



Virtual Paralegal Newsletter Magazine™

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Volume 8, Date 8/20/10

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How should virtual paralegals handle confidentiality and conflicts of interest in their business?

Conflict of interests and confidentiality is very important in the virtual paralegal business. A virtual paralegal is under strict obligation to protect ALL their clients’ privacy and to avoid conflicts of interest that may arise from previous assignments, whether for a present or past employer or client.



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- Virtual paralegals should never discuss clients or clients' projects with anyone including family and friends without their clients' permission.
- Virtual paralegals should always be aware of their surroundings when having telephone conversations with their clients. It is best to find a quiet place to talk with your client.
- Virtual paralegals should keep all clients' files locked in a file cabinet. Their family and friends should never have access to their clients' files.
- Virtual paralegals should never release client's information to anyone without their client's authorization.
- A virtual paralegal shall avoid conflicts of interest that may arise from family relationships and from personal and business interests.
- The virtual paralegal's personal or business interest, nor those of other clients or third persons, should compromise the virtual paralegal's professional judgment and loyalty to the client.
- A virtual paralegal should create and maintain an effective recordkeeping system that identifies clients, matters, and parties with which the virtual paralegal has worked to avoid conflicts of interest.
- The duty of confidentiality and conflicts of interests for a virtual paralegal continues after their projects are completed.

Virtual Paralegal Surveys

VPTC would like to offer you a 1 year listing on our [Virtual Paralegal Directory](#) **FREE** for completing our [Virtual Paralegal Surveys](#). If you are already a member of the [Virtual Paralegal Directory](#) your listing will be extended for an additional year.

The purpose of the surveys is to gather information about the virtual paralegal industry to help us to better serve you as our members and subscribers.

[Please click here to view the surveys](#)

August 2010 - Forum Question of the Month

Virtual Practice Software vs. Virtual Paralegals



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I have been doing some research on virtual law firms and the need for virtual paralegals. My findings have shown that most virtual law practice is moving towards software that not only eliminates the need for the traditional office space but also the need for support staff such as virtual paralegals and virtual assistants.

Does “cloud computing” and “virtual law software” eliminate the need for support staff such as virtual paralegals and virtual assistants?

[Click here to join the discussion](#)

Virtual Paralegal Networking Forum – July 2010 Winner Pamela Starr

First, let me say many, many thanks to all who have participated in the Virtual Paralegal Networking Forum this month.

VPTC is happy to announce that **Pamela Starr** is the winner of our “[Forum Question of the Month](#)” contest. She has received a \$25 Gift Certificate for participating in our forum discussion.

Pamela Starr is a virtual paralegal who has extensive knowledge and proficiency of bankruptcy and creditor’s rights, including a comprehensive understanding of the intricacies of the CM/ECF system, as well as UCC, workouts and bankruptcy litigation to lawyers throughout the United States.

Ms. Starr is the founder and CEO of [StarrParalegals, LLC](#). To learn more about Pamela Starr you may visit her website at <http://www.starrparalegals.com/>, follow her on Twitter at <http://twitter.com/starrparalegals> or become a fan of her on Facebook at <http://www.facebook.com/PamelaJStarr>.

If you are interested in networking with Ms. Starr and other virtual bankruptcy paralegals check out her group on LinkedIn, Starr Paralegals: Virtual Paralegals Specializing in Bankruptcy & Creditors’ Rights.

Win \$25 Gift Certificate!

Just for participating on the Virtual Paralegal Networking Forum

There is still time for you to win. There will be a winner selected every month until December 2010. [Please click here for more information.](#)

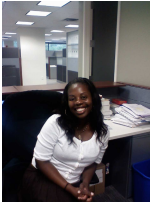


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The goal of the [Virtual Paralegal Networking Forum](#) is to bring together virtual legal professionals so that they can network with each other to help start and grow their businesses. [Click here to join the discussion](#)

Please [click here](#) for August “Forum Question of the Month”.

Cordina’s Tweet



Lawyer: Doctor, how many autopsies have you performed on dead people?

Doctor: All my autopsies are performed on dead people.

Lawyer: Do you recall the time that you examined the body of Mr. Smith?

Witness: It was in the evening. The autopsy started about 8:30 p.m.

Lawyer: And Mr. Smith was dead at the time, is that correct?

Witness: No! He was sitting on the table wondering why I was doing an autopsy!

Why is VPTC the industry #1 Virtual Paralegal Training Program?

The Virtual Paralegal Training Center (“VPTC”) eliminates the fluff. We do not include information that is not relevant to your training just to fill time. We are not vague. We get right to the point. We welcome and respect your honest feedback. We listen to you and improve our training accordingly on a regular basis. You tell us what you want and we do the research and get you the results in a timely manner. If you have considered starting or growing your virtual paralegal business VPTC should be your first choice.

