**WEBSITE CONTENT - SHARMA & ASSOCIATES**

**LANDING PAGE (PHRASES)**

*Your reliable and unmatched paralegal services.*

*Forefront for successful legal attorneys.*

*Every attorney’s trusted paralegal radix.*

*Add value to your everyday legal process with our in-house paralegals.*

*Dynamic/ Excellent/ Multitasking/ Thinking Ahead/ Technology Adept/ Detail-oreinted PARALEGALS*

*Sharma & Associates transcends the best for all paralegal solutions for the USA, UK, and India.*

**ABOUT US**

Sharma & Associates is a leading premium legal process outsourcing company established to render the best in paralegal services and solutions. We are located in the beautiful state capital and the union territory of Chandigarh. Our paralegals are well associated with the USA, UK, and Indian major firms for their immense quality and capability in handling the legal background. Our paralegals are certified, qualified, and regularly trained in the latest soft and hard skills to give dedicated legal services to attorneys, legal firms, and corporate houses.

We are here to bridge the gap for skilled and multi-faceted paralegals who can integrate with your organization in getting any legal tasks done with utmost caliber. Our workflow is tailored to carry out legal tasks more efficiently, effectively, and with quick turn over time. We bring in project management techniques that accelerate towards a significant legal project output in the best strategy trio of time, money, and value.

**MISSION**

Our mission strives towards

* Trusted paralegal support with top expertise and quality.
* Make paralegal services cost-effective and competitive.
* Quick turn around time to build continuity and efficiency.

**VISION**

Our vision aims to make our paralegal services the most sought after across the globe.

* Give 24/7 paralegal support to our clients across diverse legal areas.
* Build unique quality standards and consistency for paralegal services.
* Exhibit integrity in our paralegal support.

**BUSINESS OBJECTIVE**

* Mission-driven core values.
* Excellent customer service.
* Sustainable growth.
* Best value for the cost.
* Reliable services.
* Attract and retain the best people.

**WHY PARALEGALS FROM SHARMA & ASSOCIATES?**

**Keeps your team organized from anywhere**. Work towards unison in getting all the background tasks done.

**Perfect communication skills**. Well versed in English and the common law system.

**Make excellent research and analysis**. Do extensive as well as specific research on legal conundrums.

**Keen on the details**. Careful and thorough in analyzing to the tiniest of changes.

**Multitasking ability.** Handle and focus on various aspects of a task at hand.

**Impeccable writing and drafting skills.** The best drafts are compliant with the needs.

**Professional, independent thinkers and team performers.** Understand situations to make good decisions.

**Highly trained in technology**. Learning and updating new legal software and tools.

**Whiz computer skills**. Quick with computers for all tasks.

**Workflow management skills.** Handle pressure and time frames well.

**MEET OUR TEAM**

**Bharat Sharma, Founder, Sharma & Associates.**

Bharat Sharma has a decade of legal experience as a successful and adept independent legal practitioner with legal expertise in all the prominent legal areas.

In the last 10 years, Bharat Sharma has been associated extensively with many leading companies in their varied legal positions. For Webguruz in the UK an Information Technology company, as their lead legal associate. Head of legal for Wish Health Private Limited and legal advisor for Brown Brothers.

Bharat Sharma's acumen on bridging the gap between an attorney to his client by integrating well-trained paralegals who are the essence in conducting all legal operations have found a huge demanding market for legal assistants.

As the founder of Sharma & Associates, Bharat Sharma ensured that clients across the UK, the USA, and India get the premium paralegal service providers and solutions for independent attorneys, business, and law firms on highly versatile and quality paralegal services.

**Neha Gaggan Khattar, COO, Sharma & Associates.**

Neha Gaggan Khattar is an excellent and able administrator with her finance and administration background in the last two decades. Her expertise and novel approach to business had brought the best of our client management strategy and tirelessly bringing on the best team aboard.

With Neha Gagan Khattar's political science backdrop, it’s an added feather in the cap with her in our decisional strategies with her natural data analysis and research skills in bringing the desired compared perspectives to Sharma & Associates.

Her powerful communications and deep knowledge of communities and people have proven great results with our various client's relations, law, and organizational dynamics.

