

Our History...

JUSTLEGALINC. is a legal staffing company with over 20 years of experience. We work with law firms, corporations, corporate legal departments and government agencies.

Our Commitment...

Our relationships with both client and candidate are built upon trust. JUSTLEGALINC. Ensures excellent service by providing quality candidates in a confidential environment.

Our Candidate Pool...

JUSTLEGALINC. recruits candidates both locally and nationally through:

- Relationships with universities, colleges, trade and technical schools
- Referrals
- Access to major national resume databases
- Legal and business associations and organizations
- Print and internet advertising

Hiring a JUSTLEGALINC. Candidate...

JUSTLEGALINC. has two methods by which to hire a candidate:

-“TEMP TO HIRE” The candidate is on our payroll for a predetermined period of time to allow a firm/company to evaluate the candidate’s suitability for a permanent position.

-“DIRECT HIRE” The candidate is placed directly onto the payroll of the firm/company as an employee for a predetermined fee.

What JUSTLEGALINC. does for you...

The process of hiring permanent and temporary legal staff requires a substantial commitment of administrative and attorney time. JUSTLEGALINC. will streamline this process for you.

JUSTLEGALINC. provides temporary, contract and permanent placement of attorneys, paralegals, administrators, legal secretaries, and other legal support personnel including receptionists, file, document and accounting clerks, runners and more...

JUSTLEGALINC. will:

- **Identify and locate** candidates who meet the level of skill and experience required by our clients.
- **Perform extensive in-person interviews** with all candidates to ascertain educational and professional experience, as well as appropriate appearance, professionalism and communication skills.
- **Administer evaluations** to assess grammar, spelling, word usage and proof-reading skills, including typing and word processing skills where appropriate, in order to evaluate the general aptitude and skills of our legal support staff candidates.
- **Present qualified candidates** for review to our clients.
- **Arrange interviews** between our clients and the candidates selected.
- **Manage all payroll functions** by maintaining contract and temporary employees on JUSTLEGALINC.’s payroll.
- **Assure client and candidate satisfaction** via quality checks to insure a match of skill and legal expertise.

Our Customer Service...

- **30 minute call back** to clients seeking staff
- **First day check-in** to assure that our candidate meets your needs
- **Quality checks** to assure quality matches
- **“Friday Checks”** for continued service of temporary and contract employees
- **End-of-assignment reviews** to assure total client satisfaction
- **Management Reports** upon client request

Additional services...

- **4/40 Service** – any assignment for one week or longer includes 4 free hours for training purposes
- **ASAP Service** – employees are “on call” daily in all skill categories
- **Payroll Service**- seasonal staff, new hires, ex-employees and retired employees are maintained on our payroll at a reduced rate

Flexible Fee Arrangements...

JUSTLEGALINC. works with our clients to establish fair and reasonable rates for our services.

JUSTLEGALINC.
Attorney Placement  Legal Support Staffing

... JUST IN CASE

... JUST IN TIME

... JUST FOR YOU

LOCATIONS

JUSTLEGALINC.
Attorney Placement ⚖️ Legal Support Staffing

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JUSTLEGALINC.
Attorney Placement ⚖️ Legal Support Staffing

ATTORNEY PLACEMENT



**LEGAL SUPPORT
STAFFING**

www.justlegalinc.com