
WDALA was organized in September 1984, in response to a need for educational programs and to encourage paralegals and legal assistants in Western North Dakota to commit themselves to professional development and continuing education.



Objectives & Purpose of WDALA:

1. To promote continuing legal education for members of the legal profession.
2. To promote ethical and professional conduct.
3. To promote networking among association members, NALA, and members of the legal community.
4. To promote NALA.



WDALA
P.O. Box 371
Bismarck, ND 58502-0371
Info@wdala.org

*To learn more, please visit:
WDALA's website at www.wdala.org and
NALA's website at www.NALA.org*

THE UTILIZATION OF PARALEGALS



**Western Dakota Association of
Legal Assistants**

An Association of Paralegals

What is a Paralegal?

Paralegals assist attorneys in the delivery of legal services. Paralegals play a vital role in the legal field, providing essential support to attorneys, law firms, and legal departments. Their expertise and proficiency in various areas are crucial for maintaining the smooth operation of legal proceedings. To excel in this dynamic and demanding profession, paralegals need to develop a set of core competencies that encompass a wide range of skills and knowledge.

Paralegals are qualified by education, training, and/or work experience and are employed or retained by an attorney, law office, corporation, governmental agency, or other entity to perform specifically delegated substantive legal work for which an attorney is responsible.



The Paralegal Leverage

Experienced and qualified paralegals can complete substantive legal work on behalf of a supervising attorney at a much lower cost than the attorney.

Not all work traditionally performed by attorneys is considered the “practice of law.” Much of the work can be performed by qualified paralegals under Attorney supervision.

Paralegals provide a longevity of profits.

It takes a minimum of two years to train an associate before they become profitable. After a few years of profits, the associate wants to be your partner and share in the profits. Paralegals can’t be partners so they will produce profits to your practice for their entire career.

Benefits of Utilizing a Paralegal:

- 1) Increase efficiency and productivity
- 2) Increase cost management
- 3) Ability to handle a higher volume of cases
- 4) Enhanced case management and preparation
- 5) Increase specialization and expertise
- 6) Improve client satisfaction
- 7) Better utilization of attorney time and resources
- 8) Boost revenue

What Can a Paralegal Do:

- Deadline/Calendaring
- Enter time and run bills
- Manage client communications
- Interview witnesses
- Legal research and analysis
- Draft legal documents
- Format, revise, and finalize documents
- File/Document organization
- Gather and compile evidence
- Case intake and assessment
- Draft Declarations and Statements
- Draft correspondence
- Trial Preparation
- Coordinate depositions
- Summarize depositions, interrogatories, and testimony
- Attend execution of wills, real estate closings, depositions, and trial
- Request, organize, and summarize records (medical, billing, education, employment, SSN, Medicare, Medicaid, income tax, WSI, etc)
- Locate and communicate with expert witnesses

What Can a Paralegal NOT Do:

- Cannot establish attorney-client relationship
- Cannot give legal advice/ opinion
- Cannot establish legal fees
- Cannot represent a client in court