

Our Paralegal Matching Process

A simple, personalized approach to finding the right support for your firm.



1

DISCOVERY

We learn what your firm needs.

You share goals, priorities, preferred experience, tasks, workload, software and the systems access requirements you are looking for.

SCHEDULED AT
YOUR CONVENIENCE



2

MATCH

We identify the right fit.

We match your needs with a qualified paralegal from our network.

TYPICALLY
24-48 HOURS*



3

REVIEW

Get to know your proposed match.

We share the candidate's experience, and background so you can evaluate the fit.

AFTER
CANDIDATE
IDENTIFICATION



4

INTERVIEW

Meet the candidate.

Discuss experience, responsibilities, and expectations directly.

BASED ON YOUR
AVAILABILITY



5

SELECT YOUR PLAN

Choose the plan that works for you.

If it's the right fit, select your service plan and we'll prepare for the start.

AFTER THE
INTERVIEW



6

START

Your paralegal gets to work.

We handle onboarding and introduce your Account Manager for ongoing support.

BEGINS AFTER
SUBSCRIPTION

A SMOOTH START. LASTING SUPPORT.



PERSONALIZED APPROACH

We take the time to understand your firm's specific needs.



QUALITY MATCHES

You'll meet a qualified candidate who aligns with your goals.



ONGOING SUPPORT

Your Account Manager is with you from start to finish.



CLEAR TIMELINE

Candidate identification is typically completed within 24-48 hours.*

* Timing may vary based on on the requested skill set and client and candidate availability.

The right paralegal. Right when you need them.

CONFIDENT / FLEXIBLE / BUILT FOR YOUR FIRM