



Attorney Support Brochure

One-page print brochure

Organized support for your practice

Professional Support. Neutral Resolution.

Merchlinsky Paralegal and Mediation Services provides project-based support for licensed attorneys who need careful organization and dependable follow-through. John J. Merchlinsky III works within a defined assignment under attorney direction and review.

Potential assignments

- Document review, indexing and records organization
- Factual chronologies and attorney-directed research
- Discovery organization and production support
- Exhibit lists, hearing binders and trial-preparation materials
- Drafting and formatting under counsel's instructions

A clear assignment process

Provide party names for screening, define the deliverable, agree on a due date and budget, and designate the supervising lawyer. A written work order records scope, approved systems and the review process. All legal judgments, advice, filings and external use remain counsel's responsibility.

Separate from the mediation practice

The practice declines side-specific work in the same or substantially related dispute it has mediated. Conflict checks cover all service tracks. Sensitive materials are exchanged only through arrangements approved for the assignment.

Request project support

Begin with names, general project type and proposed timing. Do not send confidential case records before acceptance and secure-transfer arrangements.

Email: jmerchlinsky@merchlinskyp.onice.io

Website: _____

Fees are agreed in advance and depend on the complexity of the project. The scope and fee arrangement are confirmed in writing before work begins.

Merchlinsky Paralegal and Mediation Services is not a law firm. John J. Merchlinsky III is not an attorney and does not provide legal advice or legal representation.