

**LIST OF LP TASKS QUALIFYING FOR PORTFOLIO AND HOURLY REQUIREMENTS  
(From the LP Assessment Committee's Final Report - Exhibit 3)**

Applicants may submit records of work they have performed that they believe should count towards their hourly requirements for licensing. The time spent on the various tasks must be verified by their supervising lawyer. This list is not exclusive; it is intended only to be a guide about what kinds of activities will be credited towards the applicant's hourly requirement. Additional examples may be found in the expansive list developed by the PLIC and which is attached hereto. Applicants may request, and lawyers may certify, that time spent on tasks *not* listed below be credited.

The following list sets forth many common tasks and the category of experience they can count towards their hourly requirement and their portfolio requirement. As used below the term "drafting" does not mean basic editing and doing clerical work on other people's materials. It means substantially creating the document or filling in information on a standardized form. Purely clerical tasks, such as taking messages or sending communications that were not substantially drafted by the applicant, do not count towards hours. All activities must have been legal when performed. No activities may include the unpermitted practice of law without a license or the practice of law outside the supervision of a lawyer.

Applicants should show experience in at least five of the following categories.

1. CLIENT COMMUNICATIONS, RESEARCH, AND CASE EVALUATION

- a. Communicating with, interviewing, screening, and referring potential clients or clients based on firm's practice areas
- b. Conflict checking
- c. Discussing confidentiality and limitations
- d. Conducting intake/getting information from client about their legal needs
- e. Determining proper Defendant/checking records with secretary of state/property etc.
- f. Looking up case related information in OECI
- g. Drafting and explaining fee agreements and retainers
- h. Working with clients to get information needed to complete documents such as asset lists, uniform support affidavits, rental agreements, correspondence, pleadings, etc.
- i. Drafting and explaining opening letters
- j. Discussing and evaluating case with lawyer/advocate
- k. Researching factual or legal matters and communicating the results to lawyer or clients
- l. Relaying advice from lawyer to client
- m. Explaining general legal principles or general court practices and procedures
- n. Explaining the law relating to family law, protection from abuse, or ORTLA to clients or the public
- o. Creating client files
- p. Drafting legal advice letters to clients
- q. Drafting and explaining non-representation letters
- r. Calculating and returning unused funds to client
- s. Drafting and explaining closing letters after representation or assistance
- t. Drafting contact or close letters
- u. Reviewing and analyzing rules, statutes, and regulations

## 2. CREATING OR HELPING WITH DOCUMENTS

- a. Drafting and/or substantially revising pleadings, documents, or applications for use at federal, circuit, tribal, municipal or justice court, or at the agency level
- b. Drafting and/or substantially revising legal documents and forms
- c. Citation checking or fact checking pleadings or other documents
- d. Filling out, or helping self-represented litigants fill out, forms for court or administrative processes including pleadings and applications
- e. Training co-workers including new lawyers, clerks, or other professionals on substantive law, procedures, formatting, or filing of pleadings
- f. Review, analysis, and translation or interpretation of court related legal documents or pleadings from or into languages other than spoken English
- g. Drafting, preparing, calculating, or explaining family law related legal documents such as petitions, modifications, child support calculations, parenting plans, or uniforms support declarations at court or administrative level
- h. Calculation or preparation of taxes, spousal support, witness fees and mileage, debt and asset statements, attorney fee statements or petitions
- i. Drafting, preparing, or explaining landlord/tenant related legal documents such as contracts, rental applications and agreements, or legal notices
- j. Research and drafting of legal memoranda or analysis
- k. Drafting demand or other letters related to legal matters and responding to same
- l. Drafting instructions or explanations of laws for self-represented people
- m. Drafting or helping self-represented persons fill out non-court related legal forms such as powers of attorney, advanced directives, or delegations of parental powers
- n. Creating and presenting educational materials about the law, landlord tenant issues, abuse, or family law for distribution to the public or training other professionals
- o. Property management
- p. Training and experience with subsidized housing regulations or procedures as part of the applicants work or volunteer job related experience
- q. Calculation and payment of filing fees including helping fill out fee waiver applications
- r. Teaching classes for clients or one-on-one work with clients on pleadings
- s. Filing court or agency documents in person or using electronic filing system
- t. Drafting subpoenas, serving, and arranging for service of documents
- u. Drafting alternative service documents

## 3. DISCOVERY

- a. Requesting, receiving, logging, inspecting, organizing, reviewing, analyzing, marking, responding to, and managing materials for exhibits, discovery, and document production
- b. Work in with clients to obtain various electronic/non-electronic types of documents
- c. Scheduling depositions and preparing notices
- d. Drafting questions for depositions
- e. Creating deposition binders and exhibits
- f. Attending deposition in capacity other than reporter/transcriptionist

