

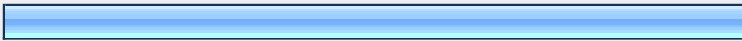





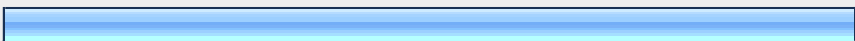




Paralegal Division Survey

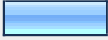
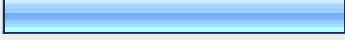

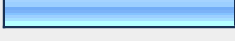
1. Are you employed as a:			
		Response Percent	Response Count
Paralegal		91.7%	88
Legal Assistant		8.3%	8
<i>answered question</i>			96
<i>skipped question</i>			3

2. In which county are you employed?			
		Response Percent	Response Count
Beaver		0.0%	0
Box Elder		0.0%	0
Cache		1.0%	1
Canada		0.0%	0
Carbon		0.0%	0
Daggett		0.0%	0
Davis		2.0%	2
Duchesne		0.0%	0
Emery		0.0%	0
Garfield		0.0%	0
Grand		1.0%	1
Iron		0.0%	0
Juab		0.0%	0
Kane		0.0%	0
Millard		1.0%	1
Morgan		0.0%	0
Out of Country		0.0%	0



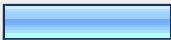

Out of State		0.0%	0
Piute		0.0%	0
Provo		0.0%	0
Rich		0.0%	0
Salt Lake		81.8%	81
San Juan		0.0%	0
Sanpete		0.0%	0
Sevier		0.0%	0
Southern Utah		0.0%	0
Summit		3.0%	3
Tooele		0.0%	0
Uintah		0.0%	0
Utah		7.1%	7
Wasatch		0.0%	0
Washington		1.0%	1
Wayne		0.0%	0
Weber		3.0%	3
		answered question	99
		skipped question	0


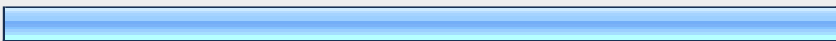
3. What is your gender?			
		Response Percent	Response Count
Male		7.1%	7
Female		93.9%	93
		answered question	99
		skipped question	0

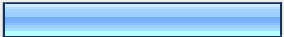
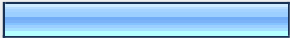
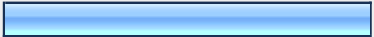
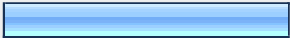

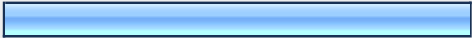
4. What is your employment status?			
		Response Percent	Response Count
Full Time		94.8%	92
Part Time		6.2%	6
answered question			97
skipped question			2



5. How long have you been with your current employer?			
		Response Percent	Response Count
Under 1 Year		11.1%	11
1 - 5 Years		37.4%	37
6 - 10 Years		27.3%	27
Over 10 Years		25.3%	25
answered question			99
skipped question			0

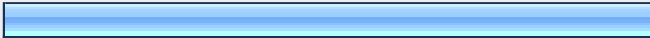
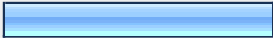
6. How long have you been employed as a paralegal or legal assistant?			
		Response Percent	Response Count
Under 1 Year		7.1%	7
1-5 Years		31.6%	31
6-10 Years		14.3%	14
11-15 Years		16.3%	16
16-20 Years		21.4%	21
Over 20 Years		10.2%	10
answered question			98
skipped question			1


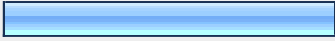
7. Are you a member of any of the following organizations? Please check all that apply:			
		Response Percent	Response Count
Paralegal Division of the Utah State Bar		52.5%	52
Legal Assistants Association of Utah		35.4%	35
National Association of Legal Assistants		18.2%	18
National Federation of Paralegal Associations		0.0%	0
Rocky Mountain Paralegal Association		0.0%	0
I do not belong to any organizations		24.2%	24
		<i>answered question</i>	99
		<i>skipped question</i>	0


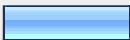
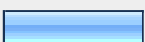


