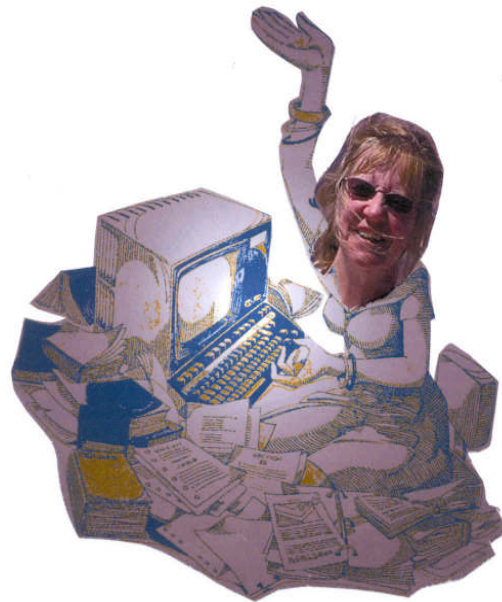


CAROLYN BODLEY

*Your documents are your reputation ...
making them look good is mine!*

- **Legal Secretarial**
- **Transcription**
- **Word Processing**
- **Document Design**
- **OCR Scanning**
- **Proofreading**



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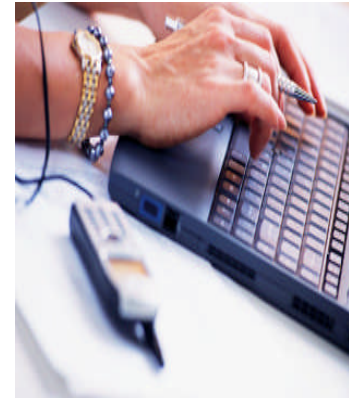
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Background

I have earned the reputation in the Denver legal community as the Independent Contractor (IC)/legal secretary that comes to your office to cover for secretarial emergencies, vacation/illness, vacancy transition and overload.

I left a prestigious 17th Street law firm in 1992 to hang out my independent shingle. I offer project overload secretarial

services from my home-based office—as an *alternative to a temporary agency*—“paying only for **what** you need, **when** you need it.” Services include, but are not limited to, **word processing, secretarial, transcription, document design, proofreading, data base management, and notarization services.**



I began getting requests in 1998 to work in client offices for one to two days at a time. These short, on-site assignments turned into ‘week long’ assignments, which quickly extended into month-long assignments. One on-site assignment lasted more than two years.

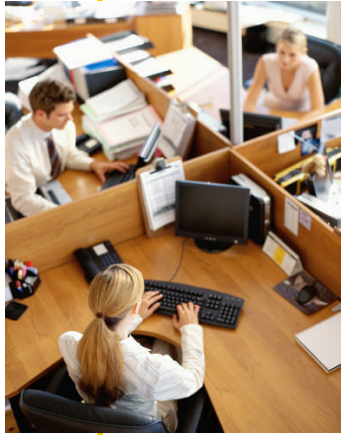
Originally I joked saying “unlike everyone else, I don’t have to be here” — a phrase that eventually came back to bite me in the rear after finding myself working 10-12 hour days, and 45-55 hours per week. Burn-out eventually set in when the remainder of the office support staff would be allowed to go home early on holiday eves to prepare the holiday feast or shop, and I was left to finish up everyone’s work.

2008 will see the IRS cracking down on companies misclassifying IC workers.

[more]

TIME IS A VERY IMPORTANT COMMODITY

“Flexible, open-minded, forward-thinking law firm with too much work and not enough time is prepared to change old habits and embrace new—seeks a high quality outsourcing solution that reduces error rates, lowers costs and enhances profitability by freeing staff to attend to more pressing urgent matters.”



The classified ad is fictitious, but definitely feasible.

The practical application of **outsourcing** will be an essential tool in the legal office of 2008.

The individuals using outsourced service providers are the most important piece of the **outsourcing** jigsaw puzzle.



Resistance to Change

In the legal profession, successful application of **outsourcing** is as much an art—as it is a science.

Loss of control and lack of trust are reasons often cited for resistance. Internal resistance to change cancels out the benefits of **outsourcing**. The office support staff *must* be willing participants in the **outsourcing** process, rather than reluctant observers.



Updating Office Policies and Practices

An increase in the number of people filing IC status has led the IRS to “suspect that companies are misclassifying workers in greater numbers than ever before.” The IRS is upping its vigilance on companies hiring ICs that perform their work from client offices.

*“The person/company hiring the IC has the right to control or direct only the **RESULT** of the work, but not the method of accomplishing it.”*

With more IRS audits in 2008, options for law firms using ‘on-site’ ICs will be:

- warm body temps from an expensive agency—not knowing who will be sent, or how much, if any, legal experience, expertise and knowledge they have;
- hire permanent staff knowing that with the fluctuations in workload, there will not be enough work to keep them busy; or
- **OUTSOURCING**

Outsourcing CAN and DOES increase flexibility, enhance standards and save costs. So why is it not used more often? The simple reason is that it is a relatively new method and people resist change.

My 2008 Outsourcing Niche

The biggest thing that I’ve discovered while working in my client offices is the way recorded discovery is handled, or rather not handled. Many law firms don’t have the transcription equipment, staff willing-

ness or time to handle information recorded onto tape or digital recording—and then transfer the information to hard-copy documentation:

- **Recorded statements**
- **Phone conversations**
- **Police interrogations**
- **Expert witness testimony**

I am in the process of implementing an **outsourcing pilot transcription program, and am looking for *no more than ten clients* to participate. Working together **WE** will develop and “co-create” a **personalized IC/client/outsourcing** solution for a segment of the trial preparation process that is so often neglected.**

Call for more information!

303-594-6453