

www.majorlegalservices.com

MAJOR LEGAL SERVICES®

*legal
staffing
specialists*



*since
1989*

*a permanent
solution to a
temporary
recruiting
problem*





Welcome to Major Legal Services (MLS), Ohio's premier recruiting company for attorneys, paralegals and legal administrative staff. Our goal is to meet the contract and permanent staffing needs of law firms and corporate legal departments, and to exceed your expectations for quality personnel.

MLS service begins with an understanding of our client's personnel needs in terms of performance and compatibility. We then identify the best available candidates. Employees are sought with dedication to meeting our client's requirements, fulfilling the interests and goals of candidates, and establishing and developing long-lasting relationships.

We screen and recruit with discretion, confidentiality, integrity and commitment to the highest values of the legal profession.

Since 1989, MLS has provided professional recruiting to clients throughout Ohio and nationally. Our pool of pre-screened candidates is substantial, and our network of resources is widespread and well-placed throughout the legal community.

The recruiters at MLS are experienced attorneys and paralegals who are active members of local Bar and paralegal associations and the National Association of Legal Search Consultants (NALSC).

We strive to be prompt, thorough and loyal to our clients and candidates. Our extended Guarantee is proof of our commitment to excellence and satisfaction.

We enjoy a solid reputation of experience, knowledge of our clients' needs, integrity of purpose and process, and a commitment to mutually beneficial relationships.

Dedicated to Excellence, Professionalism, Integrity & Personal Service

Temporary Attorney & Paralegal Services

- Eliminate overstaffing, costly overhead and fixed benefits by using short or long-term qualified professionals at competitive hourly rates.
- MLS temporary attorneys and paralegals are pre-screened, highly-trained professionals with experience in a variety of specialty practice areas.
- Available in large numbers and on short notice, contract professionals add flexibility to your staffing needs. MLS contract attorneys and paralegals agree to our strict requirements of confidentiality, protection of your trade secrets, and adherence to the code of ethics applicable to each profession.
- Our recruiting process addresses the important issue of screening for conflicts of interest.

E-Discovery and Document Coding

- When discovery requires thorough source identification, harvesting, inventory, and coding of documents with high attention to detail, MLS can assist your team on short notice. We have worked in a large variety of software environments, on both large and low-volume discovery matters. We provide team members of high caliber attorneys and/or paralegals as needed to address your specific needs. In addition, you pay only for the time the employees are productive in support of the case. MLS also partners with reputable vendors to bring you automated litigation support solutions to fit your needs. Please contact our offices for more information.

Permanent Attorney & Paralegal Recruiting Services

- Candidates are referred strictly in accordance with your specific profile.
- Searches are conducted in all practice areas including high demand categories such as bankruptcy, commercial and corporate transactions, complex litigation, labor and employment, intellectual property, international, securities, real estate and tax.



- Through our continuous search process we have developed an extensive network of resources. Our contacts include successful candidates who are employed and do not typically respond to classified advertising.
- MLS offers full service assistance with prospecting and facilitating law firm mergers and acquisitions.
- Our Temp-to-Hire option earns you credit against a recruiting fee.
- Placements are Guaranteed for 180 days - beyond industry standard!

Medical-Legal Personnel

- Since our inception, MLS has serviced the medical-legal personnel needs of a select group of clients. Because of increased demand for these medical professionals, we are extending our outreach to fully service personal injury, medical malpractice, insurance and other medical practice areas.

Temporary and Permanent Administrative & Secretarial Personnel

- MLS offers the same high quality personal service and attention to detail to meet your needs for all legal support staff positions. New legal secretary and clerical candidates are screened on a regular basis for both contract and permanent positions.
- Management and Administrative Staff, including office administrators, docket and paralegal managers are sought through our intensive local and national recruiting process.

The MLS Advantage

- High-caliber personnel are sought with deference to the needs of both employer and employee.
- The MLS search process is handled with discretion in the interests of each party.
- Our goal is to earn your trust by establishing long-term relationships.
- MLS recruiters work as a team, not on commission.
- Our recruiters facilitate a smooth and effective hiring process.
- Proprietary information is treated confidentially.
- Resumes are forwarded to you only upon the candidate's prior authorization.
- Because of our approach to recruiting, many high-quality candidates register with MLS who would not otherwise work with recruiters or respond to advertisements.
- Attractive benefits packages for our temporary employees mean productive and qualified workers on your project.
- Unique screening services help us identify only the best candidates.
- MLS is locally owned and operated.
- MLS performance standards incorporate the Code of Ethics of the NALSC.
- MLS has a broad local and national outreach for candidate relationship building.
- Call 216.579.9782 or visit our website at www.MajorLegalServices.com to discover what sets us apart!