**SERVICES**

**LEGAL WRITING**

***Give clarity, conciseness, and sophisticated legal writing in professional legal formats and standards.* Know more…**

Legal writing is a very effective way of bringing your presentation of arguments, analyzed facts, and draft patterns of any litigation or legal causes. Legal writing is a skill that requires a keen sense of balanced drafting of a given legal problem.

Our paralegals are trained to articulate legal writing conforming to known legal standards and present the subject comprehensively and professionally.

When it comes to legal writing it has its way of defining a meaning to a word that exactly means one thing and not otherwise. Our legal writers are well adept in using the right language terminologies regarding a word or a phrase and give the best, removing any complexity in the decision making.

The rules to be compliant in legal writing supported by very prominent legal language literature make our team of paralegals give legal drafts conforming to national and international standards to comply with the purpose.

Understanding the fundamental objective of legal writing with the immaculate description, introduction, and desired chronology added with clear legal terminologies leads the way in making your legal drafting error-free or sounding all Greek and Latin and full of legal jargon.

Attorneys can send your huge drafting responsibilities, legal firms their bunch of legal writing assignments for their large client and cases and business for their business compliance legal writing. Our paralegals are well versed with our designated experts in any given field and get you the best presentation of legal writing.

* Legal forms and documents.
* Drafting contracts and wills.
* Memorandum
* Pleadings
* Appellate Briefs
* Pleadings
* Case briefs
* Deeds.

**LEGAL COMPLIANCE**

***Legal compliance makes or breaks the organization structure or any other legal-oriented regulations*. Know more…**

Every organization is bound to follow compliances of rules, regulations, and policies which not left checked, updated, and followed leads to enormous business failures from the government side and more so from the client and business perspectives.

Nonetheless, the compliance factors are not easy to ensure your organization follows. Compliances vary across diverse levels of organization type, size, and demographic background. Any organization working across geographic boundaries at times is overwhelmed with new regulations that keep changing every day.

Our paralegals have extensive experience and much deeper insights in collating a library of the legal compliances that happen across the USA, UK, and India in particular and bring legal documents supporting immensely and risk-free with the state and country laws specific to them.

Compliance ensures that the risks are detected earlier and follow adequate compliance control management to secure organizations from any risk exposure.

Our paralegals will effectively work with attorneys in every area of law to checklist and ensure compliance-related measures are diligently adhered to.

* Check for rules governing business activity and related transactions.
* Maintain and adhere to legal propositions to the standard set by the law.
* Assist in research of adopting, implement and monitor legal compliance of corporates.
* Well on-track with changing laws and regulations.
* Internal audits to monitor legal compliance adherence.
* Dedicated paralegal compliance committee.
* Prompt detection of irregularities and adhere to corrective standard actions.
* Compliance checklist templates across various domains.

**LEGAL RESEARCH**

***The extra extensive focused, and thorough the legal research, the more robust your foundation is.* Know more…**

Legal research makes you find all the answers in a very broad spectrum with thorough analysis and get to the specific detailed version of the solution for any given legal problem or study. From identifying a case of the first impression to detailed legal precedents our legal research team of paralegals comes with results that are brilliant and thoroughly analyzed.

Our paralegals are adept with extensive training and experience across conduction legal research that requires the expertise on:

* Descriptive legal research
* Quantitative legal research
* Qualitative legal research
* Pure legal research
* Conceptual legal research
* Empirical legal research
* Analytical legal research
* Applied legal research

We offer the much needed relevant information that adequately supports the kind of legal decision makings are required. Our paralegals are well versed in all the leading legal research software too like Westlaw, Lexis Advance, Case text, etc., and provide you with integrating and extend continuity for all your legal research-related issues.

Legal research from our team ensures you a complete solid stand on the required wholesome theoretical chassis of the legal case. Conduct deep analysis to test, verify and know the repercussions following the facts and historical perspectives. Identify the accurate primary and secondary authorities that aids in understanding the case by analyzing extensive legal documents that lead to the potential solution.

Our paralegals see to it that we

* Clearly understand the facts of your case.
* Identify the scope of the legal program and the desired culmination of the outcome.
* Discover all the relevant legal information.
* Reading comprehensively about the related laws.
* Support by uncovering facts by legal analysis.
* Assist in collaborated legal writing for the research.