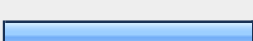

8. If you are a member of any of the above organizations, does your employer require you to have passed a national certification exam prior to being hired as a paralegal or advancing in your position?			
		Response Percent	Response Count
YES		9.2%	8
NO		92.0%	80
		<i>answered question</i>	87
		<i>skipped question</i>	12

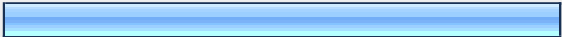

9. What is your education level? Please check all that apply:			
		Response Percent	Response Count
High School Diploma		30.3%	30
Some College		31.3%	31
Associate's Degree		40.4%	40
Bachelor's Degree		31.3%	31
Graduate Degree		3.0%	3
Paralegal Certificate		51.5%	51
		<i>answered question</i>	99
		<i>skipped question</i>	0

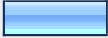


10. If you earned a Bachelors degree or higher, was it in Paralegal Studies?			
		Response Percent	Response Count
YES		9.6%	5
NO		90.4%	47
		<i>answered question</i>	52
		<i>skipped question</i>	47

11. If you have a degree or certificate in Paralegal Studies, is it from an ABA-approved program?			
		Response Percent	Response Count
YES		71.6%	58
NO		29.6%	24
		<i>answered question</i>	81
		<i>skipped question</i>	18

12. Does your employer require the completion of a minimum education level in order to be hired as a paralegal or to advance in your position?			
		Response Percent	Response Count
YES		64.6%	62
NO		36.5%	35
answered question			96
skipped question			3

13. If so, what education level is required?			
		Response Percent	Response Count
Paralegal Certificate (ABA-approved)		42.4%	28
Paralegal Certificate (ABA approval not required)		13.6%	9
Associate's Degree in Paralegal Studies		15.2%	10
Associate's Degree (any field of study)		3.0%	2
Bachelor's Degree in Paralegal Studies		4.5%	3
Bachelor's Degree (any field of study)		27.3%	18
High School Diploma		27.3%	18
answered question			66
skipped question			33

14. Is your education level considered by your employer as a factor in setting your compensation level?			Response Percent	Response Count
YES			61.3%	57
NO			39.8%	37
			answered question	93
			skipped question	6

15. Do you have any of the following designations? Please check all that apply			Response Percent	Response Count
C.L.A.			11.0%	10
C.P.			17.6%	16
C.L.A.S.			0.0%	0
A.C.P.			0.0%	0
P.A.C.E./R.P.			0.0%	0
None			76.9%	70
			answered question	91
			skipped question	8


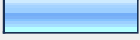


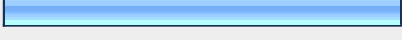
16. What type of organization are you employed by?			Response Percent	Response Count
Private Law Firm			66.7%	64
Corporation			13.5%	13
Government			18.8%	18
Other (please specify)			1.0%	1
			answered question	96
			skipped question	3




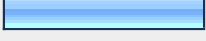
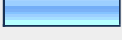
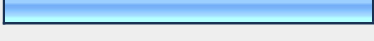
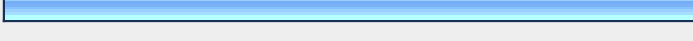
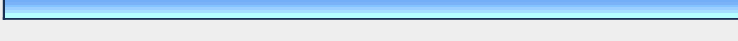
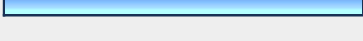
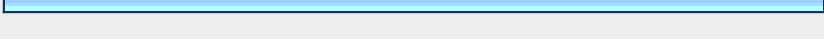





17. Indicate the practice area(s) in which you work. Please check all that apply:





		Response Percent	Response Count
Bankruptcy		10.4%	10
Construction Defects		7.3%	7
Family Law		10.4%	10
Intellectual Property		28.1%	27
Litigation (Defense)		39.6%	38
Litigation (Plaintiff)		30.2%	29
Medical Malpractice		10.4%	10
Product Liability		12.5%	12
Real Estate		12.5%	12
Securities		1.0%	1
Wills/Estate Planning		10.4%	10
Workers Compensation		2.1%	2
Other (please specify)		39.6%	38
		answered question	96
		skipped question	3

