



Indiana Paralegal Association, Inc.

2008 Salary Survey Report

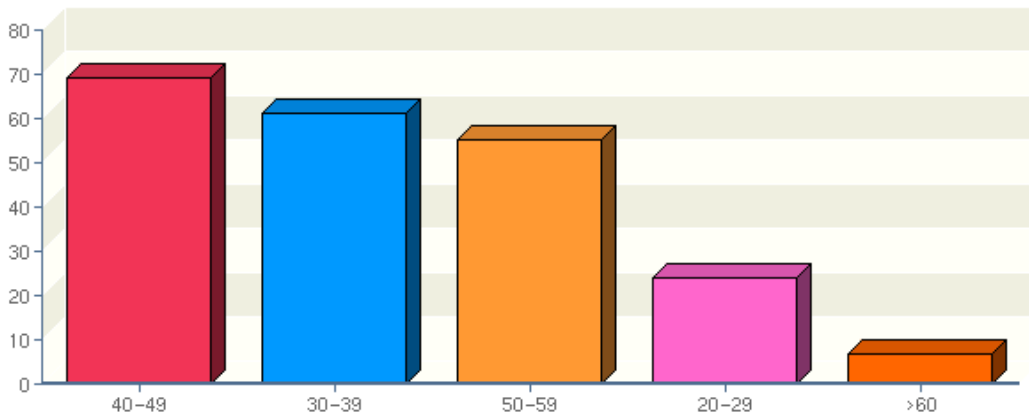
On March 13, 2008 the Indiana Paralegal Association, Inc. (“IPA”) sent out an e-mail invitation to all voting and associate members of the association. Members were given until April 15, 2008 to provide responses to the 75 questions below. The response was overwhelming. Two Hundred and Sixteen (216) responses were received. We have summarized the responses below.

1. What is your gender?

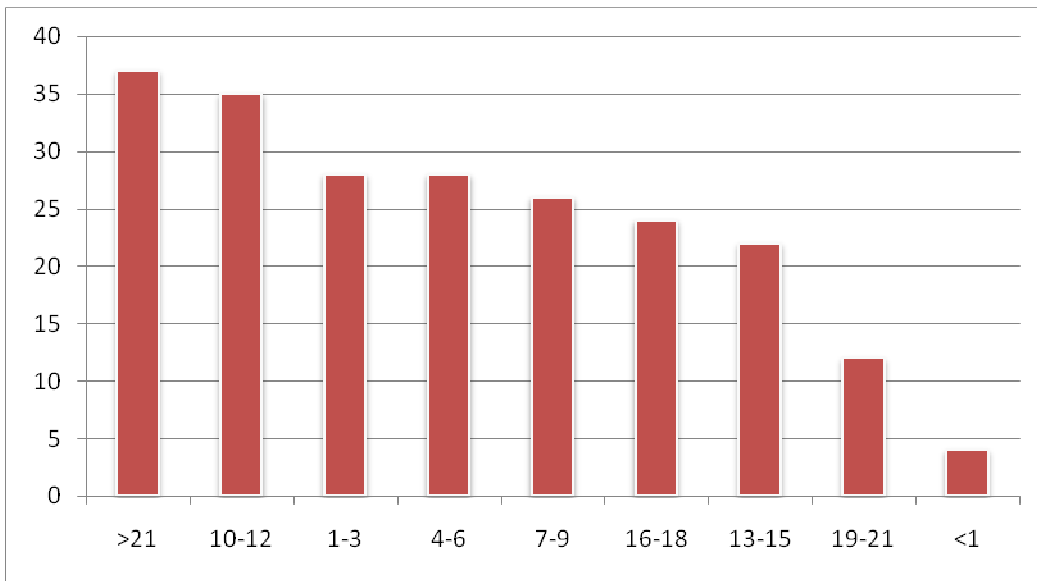
Gender	Count	Percent
Female	209	96.76%
Male	7	3.24%
Total Responses:	216	

2. What is your age?

Age Range	Count	Percent
40-49	69	31.94%
30-39	61	28.24%
50-59	55	25.46%
20-29	24	11.11%
>60	7	3.24%
Total Responses:	216	

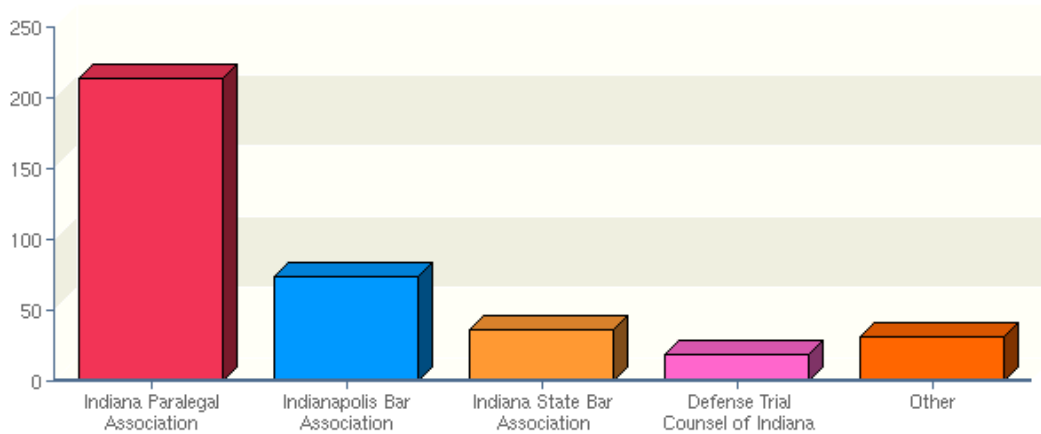


3. How many years have you been employed as a paralegal?



Years as a Paralegal	Count	Percent
Less than 1	4	1.85%
1-3	28	12.96%
4-6	28	12.96%
7-9	26	12.04%
10-12	35	16.20%
13-15	22	10.19%
16-18	24	11.11%
19-21	12	5.56%
>21	37	17.13%
Total Responses:	216	

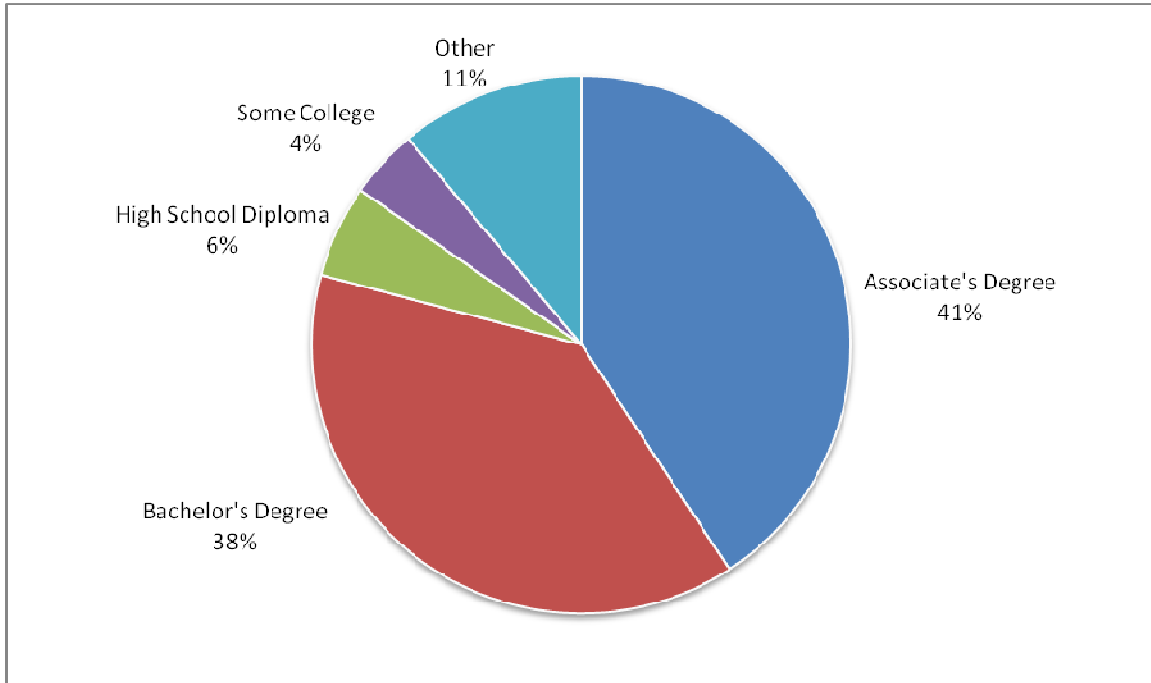
4. Are you a member of the following organizations? (Check all that apply)



