

STUDENT OUTREACH

Our Student Outreach committee has been successful in contacting four local paralegal programs inviting them to join PACO/CBA. The students will be offered a limited time reduced membership rate.

Capital and Columbus State will be visited in October. Zane State will be attending our PACO meeting on October

18, and final details are still being worked out for Bradford School of Business.

If you are able to lend some time to our cause, please contact Amanda Cochran at ascochran@jonesday.com. Remember, the students are the future of PACO and will want to be learning from you in the office!

JOB BANK - OCTOBER 2004

Paralegal needed in Legal Department of RockBridge Capital, Real Estate Capital Providers to assist in-house attorneys and underwriters with legal documentation and due diligence for real estate, lending, and/or other transactions. This position also involves a corporate governance and ongoing asset management component.

Deal Closings - Assist in deal documentation; Coordinate and assist with due diligence and closings; Perform pre and post-closing UCC searches; Prepare UCC's and other filings; Address post-closing issues including recordations, post-closing searches and the obtaining of all necessary original signatures and documents; Prepare closing binders.

Document Management - Organize legal files; Maintain organizational minute books and other records; Maintain investment committee minute books; Maintain original loan documents, term sheets and participation agreements; Maintain corporate contracts including confidentiality agreements and leases.

Entity Formation and Registration - Assist in organization of new entities; Coordinate foreign qualifications, registrations and filings.

Asset Management - Review insurance coverage for portfolios; Assist in monitoring operations of portfolio companies; Request title updates.

Miscellaneous - Perform other miscellaneous tasks as may be identified by the legal team or business principals.

Interaction: Underwriters, borrowers, in-house attorneys, outside counsel, asset management team, senior lenders. Paralegal Certificate and five years of paralegal experience preferred. For more information about our company, please visit our website at www.rockbridgecapital.com. Please fax or email your resume to the following:

Annette M. Cooperider, Administrative Services Coordinator
RockBridge Capital, LLC
191 W. Nationwide Blvd., Suite 600
Columbus, OH 43215
614.246.2411 Phone
614.246.2611 Fax
amcooperider@rockbridgecapital.com

LITIGATION PARALEGAL

Downtown boutique business litigation firm seeking full-time paralegal. Experience is desired. Candidate must possess good computer and organizational skills as well as ability to complete assigned tasks timely. Competitive salary and benefits package. Motivated candidates send resumes to:

Zeiger, Tigges, Little & Lindsmith LLP
ATTN: Courtney Weiss
41 S. High St. Suite 3500
Columbus, OH 43215
Email: weissc@litohio.com

Members may also access the PACO job bank at 470.2000, ext. 1