

BILLABLE TIMES

CORPORATE ANNUAL MAINTENANCE

If you're a small firm lawyer, this time of year presents a great marketing opportunity! With annual reports looming, a simple proactive reminder of annual report deadlines can be all you need to reconnect with your client base.

If you're in-house counsel, annual reports represent the rush to get filings in.

On-Demand Paralegal Services

Whether you're a small firm lawyer, solo practitioner or in-house counsel, Virtual Paralegal Services can help you with your annual maintenance requirements.

- **Annual Consents:** We'll prepare annual consents of stockholders and directors.
- **Annual Reports:** We'll check the status of the company to ensure that all prior annual reports have been filed and then pre-

pare and file the current annual report to ensure

"...KLSFSD;LFJDSF;LSDJF
SLDKFSD;LFJSD;LFKJDS;
FLSDJF;SDLJF;SDFSDKL
FSF;KJL."

the company is in good standing.

- Wherever possible, we'll file online thereby saving time and trouble of paper filings.
- **Registered Agent Services:** If you're looking to save considerable money on your registered agent services, we can switch your agent to National Registered Agents and save you up to 50% of what you're currently paying for registered agent services!

ANNUAL REPORTS CALENDAR

The following states require annual reports due in the first quarter of 2008:

Delaware Corporations - on or before March 1st.

Iowa profit corporations before April 1.

Maryland corporations, LLCs, LP, LLPs before April 15

Massachusetts corporations on or before March 15th (if the company's FYE is 12/31)

Mississippi corporations before April 1

Montana corporations and LLCs before April 15.

Nebraska (biennial) before March 1.

New Jersey corporations before April 15th (if the company's FYE is 12/31).

New Mexico corporations on or before March 15th (if the company's FYE is 12/31)

Rhode Island corporations - on or before March 1st (if the company's FYE is 12/31).

Vermont corporations and LLCs on or before March 15th 9if the company's FYE is 12/31).

West Virginia corporations, LLCs, LPs and LLPs on or before April 1st.

The following states require annual reports to be filed on or before the anniversary date of organization/qualification:

AZ, CA, CO, CT, ID (biennial), IL, IN, LA, NV, NY (biennial), OR, SD, UT, WA, WY

This list is meant as a quick reference. If you have specific questions or need assistance, please contact Denise Annunciata at denise@virtualparalegalservices.com

VPS PARALEGAL SPOTLIGHT

HOLLY AGUILERA

Holly Aguilera has been a senior intellectual property paralegal for over 13 years working in law firms and corporate legal departments specializing in all aspects of IP prosecution.

VPS clients can benefit from Holly's extensive IP experience that includes:

- Trademarks: Filing state, federal and international trademarks and service marks including trademark searches, original filings, amendments, and renewals; as well as maintaining docket deadlines for Section 8/15 filings.
- Copyrights: Filing and tracking copyright filings.
- Patents: Prior art searches, research and tracking of potential infringement by competitors; docketing of patent deadlines; payment of maintenance fees; prepara-

tion of formal patent documents; filing assignments; preparation of PCT applications; coordinating filing of foreign applications with foreign agents; preparing IDS's; and other related patent prosecution support services as needed.

Holly can be reached at holly@virtualparalegalservices.com

Testimonial

"Thanks so much for the outstanding service. Joanne Wolforth was extremely professional and efficient. My transaction would not have gone nearly as smoothly without her. I will continue to promote your services to my colleagues. It's nice to know you folks at VPS are there when I need you."

— Kas DeCarvalho, Esq.
Sole Practitioner
Providence, RI

VPS SECTIONS

◆ **General Corporate and Transactional Assistance** provided by Denise Annunciata, Joanne Wolforth and Kristin Skelley

Denise Annunciata
denise@virtualparalegalservices.com

Joanne Wolforth
joanne@virtualparalegalservices.com

Kristin Skelley
kristin@virtualparalegalservices.com

◆ **Real Estate services** provided by Joanne Wolforth.
joanne@virtualparalegalservices.com

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

kathy@virtualparalegalservices.com

◆ **Litigation Support Services** provided by Donna McKay-Randozzi.

◆ **IP** provided by Holly Aguilera.

holly@virtualparalegalservices.com

◆ **Secretarial Support** provided by a pool of legal secretaries. For more information, contact:

Denise Annunciata
denise@virtualparalegalservices.com

VPS Contact Information

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60 Eaton Road
Framingham, MA 01701

Phone: 508-405-1943

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!

Virtual Paralegal Services, Inc.
60 Eaton Road
Framingham, MA 01701



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 or 508-405-1943.

VPS paralegals specialize in:

- General Corporate
- Securities/Blue Sky
- Transactional Assistance
- Real Estate
- Litigation
- Due Diligence/Factual Research
- Intellectual Property

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

Contact:

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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). 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.