- g. Drafting, explaining, serving, and filing discovery motions, notices, requests for production, and responses, and certificates of service
  - h. Using or training others to recover, organize, present, or transmit documents, electronic files, emails, text messages, or recordings
  - i. Interviewing clients, experts, or potential witnesses, draft summaries of their possible testimony
  - j. Investigation and/or research related to legal cases or potential cases
  - k. Finding people, evidence, documents, or property
  - l. Creating or implementing legal hold for data preservation
4. HEARINGS, TRIALS, AND ADR
- a. Legally representing clients at the state, tribal, federal, or administrative level.
  - b. Preparing or organizing narratives, questions, exhibits, documents, or hearing/trial notebooks
  - c. Assisting at or preparing for interviews, ADR, negotiations, hearings, trials, mediation or settlement conferences with lawyer
  - d. Drafting, analyzing, or explaining agreements
  - e. Helping clients understand strengths and weaknesses of case and bottom-line position
  - f. Preparing asset/liability statements
  - g. Helping lawyers or clients with strategic planning for legal matters
  - h. Assist lawyers or clients in presenting cases as legally permitted at tribal or administrative level
  - i. Attending ADR, hearings, trials, mediation, or settlement conferences as clerk, or to review with lawyer or client later or to prepare related document
  - j. Organizing or labeling documents and exhibits
  - k. Finding and working with expert witnesses
  - l. Interviewing, preparing, or assessing witnesses, including experts and client
  - m. Drafting or filling out subpoenas including calculation of fees and costs
  - n. Assistance with trial technology
  - o. Representing landlords in state court evictions
  - p. Preparation and submission of materials to ALJ or in ADR process
  - q. Preparing requests for attorney fees
  - r. Explain court/agency rulings as appropriate
  - s. Arranging for transcription
  - t. Review and evaluation of recordings or transcripts after court appearance
5. VULNERABLE PEOPLE
- a. Explaining common patterns and laws relating to elder abuse, child abuse, domestic violence, sexual violence, and stalking
  - b. Supporting self-represented individual in filling out forms for protective orders including explaining or assisting with forms and procedures
  - c. Conducting safety planning or lethality assessments for survivors of abuse

- d. Training in and using trauma-informed practices
- e. Exploring ADA accommodations with clients and helping people request reasonable accommodations
- f. Supporting client by attending court hearing
- g. Arranging for interpreter services at court or agency

#### 6. CLEs/TRAININGS/CLASSES

- a. Completing or teaching classes in general legal principles, legal procedures, contracts, discovery, ethics, fair housing, LLT, family law, or other related issues without graduating from a paralegal studies program
- b. Classes in legal terminology
- c. Participation in moot court
- d. Formal training or classes on trauma informed work
- e. Classwork in business or practice management
- f. Classwork on ethics and professionalism
- g. Formal training or classes on abuse reporting
- h. Classes or training on suicide prevention
- i. Training on effective communication and work with with persons who have physical or mental health disabilities
- j. Training on effective communication and work with people who have mental illness
- k. Training on working with interpreters
- l. Training on how to provide correct interpretation/translation
- m. Classes or training on simplified writing, or advanced writing and grammar
- n. Training on effectively communicating with people who have low literacy

#### 7. OFFICE MANAGEMENT

- a. Implementing and following trust accounting principles
- b. Implementing non-trust accounting practices such as payment of bills or balancing non-trust accounts
- c. Managing and negotiating contracts
- d. Coordinating of building maintenance
- e. Budgeting
- f. Calculation, calendaring, and scheduling deadlines, proceedings, appearances, or meetings
- g. Timekeeping and billing for time and/or expenses including collections and accounts receivable and letters or bills to clients
- h. Managing professional (not personal) social media
- i. Using or training others to use timekeeping, database, presentation, document management, client management and related software and technology
- j. Providing technical support either in offices or court for lawyers, judges, or clients

**LIST OF LP TASKS QUALIFYING FOR PORTFOLIO AND HOURLY REQUIREMENTS<sup>1</sup>**  
**(From the LP Assessment Committee's Final Report - Exhibit 4)**  
**(Originally created by the Paraprofessional Licensing Implementation Committee)**

- Apply legal research to client's particular matter
- Calculate:
  - Child support
  - federal and local estate taxes
  - spousal support requirements
  - witness fees and mileage
- Calendar and docket statutory deadlines.
- Create and balance trust account ledgers
- Create and implement legal hold for data preservation
- Conflict checks
- Communicate with attorneys, experts, clients, opposing counsel, and the courts on substantive matters
- Draft and/or revise legal documents (and in some instances, file with the courts) such as:
  - Abstracts
  - Acquisition and loan documents
  - Advanced Directives or health care proxies
  - Agreements
  - Amendments to bylaws, draft resolutions and stockholder agreements
  - Affidavits
  - Amendments
  - Annual Reports
  - Answers
  - Application for
    - Federal Employer Identification Number
    - Trade name
    - Service mark
    - Copyright
    - Social Security
  - Articles of Incorporation
  - Articles of Organization

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<sup>1</sup> The PLIC originally designed this list, or one substantially similar to it, as a non-exhaustive list substantive activities. LPAC agrees with this assessment, but also believes that the list is intended to give guidance to supervisors and applicants as to what hours will be counted toward their requirements. Therefore, LPAC suggests removing the “non-exhaustive” adjective. LPAC further suggests that the administrator should establish a process by which this list can be expanded at the request, and through the efforts of, applicants or their supervisors.