Association	Count	Percent
Indiana Paralegal Association	214	99.53%
Indianapolis Bar Association	74	34.42%
Indiana State Bar Association	36	16.74%
Defense Trial Counsel of Indiana	19	8.84%
NFPA	11	5.12%
American Bar Association	3	1.40%
Northeast Indiana Paralegal Association	3	1.40%
Other county, city bar association (other than IBA)	3	1.40%
Evansville Bar Association	3	1.40%
American Association for Justice (formerly ATLA)	2	0.93%
Association of Insurance Compliance Professionals	1	0.47%
ILTA	1	0.47%
Michiana Paralegal Association	1	0.47%
NALA	2	0.93%
National Honor Society in Paralegal/Legal Assistant Studies (Lambda Epsilon Chi)	1	0.47%
NPA	1	0.47%
AAPI	1	0.47%
Total Responses:	215	

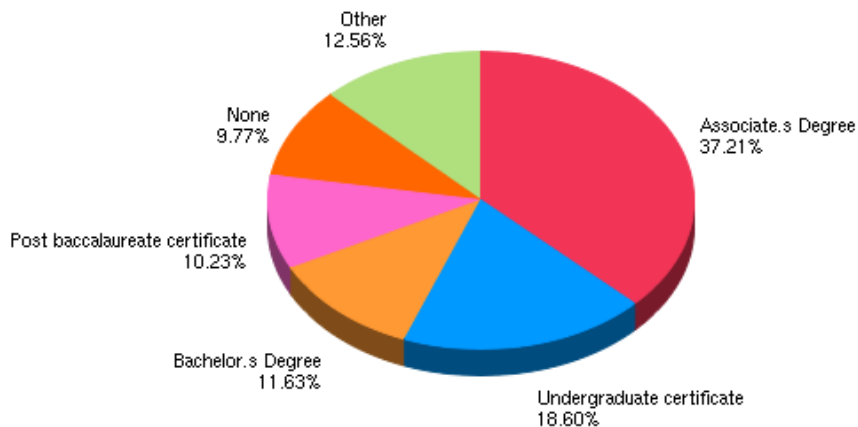
We should note that all members of the Indiana Paralegal Association, Northeast Indiana Paralegal Association and the Michiana Paralegal Association are automatically enrolled as members of the National Federation of Paralegal Associations, Inc. (NFPA).

5. What is the highest level of education you have achieved? Total responses to this question: 216



Among the other category, many respondents are currently in the process of completing a certificate program, Bachelor's degree or law school.

6. Which best describes your formal paralegal education? Total responses to this question: 215

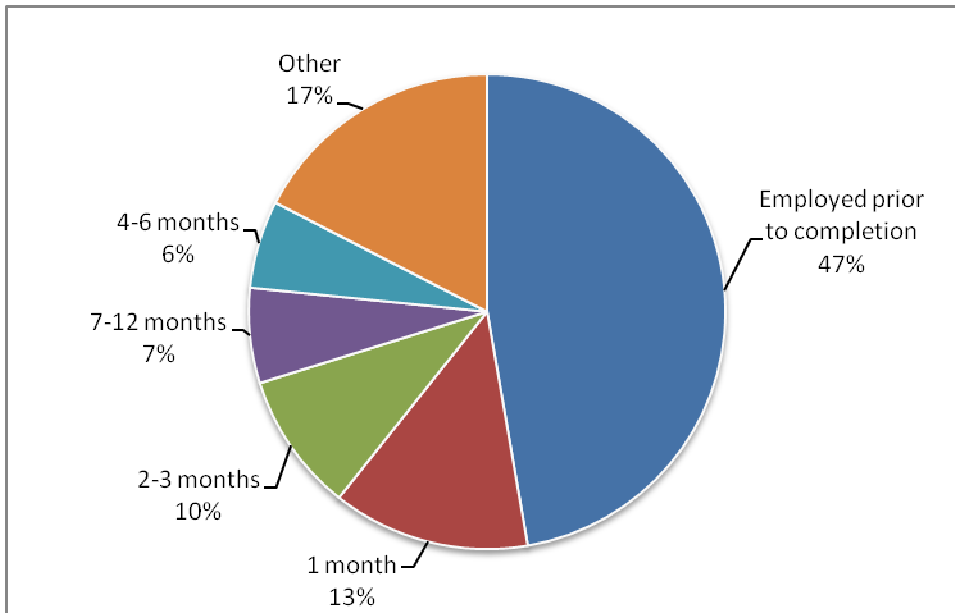


Among the other category, many respondents cite on the job training and attending CLE courses and certificate programs.

7. If you have a degree or certificate in paralegal studies, is it from an ABA-approved program?

Response	Count	Percent
Yes	124	72.09%
No	48	27.91%
Total Responses:	172	

8. How long after completing your paralegal education or training was it before you became employed as a paralegal?

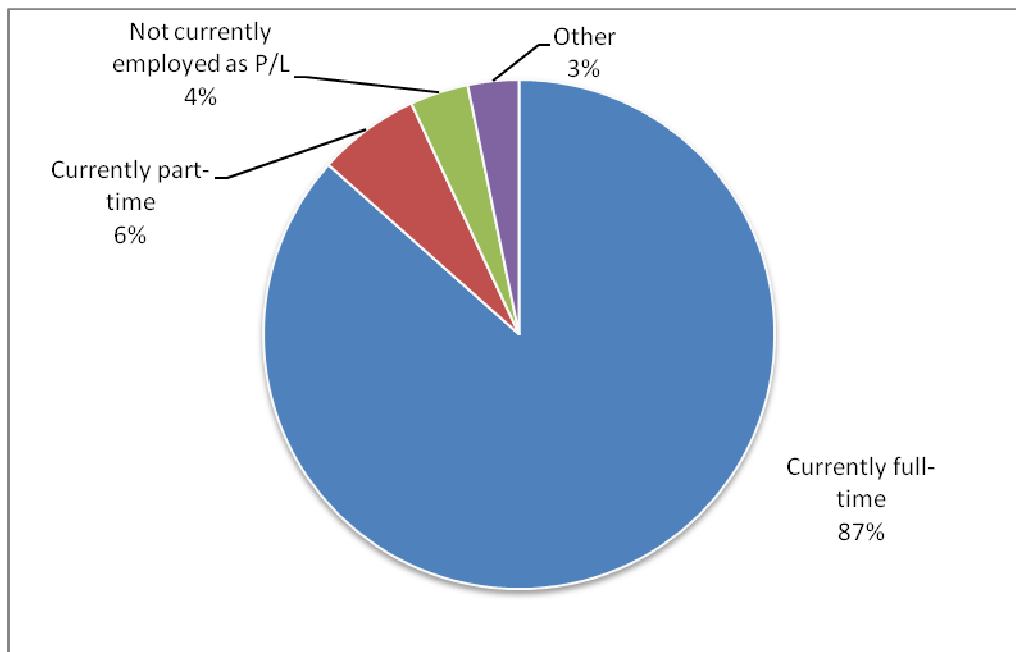


Among the others, two had internships that turned into full-time paralegal positions. Two had found jobs immediately upon completing their education. One was employed after 18 months of completing their education. Three were employed as paralegals after two years. Two were employed as paralegals after 2 ½ years and 3 were employed within 3-5 years. One was employed after 17 years of completing his/her paralegal education or training.

