

# A Guide on How to Manage a Virtual Paralegal Business



VIRTUAL PARALEGAL TRAINING CENTER™  
<http://www.virtualparalegaltrainingcenter.com>

## **In This eBook:**

- Basic Equipment for Managing up your Virtual Paralegal Office
- Managing your Virtual Paralegal Business
- Client Services
- Standard Office Procedures
- Handling Confidentiality
- Conflict of Interests
- Unauthorized Practice of Law (UPL)
- Time Management
- New Client Procedures
- Managing your Assignments
- Closed Project Procedures
- Accounting
- Billing Procedures
- Tax Deductions
- Collection Procedures
- Record Keeping
- Financial Record Storage
- Virtual Paralegal Agreements & Contracts
- Insurance Coverage for Virtual Paralegals
- Problem Clients
- When to say “No” to a Client?
- When to “Fire” a Problem Client?
- Hiring help for your virtual paralegal business
- Time-Off Checklist