

VCC Paralegal Employer Reference Checklist

Student Instructions

This document is for prospective Paralegal Students who have a minimum of one-year legal administrative assistant or paralegal experience. This must be demonstrated through the submission of this checklists, signed and completed, and a resume demonstrating your relevant experience. Please submit your resume along with this completed checklist.

Note: If you are currently a member of the BC Paralegal Association, you may upload your **proof of current membership** (a copy of your valid membership card) in lieu of the VCC Paralegal Employer Checklist.

****Completion of the VCC checklist does not constitute automatic approval. VCC reserves the right to determine whether the checklist results satisfy program entrance requirements and to make the final admission decision.****

For Student Use

The following are enclosed

- VCC Paralegal Employer Reference Checklist completed and signed by my supervising lawyer
Or
A copy of my valid and current BCPA proof of membership
- Resume demonstrating my relevant experience

Student name: _____

Student signature: _____

VCC Paralegal Employer Reference Checklist

Confirmation of Legal Administrative Experience

Applicant Information

To be completed and signed by the applicant's direct supervising lawyer or employer:

Applicant Name: _____

Employer Name / Firm Name: _____

Position Title of Applicant: _____

Dates of Employment in Current Legal Administrative Role: _____

Employer/Supervising Lawyer Confirmation

Dear Employer,

The individual named above, as Applicant, is applying for admission to the Paralegal Program at Vancouver Community College (VCC) and is required to demonstrate a minimum of one year of legal administrative experience. We ask that you review the list of duties below and indicate which the applicant currently performs as part of their role under your supervision. This checklist will form part of their application.

Your responses help ensure the integrity and accuracy of the application process. Please complete the checklist on the following page and sign below. Thank you for your time.

I hereby confirm that the above checklist accurately reflects the current duties performed by the applicant under my supervision. I understand that this information is being submitted as part of their formal application to the Paralegal Program at VCC.

Supervising Lawyer/Employer Name: _____

Title/Position: _____

Contact Email: _____

Phone Number: _____

Signature: _____

Date: _____

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Checklist of Legal Administrative Functions

Please check all duties that the applicant currently performs *as part of their regular job responsibilities*. Do not check duties the applicant has only had limited exposure to.



DUTIES PERFORMED

- Maintains and organizes both physical and electronic file systems and document repositories
 - Assists in gathering information, preparing and assembling materials for legal submissions, transactions, or client meetings
 - Coordinates scheduling for legal appointments, limitation dates, follow up on action and meetings.
 - Reviews and formats documentation to ensure consistency with firm or legal standards
 - Handles communications with clients, opposing parties, and third-party service providers
 - Supports lawyers and/or paralegals by preparing drafts of internal or external correspondence
 - Monitors timelines and follows up on action items or outstanding legal tasks
 - Uses legal software or office tools to manage documents, calendars, or billing processes
 - Prepares or assists in processing legal forms, templates, or transaction documents
 - Provides administrative coordination between legal and other departments or offices
 - Responds to inquiries and follows instructions under the supervision of a legal professional
 - Maintains confidentiality of legal information and ensures secure handling of documents
 - Supports compliance or regulatory processes including updates to internal records
 - Manages court, registry, or government filings either electronically or in person
 - Assists with time entry, billing documentation, or preparation of client invoices
 - Tracks key dates and deadlines related to legal or regulatory matters
 - Organizes and maintains checklists, templates, or reference materials for legal processes
 - Properly follows legal file opening/closing procedures and ensures documentation is complete
 - Schedules or arranges proceedings such as discoveries, hearings, mediations
 - Other relevant duties (please briefly describe)
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