18. Including yourself, how many paralegals does your organization employ?


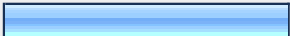

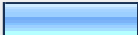

		Response Percent	Response Count
1-5		42.7%	41
6-10		15.6%	15
11-15		15.6%	15
16-20		11.5%	11
Over 20		14.6%	14
		answered question	96
		skipped question	3

19. How many attorneys are in your organization?				
			Response Percent	Response Count
1-10			30.2%	29
11-20			14.6%	14
21-30			6.3%	6
30-40			5.2%	5
Over 40			43.8%	42
			answered question	96
			skipped question	3



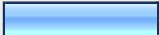


20. Which software and online programs do you use on a routine basis in your job? Please check all that apply:				
			Response Percent	Response Count
CaseMaker			4.2%	4
CaseMap			6.3%	6
Concordance			8.3%	8
CourtLink			21.9%	21
GroupWise			12.5%	12
LexisNexis			40.6%	39
Microsoft Excel			76.0%	73
Microsoft Outlook			81.3%	78
Microsoft PowerPoint			39.6%	38
Microsoft Word			90.6%	87
PerfectLaw			6.3%	6
QuickBooks			8.3%	8
Sanction			6.3%	6
Summation			14.6%	14
Time Matters			12.5%	12

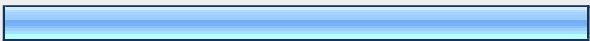

Trial Director		2.1%	2
Westlaw		41.7%	40
WordPerfect		45.8%	44
Other (please specify)		22.9%	22
answered question			96
skipped question			3



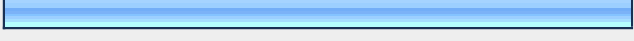
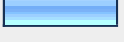
21. How many hours of overtime do you work in an average month?

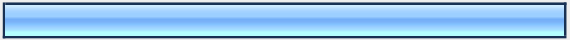

		Response Percent	Response Count
0		30.2%	29
1-5		31.3%	30
6-10		15.6%	15
11-20		14.6%	14
Over 20		8.3%	8
answered question			96
skipped question			3

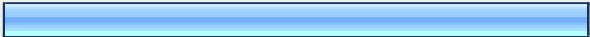
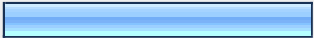

22. How many hours per week do you work?

		Response Percent	Response Count
Under 20		2.1%	2
20-30		1.0%	1
30-40		16.7%	16
40		46.9%	45
Over 40		33.3%	32
answered question			96
skipped question			3

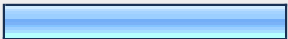
23. Do you bill your time to clients? (If you answered "no," please proceed to Question 28.)			Response Percent	Response Count
YES			64.5%	60
NO			35.5%	33
			<i>answered question</i>	93
			<i>skipped question</i>	6

24. What percentage of your time is typically spent on billable work for clients?			Response Percent	Response Count
Under 10%			4.6%	3
25%			4.6%	3
50%			9.2%	6
75%			69.2%	45
100%			12.3%	8
			<i>answered question</i>	65
			<i>skipped question</i>	34

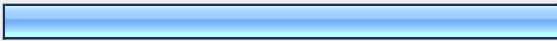
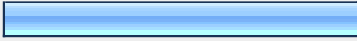
25. What percentage of your time is typically spent on non-billable work for clients?			Response Percent	Response Count
Under 10%			61.9%	39
25%			28.6%	18
50%			4.8%	3
75%			4.8%	3
			<i>answered question</i>	63
			<i>skipped question</i>	36

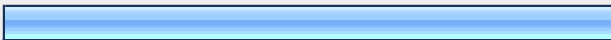
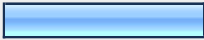


26. What percentage of your time is typically spent on non-billable administrative work?				
			Response Percent	Response Count
Under 10%			64.6%	42
25%			33.8%	22
50%			1.5%	1
75%			0.0%	0
			answered question	65
			skipped question	34

