



ILLINOIS PARALEGAL ASSOCIATION

Post Office Box 452 ♦ New Lenox, Illinois 60451-0452

Phone 815/462-4620 ♦ Fax 815/462-4696

E-Mail IPA@ipaonline.org ♦ Internet www.ipaonline.org

Dear Legal Professional:

The Illinois Paralegal Association (“IPA”) is pleased to present the Manual entitled, “The Responsibilities of the Professional Paralegal.” This Manual is a revision to the 1989 version entitled, “The Findings of the Competency Committee Relating to The Quality of Paralegal Services.”

The format of the Manual is the same with the addition of nine (9) new paralegal specialties.

The IPA is proud to represent our members. We will continue to provide paralegals with information materials and services for professional growth.

We appreciate hearing from the users of our Manual and encourage all individuals in the legal profession to take advantage of all the information materials and services provided by the IPA.

Sincerely,

IPA Board of Directors

BANKING

As the banking area expands, the paralegal may be involved in bank holding company formation, merger and acquisition work, new banking law, as well as the following duties.

Prepare and organize files and subfiles for all transactions.

Review documents received from bank and organization of same.

Prepare letters for signature by both attorneys and legal assistants to clients, other counsel and various regulators.

Have telephone communications with client and regulator.

Maintain transition checklist or other system to keep attorney advised of status of the transaction.

Attend team meetings to keep informed on new issues and laws in the banking area.

Prepare closing memorandum for transaction.

Clean-up and close file.

Responsibilities of a Senior Paralegal may also include the following.

Coordinate subpoena's and summons served on bank.

Research legal issues and questions to insure the bank's compliance with government regulations.

Analyze reports for suspected fraudulent activity.

BANKRUPTCY

A legal assistant in the bankruptcy area can perform a variety of tasks. They can work with the federal courts, draft and file pleadings and have extensive phone contact with the public. The duties of a legal assistant working in the bankruptcy area can include:

Provide client with previously created lists of documents required for filing preparation.

Collect personal financial information regarding the bankruptcy and prepare list of assets.

Maintain tickler/calendar system including status sheet.

Compile initial bankruptcy schedules.

Survey court records of lawsuits and judgments against the bankrupt.

Obtain Uniform Commercial Code (UCC) and real property searches as well as appraisals, where necessary.

Collect and organize data.

File wage-earner plan schedule and fee with bankruptcy court (Chapter 13 only).

Inventory, organize and index pleadings.

Attend and assist at document productions.

Serve subpoenas/pleadings documents.

Check creditor documentation to ensure proper perfection of security interest.

Attend court hearings with attorney and client.

Responsibilities of a Senior Paralegal may also include the following:

Conduct initial interview of client in a Chapter 7 case.

Familiarize client with general procedures at bankruptcy court hearings, meetings and motions;

Analyze and summarize factual information.

Meet with client to review and sign schedules.

Draft and file bankruptcy petition and schedules.

Draft and file proof of claim regarding bankruptcy.

Process letters to creditors with copy of stay order.

Attend first meeting of creditors and prepare summary.

Collect data for creditor's proof of claim regarding bankruptcy.

Serve and file debtor's monthly financial statements in Chapter 11 cases.

Compile initial schedules for bankrupt wage-earner plan.

Compile data and prepare proof of claim for wage-earner plan.

Perform legal, financial and statistical research.

Assist with preparation of Table of Contents and Table of Authorities.

Cite check statutes and cases.

Draft reaffirmation agreements - contact creditors and complete necessary forms related thereto.

Draft various motions including Fee Applications and Retention of Professionals.

Handle routine telephone calls and correspondence to creditors, creditor's committee chairperson, attorney and trustee;

Serve and file complaints in adversary proceedings; and

Draft and file attorney's fee applications with the bankruptcy court. Assist with all calculations for fee applications.

Assist with service of process of complaints;

Communicate with U.S. Bankruptcy Courts throughout the country to obtain pleadings and status reports.

Prepare Final Reports in Chapter 11 cases.

Prepare semi-annual reports to U.S. Trustee Office.

Assist with distribution of estate funds to all creditors including preparation of W-2 forms.

As a "Creditor's Rights" Paralegal, other duties include:

Obtaining, evaluating and reporting essential facts.

Review security and mortgage documents, etc. to determine what can be claimed as collateral to secure payment for indebtedness.

Involvement with replevin cases.

Work on collection suits with deficiency balances.

FOR MORE SPECIALTY AREA DESCRIPTIONS AND RESPONSIBILITIES, PURCHASE THE BOUND VERSION OF THIS PUBLICATION BY COMPLETING A PUBLICATION ORDER FORM AND FORWARDING THE FORM, WITH PAYMENT, TO THE IPA OFFICE.