9. Have you completed any of the certifications listed?

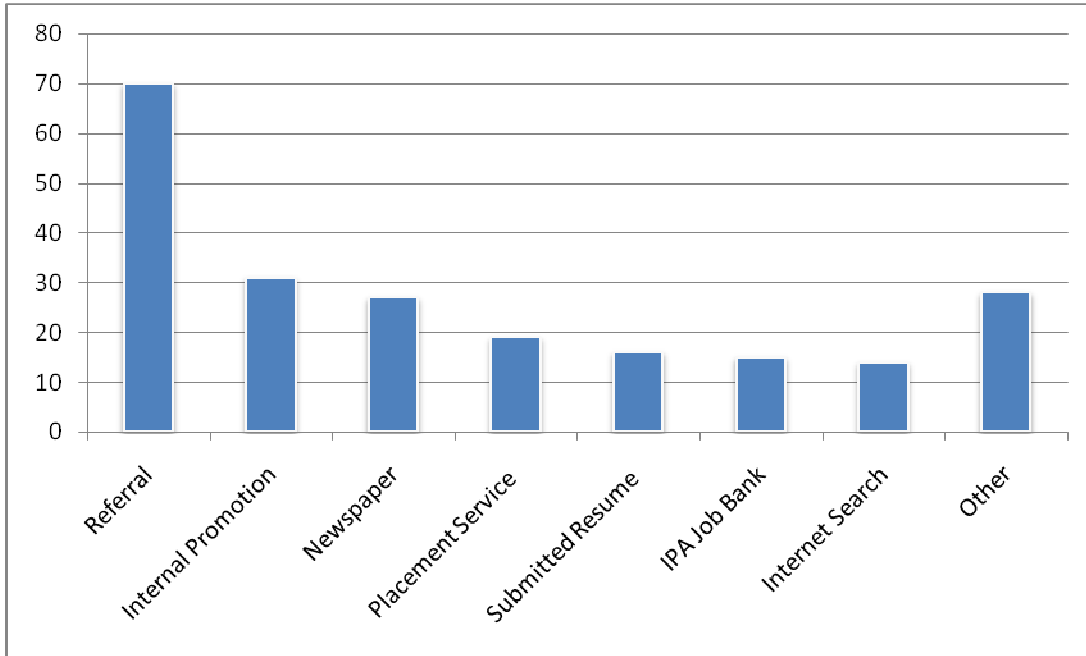
Certification	Count	Percent
NFPA's PACE Exam	21	87.50%
NALA's Certified Paralegal Exam	3	12.50%
Total Responses:	24	

10. What is your current employment status (for the purposes of this survey Full-time is considered 35 or more hours per week and Part-time is less than 35 hours per week)?



Employment Status	Count	Percent
Currently employed full-time as a paralegal	187	86.57%
Currently employed part-time as a paralegal	14	6.48%
Not currently employed as a paralegal	8	3.70%
Other	7	3.22%
Total Responses:	216	

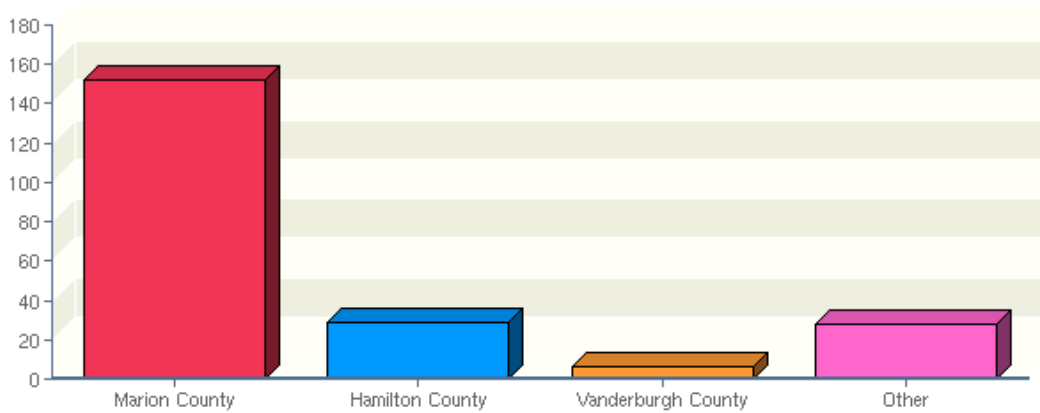
11. How did you hear about your current position? Check all that apply.



How did you hear about your current position?	Count	Percent
Referral	70	32.86%
Internal Promotion	31	14.55%
Newspaper	27	12.68%
Professional Placement Service	19	8.92%
Submitted Resume Independently	16	7.51%
IPA Job Bank	15	7.04%
Internet Search (Monster.com; Careerbuilder.com, etc.)	14	6.57%
Employer's website	5	2.35%
Other	22	10.34%
Total Responses:	213	

Of the 22 who filled in the other category, several followed an attorney that they worked with previously to a new firm or were hired by a client with whom they worked with at the law firm.

12. What county is your office located?



County	Count	Percent
Marion County	152	70.70%
Hamilton County	29	13.49%
Vanderburgh County	6	2.79%
Lake County	4	1.86%
Monroe County	4	1.86%
Tippecanoe County	3	1.40%
Grant County	2	0.93%
Boone County	1	0.47%
Dearborn County	1	0.47%
Delaware County	1	0.47%
Dubois County	1	0.47%
Floyd County	1	0.47%
Hendricks County	1	0.47%
Jackson County	1	0.47%
Madison County	1	0.47%
Marshall County	1	0.47%
Montgomery County	1	0.47%
Morgan County	1	0.47%
Orange County	1	0.47%
St. Joseph County	1	0.47%
Vigo County	1	0.47%
Wabash County	1	0.47%
Total Responses:	215	

13. Which of the following best describes your employer?

Type of Employer	Count	Percent
Law Firm	161	74.88%
Corporate Legal Department	24	11.16%
Insurance Company	9	4.19%
Corporate	6	2.79%
Government Agency (State)	4	1.86%
Collection agency	1	0.47%
Commercial Real Estate Brokerage	1	0.47%
Commercial Real Estate Corporation	1	0.47%
Gaming	1	0.47%
Government Agency (County/City/Town)	1	0.47%
Independent Contractor	1	0.47%
Medical Practice	1	0.47%
Real Estate Development	1	0.47%
Self employed attorney	1	0.47%
Title Underwriter	1	0.47%
University	1	0.47%
Total Responses:	215	

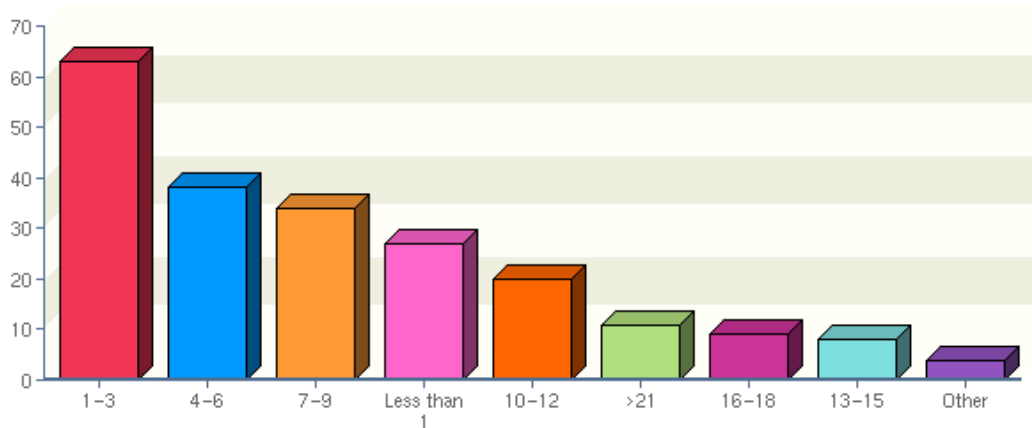
**14. If you work in a law firm, what is your area of specialty?
(Select up to three)**

Specialty Area	Count	Percent
Litigation	85	47.75%
Other (please specify)	39	21.91%
Personal Injury	29	16.29%
Family	27	15.17%
Probate, Trusts & Estate	24	13.48%
Medical Malpractice	23	12.92%
Insurance	16	8.99%
Property & Real Estate	11	6.18%
Corporation & Enterprise	10	5.62%
Labor & Employment	10	5.62%
Business	9	5.06%
Criminal	9	5.06%
Bankruptcy	8	4.49%
Environmental	8	4.49%
Product Liability	8	4.49%
Commercial	6	3.37%
Worker's Compensation	6	3.37%
Intellectual Property	5	2.81%
Contracts	4	2.25%
Tax	4	2.25%
Civil Rights	3	1.69%
Administrative	2	1.12%
Securities	2	1.12%
Total Responses:	178	

