

Execution of Client Legal Matters (26 Task Statements)

1. Prepare binders for interviews with clients and depositions
2. Stay current on legal technology
3. Manage databases
4. File legal documents using the federal court electronic filing system
5. Update and maintain stock record databases for clients
6. Prepare stock certificates and maintain stock records
7. Prepare and oversee closing checklists
8. Order certificates of existence (or equivalent) and copies of corporate documents from appropriate state authority
9. Assist lawyers in preparation of SEC filings with regard to securities offerings and other dealings
10. Prepare for and attend transaction closings
11. Create and maintain data rooms for client due diligence and corporate documents
12. Compile and assemble documents and prepare closing index for closing books
13. Perform conflict checks; obtain detailed information about client and all adverse parties
14. Docket deadlines and reminders
15. Create and balance trust account ledger
16. Preparation and/or organization of electronic files
17. Draft engagement letters
18. Create and implement legal hold for data preservation
19. Prepare minute books, maintain corporate databases and file annual reports with state authority
20. Set up and configure logistics for hearings, trials and other official proceedings (may include electronic testing and set up before proceeding, confirming availability of certain electronics at venue, confirming training of location specific equipment, maintaining a hearing toolkit containing extension cords, tape, chargers, etc.)
21. Timely record documents and UCCs in proper jurisdictions
22. Based on acquisition and loan closing statements, confirm all closing funds are wired to or transferred to attorney's appropriate escrow account, prepare all disbursements and wire transfers, reconcile and balance funds, and coordinate disbursements and wires
23. Research and update contact information
24. Conduct background and criminal record checks
25. Take notes during hearings, meetings and other case related events
26. Perform all duties according to ABA and NFPA's ethical guidelines

Development of Client Legal Matters (29 Task Statements)

1. Obtain information about who the client is and who the adverse parties are for a particular case
2. Collect, manage, and preserve electronically stored information (ESI)
3. Act as a liaison between clients, counsel, courts, and other parties to disseminate information
4. Attend organizational meetings with clients and/or lawyers to take instructions, obtain information, report on status of matters and recommended course of action
5. Communicate with clients and arrange the execution of relevant documents (i.e. merger, change of corporate structure)
6. Obtain and complete requisite applications and corporate consents for business and not-for-profit corporations
7. Prepare capitalization tables
8. Develop protocols for data classification, collection and searching
9. Order title and trio reports and review accuracy of same
10. Prepare, identify and record real property documents such as deeds, liens, record abstracts, construction liens, and post recording notices
11. Review, analyze, select, and compile/organize key documents for use by attorney (may be used as exhibits or supportive documents for a number of documents/arguments)
12. Determine legal names of the party entities, send out initial conflict check to firm, document responses, and review any conflicts with attorney
13. Open files based on research of legal party entities and results of conflict check
14. Assist attorney with various pleadings and legal documents, prepare and review documents, prepare and attach exhibits, prepare final accounting documents as necessary for final submittal
15. Coordinate preparation of new surveys and provide instructions to surveyors
16. Coordinate title searches and document requests with title agents, vendors, and attorneys
17. Determine proper jurisdictions and coordinate lien searches with title attorneys and search companies
18. Request payoffs and other information regarding the bank's borrowers
19. Retrieve lien releases, surveys and other necessary documents from court records, clients, other firms and parties
20. Liaison with clients: assist clients and third parties with inquiries and document requests
21. Receive and discuss with attorney inquiries from outside firms on closing files and firm's clients
22. Consult with attorney on client needs, closing and title issues and problems, and any other matters necessary to his evaluation and attention

23. Prepare, file, and arrange to serve subpoenas
24. Prepare witnesses for testimony
25. Prepare for arbitration and mediation
26. Provide experts with necessary documents
27. Prepare living wills, health care proxies, durable powers of attorney
28. Organize client financial records to initiate will/trust preparation
29. Calculate federal and local estate taxes

Factual Legal Research and Writing (32 Task Statements)

