

State Bar of Michigan  
Annual Meeting  
ICLE Solo & Small Firm  
Institute

Thursday September 27, 2007  
4:30 – 5:15 pm

**The Essential Legal Assistant  
Increase Your Value to the  
Firm**



Education and qualifications



Training and learning the  
job



Utilization



Secretary versus paralegal



Staying power



Establishing and tracking  
performance



The bottom line



**Linda S. Jevahirian**

Linda is the Founder and President of Legal Search & Management, Inc. where she specializes in the placement of paralegal with law firms and corporate legal departments.

Linda serves on Legal Assistant Committees of the State Bar of Michigan and the Detroit Metropolitan Bar Association, and is the Vice Chair of the Legal Assistants Committee of the Oakland County Bar Association.

She has spoken to numerous audiences about the paralegal profession and has written articles for Michigan Lawyers Weekly, The Michigan Bar Journal, The Michigan Paralegal, The Detroit Legal News, and several other legal journals.

[www.legalsearchonline.net](http://www.legalsearchonline.net)

**Information**

Linda S. Jevahirian, Speaker  
linda@legalsearchonline.net  
248.471.3443

**Registration**

This year the State Bar of Michigan joins forces with ICLE in presenting educational sessions at the Annual Meeting.

Register and obtain member discount:  
[michbar.org/legalassistants/annualmeeting.cfm](http://michbar.org/legalassistants/annualmeeting.cfm)

Early bird registration expires August 31.

**Legal Assistants Business Meeting  
Networking Lunch**

**Friday, September 28, 2007  
Noon – 2:00  
DeVos Place - Grand Rapids**

The business meeting is free. The cost of lunch is \$15.00. Please RSVP and make reservations for lunch with KathyAnn Blunck:  
kblunck@shrr.com 231.486.4526