



PARAMOUNT
LEGAL OUTSOURCING

HOW IT WORKS



We can draft any of the following documents:

- Demand letters and packages
- Complaints
- Answers
- Motions to Dismiss (and responses)
- Discovery requests (and responses)
- Subpoenas
- Deposition Notices
- Motions for Summary Judgment (and responses)
- Settlement and Mediation memos
- Motions in Limine (and responses)
- Issue briefs



You can submit an assignment in ANY of the following ways:

1. Email with supporting documents attached to production@paramountoutsourcing.com.
2. Permitting Paramount access to your file management system.
3. Through our website on the “Submit an Assignment” page.

If it is your first time assigning work to Paramount, you may provide samples of similar documents for us to follow.

Within 12 hours you will receive a confirmation e-mail and an Assignment Cover Sheet to review and sign.



Assignment Cover Sheet

ALL WORK SUBJECT TO ATTACHED TERMS AND CONDITIONS

Customer:	Your Client:	Your File:
Date of Loss:	Jurisdiction State:	Court:
Case ID:	SOL Date:	Attorney Name:
Attorney Phone:	Email:	Attorney Bar Number:
Assigned Date:	Due Date:	Rush: Yes / No
Assignment Code ¹	Font: 11.5 / 12 / 14 / Other	Spacing: 1.0 / 1.15 / 1.5 / 2.0 / Other
Page Restrictions:	Finished Product: Word / PDF / Other	Text: Left / Center / Full / Right / Other
Exhibits: Attach / Separate / Individual	Finishing: Cover / Bound / Print / Email	File with Court: E-file / Mail / None
Service: Attorney / Paramount / Other	Additional Costs ² : Scan / Copy / Disk	Rate: \$40 / Hour

Approved:

Paramount

Customer

DATE: _____

¹ Assignment Codes:

Demand Package	DEM	Trial Exhibits	TRE	Trial Preparation	TRL
Complaint	COM	Deposition Summary	DES	Document Review	DOC
Answer to Complaint	ANS	Notice of Deposition	NOD	Settlement Memo	SET
Discovery to Adverse	DTA	Discovery Motion	DMO	Motion for Summary Judgment	MSJ
Discovery from Adverse	DFA	Subpoena	SUB	Other Motions	MOT
Motion to Dismiss on Pleadings	MTD	Ongoing / Various	ONG		

² Additional Costs:

Scanning	.05 / page
Copying	.05 / page
Thumb Drive	\$5.00
FedEx / Courier	Actual Cost



- Once you return the signed Assignment Cover Sheet Paramount will begin work on your project.
- Our staff will check in with you via e-mail as needed if we have any questions.
- Most projects are completed within two weeks unless a rush is requested.



- A first draft of the completed project will be sent to you via e-mail for review.
- You may edit the document in any way you prefer:
 - Hand edits (scan and e-mail back)
 - Track changes in word
 - Markup in adobe pdf



- Paramount staff will make edits as you request and provide the finished product in your desired format (word, pdf, paper).
- If requested, Paramount can file documents with the court or deliver to other parties.
- You will receive an invoice for all work performed, terms are net 30 days.