



NATIONAL ECCLESIASTICAL PARALEGAL SERVICES

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www.usneps.com

"An Ecclesiastical Judicial Service of the Daniel Matthew Ecclesiastical College"

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NATIONAL PROGRAM INFORMATIONAL DATA

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CONTROLLING ENITITY: NONE

CREATION PURPOSE: The National Ecclesiastical Paralegal Services (USNEPS) was created for the sole purpose to support the ecclesiastical judicial order. USNEPS is a **public** benefit corporation with members entities in each State or within the local religious orders.

HISTORY: USNEPS was initially envisioned out of the *Roberson & Henderson Services* (N00053934) to National Paralegal Services (X001235574) , to wit, has changed name a few times, within the last twenty-four years (24yrs.) of in-firm experience. The unit is controlled by its' Board of Membership". The membership vast knowledge of all legal areas, expert knowledge in pro se criminal litigation support, with post convictions, corporate, major ecclesiastical and (limited) real estate matter together with the advanced technological skills keeps USNEPS on top of the profession. As stated, USNEPS is a progressive *Missouri Non-Profit Ecclesiastical Corporation* and will continue to move forward within this profession by adding to its' technology, continuing their top-level education, and further expanding their ecclesiastical paralegal base to include specialties from all areas of law. USNEPS ecclesiastical paralegals and management skills ensure only the best work product from all of USNEPS team.

USNEPS has been a presenter for the *"Institute for Ecclesiastical Paralegal Education"* and is often called on by other colleagues for advice and consultations in the ecclesiastical paralegal community. USNEPS has been directly involved in creating firm policies and procedures for ecclesiastical paralegals increasing efficiency within this field or joint practice.

USNEPS passion for the industry is has taken a step further with their development of Ecclesiastical Law Case Exchange, an online file exchange, storage, and collaboration platform they designed specific for Churches, law firms and attorneys in Ecclesiastical Law.

FOCUS AREAS: While the focus areas are listed below, our purposes expand to others of operations to support the whole ecclesiastical or other religious matter and their membership connections thereof. The Main areas;

1. Ecclesiastical Investigation Services,
2. Ecclesiastical Court Services,
3. Appointment of Ecclesiastical Judicial Officials,
4. Ecclesiastical or other religious Security Services, and
5. Ecclesiastical proper formations, and
6. Ecclesiastical Paralegal Services.

WHAT WE DO IN ANY A CRIMINAL LAW CASE AS PARALEGAL: USNEPS paralegals conduct most of their work in the office (online), home or any general law library. In recent years, our paralegals have started completing more tasks that were traditionally done by attorneys, by supporting or working, with a limited number of federal/state administrative agencies. The caveat is *criminal law paralegals are not authorized to practice law*, so our work is done under the supervision of an attorney or the pro Se client. We cannot represent any one in any court of law. We do have a list of attorneys that are used as referrals for a client to, or we can work under their counsel of record. Most of our research are completed within 90 days and the case within 18 months.

For the criminal law cases our paralegals become familiar with the basic classification of the crimes, as well as the legal procedures surrounding search and seizure, arrest, bail, probation, or other matters, in support of resolving the case for the client(s) or to support the counsel of record.

Considering the case our staff may:

1. Conduct witness interviews,
2. Pursue legal research for a case,
3. Prepare documents,
4. Assist a lawyer in preparing for a trial,
5. Draft complaints, motions, or briefs in criminal proceedings,

Our paralegals are more involved with the actual technicalities of the law, whereas our office legal assistants undertake broader tasks on a general term (e.g., answer the phone call, intake and other nonlegal matters, etc..).

USNEPS provides services to the following groups;

1. Lawyers,
2. Pro Se Clients,
3. Small Business,
4. Religious Orders,
5. Other Groups (case by case), and
6. Others (e.g., security services to the local church).

Again, we are not attorneys nor a law firm, but a freelance paralegal support agency to the ecclesiastical communities of prison ministries and members (only). All case comes with a retainer (membership) fee of \$500.00 (nonrefundable) and an assessment fee. The assessment fee is refundable upon the completion of the case or after the eighteen-month term of the case. The base line assessment fee is between \$1,500.00 to 15,000.00. USNEPS take 50 free post-conviction cases each year to support in the research needs of the client. Religious orders get free legal support each Saturday of the month. (appointments) must apply.

To apply for any of our services, rather civil, business, or criminal and religious, go to www.usneps.com or email us at intake@usneps.com or you may write us;

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