15. If you work in a corporate setting, what area do you primarily work?

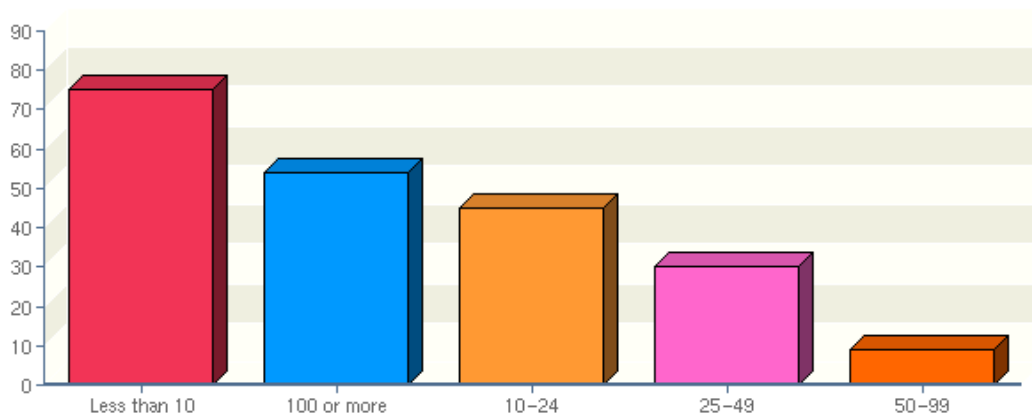
Specialty	Count	Percent
Litigation	18	30.51%
Real Estate	7	11.86%
Corporate Governance	5	8.47%
Asset based lending	2	3.39%
Compliance	2	3.39%
Contracts	2	3.39%
Insurance Compliance	2	3.39%
Labor	2	3.39%
Bankruptcy	1	1.69%
Bankruptcy/Creditor Rights/Commercial law	1	1.69%
Collections	1	1.69%
Employee benefits	1	1.69%
Government Compliance	1	1.69%
Health Care	1	1.69%
Insurance	1	1.69%
Legal Assistant	1	1.69%
Legal collections (evictions)	1	1.69%
Legal collections/Bankruptcy	1	1.69%
Legal Operations Support	1	1.69%
Legislation	1	1.69%
Litigation, Contracts, Real Estate, and Labor	1	1.69%
Mergers & Acquisitions	1	1.69%
n/a	1	1.69%
Procurement - Commercial Contracts	1	1.69%
Regulatory compliance	1	1.69%
Several	1	1.69%
Subrogation Litigation	1	1.69%
Total Responses:	59	

16. How many years have you worked for your current employer?



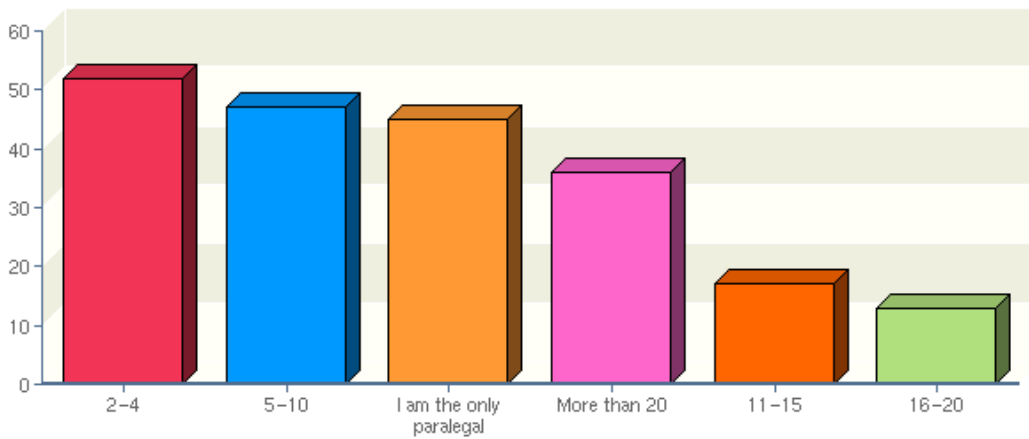
Years	Count	Percent
Less than 1	27	12.62%
1-3	63	29.44%
4-6	38	17.76%
7-9	34	15.89%
10-12	20	9.35%
13-15	8	3.74%
16-18	9	4.21%
19-21	4	1.87%
>21	11	5.14%
Total Responses:	214	

17. How many attorneys are employed at your company?



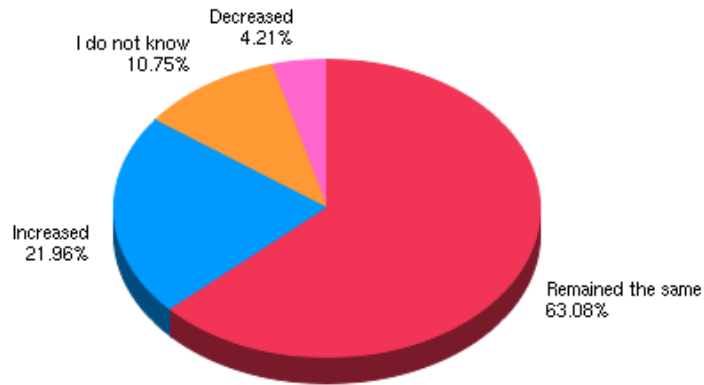
Number of Attorneys	Count	Percent
Less than 10	75	35.21%
10-24	45	21.13%
25-49	30	14.08%
50-99	9	4.23%
100 or more	54	25.35%
Total Responses:	213	

18. How many paralegals are employed at your company?



Number of Paralegals	Count	Percent
I am the only paralegal	45	21.43%
2-4	52	24.76%
5-10	47	22.38%
11-15	17	8.10%
16-20	13	6.19%
More than 20	36	17.14%
Total Responses:	210	

19. During the past year, the number of paralegals employed at your company has:



Increase/Decrease in the number of Paralegals	Count	Percent
Remained the same	135	63.08%
Increased	47	21.96%
Decreased	9	4.21%
I do not know	23	10.75%
Total Responses:	214	

20. Which of the following best describes your current workspace?

Workspace	Count	Percent
Own interior office with a door	81	37.67%
Own exterior office with a window and door	65	30.23%
Cubicle/open space	54	25.12%
Share an office with a door/window	5	2.33%
Cubicle with a door	2	0.93%
Cubicle next to the window	1	0.47%
Cubicle space near a window	1	0.47%
Exterior office w/ door but no window	1	0.47%
File room/large office	1	0.47%
In the hall next to copier and fax	1	0.47%
Interior office without a door	1	0.47%
Share interior office/no window	1	0.47%
Shared office, no door/window	1	0.47%
Total Responses:	215	

21. Which of the following best describes your secretarial support?

Secretarial Support	Count	Percent
I share a secretary with one or more attorneys/paralegals	109	50.93%
I have no secretarial assistance	76	35.51%
I have access to a word processing or secretarial pool	15	7.01%
I have my own secretary	14	6.54%
Total Responses:	214	

22. Do you perform some secretarial support for yourself on a weekly basis?

Response	Count	Percent
Yes	181	84.19%
No	34	15.81%
Total Responses:	215	

23. Do you perform some secretarial support for others as a part of your job description?

Response	Count	Percent
No	138	64.49%
Yes	76	35.51%
Total Responses:	214	

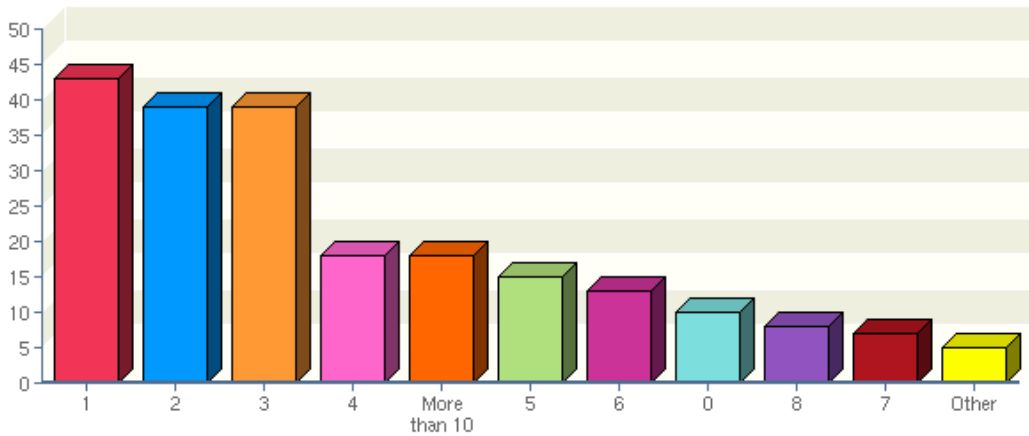
24. Do you supervise others as part of your job description?

