



**The Successful Legal Assistant**  
**“The Freelance Legal Assistant”**

**Presented by**  
**Linda S. Jevahirian, Legal Search & Management, Inc.**  
**Ellen Brisson, Forward Focus Coaching**



**Tuesday, February 24, 2004**  
**11:45 – 1:15 p.m.**

Smart Detroit Conference Center  
 13<sup>th</sup> floor of the Penobscot Building  
 645 Griswold, Detroit

**Lunch Included**  
**\$10.00 Students and DMBA Members**  
**\$15.00 Non-Members**

*For information on joining the DMBA  
 please contact the number listed below.*

**Legal Assistant Section Luncheon Registration**

NAME(S): \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

- Enclosed is a check for \$ \_\_\_\_\_ for \_\_\_\_\_ reservations.
- Please charge my MasterCard/Visa account \$ \_\_\_\_\_ for \_\_\_\_\_ reservations.

MasterCard/Visa Number: \_\_\_\_\_ Expiration

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**All reservations are final – No refunds. Substitutions allowed.**

**REGISTER BY FRIDAY February 20, 2004:**

MAIL: Detroit Metropolitan Bar Association  
 Attn: Janet Burek  
 645 Griswold, Suite 1356  
 Detroit, MI 48226

Fax: 313-965-0842  
 Phone: 313-961-6120, ext. 200  
 Email: jburek@detroitlawyer.org

## **The Successful Legal Assistant**

### **“The Freelance Legal Assistant”**

Legal assistants choose to freelance for many reasons. It's a great way to gain control over an already compromised schedule. The challenge of running a business can be an attractive way of staying in the profession while doing something new and unique. And, it's a great solution for lawyers who want to provide more affordable client services but do not want a full time employee.

The Detroit Metropolitan Bar Association will host “The Freelance Legal Assistant” at their February legal assistants luncheon. Linda S. Jevahirian, Committee Chair and President and Founder of Legal Search & Management, Inc., will present the freelance session with Ellen Brisson, Paralegal, Certified Personal Coach and Internet Radio Show Host on VoiceAmerica.com.

Says Jevahirian, who started The Successful Legal Assistant Series in 2002, “Detroit legal assistants should think seriously about attending the monthly activities, as well as joining the Bar. New directions are taking place and legal assistants are invited to get involved. The group is starting to blossom into a real organization.”

“The Freelance Legal Assistant” will cover the basics of leaving full time employment to work independently. Legal assistants will learn how to start, run and manage the business. Brisson and Jevahirian bring their experience as freelance legal assistants to the presentation.

According to Brisson, “There is nothing like the freedom of going freelance, but legal assistants must realize that once the glamour expires it boils down to a lot of hard work. Because you are always wearing multiple hats it ends up requiring more energy than a regular job. If you like the rigor, the excitement and the variety it is a great lifestyle.”

Jevahirian agrees. “I was attracted to the independence and glory of doing my own thing. All of that exists and more. The trickiest part was making sure I was still prospecting for clients even on the days when I was buried in work. If you don't keep the marketing going you can go for long periods of time without any activity.”

The DMBA meetings are conveniently scheduled, and offer just enough time to share a meal, to get to know a few people, and to swap ideas about what it takes to succeed as a legal assistant. Participants broaden their resources, and gain useful information about topics that affect their jobs and their daily lives.

“The Freelance Legal Assistant” will take place on Tuesday, February 24, 2004 on the 13th floor of the Penobscot Building at the Smart Detroit Conference Center. The meeting runs from 11:45 am to 1:15 pm. Reservations are being taken by the DMBA. Contact Janet Burek at (313) 961-6120 ext. 200 or [jburek@detroitlawyer.org](mailto:jburek@detroitlawyer.org). Feel free to contact Linda at Legal Search & Management at (248) 471-3443 or [lindajev@aol.com](mailto:lindajev@aol.com) for further information. Legal assistants of all levels are encouraged to attend and to bring a friend.

#### **REGISTER BY FRIDAY February 20, 2004:**

MAIL: Detroit Metropolitan Bar Association  
Attn: Janet Burek  
645 Griswold, Suite 1356  
Detroit, MI 48226

Fax: 313-965-0842  
Phone: 313-961-6120, ext. 200  
Email: [jburek@detroitlawyer.org](mailto:jburek@detroitlawyer.org)