27. Are you able to delegate non-billable tasks to members of your organization's support staff or to outside vendors?				
			Response Percent	Response Count
YES			81.5%	53
NO			18.5%	12
			answered question	65
			skipped question	34

28. Do you directly supervise any employees? (If NO. skip to question 30).				
			Response Percent	Response Count
YES			30.9%	29
NO			69.1%	65
			answered question	94
			skipped question	5

29. If so, which of the following do you supervise?			Response Percent	Response Count
Secretary			46.4%	13
Project Assistant			21.4%	6
File Clerk			10.7%	3
Other (please specify)			21.4%	6
			answered question	28
			skipped question	71

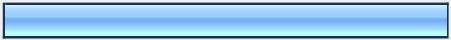
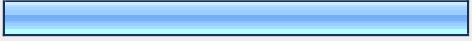
30. Does your employer provide in-house training for paralegals?			Response Percent	Response Count
YES			61.1%	58
NO			38.9%	37
			answered question	95
			skipped question	4

31. If so, please specify the training and indicate the percentage of time you devote to training or in-house CLE:			Response Percent	Response Count
Under 10%			67.2%	43
10-20%			21.9%	14
20-30%			9.4%	6
30-40%			0.0%	0
40-50%			1.6%	1
			answered question	64
			skipped question	35



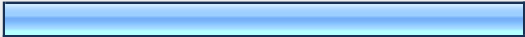
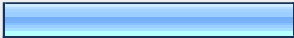
32. Please evaluate the following list of tasks and mark those that you perform most often on a routine basis:

	Frequent Task	Occasional Task	Rare Task	Never	Response Count
Maintain Case Calendars/Files	67.7% (63)	16.1% (15)	9.7% (9)	6.5% (6)	93
Draft, File & Serve Pleadings	60.2% (56)	14.0% (13)	10.8% (10)	15.1% (14)	93
Prepare for/Attend Client Meetings	33.7% (31)	32.6% (30)	21.7% (20)	12.0% (11)	92
Maintain Document Databases	72.8% (67)	16.3% (15)	7.6% (7)	3.3% (3)	92
Attend/Organize Document Productions	53.3% (49)	18.5% (17)	12.0% (11)	16.3% (15)	92
Review/Analyze Documents	83.9% (78)	12.9% (12)	2.2% (2)	1.1% (1)	93
Draft Privilege/Redaction Logs	24.4% (22)	18.9% (17)	23.3% (21)	33.3% (30)	90
Draft Discovery Requests & Responses	45.1% (41)	22.0% (20)	12.1% (11)	20.9% (19)	91
Summarize/Analyze Discovery Responses	40.7% (37)	22.0% (20)	13.2% (12)	24.2% (22)	91
Gather/Organize Information on Companies, Products & Witnesses	47.3% (44)	22.6% (21)	14.0% (13)	16.1% (15)	93
Obtain/Analyze Reports from Police or Other Agencies	38.7% (36)	18.3% (17)	16.1% (15)	26.9% (25)	93
Interview Witnesses or Other Pertinent Individuals	16.1% (15)	28.0% (26)	18.3% (17)	37.6% (35)	93
Perform Legal Research	20.4% (19)	44.1% (41)	28.0% (26)	7.5% (7)	93
Obtain/Analyze Medical Records	24.2% (22)	14.3% (13)	18.7% (17)	42.9% (39)	91
Review/Summarize Deposition Transcripts	13.0% (12)	26.1% (24)	25.0% (23)	35.9% (33)	92
Prepare/Organize Trial Notebooks & Other Demonstrative Trial Exhibits	34.1% (31)	24.2% (22)	15.4% (14)	26.4% (24)	91
Attend Trials & Take Notes of Proceedings	17.4% (16)	19.6% (18)	23.9% (22)	39.1% (36)	92
Prepare Forms for Administrative Agencies	26.1% (24)	21.7% (20)	19.6% (18)	32.6% (30)	92
Assist in Preparing Proxy Statements	2.2% (2)	5.4% (5)	16.1% (15)	76.3% (71)	93