**LEGAL TRANSCRIPTIONS**

***High-quality transcribing with absolute accuracy, speed, and security on all your legal relevant files.* Know more…**

Sharma & Associates legal transcriptionists let your arduous and tedious collation of audio/video raw files and transcribe them to high-quality legal industry-standard legal documents. Our written text is accurate with our paralegal team comprising only the best listeners to recording in getting all the details perfectly matched.

With our paralegal's excellent typing skills with more transcribing quality conducted in a lesser round about time. We offer our paralegals the best tech can offer in software, sound editors and devices as in headsets. We use the latest and convenient to use audio playback software in the industry to speed up quality work.

Our quality checks with variant speed flow to reverify transcripts and edits makes your transcripts completely error-free. Our paralegals make the right formatting with essential features integration for smooth time-saving transcriptions.

We deliver your transcripts in the detailed jargon-free, nonetheless, ensure to add, the word to word, right specialized terminologies, and legal technical details in the production document.

Get started with our legal transcription services and get your credible document resources with spot-on transcription features secure and effortless.

Get your exclusive and accurate legal transcriptions done with Sharma & Associates that are concise, saves you huge in terms of strategic time-cum-transcription costs, and turnaround time as less than 4-8 working hours with our dedicated transcriptionists.

Our transcribers effectively deliver you highly standardized services in the transcription of:

* Depositions
* Testimonies
* Interrogations
* Legal Briefs
* Official court Hearings
* Client Letters
* General Legal Correspondence.

**LEGAL TRANSLATIONS**

***Get legal translation done par with global language experts and nuanced, well presented precise legal translations.* Know more…**

Legal translations are a growing necessity in the business and legal world with building synchronous across increasing demographic cultures and legal languages. Contracts and other legal-related documents have become increasingly multilingual and it's on the behest of the organization to understand legal translations clearly and ensure risk management.

Our legal translators are accurate to the last of details without missing information in the translation. Our paralegals are trained to support with great speed tendencies in delivering the transcripts. Time is of the essence to our paralegals as well as your end outcomes.

Sharma & Associates paralegals carry extensive knowledge on laws of the USA, the UK, and India to make the best legal translations that suit regional laws and compliance. Our paralegals are exposed and trained to keep in mind linguistics dynamics, cultural approaches, and sensitive vocabulary. We give the highest priority towards confidentiality and security throughout.

We adhere to providing legal translations that meet deadlines and short time frames. Our quality checks are thoroughly reviewed by in-house experts at every exit for careful handling of language nuances, legal meaning, and error-free translation.

Legal translations provided by our expert legal translators include

* Contracts.
* Patents, Trademarks, and Copyrights.
* Judicial transcripts.
* Tenders.
* Appeals.
* Legal statements.
* Wills and deeds.
* Contract
* General legal documents.

**MEDICAL SUMMARIES**

***Find customized medical summaries in effective timeframes and medical standard regulations.* Know more…**

Our paralegals ensure you find your customized and easy medical summaries prepared and delivered in the most effective timeframes as per our clients' requisites. We have a decade-plus experience in delivering the highest quality of medical summaries for Fortune 500 companies.

Ensure the quick turn-around time of fewer than 48 hours or client-specified deadlines to deliver precise medical records review and summary. Additionally, providing up-to-date summaries on all new medical terminologies and practices in the industry. Our Medical Summaries exclusive team adheres to ISO quality standards and HIPPA requirements in delivering the highest level of excellence and data security. Our paralegals make the right use of key tools and quality medico software for medical summaries with optimized performance and accuracy in review and summaries preparation.

At Sharma & Associates, we ensure to deliver you the different scopes of Medical Summarization Services. Some of our services on Medical Summarization include:

* Comprehensive Medical Summary
* Simple Narrative Medical Summary
* Annotated Medical Summary
* Index Summary
* Medical Chronology Summary and Timelines
* Medical Opinions and Medical Chart Review
* Hyperlinking for Navigations
* Indexing, Pagination, Sorting, and Collation of Medical Records
* Medical Terminologies and Acronyms for medical case-specific Glossary
* Note-taking, indecipherable entries recognition, and removing duplicate medical records

Also in regards to the post- COVID-19 scenario, we take COVID-19 related medical summaries projects to deal with the organization and business growing COVID-19 management.

