



# TEXAS CERTIFIED PARALEGAL SOLUTIONS

WWW.TEXASCERTIFIEDPARALEGAL.NET



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## Fractional Senior-Level Paralegal Support for Texas Law Firms

*reliable. experienced. on demand. litigation ready.*

### Why Firms Choose TCP

- \* **Senior-level Judgment**  
TCP delivers the experience of a TBLS certified, seasoned paralegal minus the cost or commitment of hiring full-time.
- \* **Reserved Capacity Reliability**  
TCP provides reservable availability, with guaranteed weekly hours that keep your cases moving.
- \* **Collaborative, Not Competitive**  
TCP exists to support your current staff, providing overflow and backup during peak periods.
- \* **Courtroom Tested**  
TCP has experience with courts and procedures across Texas to the advantage of your clients.
- \* **Calm, Reliable, Deadline-Driven**  
TCP has a steady presence attorneys can trust when cases get busy, messy, or time-sensitive.
- \* **Systems Driven Efficiency**  
TCP has established workflows, organization, and a style of communication that can level up a practice without overstepping.
- \* **Paralegal-driven Field Support**  
TCP's field support services include process serving, document retrieval, and an online notary.

### About TCP

Texas Certified Paralegal Solutions was built on a simple belief: attorneys deserve senior-level support that is reliable, calm, and genuinely invested in their success. With 30 years of civil litigation experience, Melissa created TCP to give solo attorneys and small firms senior paralegal expertise. TCP supports attorneys across a wide range of civil practice areas. While many engagements involve family law, estates and probate matters, Melissa's background is rooted in complex civil and commercial litigation. This depth allows TCP to step confidently into contested, deadline-driven matters regardless of practice area. TCP operates on an optional reserved-capacity model, giving firms the ability to reserve dedicated case attention—not leftover availability. This structure allows Melissa to integrate seamlessly with existing staff, provide overflow and senior-level backup during peak periods, and maintain the level of responsiveness attorneys need when cases intensify. At its core, TCP is about partnership. Melissa's goal is simple: to make your practice run smoothly, your workload handled, and your clients cared for — all with the reliability and integrity that defines Texas Certified Paralegal Solutions.



### About Melissa & Ruby

The founder of TCP, Melissa is a degreed, TBLS Board Certified Paralegal in Civil Trial Law with a heart to support lawyers, their staff and clients. Melissa brings senior-level legal judgment wrapped in calm, steady efficiency — and right beside her (constantly 😊) is Ruby, her goldendoodle and full-time morale officer. Melissa handles the litigation support; Ruby handles the smiles, 24-7 companionship, and the occasional insistence on a walk break. Together, they're a balanced duo: Melissa is the organized, deadline-driven problem-solver attorneys rely on, while Ruby keeps the energy light and the workday grounded. Their partnership adds a human touch to even the busiest of caseloads.

When they're off the clock, you'll find them planning a trip or on a trip to the beach — Melissa recharging in the sun, Ruby living her best life chasing waves and making new friends. Their shared love of fresh air, sand, and simple joy fuels the upbeat, dependable energy they bring to TCP.



*Serving Texas attorneys with integrity, clarity, and reliability.*

## Ideal Clients

Solo Attorneys Who Need Dependable Backup

Small Firms Experiencing Overflow

Trial Heavy Practices

Firms Wishing for a TBLS Certified Paralegal

*Melissa was my paralegal for ten (10) years and was a trusted part of my team. She has the rare mix of paralegal skills, work ethic and kindness. She quickly gains the trust and confidence of clients. If you are fortunate enough to add her to your team, she will not disappoint and you will quickly understand you made the right hiring decision.*  
—Hugh Connor, Fort Worth, Texas



## Core Services

- \* **Pretrial Litigation Support**
  - drafting first draft documents, including letters, pleadings, motions and discovery.
  - discovery processing, and management.
  - case organization, clean-up, hearing prep.
  - deposition preparation, exhibit set up, follow-up
  - finalizing for e-filing and e-service.
  - deadline calculation, docketing.
  - staff training and assistance with questions.
- \* **Trial & Appellate Services**
  - preparation of pretrial documents & materials.
  - deposition clips & videos.
  - tracking admitted exhibits and jury responses.
  - logistics for war room, courtroom and break out.
  - presentation of exhibits and trial materials.
  - cite checking briefs and appellate deadlines.
- \* **Design Services**
  - firm branding with new or revamped logo, website, social media presence.
  - trial graphics, marketing, and other needs.
- \* **Legal Field Services**
  - process serving, document retrieval, online notary and many more paralegal-led services.

For a complete list, see TCP's website or email Melissa.

## How Does it Work?

Schedule Call    Sign Agreement    Exchange Work    Happy lawyer    Pay Invoice    Happy everyone

*I've worked with Melissa for more than 16 years and can confidently recommend her. She is organized, intelligent, and highly proficient—consistently unflappable under pressure. Melissa is a true professional who earns the respect of lawyers, paralegals, and clients with her deep knowledge and reliable support. Give her a tough or detailed assignment and you can be certain it will be completed correctly and on time.*

—Sam Beaman, Veritext Legal Solutions, Fort Worth, Texas

## Rates

TCP offers competitive rates and the ability to book time to handle your deadlines in a timely manner. Introductory rates available now for new firms. Generally, rates are set on a tiered schedule based on need, number of hours desired on a regular basis, and deadlines. Trial and full day hearing rates are higher than regular rates.

## Let's Talk Today!



Website



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