



Virtual Paralegal Associates of New York, LLC

Trust & Estate Paralegals

Areas of experience include:

Probate	Estate Tax Returns (706)	Collections	Co-op Transfers
Accounting	Estate planning documents	Document Drafting	Kinship Proceedings
Research	Trust Funding	Forms	Compromise Actions
Trust Administration	Trial document preparation	Subpoenas	Document Management
Estate Administration	Real Estate Transfers	People Searches	Guardianship Proceedings
Inventories	Fiduciary Income Taxes (1041)	Bookkeeping	Motion work
Heirship Affidavits	Gift Tax Returns (709)	Service of Process	E-filing

Our team of paralegals and legal assistants collectively hold over a century of experience in the legal industry. VPANY's Team Leader, Rebecca Cullen, individually holds over 35 years of experience in the Trusts and Estates field, trained by some of the best Trust and Estate lawyers in the industry.

Our team provides the same legal support as in-house paralegals, with a very significant difference. A Virtual Paralegal ("VP") performs tasks such as legal document preparation; reviewing, organizing and maintaining client files; performing legal research, etc., completely remotely. Our VPs can literally save you thousands of dollars in overhead expenses annually, such as office space, furniture, equipment, software, taxes, insurance, vacation and sick pay, health insurance and other typically offered employment benefits such as life insurance or retirement fund contributions.

You can hire a VP for a single project or for all of your support needs. Contracting with our team, instead of a temp or full-time in-office paralegal, negates having to pay agency hiring fees or spend countless hours in training, and we do the work when you need it, with no down time or wasted hours with washroom breaks, coffee breaks, or office chitchat. Speaking of chitchat, you also protect yourself from all of those wasted HR hours for in-house employee conflicts!

Our VP is most likely more experienced, more efficient, and better connected than the typical new hire. As such, we need to devote far less time to the project to get the same results, only 20 hours a week versus 40 for the new employee. Your employee's eight-hour day can be crunched into three to four hours with one of our VPs.

Team Technical Skills

Include Word, WordPerfect, PC Docs, Lexis Nexis HotDocs, Zoom, Microsoft Teams, ACRIS, Access, Excel, PC Law, Practice Advantage, Amicus, Clio, NYSCEF, TimeSolv, Dropbox, Box, Adobe, Outlook, Google, Tresorit, Sharepoint, Juris, Lackner 6-in-1, EstateVal. Spanish and English languages. **Notaries.**

Virtual Paralegal Associates of New York, LLC

Rebecca Cullen, Owner/Lead Paralegal
893 Randall Road, Niskayuna, New York 12309
Tel. (518) 932-5831

Email: rcullen@virtualparalegalny.com

Website: www.virtualparalegalny.com

Founded in 2014