**CONTRACT ABSTRACTIONS AND EXTRACTIONS**

***Now get easy control and visibility across all your contracts with reliable contract abstraction and extraction services.* Know more…**

Contracts are always a huge sheath of legal information that holds every last of details. Bring your whole in-house of voluminous contracts right into your access and visibility.

Contract Abstractions gives you the flexibility in ease of access and visibility to your contracts in the best-summarized templates. Increase your reliability on your contracts by having the power of vital data at your tips at a moment's notice with our specialized contract abstraction and extraction services for all your contracts.

Our contract management paralegal experts get you acquainted with the right contract abstraction templates that fit your purpose and needs and assure to bring the best out of your contract management experience into the right details.

Now have more easy control over your contracts. We make your handling of large and voluminous manageable more efficiently with our high-quality contract abstraction and extraction detailed works.

Our paralegals have time withstood experience in handling all types of contracts and extracting the legal right data that just needs your glance to know them all.

**Get your contracts abstracted and extracted to:**

* Concise contract outline highlights.
* Brings key points of the contract into focus.
* Easy to read, understand, refer and remember in a short time.
* Accurate summary with all the vital dates and essential details.
* Simplify your complex contracts into friendly template reads.
* Date-wise ready data for significant clauses and T&C.
* Essential details of legal documents in easy-to-understand contract terms.
* Track important obligations and never miss overlooked details.
* Complete focus on key terms and clauses.
* Easy contract updates and schedules.

**CONTRACT & AGREEMENT DRAFTING**

***Make your contract and agreement drafting, easy to read, quick, concise, and legally binding.* Know more…**

Contract and agreement drafting is an elementary and important skill in the legal industry. A good contract drafting leads you into knowing all the aspects, a contract should integrate and cover. Also, get to know the complete knowledge of the parties involved, so that the intention behind the actual reason for drafting the contract is clear.

A clear understanding paves way for a better outcome while drafting the contract and agreements. Our paralegals prepare for drafting a contract that includes everything the involving parties want and the draft will be organized with the contract details of all the necessary elements in a logical and business-like way.

Sharma & associates paralegals ensure to deliver strong drafting principles in place!

Contract drafting ensures you have set all complete terms and conditions rightly set and drafted for the agreement. It allows a complete insight and evaluation on how a contract or any legal document can be prepared.

Sharma & Associates paralegals give the best deals in your contract drafting with focusing features key points like:

* Accuracy in the information of drafting.
* Organized drafting in a logical way.
* Easy readability.
* Same style and tone of writing throughout the draft.
* Plain English and no archaic terms.
* Draft quick legally binding documents.
* Contracts complying with requisite laws.
* Clear, concise quality writing with crystal focus on purpose.
* A comprehensive review of the final terms for drafting.
* Ensure the contracts adheres to every legal element in drafting.
* Check for the incorporation of additional T&C if any.

**VIRTUAL ASSISTANCE**

***Have your legally extended office with easy scaling options with our virtual assistance paralegals.* Know more…**

Sharma & Associates Virtual Assistance team Paralegals are inevitable in legal process outsourcing and their legal tasks enhance the value of the legal process outsourcing work product for our attorney clients.

Our Virtual Assistance paralegals assist you in gaining access to the best skilled and competitive paralegals to support Attorneys in their day to day legal works.

Our virtual paralegals are your extended office and work under designated attorneys and provide an enhanced, supportive, and collaborated work environment to your organization. Now get your guaranteed focus back to all your in-house attorneys for direct client strategies while our virtual paralegals in parallel complete the finish line for the background legal tasks that have deadlines or dangerously pile up higher.

Our team is vastly diversified in conducting paralegal activities native to respective geographical areas and across international boundaries with the support of our experienced subject matter experts.

We commit to fully integrated data security features and duly provide further flexible on-demand resource requirements.

