



Providing Reliable Legal Support and Built for Modern Law Firms.

Your Trusted Remote Partner



WHO WE ARE?

We are a remote legal support and legal operations team assisting U.S. law firms, and solo attorneys, with litigation support, contract management, legal drafting, compliance workflows, and backend legal operations.

Our team holds expertise in process driven support to help firms improve efficiency, reduce administrative burden, and scale operations effectively.

WHY CHOOSE US?

- ✔ Supporting attorneys and businesses across U.S., Europe, India & Singapore
- ✔ 7+ years of cross-border legal support experience assisting attorneys, startups
- ✔ 250+ legal documents drafted across litigation, contracts & compliance cases
- ✔ Assisted with multi-state U.S. matters involving California, Georgia, D.C, etc.
- ✔ Experience working with Clio, MyCase, DocuSign, Notion, etc.
- ✔ Assisted with legal intake, docket coordination & workflow management
- ✔ Exposure to trademark support workflows, IP-related documentation
- ✔ Experience in supporting Employment, PI Law, Corporate, & IP-related matters



CORE LEGAL SUPPORT SERVICES



Litigation Support

- ✓ Drafting pleadings & legal comms.
- ✓ Discovery drafting & document review
- ✓ Exhibit preparation & case organization
- ✓ Legal research & chronology preparation



Contract & Compliance Support

- ✓ Contract review & redlining
- ✓ Compliance tracking
- ✓ Corporate governance documentation
- ✓ Contract lifecycle support



Legal Operations Support

- ✓ Intake systems & workflow management
- ✓ Deadline & document tracking
- ✓ File organization & admin coordination
- ✓ Remote legal assistant support



Legal Tech & Workflow Systems

- ✓ Clio/MyCase
- ✓ DocuSign
- ✓ Microsoft Office & Google Workspace

PRACTICE AREAS WE SUPPORT

Trademark & IP Administrative Support

- Trademark filing support
- Intake & docket coordination
- IP documentation management
- Deadline tracking support

Corporate & Startup Law

- Contract drafting & redlining
- SaaS/MSA/SOW agreements
- Entity formation support
- Due diligence assistance

Personal Injury

- Medical chronologies
- Demand packages
- Record review
- Settlement documentation

Employment Litigation

- Demand letters
- Discovery support
- Case summaries
- Intake & documentation



HOW WE SUPPORT LAW FIRMS/ATTORNEYS

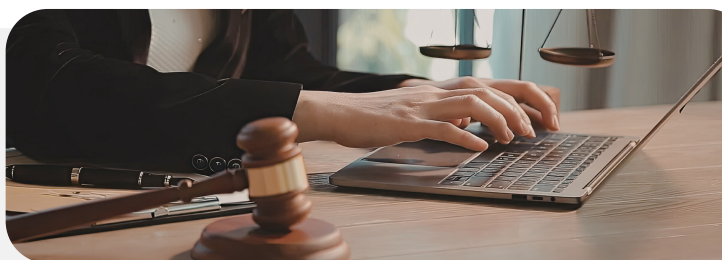
- **Flexible Remote Support**
Scalable support for solo attorneys, modern firms, and growing legal teams.
- **Process-Oriented Workflows**
Structured systems for drafting, document management, tracking, and legal operations.
- **Reliable Turnaround**
Focused on responsiveness, and timely delivery across ongoing matters.
- **Confidential & Professional**
Experience handling sensitive litigation, corporate, and client documentation.
- **Cross-Functional Experience**
Support across litigation, corporate transactions, compliance, and legal administration

WHY FIRMS PREFER REMOTE LEGAL SUPPORT?

- ✓ **Cost-Efficient Scaling**
Reduce operational burden without expanding internal overhead.
- ✓ **Flexible Support Structure**
Support available for ongoing matters, overflow work, or project-based assistance.
- ✓ **Faster Workflow Management**
Improved turnaround through organized backend support systems.
- ✓ **Operational Reliability**
Consistent communication, document management, and deadline tracking support

REPRESENTATIVE EXPERIENCE

- ✓ **Trademark & IP Administrative Support:**
Assisted with intake coordination, document management, filing support workflows, and IP-related administrative processes.
- ✓ **Corporate & Startup Support:** Drafted and reviewed SaaS agreements, MSAs, NDAs, governance documents, and startup compliance materials
- ✓ **Personal Injury Support:** Managed medical records, demand packages, settlement documentation, and case organization across high volume PI matters.
- ✓ **Employment Litigation Support:** Supported California employment practices with drafting complaints, discovery support, damages summaries, and litigation workflows.