Response	Count	Percent
No, I do not supervise others	133	62.74%
Yes, I supervise one or more secretaries and/or staff assistants	67	31.60%
Yes, I supervise one or more paralegals	12	5.66%
Total Responses:	212	

25. Which best describe the source of most of your work?

Source of Work	Count	Percent
I receive assignments from one or more specific attorneys	113	52.56%
I receive assignments from the department in which I work	37	17.21%
I receive assignments based on one or more specific types that I handle	24	11.16%
I receive assignments from the attorneys at large	23	10.70%
I receive assignments based on the case/matter to which I am assigned	18	8.37%
Total Responses:	215	

26. What is the number of attorneys to whom you provide direct paralegal support?



Number of Attorney to whom you provide direct paralegal support	Count	Percent
0	10	4.65%
1	43	20.00%
2	39	18.14%
3	39	18.14%
4	18	8.37%
5	15	6.98%
6	13	6.05%
7	7	3.26%
8	8	3.72%
9	4	1.86%
10	1	0.47%
More than 10	18	8.37%
Total Responses:	215	

27. Which of the following best describes your direct supervisor?

Director Supervisor	Count	Percent
One or more attorneys	137	64.32%
Office administrator/manager	18	8.45%
Department Head	15	7.04%
General Counsel	14	6.57%
Paralegal supervisor/manager	11	5.16%
Other	18	8.46%
Total Responses:	213	

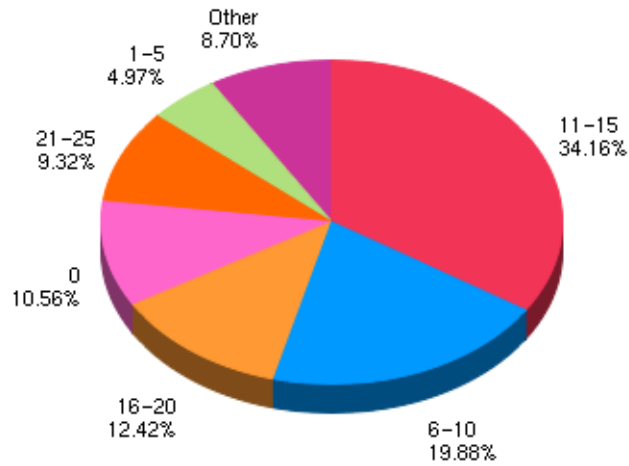
28. Does your employer utilize paralegal supervisors?

Response	Count	Percent
No	183	86.73%
Yes	28	13.27%
Total Responses:	211	

29. Please indicate the benefits provided by your employer regardless or whether or not you have used the benefit.

Item	Yes	No	Partial	Total
Professional association dues	181	27	1	209
Regular membership meeting fees	144	53	7	204
Continuing legal education	174	27	10	211
Parking	130	50	21	201
Profit sharing plan	96	90	3	189
Pension plan	93	97	3	193
Contributes to any profit sharing, pension, or 401K on your behalf	179	23	4	206
Bonuses	167	35	4	206
Health Insurance	172	17	20	209
Dental Insurance	139	43	20	202
Life Insurance	168	24	12	204
Free Representation	57	88	32	177
Maternity Benefits (not including short-term disability)	86	79	12	177
Paternity Benefits	36	122	6	164
Child Care	6	159	5	170
Company Car	5	166	3	174
Mileage	151	43	2	196
Tuition	61	96	27	184
Health Insurance (for family)	121	54	20	195
Dental Insurance (for family)	110	66	20	196
Free Representation (for family)	36	114	23	173
Short-Term Disability	154	37	6	197
Long-Term Disability	140	47	6	193
Vision Plan	109	64	15	188
Tax-Deferred Health Expense Account	145	46	2	193
Tax-Deferred Dependent Care Expense Account	119	65	2	186
Flexible work hours	139	46	16	201
Athletic Club/Gym membership	59	111	17	187
Country Club membership	4	172	1	177
Company Credit Card for work related/travel expenses	45	132	2	179
Support related to involvement in professional associations	128	47	13	188
Total Responses:	209			

30. Please indicate how many vacation days you receive annually. If your days are labeled PTO (Paid Time Off) days for use for any reason, please skip to question number 32.



Number of Vacation Days	Count	Percent
0	17	10.56%
1-5	8	4.97%
6-10	32	19.88%
11-15	55	34.16%
16-20	20	12.42%
21-25	15	9.32%
unlimited	2	1.24%
other	12	7.44%
Total Responses:	161	

In the 'Other' category, most respondents indicated that their time off is not capped and their time is flexible as long as they are meeting their billable hour requirement.

31. Please indicate how many sick days you receive annually. If your days are labeled PTO (Paid Time Off) days for use for any reason, please skip to question number 32.

Number of Sick Days	Count	Percent
0	22	15.60%
1-5	37	26.24%
6-10	53	37.59%
11-15	2	1.42%
More than 15	2	1.42%
As needed	2	1.42%
Unlimited	14	9.93%
Other	9	6.39%
Total Responses:	141	

In the 'Other' category, most respondents indicated that they were able to take time as needed.

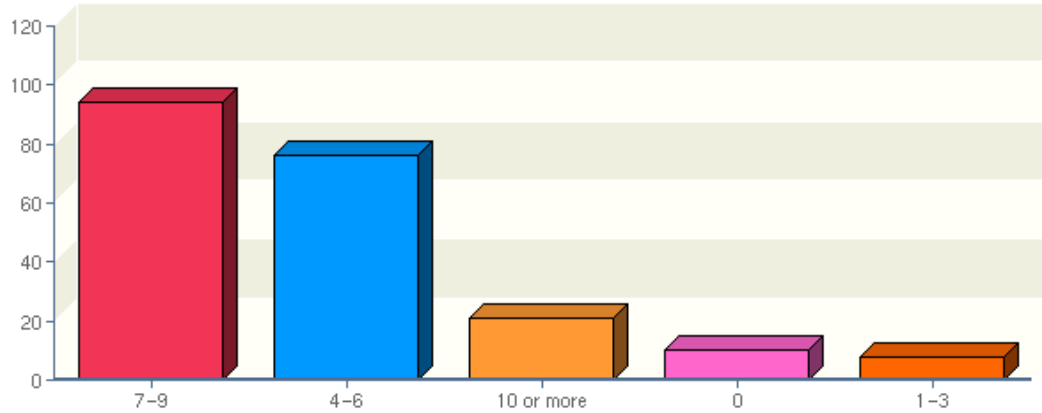
32. Please indicate how many PTO (Paid Time Off) days you receive.

Number of PTO Days	Count	Percent
0	25	13.09%
1-5	40	20.94%
6-10	12	6.28%
11-15	21	10.92%
16-20	25	13.09%
21-25	13	6.81%
26-31	8	4.16%
Other	15	7.80%
Does Not Apply	32	16.75%
Total Responses:	191	

33. Are your PTO/Vacation Days determined by the length of time with your employer?

Response	Count	Percent
Yes	162	79.02%
No	43	20.98%
Total Responses:	205	

34. How many paid holidays (excluding paid time off/vacation days) did you receive in 2007?



Number of paid holidays	Count	Percent
0	10	4.78%
1-3	8	3.83%
4-6	76	36.36%
7-9	94	44.98%
10 or more	21	10.05%
Total Responses:	209	

35. Does your employer pay for outside paralegal training?

Response	Count	Percent
Yes	88	42.93%
Sometimes	61	29.76%
No	56	27.32%
Total Responses:	205	

36. Does your employer provide in-house paralegal training?

Response	Count	Percent
No	126	59.72%
Sometimes	46	21.80%
Yes	39	18.48%
Total Responses:	211	

37. Does your employer pay for outside technology training?

Response	Count	Percent
Yes	77	36.49%
No	69	32.70%
Sometimes	65	30.81%
Total Responses:	211	

38. Does your employer provide in-house technology training?

Response	Count	Percent
Yes	109	51.17%
No	55	25.82%
Sometimes	49	23.00%
Total Responses:	213	