1. Conduct legal research and investigation
2. Interview clients and witnesses
3. Locate and interview expert witnesses
4. Conduct jury research
5. Determine best authority, primary and secondary sources, validate research for accuracy, apply legal research to client's particular matter
6. Review and keep abreast of changes to the Federal Rules of Civil Procedure
7. Review and keep abreast of changes to the Federal Rules of Evidence
8. Review changes to charter documents and other corporate documents
9. Drafting pleadings, correspondence, motions, discovery responses, and specialty-related documents
10. Analysis and summarization of legal research in proper legal memorandum form
11. Prepare factual summaries
12. Prepare deposition summaries
13. Prepare declarations and affidavits for attorney fees and costs, cost bills, assignment of judgments or claims, and judgments
14. Process requests for disclosure under the Freedom of Information Act (FOIA)
15. Work with lawyers to prepare all documents required to form corporations (both profit and nonprofit), limited liability companies, and any other type of business entity in any state
16. Review, summarize, and analyze corporate records, compile information, and recommend course of action to correct deficiencies
17. Assist lawyers with corporate reorganizations, share or asset purchase transactions, or tax reorganizations including the coordination of closing documents, searching status, filings, reports and other matters, summarizing search results, preparation of documents and checklists, and assisting with corporate due diligence
18. Prepare draft responses to auditor's requests for information
19. Assist lawyers in the preparation and filing of UCCs (including review of security documents to ascertain collateral description) and perform and review UCC search requests

20. Assist attorney with due diligence searches, including litigation, UCC, and corporate status searches
21. Review, organize and prepare responses to audit inquiries from clients
22. Perform litigation, UCC, and lien searches and review and summarize results
23. Review security agreements and prepare UCC financing statements
24. Prepare Articles/Certificates of Incorporation/Organization/Registration to form entities and/or assume business registrations in domestic and foreign jurisdictions
25. Prepare bylaws or LLC Agreements
26. Prepare resolutions/actions for varying types of transactions
27. Prepare Officer/Secretary/Incumbency Certificates and Guarantees for transactions
28. Prepare stock certificates and appropriate transfer documents
29. Prepare correspondence, escrow letters, closing documents (i.e., deeds, mortgages, assignments, agreements, affidavits, guaranties, UCC financing statements, exhibits, satisfactions, terminations, amendments, and legal descriptions), closing binders, title insurance commitments and owner, loan and leasehold title insurance policies
30. Factual research and review of contracts, property titles, tax records, liens and encumbrances, easements, surveys, documents and other information for clients and closings
31. Prepare cover letters and deliver closing documents, title documents, final recorded documents and title policies to proper parties by firm messenger, icloud or disk
32. Conversant with the Uniform Probate Code and the Uniform Trust Code

Office Administration (18 Task Statements)

1. Apply ethical rules and concepts to practical situations
2. Keep up-to-date on technology needed to perform job (firm document saving system, iCloud programs, saving and manipulation of Adobe/pdf files and data, e-filing documents with courts, scanners, OCR programs, and other office equipment)
3. Keep abreast of law related to attorney's practice or of relevance to firm by taking webinars, receiving updates by subscription, reading legal literature and journals, and educate attorneys and/or general public
4. Track and maintain hours, both billable and non-billable, in a timely manner in accordance with policies
5. Open and maintain electronic and physical case files
6. Use document management systems to store and retrieve electronic files
7. Monitor and comply with court deadlines
8. Coordinate workflow
9. Maintain confidentiality

10. General knowledge in computer applications
11. Identify trial technology tools and implement tools at trial
12. Keep comprehensive list of attorney's client matters
13. Maintain calendar, contract deadlines, due diligence dates, and tickler items
14. Keep both paper copy client file and digital file current and complete by copying, scanning and organizing documents, faxes and emails, retaining any attorney handwritten notes, and storing any email communications in digital files
15. Prioritize workload and set deadlines
16. Manage and enlist legal assistants and office assistants to assist with administrative tasks
17. Review file, complete any needed tasks, organize before closing the file and returning to file room
18. Review and process vendor invoices