WHO WE WORK WITH?

- 1 Trademark & IP Practices
- 2 Personal Injury Practices
- 3 Startup & Business Attorneys
- 4 Transactional & Corporate Counsel
- 5 Solo Attorneys & Boutique Firms
- 6 Employment Law Firms

WORK EXPERIENCE

Litigation Case Manager | California Intellectual Property & Trademark Support

- Assisted with trademark-related documentation, intake coordination, and IP workflows.
- Experience supporting legal document review, docket coordination support, and filing-related workflows.
- Familiarity with USPTO, trademark application support workflows, and IP documentation management.
- Exposure to legal operations support for innovation-driven and technology-focused businesses

Paralegal Support | California Employment Law Practice

- Assisted with 30+ cases involving harassment, wrongful termination, retaliation, wage/hour disputes.
- Drafted complaints, demand letters, discovery requests/responses, case summaries, and employee handbooks.
- Reviewed evidence, organized exhibits, tracked deadlines, and coordinated with clients and counsel.
- Prepared timelines, damages summaries, and supporting documentation for settlement discussions.

Litigation Paralegal | Georgia Tenancy and Probate Law Practice

- Assisted with 30+ cases involving harassment, wrongful termination, retaliation, wage/hour disputes.
- Drafted complaints, demand letters, discovery requests/responses, case summaries, and employee handbooks.
- Reviewed evidence, organized exhibits, tracked deadlines, and coordinated with clients and counsel.
- Prepared timelines, damages summaries, and supporting documentation for settlement discussions.

Corporate Legal Advisor | Global Clients

- Incorporated 15+ U.S. business entities including LLCs and corporations in Delaware, Texas, Wyoming, etc.
- Drafted and reviewed 50+ commercial agreements including MSAs, NDAs, Independent Contractor Agreements, Service Agreements, etc.
- Conducted contract redlining, risk review, clause analysis, etc. to protect client interests and reduce exposure.
- Supported startups and SMEs with governance issues, vendor contracts, privacy policies, etc.

EDUCATION AND CERTIFICATION

Diploma in US Corporate Law and Paralegal Studies	LawSikho (NSDC)	(2023 – 2024)
Diploma in Patent Law & Analysis (USPTO)	LawSikho (NSDC)	Pursuing
Diploma in Corporate Litigation	LawSikho (NSDC)	(2023-2024)
Bachelor of Laws (LL.B.)	Delhi University	(2016-2019)
B.Tech (Electronics and Communication)	Sharda University	(2010-2014)

DOMESTICATIONS

Foreign Service of Process & judicial Assistance

Firelight Legal assists law firms, attorneys, and legal departments with foreign service of process and judicial requests across multiple jurisdictions.

Our support includes:

- Hague Service Convention requests and document preparation
- Letters Rogatory and judicial assistance requests
- Inter-American Convention service requests
- Preparation and review of applications, cover letters, and supporting documentation
- Coordination with Central Authorities and designated service providers
- Translation and legalization requirements management
- Tracking, status monitoring, and proof of service follow-up
- Assistance with service of U.S. pleadings, subpoenas, and court documents abroad
- Support for foreign litigants seeking service within the United States.

Our team helps ensure that service packages are prepared accurately, comply with applicable treaty requirements, and are submitted in accordance with jurisdiction-specific procedures, reducing delays and procedural challenges in international litigation.

HOW TO WORK WITH US

Choose the engagement model that best fits your firm's needs.

PROJECT-BASED

Ideal for one-time legal support, document review, contract management, or specific legal operations projects.

Starting at

\$19/HOUR

RETAINER

A dedicated legal support team providing ongoing assistance for your day-to-day legal operations, ensuring consistent and reliable support.

Starting at

\$19/HOUR

OVERFLOW SUPPORT

Scale your team during peak workloads without the overhead of hiring. Perfect for handling case surges, deadlines, and temporary staffing needs.

Starting at

\$19/HOUR



GET A QUOTE

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