

# BILLABLE TIMES

## BENEFITS OF OUTSOURCED PARALEGAL SERVICES

**Virtual Paralegal Services** was formed in 2006 by Denise Annunciata, a career paralegal with 21 years experience as a corporate paralegal and paralegal manager in law firms and legal departments. Starting with 5 clients, VPS has attracted 60 clients in the last 12 months.

### VPS Mission

The VPS mission is to provide lawyers working in small firms, solo practice and in-house legal departments with experienced, affordable, and fast-responding paralegal assistance without expensive overhead.

### VPS Paralegal Team

The VPS paralegal team consists of career paralegals specializing in:

- General Corporate
- Securities and Blue Sky
- Mergers & Acquisitions
- Transactional Assistance

- Real Estate
- Litigation Support
- Factual Research/ Due Diligence
- Family Law (MA)
- Trusts & Estates (MA)

All VPS paralegals have exemplary resumes and references, a four year college degree and 10+ years working experience.

**When you contract with VPS you access some of the highest quality paralegals in the industry.**

### A Case of Basic Economics

As senior level paralegals under your supervision, VPS paralegals are capable of performing at a 3<sup>rd</sup> year

associate level or higher. We can take a lot of work off your desk that you would otherwise bill at your rates. By appropriately delegating lower level work, you can concentrate on substantive legal work. This provides you with a fantastic competitive edge in the marketplace to provide cost-effective legal services while increasing your bandwidth and positioning your practice for growth.

### Experienced, Affordable and Fast-Responding

Whether you need quick research, assistance with a specific project or ongoing assistance, **VPS strengthens your legal team as an experienced, affordable and fast-responding team member.**

## VPS SECTIONS

◆ **General Corporate and Transactional Assistance** provided by Denise Annunciata and Joanne Wolforth.

**Denise Annunciata**  
[denise@virtualparalegalservices.com](mailto:denise@virtualparalegalservices.com)

**Joanne Wolforth**  
[joanne@virtualparalegalservices.com](mailto:joanne@virtualparalegalservices.com)

◆ **Real Estate services** provided by **Joanne Wolforth.**

**Joanne Wolforth**  
[joanne@virtualparalegalservices.com](mailto:joanne@virtualparalegalservices.com)

◆ **50 State Blue Sky services** provided by **Kathy Rasler.**

**Kathy Rasler**  
[kathy@virtualparalegalservices.com](mailto:kathy@virtualparalegalservices.com)

◆ **Litigation Support Services** provided by **Kim Chrisom.**

**Kim Chrisom**  
[kim@virtualparalegalservices.com](mailto:kim@virtualparalegalservices.com)

◆ **Family Law (MA)** provided by **Kim Chrisom.**

**Kim Chrisom**  
[kim@virtualparalegalservices.com](mailto:kim@virtualparalegalservices.com)

◆ **Trusts & Estates (MA)** provided by **Jaime T. Whitney.**

**Jaime Whitney**  
[jaime@virtualparalegalservices.com](mailto:jaime@virtualparalegalservices.com)

◆ **Secretarial Support** provided by a pool of legal secretaries.

**Denise Annunciata**  
[denise@virtualparalegalservices.com](mailto:denise@virtualparalegalservices.com)

## VPS Paralegal Spotlight

### JOANNE WOLFORTH

**Joanne Wolforth** has been a **paralegal** for over 20 years working at law firms and in-house.

Joanne has extensive paralegal experience in the following practice areas:

- Real Estate (residential and commercial)
- General Corporate
- Mergers & Acquisitions
- Health Care

Joanne graduated from Rivier College with a bachelor's degree in paralegal studies.

During the course of her

career, Joanne served as the President of the Massachusetts Paralegal Association.

Joanne's most recent position prior to joining VPS was as a Senior Corporate Paralegal at Ropes & Gray, LLP in Boston, MA.

Joanne can be reached at 978-670-9014 or at [joanne@virtualparalegalservices.com](mailto:joanne@virtualparalegalservices.com)

## TESTIMONIAL

"I'VE WORKED WITH **KATHY RASLER** ON A SERIES OF RECENT BLUE SKY PROJECTS. **KATHY'S KNOWLEDGE WAS EXTENSIVE. HER SUPPORT WAS INVALUABLE AND SEAMLESS. THE PROJECTS WERE COMPLETED IN A COST-EFFECTIVE AND TIMELY FASHION. I DON'T KNOW HOW I WOULD HAVE DONE IT WITHOUT HER. I'VE ALSO USED VIRTUAL PARALEGAL SERVICES FOR INCORPORATION SERVICES. THE WORK PRODUCT WAS PROFESSIONAL AND THE TURN-AROUND TIME WAS IMPRESSIVE. I'D HIGHLY RECOMMEND VIRTUAL PARALEGAL SERVICES TO ANY LAWYER I KNOW."**

**- BILL DU VAL, Esq.**  
**DU VAL BUSINESS LAW, PC.**



Leveraging **on-demand paralegal assistance** is a sound strategy resulting in:

- Increased productivity
- Maximized resources
- Low overhead
- Increased bandwidth
- More reasonable client bills
- Improved profits

***Turbo Charge Your Practice!***

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VIRTUAL PARALEGAL SERVICES

**Virtual Paralegal Services™ (“VPS”)** provides outstanding **on-demand paralegal services** exclusively to lawyers. Whether you need quick research, help on a specific project or on-going assistance, VPS strengthens your legal team as an **experienced, affordable and fast-responding team member**.

Outsourcing paralegal services by using VPS allows you to **control costs and increase revenues** while securing the **competitive advantage** of outstanding paralegal assistance. For more information contact Denise Annunciata at [denise@virtualparalegalservices.com](mailto:denise@virtualparalegalservices.com) or 781-891-8808.

**VPS paralegals specialize in:**

- General Corporate
- Securities/Blue Sky
- Transactional Assistance
- Real Estate
- Litigation
- Due Diligence/Factual Research
- Trust & Estates (MA)
- Family Law (MA)

**LET'S DISCUSS HOW VIRTUAL PARALEGAL SERVICES CAN TURBO CHARGE YOUR PRACTICE.**

**Contact:**

**Denise M. Annunciata**  
Paralegal Coordinator

Phone: 888-600-4992  
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E-mail:  
[denise@virtualparalegalservices.com](mailto:denise@virtualparalegalservices.com)

Denise has 21+ years experience as a paralegal and a paralegal manager at a national law firm. Her practical paralegal experience has been as corporate paralegal in various law firm and in-house positions where she served as a sole paralegal, a member of a paralegal team and a paralegal manager. In addition to providing paralegal services to VPS clients, Denise is also the founder of LeapLaw™ ([www.leaplaw.com](http://www.leaplaw.com)). LeapLaw serves as the primary knowledge base and forms database for VPS and assists Denise and other VPS paralegals in offering efficient and cost-effective services.

