

COMPARATIVE COSTS OF LAWYER ALONE vs. LAWYER WITH PARALEGAL

Taken from "Leveraging Legal Assistants", ABA Law Practice Management Series

	Without Paralegal		With Paralegal		
	Lawyer Hours	Charges	Lawyer Hours	Paralegal Hours	Charges
Corporate Merger					
Interview with client	2	\$400	2		\$400
Conversation with paralegal			.5	.5	\$100
Research & gather form documents	1	\$200		1	*
Draft consents, articles/certificate of merger, form SS-4 eliminating one EIN, process stock certificates.	2	\$400		2	*
Draft plan of merger	2	\$400	2		\$400
Review documents			1		*
Send documents for signature	.5	\$100		.5	*
File documents with state(s)	.5	\$100		.5	*
Minute book record keeping	1	\$200		1	*
<i>Total Paralegal Hours</i>				5.5	\$440
TOTAL CLIENT INVOICE		\$2000			\$1340
Note: Assumes lawyer's billable rate at \$200					

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Transactional Assistance	Without Paralegal		With Paralegal		
	Lawyer Hours	Charges	Lawyer Hours	Paralegal Hours	Charges
Interview with client	2	\$400	2		\$400
Conversation with paralegal			1	1	\$200
Draft closing agenda	2	\$400		2	*
Verify Corporate status/order good standings	.5	\$100		.5	*
Draft ancillary agreements, consents, secretary's certificates, miscellaneous transaction documents	8	\$1600	5	3	\$1000
Review paralegal documents			1.5		\$300
Order certified articles	.5	\$100		.5	*
Prepare and coordinating signature pages	1	\$200		1	*
File state filings	.5	\$100		.5	
Track post-closing matters	3	\$600		3	*
Handle and coordinate closing binder	2	\$400		2	*
<i>Total Paralegal Hours</i>				<i>13.5</i>	<i>\$1080</i>
TOTAL CLIENT INVOICE		\$3900			\$2980
Note: Assumes lawyer's billable rate at \$200					