

**APPENDIX A**

Sample Substantive Paralegal Experience Confirmation Letters *Experience*  
*confirmation letters must be on employer's letterhead and provide valid email address*  
*and phone number*

Date

NFPA

400 South 4th Street, Suite 754E

Minneapolis, MN 55415

Certifications@paralegals.org

Phone: 317-454-8312

Dear Certification Manager:

I am writing this letter on behalf of [name of paralegal].

Standing

Describe standing to provide letter:

- I am an attorney (state & bar number)
- I am a judge
- I am the individual authorized to respond to these types of inquiries by my employer

Substantive Paralegal Experience

Dates of employment: \_\_\_\_\_

Type of Employment: Full time/Part Time

OR

Average number of hours work per week \_\_\_\_\_

Include a statement verifying [Name of paralegal] performs substantive paralegal tasks at least 80% of the time.

Describe sample substantive paralegal tasks performed. Example:

[Name of paralegal] specializes in the area of litigation and performs such tasks as drafting complaints, interrogatories, requests for production of documents and defensive pleadings for attorney review. He/she reviews client files, organizes and gathers factual data required for the case, and locates, interviews, and obtains witness statements. [Name of paralegal] indexes and summarizes depositions and prepares trial notebooks and witness files.

Declaration

The assistance that [name of paralegal] renders is substantive in nature and would otherwise be performed by an attorney.

Signature

\_\_\_\_\_

Name and Title