

NEW HAMPSHIRE BAR ASSOCIATION

Letterhead Listing: Including Paralegal on Letterhead

Ethics Committee Formal Opinion #1982-3/20

February 22, 1983

Reviewed by Board of Governors March 17, 1983

Question:

May a lawyer include on his letterhead the name and title of the paralegal employed in his/her office?

Response:

The Supreme Court of New Hampshire Administrative Rule 35 (7) provides as follows:

A non-lawyer assistant's name shall not be included on the letterhead of a lawyer or law firm. A non-lawyer assistant's business card may include the name of the lawyer or law firm employing him, provided the non-lawyer assistant's capacity is clearly indicated.

Accordingly, it would appear that the attorney's inquiry is governed by the Supreme Court Rule cited above. Reference should also be made to DR 2-102. See also, references cited within the index of the 1980 Supplement to the Digest of Bar Association Ethics Opinions, Letterheads (employee), Page 774.

In addition to the above, reference should be made to Rule 7 of the Guidelines for the Utilization by Lawyers of the Services of Legal Assistants, adopted by the New Hampshire Bar Association, January 27, 1977. Rule 7 on page 10 provides as follows:

"A legal assistant's name shall not be included on the letterhead of a lawyer or law firm . . ."