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**Paralegals, Legal Assistants
 and Legal Secretaries**

List: 6106

Paralegals, Legal Assistants and Legal Secretaries

Count: 515,816

78% Female 99% Zip + 4 45% Phones

Paralegals, Legal Assistants and Legal Secretaries help lawyers prepare for closings, hearings, trials, and corporate meetings. They might investigate the facts of cases and ensure that all relevant information is considered. They may also identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases.

After Paralegals, Legal Assistants and Legal Secretaries analyze and organize the information, they prepare written reports that attorneys use in determining how cases should be handled. If an attorney decides to file a lawsuit on behalf of their client, Paralegals, Legal Assistants and Legal Secretaries prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials.

Paralegals, Legal Assistants and Legal Secretaries also organize and track files of all-important case documents and make them available and easily accessible to attorneys. In addition to this preparatory work, Paralegals, Legal Assistants and Legal Secretaries perform a number of other functions which could include: drafting contracts, mortgages, and separation agreements, preparing tax returns, establishing trust funds, and planning estates. Some Paralegals, Legal Assistants and Legal Secretaries coordinate the activities of other law office employees and maintain financial office records.

Reach these Paralegals, Legal Assistants and Legal Secretaries for offers on Seminars, Subscriptions, Books, Recruitment and any other legally related offer.

The Paralegals, Legal Assistants and Legal Secretaries list is NCOA'd quarterly.

Selections by Title

Paralegals, Legal Assistants	10,716
Legal Secretaries	505,100

State counts available upon request.

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Contact

Tel: 800-223-6454 Email: counts@hdml.com