

**First Choice Paralegal Group, LLC**

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**CONFIDENTIALITY AGREEMENT**

First Choice Paralegal Group, LLC (“the Group”) has contracted with \_\_\_\_\_ (“Law Firm”) to provide paralegal services. The Group understands that the documents and information it will be handling in the course of its work for the Law Firm are very confidential in nature. The Virginia State Bar Rules of Professional Conduct, which govern the activities and responsibilities of lawyers, require that lawyers protect their client confidences and secrets. In most circumstances it will also be inappropriate to reveal the identity of the Law Firm clients or that the Law Firm is in receipt of instructions from any named client. This is particularly the case in litigation. In many instances the Law Firm or client confidential information should not be disclosed to other Law Firm lawyers or employees. Client or Law Firm confidential information must not be disclosed to any lawyer or Law Firm employee who is not entitled to the information, or to anyone, including family members, either during or after the Group’s employment by the Law Firm. Any doubts about the confidentiality of information should be resolved in favor of nondisclosure.

The Group therefore unconditionally and unequivocally agrees to keep confidential all documents and information it receives or develops in the course of its work for the Law Firm and for each respective client. The Group will not discuss its work with anyone other than the personnel of the Law Firm and designated client personnel as instructed by each responsible lawyer. The Group will make sure that any work-related communication between it and any Law Firm personnel, and between it and any Law Firm clients, is kept confidential and is not communicated to third parties. The Group will not make copies of client or Law Firm documents (including computer files or other electronic media) without first obtaining permission from the responsible lawyer.

The Group agrees to abide by the terms of this Confidentiality Agreement both during and after the termination of its employment with the Law Firm. The Group acknowledges receipt of a copy of this Confidentiality Agreement.

Date: \_\_\_\_\_

\_\_\_\_\_  
Paralegal/Manager

\_\_\_\_\_  
Paralegal

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