

Five questions to ask a freelance paralegal or paralegal support service

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Let's get to the short and quick of it. Your firm wants to bring in support but is having a hard time taking the leap. The best way to get over that hurdle is to ask questions. Knowledge is power and, generally, it's the fear of the unknown that stops us from taking action. Remove the fear by gaining knowledge. The more knowledge you have, the more empowered you'll be to make the decision to move forward with paralegal support.

The best way to increase your knowledge is to ask questions. Talk with a couple freelance paralegals or paralegal support services that you're interested in working with and ask them questions. The more you talk with them, the more you'll learn, and the more you'll get a feel for their processes and procedures. Here are a few questions you'll want to ask:

1. What type of projects/services are you available for?
2. If we move forward, how do we get started?
3. How do you ensure compliance with confidentiality rules?
4. How do you ensure security of confidential data?
5. What processes do you have that help ensure adequate attorney supervision over work product?

It doesn't take much conversation to determine whether someone is tech savvy and security-conscious, how they handle supervision, and whether their ideals align with those of your own practice. Pick the company you're most comfortable with and simply start with a small project to ease into the support.

When you've made the decision and are ready to move forward, here are [5 tips for getting started](#).

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