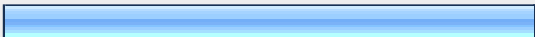
Prepare Federal or State Filings	31.9% (30)	17.0% (16)	8.5% (8)	42.6% (40)	94
Maintain Law Library	8.7% (8)	1.1% (1)	10.9% (10)	79.3% (73)	92
Draft Agreements/Contracts	23.9% (21)	13.6% (12)	18.2% (16)	44.3% (39)	88
Draft, Distribute & File Corporate Documents	18.5% (17)	6.5% (6)	12.0% (11)	63.0% (58)	92
Conduct Due Diligence for Mergers & Acquisitions	5.4% (5)	6.5% (6)	14.1% (13)	73.9% (68)	92
Retrieve/Manage Records	50.5% (48)	23.2% (22)	11.6% (11)	14.7% (14)	95
Create/Maintain Docket Systems & Intellectual Property Filings	25.8% (24)	4.3% (4)	11.8% (11)	58.1% (54)	93
Investigate Intellectual Property Infringement & Assist in Proceedings	7.6% (7)	13.0% (12)	10.9% (10)	68.5% (63)	92
	<i>answered question</i>				96
	<i>skipped question</i>				3

33. Do you have a billable hour requirement? (If you answered “no,” please skip remaining questions on this page and proceed to the next section.)					
				Response Percent	Response Count
YES				48.9%	46
NO				51.1%	48
	<i>answered question</i>				94
	<i>skipped question</i>				5

34. How is your billable hour requirement measured? Indicate your requirement in the appropriate space:

		Response Percent	Response Count
Daily		8.5%	4
Weekly		2.1%	1
Monthly		57.4%	27
Annually		31.9%	15
		<i>answered question</i>	47
		<i>skipped question</i>	52

35. Do your billable rates vary by client or by the type of work being done?

		Response Percent	Response Count
YES		41.5%	22
NO		58.5%	31
		<i>answered question</i>	53
		<i>skipped question</i>	46

36. What range most accurately reflects your current average hourly billing rate?

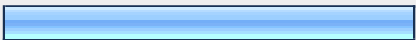

		Response Percent	Response Count
Under \$25		3.8%	2
\$25 - \$50		1.9%	1
\$50 - \$75		5.7%	3
\$75 - \$100		34.0%	18
\$100 - \$125		41.5%	22
\$125 - \$150		13.2%	7
\$150 - \$200		0.0%	0
Over \$200		0.0%	0
		answered question	53
		skipped question	46

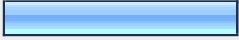

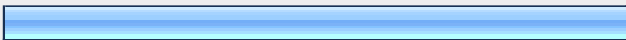
37. If you do freelance work and clients are billed for your time, what range most accurately reflects your current average hourly billing rate?

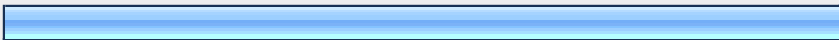

		Response Percent	Response Count
Under \$25		55.6%	5
\$25 - \$50		0.0%	0
\$50 - \$75		0.0%	0
\$75 - \$100		0.0%	0
\$100 - \$125		11.1%	1
\$125 - \$150		33.3%	3
\$150 - \$200		0.0%	0
Over \$200		0.0%	0
		answered question	9
		skipped question	90

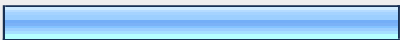



38. What is your gross annual salary, excluding bonuses?

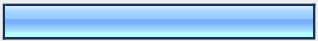
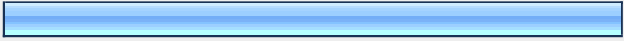
		Response Percent	Response Count
Under \$25,000		3.2%	3
\$25,000 - \$29,999		3.2%	3
\$30,000 - \$34,999		5.3%	5
\$35,000 - \$39,999		10.5%	10
\$40,000 - \$44,999		22.1%	21
\$45,000 - \$49,999		11.6%	11
\$50,000 - \$54,999		20.0%	19
\$55,000 - \$59,999		8.4%	8
\$60,000 - \$64,999		5.3%	5
\$65,000 - \$69,999		5.3%	5
\$70,000 - \$74,999		5.3%	5
\$75,000 - \$79,999		1.1%	1
\$80,000 - \$84,999		0.0%	0
\$85,000 - \$89,999		0.0%	0
\$90,000 - \$94,999		0.0%	0
\$95,000 - \$99,999		0.0%	0
\$100,000 or more		1.1%	1
		answered question	95
		skipped question	4