39. Does your employer allow you to work from home on a regular basis? (Not including overtime)

Response	Count	Percent
No	150	71.09%
Yes	61	28.91%
Total Responses:	211	

40. Is your current position salaried or hourly?

Response	Count	Percent
Hourly	126	58.88%
Salaried	88	41.12%
Total Responses:	214	

41. How are you compensated for overtime?

Response	Count	Percent
I am paid 1.5 times my hourly rate for anything over 40 hours in a week	97	45.54%
I do not receive overtime pay or compensatory time.	44	20.66%
I am paid 1.5 times my hourly rate for anything over 8 hours in a day	35	16.43%
I can choose overtime pay or compensatory time	12	5.63%
I receive compensatory time	12	5.63%
1.5 times hourly rate for time over 37.5 hours in a week	3	1.41%
Other	10	4.70%
Total Responses:	213	

42. How many hours of overtime do you work in an average month?

Number of hours of overtime	Count	Percent
0	60	28.44%
1-15	113	53.55%
16-30	27	12.80%
31-40	6	2.84%
41-50	4	1.90%
More than 50	1	0.47%
Total Responses:	211	

43. How frequently do you work in excess of your normal working hours?

Frequency of Excess Work Hours	Count	Percent
At least once a week	67	31.31%
At least once a month	62	28.97%
Never	35	16.36%
Almost every day	34	15.89%
Daily	16	7.48%
Total Responses:	214	

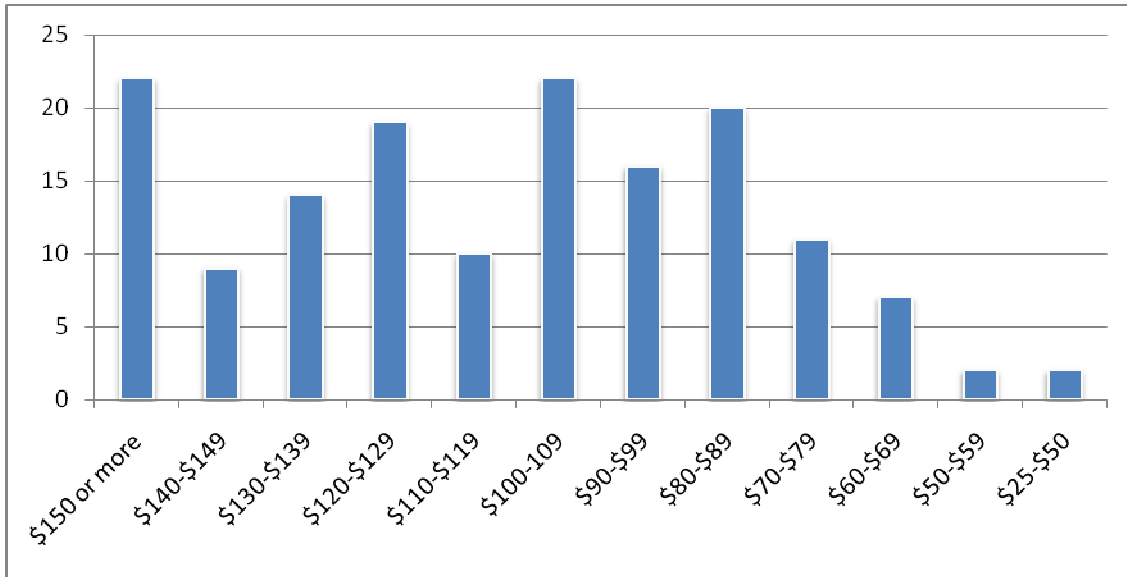
44. Does your employer bill clients for your time?

Response	Count	Percent
Yes	135	64.29%
No	63	30.00%
Sometimes	12	5.71%
Total Responses:	210	

45. Do you have more than one billable rate?

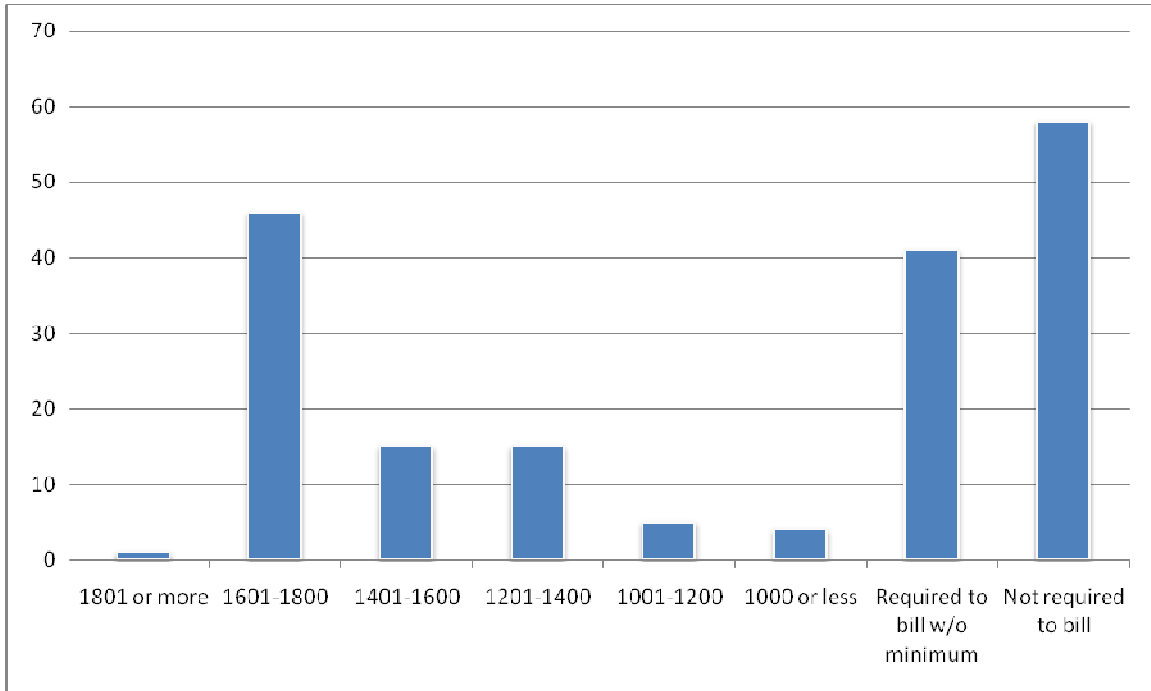
Response	Count	Percent
No	112	54.90%
Yes, depending on the type of case/matter	52	25.49%
Yes, at the discretion of the attorney/other	24	11.76%
Yes, depending on the type of work performed	16	7.84%
Total Responses:	204	

46. What is your average billable rate?



Average Billable Rate	Count	Percent
\$25-\$50	2	1.30%
\$50-\$59	2	1.30%
\$60-\$69	7	4.55%
\$70-\$79	11	7.14%
\$80-\$89	20	12.99%
\$90-\$99	16	10.39%
\$100-\$109	22	14.29%
\$110-\$119	10	6.49%
\$120-\$129	19	12.34%
\$130-\$139	14	9.09%
\$140-\$149	9	5.84%
\$150 or more	22	14.29%
Total Responses:	154	

47. What was the minimum number of billable hours you were required to work in 2007?



Minimum Billable Hours	Count	Percent
1000 or less	4	2.16%
1001-1200	5	2.70%
1201-1400	15	8.11%
1401-1600	46	24.86%
1601-1800	15	8.11%
1801 or more	1	0.54%
I am not required to bill hours.	58	31.35%
I am required to bill hours, but do not have a minimum.	41	22.16%
Total Responses:	185	

48. What percentage of your time per week is spent on billable client work?

Percentage of Time Spent on Billable Client Work	Count	Percent
0.00%	5	2.75%
10.00%	4	2.20%
30.00%	2	1.10%
40.00%	6	3.30%
50.00%	6	3.30%
60.00%	9	4.95%
70.00%	23	12.64%
80.00%	34	18.68%
90.00%	49	26.92%
I do not track billable hours.	44	24.18%
Total Responses:	182	

49. What percentage of your time per week is spent on non-billable client work, such as pro bono cases?

Percentage of Time Spent on Non-Billable Client Work	Count	Percent
0.00%	93	51.38%
10.00%	15	8.29%
15.00%	9	4.97%
20.00%	4	2.21%
30.00%	3	1.66%
35.00%	1	0.55%
45.00%	1	0.55%
I do not track non-billable hours.	55	30.39%
Total Responses:	181	