With support services for legal are on a constant rise it's highly recommended for in-house activities outsourced for quality handling of the voluminous legal tasks by quick, efficient, and cost-effective virtual paralegal professionals. Our virtual paralegals provide the added utility of 24\*7 availability and assistance to get the work done. Also, our paralegals are trained and specialized to deliver accurate and timely services.

* Virtual Paralegals check and keep in a routine with the daily workflow of the Attorneys.
* Assist with everyday task setting and reminders.
* Give reports collating with every attorney and inter-legal department virtually.
* Monitor legal task workflow status at locations and provide daily updates.
* Prep for everyday tasks the Attorney mandates.
* Provide complete researched facts and analysis.
* Draft all legal paperwork.
* Assist in legal proceedings for the project work schedule every day.
* Easy to hire, rehire or stop. Scale as per your needs and requisites.
* No extra cost of setting up offices.
* Lessen hassles of the interview, profile checks, and training of new paralegals.

**BACKEND ADMIN SUPPORT**

***Resourceful back-end admin support for legal front office management every day.* Know more…**

We extend our paralegal support to provide first in class back-end admin support to legal firms and business. Our backend support paralegals provide administrative responsibilities and duties to attorney offices.

From appropriately greeting, meeting, and scheduling clients online, communicating with solicitors, and handling all paralegal issues our backend admin support team takes care of them all for your offices.

Our backend support team is adept in-office technologies, excellent verbal and communication skills. Take care of better organization policies suited to your office. Finest time management strategies relaying the importance of crucial tasks and time. We ensure to the added core skills our team is extremely resourceful and very accurate in anticipating needs and working plans for the better of your organization.

Maintaining legal company records, preparing office reports, and proving the best in customer care is what makes our backend team unique and well-founded.

* Support personal handle and manage client rosters and schedules.
* Set up meetings.
* Excellent computer skills for office management.
* Answer calls and reply to emails for schedules, visits, and payment.
* Managing people resources.
* The day-to-day running of business workflow.
* Responding to client inquiries.
* Clerical and administrative duties.
* Complying norms of office procedure and system.

**CASE MANAGEMENT**

***A detail-oriented, complete life cycle of legal requisites, and organized excellent case management for attorneys.* Know more…**

Our case managers work directly with the attorneys in pre-litigation and with paralegals in litigation. Case management is a wide area that needs collaborations for attorneys with extended support and immediate perusals as and when needed.

Attorneys appreciate paralegals who are thorough, very detail-oriented in gathering the background information that becomes the sole requisites for the case. With voluminous documentation and legal requirements, case management needs experts in the behest to handle making everything completely organized and bring order to all the sources of legal information collated and acquired for every case.

Paralegals are fully integrated into a case with their respective guiding attorneys in the complete lifecycle of the case management from the collection of legal information to support the legal case, write letters in the interests of the case, make detailed documentation and depositions for the case to be used in trails by the attorneys.

Sharma & Associates ensures comprehensive quality and case management by their dedicated paralegal team in giving attorneys, legal firms, and businesses a wholesome package of professional case management.

Case management software latest in the industry and tailored to our client's requirement will be analyzed and set up to bring in hassle-free and no misplacement or missing information to a case.

The set of services in case management entails major checklists not limited to:

* Letter of Protection
* Letter of Representation
* Collect background history and relevant records for perusal.
* Compile thorough cases for attorney review
* Document all correspondence.
* Excellent organization and file management.
* Assist in preparation and filing litigation.
* Carry all kinds of legal paperwork.
* Give extensive discovery process for the attorney related to cases.
* Prepare depositions.
* Indexing and mapping.

**TESTIMONIALS.**

*‘Paradise of Paralegals’***,** Sharma & Associates Paralegalsare the most effective, sincere, and trusted when it comes to our in-house paralegal choices. We were ensured every time on-demand paralegals experts support in handling the competitiveness of the task at hand.

-George Martin.

Sharma & Associates never let us down when our projects peaked and time advanced in the project completion. Virtual support from paralegals assisted in our scaling with no extra cost or training.

-Amelia Davies

As an individual attorney, I find my paralegal support from Sharma & Associates was a good personal strategic decision. I found them to be cost-friendly, time alert, and with no compromise in quality work.

-Pankaj Dubey

**CASE STUDIES**

**BLOGS**

**CAREER**

**CONTACT US**