- Assignments of Error
- Assignments of Arguments
- Attorney Fee Petitions, including Exhibits
- Ballots
- Bid Sheet for Sale
- Business organization formation documents
- Business reorganization documents
- Buy-sell agreements
- Bylaws
- Capitalization tables
- Case Management Agreement
- Change of Venue
- Child Support Worksheet
- Chronologies and Timelines
- Closing Documents
- Complaints
- Confidentiality Agreements
- Construction Liens
- Contracts
- Debt and asset lists
- Declarations
- Decree of Dissolution
- Deeds
  - Quitclaim
  - Sheriff
  - Trustee
  - Warranty
- Defensive Pleadings
- Demands Letters
- Division of Property
- Divorce, Separation and Annulment documents
- Draft Motion and Orders
- Durable Powers of Attorney
- Exhibits
- Federal Trade Commission (FTC) Disclosure Statements
- Final Order of Divorce
- Franchise agreements
- Franchise offering circulars
- Garnishments
- Guarantees
- Indices
- Interrogatories
- Employment Agreements

- Engagement letters
- Freedom of Information Act (FOIA) Requests
- LLC Agreements
- Lease Agreements
- Legal Descriptions
- Legal Holds
- Legal Memoranda/Legal Analysis, including:
  - Factual issues
  - Legal issues
  - Case citation
  - Sherardizing of case law;
- Liens
- Lien Releases
- Living Wills
- Materialmen's Lien Notices
- Minute books
- Minutes
- Motions for:
  - Contempt
  - Dismissal
  - Modification of Child Support and Visitation
  - Pendente lite
  - Quash
  - Summary Judgment
- Non-Compete Agreements
- Notice of:
  - Appearance
  - Change of officers or directors
  - Compliance
  - Depositions
  - Default
  - Filing
  - Hearing dates
  - Motions
  - Organizational meeting
  - Representation
  - Subpoenas
  - Withdrawal
- Officer Certificates
- Parenting/Financial Disclosure Statements
- Partnership Agreements
- Patent Applications

- Petitions for:
  - Adoption
  - Dissolution
- Pre-trial Orders
- Proxy Documents
- Recordings
- Rental Agreements
- Request for:
  - Admissions
  - Certificates of Existence
  - Copies of Corporate Documents
  - Continuance
  - Production of Documents
- Resolutions (Varying Transactions)
- Responses
  - Interrogatories
  - Requests for Production of Documents
- Restraining Orders
- Public Record Requests
- Satisfactions
- Scheduling Statement
- SEC Filings
- Settlement Agreements
- Show Cause Orders
- Status Reports
- Stipulations
- Stock Certificates
- Stockholder Agreements
- Subpoenas
- Substitution of Counsel
- Summaries
  - Depositions
  - Facts
  - Legal Research
  - Medical Records
  - Witness Interviews
- Surveys
- Terminations
- Title insurance commitments
- Titles
- Title Policies
- Title Transfers
- Trademark Applications

- Trial Memorandums
- Trusts
- UCC filings, including review of security documents
- UCC Financing Statement
- Wage Assignments
- Wills
- Wire transfer
- Witness affidavits
- Writs of Execution
- Factual and Legal Research, including:
  - Audit Inquiries
  - Background Searches
  - Case Law
  - Client Data
  - Criminal History
  - Due Diligence
  - Experts
  - Facts of the Matter
  - Investigations
  - Litigation
  - Locate Parties for Service
  - Locate Witnesses
  - Opposing Party Data
  - Patent and Trademark Office (PTO) Records
  - Public Domain Documents
  - Primary and Secondary Sources
  - Skip Trace
  - Social Media Data
  - Statutes
  - Trademarks
  - Trio or Title Reports
  - UCC Searches
  - Witness Data
- Prepare and Organize:
  - Deposition Exhibits
  - Discovery
  - Hearing Exhibits
  - Privilege Logs
  - Trial Exhibits
  - Trial Notebooks
  - Witness Lists
- Prepare for and Attend (including logistics):
  - Arbitrations

- Contract negotiations
- Corporate Meetings
- Depositions
- Hearings
- Interviews
- Mediations
- Settlement negotiations
- Site Inspections
- Strategic planning of the case
- Transaction Closings
- Trials
- Prepare Client, Witnesses and Experts for Testimony
- Review and analyze (and possibly organize and manage):
  - Closing Books
  - Corporate Databases
  - Court Rules
  - Data Rooms ( for corporate due diligence and documents)
  - Discovery and e-Discovery
  - Discovery databases such as Relativity, Eclipse or Summation
  - Electronically Stored Information (ESI)
  - Exhibits
  - Expert Discovery
  - Government Records
  - Medical Records and Billing
  - Opposing Party Discovery
  - Police records
  - Statutes
  - Stock Certificates and Records
  - Tax Records
  - Treaties and International Agreements
  - Wage and Earning Statements
- Schedule and Coordinate with Parties for:
  - Court Appearances
  - Depositions
  - Hearings
  - Interviews
  - Mediations
  - Trials