50. What percentage of your time per week is spent on non-billable administrative work?

Percentage of Time Spent on Non-Billable Administrative Work	Count	Percent
0.00%	64	35.17%
10.00%	38	20.88%
15.00%	18	9.89%
20.00%	3	1.65%
25.00%	6	3.30%
35.00%	2	1.10%
40.00%	2	1.10%
45.00%	6	3.30%
I do not track non-billable hours.	43	23.63%
Total Responses:	182	

51. If you are part-time, what was your hourly pay twelve months ago?

Hourly Pay Rate, 12 Months Ago	Count	Percent
Under \$11.99	1	6.25%
\$12.00-\$13.99	1	6.25%
\$14.00-\$15.99	3	18.75%
\$18.00-\$19.99	2	12.50%
\$20.00-\$21.99	1	6.25%
\$24.00-\$25.99	1	6.25%
\$26.00-\$27.99	1	6.25%
\$28.00-\$29.99	2	12.50%
\$32.00-\$33.99	2	12.50%
\$36.00 or more	2	12.50%
Total Responses:	16	

**52. If you are full-time, what was your annual salary twelve months ago?
(Excluding overtime and bonuses)**

Annual Salary, 12 Months Ago	Count	Percent
Under \$20,000	3	1.49%
\$20,001-\$25,000	3	1.49%
\$25,001-\$30,000	11	5.47%
\$30,001-\$35,000	13	6.47%
\$35,001-\$40,000	29	14.43%
\$40,001-\$45,000	27	13.43%
\$45,001-\$50,000	41	20.40%
\$50,001-\$55,000	30	14.93%
\$55,001-\$60,000	13	6.47%
\$60,001-\$65,000	15	7.46%
\$65,001-\$70,000	4	1.99%
\$70,001-\$75,000	8	3.98%
\$75,001-\$80,000	2	1.00%
\$80,001 or more	2	1.00%
Total Responses:	201	

53. In the last twelve months, did you receive any type of bonus?

Response	Count	Percent
Yes	159	75.71%
No	51	24.29%
Total Responses:	210	

54. How much was your bonus?

Bonus	Count	Percent
\$0, I did not receive a bonus during the last twelve months.	25	13.30%
\$1-\$250	14	7.45%
\$251-\$500	21	11.17%
\$501-\$999	19	10.11%
\$1,000-\$1,500	34	18.09%
\$1,501-\$2,000	20	10.64%
\$2,001-\$2,500	10	5.32%
\$2,501-\$3,500	15	7.98%
\$3,501-\$5,000	11	5.85%
More than \$5,000	19	10.11%
Total Responses:	188	

55. If you received a bonus in the last twelve months, how was the amount determined? (Check all that apply)

Response	Count	Percent
Firm Success	67	40.12%
Supervisor or Attorney Discretion	59	35.33%
Merit	45	26.95%
Total number of billable hours	35	20.96%
Years of service	30	17.96%
Fixed percentage of salary	25	14.97%
Company success	2	1.20%
"Holiday" bonus	1	0.60%
N/A	1	0.60%
1 week pay	1	0.60%
Attendance, volunteering for tasks	1	0.60%
Based on case progress/outcome	1	0.60%
Compensation Committee	1	0.60%
Determined by all partners of firm.	1	0.60%
Do Not Know	2	1.20%
Firm decides	2	1.20%
Fixed amount that everyone received	1	0.60%
HR also determines a percentage based on attendance, etc.	1	0.60%
HR discretionary	1	0.60%
If billable & other goals met	1	0.60%
Income brought to firm	1	0.60%
Monetary goal	1	0.60%
Percentage of salary based on company success	1	0.60%
Prior it was a weeks's worth of pay; but this year it was determined by my boss	1	0.60%
Successful outcome of significant case I worked on	1	0.60%
Total hours worked	1	0.60%
Two weeks pay	1	0.60%
Total Responses:	167	

56. Did you receive a pay increase in the last twelve months?

Response	Count	Percent
Yes	183	86.73%
No	28	13.27%
Total Responses:	211	

57. What percentage of your previous salary or hourly rate was your increase? Please round to the nearest percentage.

Percentage of Rate Increase	Count	Percent
0, I did not receive an increase	19	9.36%
0.00%	11	5.42%
1.00%	7	3.45%
2.00%	15	7.39%
3.00%	50	24.63%
4.00%	38	18.72%
5.00%	26	12.81%
6.00%	12	5.91%
7.00%	7	3.45%
8.00%	9	4.43%
9.00%	2	0.99%
10.00%	7	3.45%
Total Responses:	203	

58. How often do you receive a salary increase?

Response	Count	Percent
Annually	181	86.19%
No set schedule	26	12.38%
Other	2	0.95%
Every other year	1	0.48%
Total Responses:	210	

59. If you are part-time, what is your current gross hourly pay?

Current Gross Hourly Pay	Count	Percent
\$14.00-\$15.99	1	7.69%
\$16.00-\$17.99	2	15.38%
\$18.00-\$19.99	2	15.38%
\$20.00-\$21.99	1	7.69%
\$24.00-\$25.99	2	15.38%
\$26.00-\$27.99	1	7.69%
\$30.00-\$31.99	1	7.69%
\$34.00-\$35.99	2	15.38%
\$36.00 or more	1	7.69%
Total Responses:	13	

**60. If you are full-time, what is your current annual gross salary?
(Excluding overtime and bonuses).**

Current Gross Annual Salary	Count	Percent
Under \$20,000	2	1.00%
\$20,001-\$25,000	1	0.50%
\$25,001-\$30,000	8	4.00%
\$30,001-\$35,000	13	6.50%
\$35,001-\$40,000	21	10.50%
\$40,001-\$45,000	30	15.00%
\$45,001-\$50,000	30	15.00%
\$50,001-\$55,000	36	18.00%
\$55,001-\$60,000	19	9.50%
\$60,001-\$65,000	16	8.00%
\$65,001-\$70,000	10	5.00%
\$70,001-\$75,000	4	2.00%
\$75,001-\$80,000	8	4.00%
\$80,001 or more	2	1.00%
Total Responses:	200	

**61. If you entered the profession within the last 12 months with no prior legal experience, what was your starting gross annual salary?
(Excluding overtime and bonuses)**

Response	Count	Percent
This question does not apply to me.	30	76.92%
\$20,001-\$25,000	1	2.56%
\$25,001-\$30,000	4	10.26%
\$30,001-\$35,000	1	2.56%
\$35,001-\$40,000	2	5.13%
\$50,001-\$55,000	1	2.56%
Total Responses:	39	

62. Do you use a laptop as your primary computer for work?

Response	Count	Percent
No	182	85.05%
Yes	32	14.95%
Total Responses:	214	

63. Do you use a Personal Digital Assistant (PDA) or Smart Phone for work?

Response	Count	Percent
No	174	83.25%
Yes, I provide my own device and service	19	9.09%
Yes, my employer provides both the device and service	12	5.74%
Yes, my employer provides the service only	4	1.91%
Total Responses:	209	

64. Compared to other paralegals in your workplace, how would you describe your technology skills?

Response	Count	Percent
Above Average	113	55.12%
Average	88	42.93%
Below Average	4	1.95%
Total Responses:	205	

65. How often do you use the following technologies in your work?

Item	Daily	Weekly	Occasionally	Never	Total
CD-Rom	39	46	93	29	207
E-mail	209	1	3		213
Handheld Computer (PDA)	31	3	19	153	206
Internet	208	3	3		214
Laptop Computer	40	19	67	84	210
Scanner	109	58	36	11	214
Video Conferencing	1	8	51	145	205
Wireless Phone	74	17	41	76	208
Bates Stamping	14	21	84	91	210
Calendar/Docket	147	18	21	24	210
Case/Practice Management	67	19	29	93	208
Client Relationship Management	58	15	37	92	202
Document Assembly	68	42	32	66	208
Document Management	101	27	20	58	206
Electronic Discovery	28	45	54	81	208
Knowledge Management	43	21	35	94	193
Legal Online Service	45	48	57	54	204
Litigation Support	17	40	38	107	202
PDF Creation	90	60	32	28	210
Scanning/OCR	74	59	45	29	207
Speech Recognition	2	4	15	178	199
Time & Billing	117	19	15	55	206
Trial Presentation	4	15	76	111	206
Word Processing	195	4	9	4	212
Total Responses:	207				