OUTSTANDING GROWTH COMPANY

Thank You to our clients and employees for lifting us into the Weatherhead 100!

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Candidates Seeking Opportunities



MAJOR LEGAL SERVICES® (MLS) works with attorneys, paralegals, legal secretaries and other legal professionals to identify opportunities at law firms and corporations that match or exceed the candidate's wishes and goals for a career move. We place qualified candidates in permanent, temporary and temporary-to-hire positions.

Why Work With MLS?

- Our relationships are built on mutual trust
- There is no fee to you as a candidate; all fees are paid by our clients
- We treat all candidate information confidentially
- Our recruiters work as a team, not on commission
- We consult with qualified candidates to identify interesting job prospects
- We only present opportunities that are a fit with your background, experience and interests
- Resumes are presented to clients solely with your prior authorization
- Our recruiters are alert to your need for input and guidance throughout your employment transition
- We will work with you to improve your resume, but will not amend it without your authorization
- We offer full-time, part-time, temporary, permanent, and temp-to-perm opportunities
- Benefits for long-term contract employees include health insurance, vacation, paid holidays, long-term disability insurance, IRA, life insurance and AD&D insurance



Dennis J. Foster

President

dennis@majorlegalservices.com

Dennis worked over 17 years as a legal services manager, paralegal manager and a paralegal for law firms and corporations in Florida, California and Ohio. In 1989 he started Major Legal Services to provide professional temporary and permanent legal recruiting services to law firms and corporate legal departments. Dennis graduated magna cum laude in 1980 with a B.A. in Communication Arts from San Francisco State University.



Deborah L. Peters, Esq.

Director of Recruiting

deborah@majorlegalservices.com

Deborah graduated summa cum laude from Kenyon College in 1991 with a degree in International Studies. She served on the Law Review and earned her law degree from Case Western Reserve University School of Law. She worked as an attorney for a Cleveland law firm that handles real estate, commercial litigation and bankruptcy work before joining Major Legal Services as a Recruiter in 1994.



Sally A. Goodwin, Esq.

Attorney Recruiter

sally@majorlegalservices.com

Sally earned her LL.B Degree with Honors in 1988 from the University of Westminster (Polytechnic of Central London, Faculty of Law). In 1991, she completed her LL.M at Cleveland State University, Cleveland Marshall College of Law and was admitted to the Ohio Bar in 1993. She worked for over five years as an Ombudsman with the Long Term Care Ombudsman's office before joining Major Legal Services in 2002.



Lesley K. Shiels

Legal Recruiter

lesley@majorlegalservices.com

Lesley is a graduate of Cuyahoga Community College with an Associate of Applied Business degree in Paralegal Studies. Lesley joined Major Legal Services in 1996 as the Administrative Assistant. She is presently in charge of Legal Secretary and Legal Support Staff placements at Major Legal Services.

*What are MLS
Clients and
Candidates
saying about us
and our service?*



"MLS does a great job."

"Your firm is a pleasure to work with."

"...upbeat, timely and accurate..."

"...always finds candidates that suit our needs."

"...we're always taken care of & completely satisfied."

"...candid and realistic approach."

"MLS does a very good, very professional job..."

"Extremely responsive and a pleasure to work with."



Memberships & Affiliations

NALSC –National Association of Legal Search Consultants
American Bar Association
Ohio Bar Association
Cuyahoga County Bar Association
Cleveland Bar Association
Allegheny County Bar Association
National Association of Legal Assistants
National Federation of Paralegal Associations
Cleveland Association of Paralegals
Legal Assistants of Central Ohio
SHRM –Society for Human Resource Management

*Serving the Midwest
and Mid-Atlantic States*

Ohio Ph. : 216.579.9782 Toll Free: 800.808.3097
Pennsylvania Ph. : 412.577.4010

Visit our web site for up-to-date information about our services, current job opportunities, to place a job order and to access other resources available to you through MLS:

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