

# [The fundamental principles of organization and management commonly involved in th...](https://assignbuster.com/the-fundamental-principles-of-organization-and-management-commonly-involved-in-the-paralegal-practice-to-your-trainees/)

Paralegal Management The fundamental principles of organization and management commonly involved in the paralegal practice to your trainees 13/2009University’s name   
Your Name   
Introduction   
Paralegals are an integral part of any law firm and hence, each and every law firm has their own way of handling the systems and management, when it comes to the working of these paralegals. These management systems help the paralegal to increase their productivity. This memo (explaining the management system and requirements) also offers to give the trainee paralegals a view of the management systems of the firm, while also explaining how following the carved systems for work will help in enhancing his or her work efficiency and output in totality.   
Explanation of principles of organization and management   
Most of the principles of organization and management of the procedures of the paralegal trainees in a firm include (Jordan, 2001; Knight, 2006):   
1. Working hours – Now mention of the working hours is only a way to ensure that the paralegal works in the most effective manner, bringing all his or her tasks to completion. Depending on the law firm, the working hours may vary. Then again, the compensatory time, overtime, holidays, absence procedures etc are only a few other ways of providing the complete guideline to the paralegal.   
2. Area of work – Legal research, Drafting letters and documents, Preparation of briefing notes, Document Management, proofreading, taking notes from the clients and courtroom, attending the client meeting, court meetings, preparing the billing, pleadings, court applications, instructing the counsel and so on.   
3. Employee conduct – Each and every firm has a different code of conduct. The conduct spans an area covering the grooming and the dress code, the ensuring that the procedures are secure, set evaluation procedures, confidentiality and so on.   
4. Ethics for work – Confidentiality, fees and funding of the client, non-disclosure, proper court room conduct, proper representation of the client, illegal activities and so on make for the other important aspect for the paralegal.   
Advantages of a system vs. individual freedom   
Now a conflict between the system and individual freedom of the trainee paralegal may arise here. The truth is that all systems developed are rather aimed at enhancing the output of the paralegal.   
Several of the presets of the management and organization system aiming at the paralegal, such as, time management, the work ethics required on behalf of the paralegal, the area of legislation and work to be handled by the paralegal – these all only make the task at hand clearer, while also enhancing the understanding of the way a paralegal is supposed to work. Secondly, the memo also helps enhance the understanding of the paralegal trainees about the way of functioning of the law firm, providing a clearer view into the legalities, policies and modalities.   
Implementing management/organization system for paralegals   
A trainee paralegal can successfully follow the presets mentioned in the memo and work accordingly. Following a strict routine of filling in the forms (for time management recording the hours worked every day), document management (indexing, pagination, bundling, scheduling, scanning, photocopying etc) will help in improving the alignment and management of certain aspects of functionality, while adhering to the ethical and behavioral norms explained by the firm will further help in the complete implementation of the management systems for paralegals by the law firm (Moore, Touati, 2007-08).   
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