A VPTC education combined with your years of experience working as a paralegal will be your best guidance in starting and operating your virtual paralegal business.



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VPTC News

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- [Virtual Paralegal Surveys](#)
- [VPTC Virtual Paralegal Training](#)
- [VPTC Virtual Paralegal Certificate](#)
- [Attorney's Virtual Paralegal Guide - eBook](#)
- [Advertising Opportunities](#)
- [Post a Job](#)
- [Virtual Paralegal Referral Services™](#)
- [Virtual Paralegal Client Services™](#)
- [VPTC Gears](#)

Network with Other Virtual Paralegals

- ✚ [The Virtual Paralegal Training Center](#) – The Virtual Paralegal Training Center ("VPTC") mission is to provide training and resources to paralegals and legal assistants with starting and operating their virtual paralegal business. [Click here](#) for a list of VPTC membership benefits and how to join.
- ✚ [Virtual Paralegal Networking Forum](#) – VPTC offers the first virtual paralegal networking forum where virtual paralegals and legal assistants can network and learn more about the virtual paralegal business. The virtual paralegal networking forum is **FREE** to join. [Click here to register](#)
- ✚ [Virtual Paralegal Blog](#)- VPTC discusses topics that are of interests to virtual paralegals with starting and growing their business. Topics include



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- but are not limited to confidentiality, software, fees, marketing, conflicts of interests, and paralegal ethics among other things. [Click here to register](#)
- ✚ [Virtual Paralegal Directory](#) -VPTC offers an online directory where virtual paralegals can promote their business and services. [Click here to join](#)
 - ✚ Join us on Facebook. Click here to become a [VPTC Facebook Fan](#).
 - ✚ Follow VPTC on Twitter - [VirtPara](#)
 - ✚ [Virtual Paralegal Training](#) - Click here to view the Virtual Paralegal Training Center Curriculum.

Virtual Paralegal Guest Posts, Tips & Articles

The Virtual Paralegal Training Center is looking for guest posts, tips and articles relevant to the virtual paralegal business.
For more information email us at inbox@cdcvop.com

Classifieds

[Join the Virtual Paralegal Training Center](#)

[Click here](#) for a list of membership benefits from The Virtual Paralegal Training Center.

[Virtual Paralegal Directory](#)

Advertise your Virtual Paralegal and Legal Assistant business on the Number One Virtual Paralegal Directory

[Virtual Paralegal Referral Services™](#)

The Virtual Paralegal Training Center™ (“VPTC”) is now offering Virtual Paralegal Referral Services™ to connect virtual paralegals and legal assistants with attorneys who are interested in hiring them for their legal practice.

[Virtual Paralegal Client Services™](#)



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The Virtual Paralegal Training Center™ (“VPTC”) is now offering Virtual Paralegal Client Services™ to connect attorneys who are interested in hiring and working with virtual paralegals and legal assistants in their legal practice.

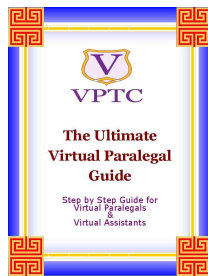
[VPTC Advertising Rates.pdf](#)

VPTC offer advertising opportunities for virtual paralegals and virtual assistants at very reasonable rates on our website and in our monthly Newsletter Magazine.

[Click here to view VPTC Advertising Rates.pdf](#)

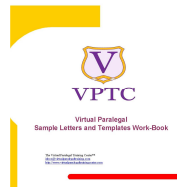
[Job Postings](#)

VPTC accepts job posting geared towards virtual paralegals, legal assistants, virtual assistants, and virtual lawyers



[The Ultimate Virtual Paralegal Guide - eBook](#)

Step by step guide to starting and operating a virtual paralegal and legal assistant business



[Virtual Paralegal Sample Forms and Templates eWorkbook](#)

Sample forms and templates commonly used by virtual paralegals and legal assistants in their business



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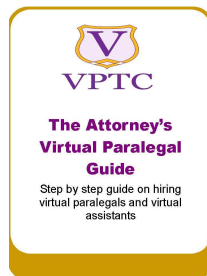
VPTC – Virtual Paralegal Training (online)

At the completion of VPTC - Virtual Paralegal Training students will be able to apply their paralegal experience and education as they did in an office into the virtual world.



VPTC Virtual Paralegal Certificate

VPTC Virtual Paralegal Certificate is a 10 week program designed as personal training sessions to help you start and operate a “professional” virtual paralegal business.



Attorney's Virtual Paralegal Guide - eBook

The Attorney's Virtual Paralegal Guide was written to address questions and concerns attorneys may have about hiring and working with virtual paralegals without breaking the law or violating their clients' privacy. [Click here for a copy](#)



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Advertising is available for virtual paralegals, legal assistants and virtual assistants in the Attorney's Virtual Paralegal Guide

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