66. Which word processing software do you use most?

Response	Count	Percent
Microsoft Word	191	90.09%
Corel WordPerfect	21	9.91%
Total Responses:	212	

67. Which legal online research service do you use most?

Response	Count	Percent
Westlaw	89	41.78%
LexisNexis	63	29.58%
None	32	15.02%
Findlaw	8	3.76%
CaseMaker	2	0.94%
CCH Tax	2	0.94%
Loislaw	2	0.94%
RIA	2	0.94%
Accurint	1	0.47%
AILA infonet	1	0.47%
Case Maker	1	0.47%
CCH	1	0.47%
Dialog and Saegis	1	0.47%
I use my IBM TYPEWRITER a lot	1	0.47%
NILS Insource	1	0.47%
Rarely do it if at all;	1	0.47%
RIA Checkpoint	1	0.47%
United States Patent and Trademark Office	1	0.47%
USTPO	1	0.47%
We use several Real Estate Research Sites	1	0.47%
WestLaw and NILS/Insource	1	0.47%
Total Responses:	213	

68. Which litigation support software do you use?

Response	Count	Percent
None. I do not use any.	168	81.55%
CT Summation	26	12.74%
I designed my own.	2	0.97%
Adobe Professional	1	0.49%
Case Data	3	1.47%
CaseSoft Suite (CaseMap, TextMap, TimeMap)	5	2.45%
Needles	1	0.49%
Practice Manager	1	0.49%
Concordance	1	0.49%
DocHunter	1	0.49%
Team Connect Matter Management	1	0.49%
Unsure of name	1	0.49%
Total Responses:	206	

69. Which case/practice management software do you use most?

Response	Count	Percent
None. I do not use any.	140	70.00%
CT Summation	8	4.00%
Practice Master	4	2.00%
CaseMap	4	1.50%
ProLaw	3	1.50%
Access	2	1.00%
CaseTrack	2	1.00%
I designed my own.	2	1.00%
Law Manager	2	1.00%
Time Matters	3	1.50%
Trial Works	2	1.00%
Abacus	1	0.50%
Access-based in-house system	1	0.50%
Amicus Attorney	2	1.00%
Case Map	1	0.50%
Case Soft	1	0.50%
Case Track	1	0.50%
Casemaster	1	0.50%
Casesoft	1	0.50%
Citrix	1	0.50%
Columbia Ultimate	1	0.50%
Corporate Focus	1	0.50%
CTI 8.3	1	0.50%
Hummingbird	1	0.50%
Interaction	1	0.50%
LawLogix	1	0.50%
Legal Files software for database	1	0.50%
Matter Centric	1	0.50%
Maxsys	1	0.50%
Needles	1	0.50%
PATTSY	1	0.50%
Practice Manager	1	0.50%
Procomm Plus	1	0.50%
Rainmaker/Summit	1	0.50%
Sharepoint based system created for our department.	1	0.50%
Team Connect Matter Management	1	0.50%
We have our own professional software created specifically for our corporation.	1	0.50%
Word, Excel	1	0.50%
Total Responses:	200	

70. Which trial presentation software do you use most?

Response	Count	Percent
None. I do not use any.	177	85.51%
Trial Director	16	7.73%
PowerPoint	5	2.42%
Concordance	2	0.97%
CT Summation	3	1.45%
I designed my own	1	0.48%
Practice Manager	1	0.48%
Timematters/westlaw	1	0.48%
Trial Pro	1	0.48%
Total Responses:	205	

71. Which document management software do you use most?

Response	Count	Percent
None. I do not use any.	123	59.13%
CT Summation	21	10.10%
iManage	15	7.21%
Hummingbird	7	3.37%
ProLaw	4	1.92%
Case Data	3	1.44%
Access	2	0.96%
Filesite	2	0.96%
WorkSite	2	0.96%
Mailsite	2	0.96%
Time Matters	2	0.96%
Abacus	1	0.48%
CaseMap	1	0.48%
Columbia Ultimate	1	0.48%
Corporate Focus for Corporations	1	0.48%
Desk Site	1	0.48%
DMS	1	0.48%
DOCS	1	0.48%
File Site	1	0.48%
I designed my own	1	0.48%
In-house created - Microsoft Sharepoint based	1	0.48%
Internal TAP system	1	0.48%
IWO	1	0.48%
Legal Files	1	0.48%
Needles	1	0.48%
Personal office	1	0.48%
PM	1	0.48%
Procomm Plus	1	0.48%
Sharepoint based system created for our department.	1	0.48%
FileSurf	1	0.48%
Concordance	1	0.48%
I PRO	1	0.48%
Trial Works	1	0.48%
Varies from case to case, SharePoint, Discovery Radar, Iconect,	1	0.48%
We have our own professional software created specifically for our corporation.	1	0.48%
Word, Excel	1	0.48%
Total Responses:	208	

72. Which document assembly software do you use most?

Response	Count	Percent
None. I do not use any.	176	88.00%
HotDocs	5	2.50%
ProLaw	2	1.00%
Summation	2	1.00%
Adobe Acrobat Professional	1	0.50%
Case Data	1	0.50%
CaseMap/Summation	1	0.50%
Copier	1	0.50%
Legal Files	1	0.50%
Mail Merge	1	0.50%
Microsoft Excel	1	0.50%
Microsoft Word	1	0.50%
pdf docs	1	0.50%
Personal office	1	0.50%
PM	1	0.50%
Procomm Plus	1	0.50%
Summation, Casedata	1	0.50%
Timematters	1	0.50%
We have our own professional software created specifically for our corporation.	1	0.50%
Total Responses:	200	

73. For each area, please rate your satisfaction level:

Item	Dissatisfied	Satisfied	Very Satisfied	Total
Salary	31	141	42	214
Salary Increase	59	103	50	212
Bonus	64	102	41	207
Benefits	38	123	52	213
Professional Status	27	118	69	214
Workload	28	150	34	212
Interaction with Attorneys	15	116	83	214
Client Contact	21	133	58	212
Challenging Projects	28	111	75	214
Independence/Autonomy	7	87	119	213
Work Related Stress	52	129	33	214
Variety of Tasks/Projects	20	121	73	214
Cooperative Support Staff	30	113	69	212
Hours	7	130	77	214
Office Environment	14	120	78	212
Overall Job Satisfaction	15	118	80	213
Total Responses:	214			

74. If you have passed PACE or the CLA exam, what benefits have you received? (check all that apply)

Response	Count	Percent
Sense of professional accomplishment	23	95.83%
Validation of your professional competency	20	83.33%
Peer recognition for your skills and expertise	17	70.83%
Enhancement of your marketability in the job market, with clients and within the work place	15	62.50%
Respect as a professional from others in the legal community	12	50.00%
Helping to establish standards for professional recognition and/or regulation of paralegals	11	45.83%
Enhancement of your employer's reputation	10	41.67%
Helping to direct the future of the profession	10	41.67%
Endorsement of leadership in your profession	9	37.50%
Increased benefits in your workplace, i.e., salary increase or bonus, better office, better work assignments, etc.	9	37.50%
Endorsement of an expanded role for paralegals in the legal community	7	29.17%
Court more likely to accept fee declarations and/or trial involvement of credentialed paralegals	4	16.67%
Total Responses:	24	

75. If you have passed PACE or the CLA exam, what benefits are you not receiving that you would like to receive? (check all that apply)

Response	Count	Percent
Court more likely to accept fee declarations and/or trial involvement of credentialed paralegals	7	41.18%
Increased benefits in your workplace, i.e., salary increase or bonus, better office, better work assignments, etc.	7	41.18%
Respect as a professional from others in the legal community	7	41.18%
Endorsement of an expanded role for paralegals in the legal community	6	35.29%
Enhancement of your marketability in the job market, with clients and within the work place	5	29.41%
Helping to establish standards for professional recognition and/or regulation of paralegals	5	29.41%
Enhancement of your employer's reputation	4	23.53%
Peer recognition for your skills and expertise	4	23.53%
Validation of your professional competency	4	23.53%
Endorsement of leadership in your profession	3	17.65%
Helping to direct the future of the profession	3	17.65%
Sense of professional accomplishment	1	5.88%
Total Responses:	17	