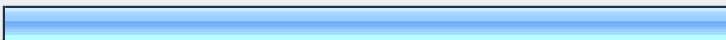


39. Does your employer have a bonus structure in place?				
			Response Percent	Response Count
YES			45.2%	42
NO			57.0%	53
			answered question	93
			skipped question	6

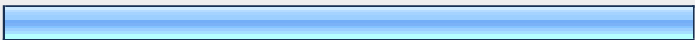


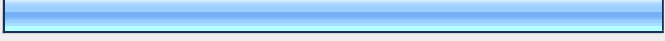
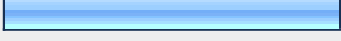
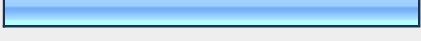

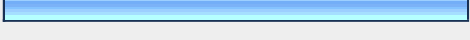

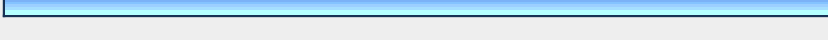
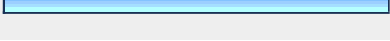
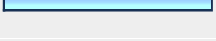

40. How are bonus amounts determined?				
			Response Percent	Response Count
Billable Hours			25.5%	13
Fees Collected			5.9%	3
Fees Billed			0.0%	0
Other (please specify)			68.6%	35
			answered question	51
			skipped question	48

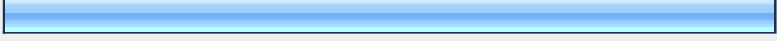

41. Did you receive a raise within the past 12 months?				
			Response Percent	Response Count
YES			92.5%	86
NO			9.7%	9
			answered question	93
			skipped question	6

42. If so, what percentage of your salary was your raise?				
			Response Percent	Response Count
1-3%			43.5%	37
4-6%			38.8%	33
7-9%			11.8%	10
10% or More			7.1%	6
			answered question	85
			skipped question	14



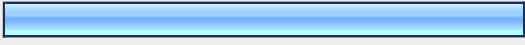
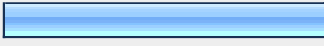
43. Is your position:				
			Response Percent	Response Count
Salaried			34.0%	32
Hourly			68.1%	64
			answered question	94
			skipped question	5

44. How are you compensated for overtime? (If, you are a salaried employee skip question 44).				
			Response Percent	Response Count
Time and a Half			80.0%	60
Double Time			0.0%	0
Comp Time			16.0%	12
Other (please specify)			6.7%	5
			answered question	75
			skipped question	24

45. Which benefits does your employer provide? (Please check all that apply)			
		Response Percent	Response Count
Health Insurance		76.1%	70
Health Insurance for Spouse/Family		79.3%	73
Dental Insurance		72.8%	67
Dental Insurance for Spouse/Family		72.8%	67
Vision Insurance		37.0%	34
Vision Insurance for Spouse/Family		45.7%	42
Free or Reduced Parking		69.6%	64
Free or Reduced Transit Pass		51.1%	47
Daycare		3.3%	3
401(k) Plan		91.3%	84
Profit Sharing Plan		42.4%	39
Other Pension/Retirement Plan		22.8%	21
Other (please specify)		8.7%	8
		answered question	92
		skipped question	7

46. Is the number of your Paid Time Off/Vacation days determined by your length of employment?			
		Response Percent	Response Count
YES		85.1%	80
NO		17.0%	16
		answered question	94
		skipped question	5

47. How many paid holidays are you given annually by your employer?

		Response Percent	Response Count
None		3.2%	3
1-5		6.4%	6
6-10		57.4%	54
Over 10		35.1%	33
		<i>answered question</i>	94
		<i>skipped question</i>	5