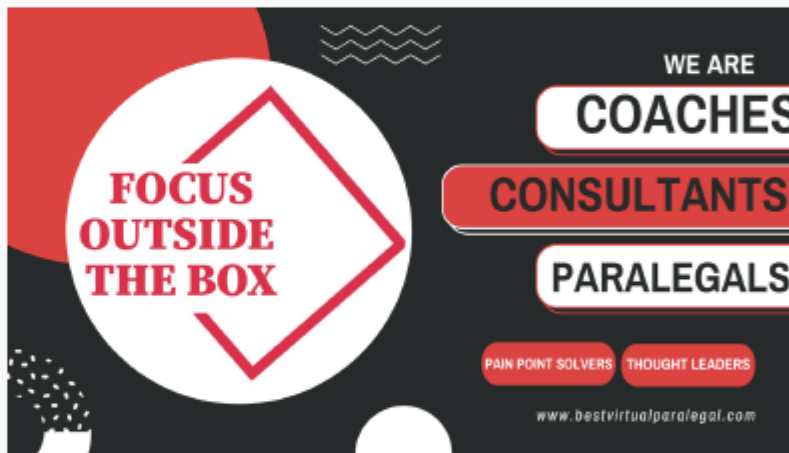
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