

# The Attorney-Client-Paralegal Relationship

## 2014 Paralegal Seminar

### Outline

- I. Starting the relationship
  - a. When is it official
  - b. Engagement letters
    - i. Contingency
    - ii. Others
    - iii. Conflict of Interest Waivers
- II. The Relationship
  - a. Confidentiality
    - i. Waiving confidentiality
  - b. Privilege
  - c. Communications
    - i. Special situations for e-mail
  - d. Copying on documents
  - e. Ghost-writing pleadings
- III. Difficult Clients
  - a. Collections
  - b. Communications
  - c. Discovery
  - d. Failure to follow instructions
- IV. Ending the relationship
  - a. Withdrawal
  - b. Files and documents
  - c. Funds
- V. Social media
  - a. Ratings and Rankings
  - b. Solicitation of reviews