

Content required in affidavit to be filed with the court at first appearance of designated paralegal

When a lawyer is allowing a designated paralegal to appear in court, the lawyer with conduct of the file is required to provide an affidavit as part of the application material that deposes the following:

- The paralegal has training and experience in the specific issues and practice area before the Court in the application;
- The material relied upon by the paralegal has been reviewed by the lawyer;
- The material and the application has been reviewed by the lawyer with the paralegal;
- The client is aware that the application is being spoken to by a paralegal and consents;
- There are no facts of which the lawyer is aware that should be brought to the attention of the court that are not in the material filed; and
- The lawyer should sign a draft of the proposed order sought.

The affidavit will be filed as part of the first appearance by the designated paralegal.

Note: On subsequent appearances the paralegal should keep a copy of the affidavit handy in the event the court wishes to see it.