



# ILLINOIS PARALEGAL ASSOCIATION

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Re: Utilization of Paralegals and Overseas Outsourcing

This is an informative letter being sent to various members of the legal community to promote the utilization of paralegals amidst discussions regarding overseas outsourcing of legal work in the media and paralegal community.

The Illinois Paralegal Association (the "IPA"), established in the early 1970's, has over 1500 members. We take great pride in our commitment to the paralegal profession and to the legal community. The IPA's founding principles are based upon the delivery of legal services under a strict ethics code. Our members agree to abide by IPA's Code of Ethics, a copy of which can be found on our website at [www.ipaonline.org](http://www.ipaonline.org). We have enclosed the IPA's brochure to familiarize yourself with our Association.

We believe that a paralegal *working under the direct supervision of an attorney* can work on projects for an attorney's client. A paralegal is a person qualified through education, training, or work experience to perform substantive legal work that requires knowledge of legal concepts and that is customarily, but not exclusively, performed by an attorney. This person is retained or employed by an attorney, law office, governmental agency, or other entity under the supervisory authority of an attorney; or is authorized by governmental administrative agency or statutory or court authority to perform this work. The scope of a paralegal's responsibilities is included in the Code of Ethics.

Utilization of paralegals is advantageous because the work is quality controlled and cost-efficient. Typically, experienced paralegals perform high-level substantive work under the direct supervision of an attorney at lower billing rates than attorneys. Therefore, it may be valuable to companies and to attorneys' practices to use paralegals within the United States instead of outsourcing overseas.

If you are interested in learning more about paralegals or the IPA, we invite you to contact us for additional information at 815/462-4620 or at [www.ipaonline.org](http://www.ipaonline.org).

Sincerely,

***IPA Board of Directors***