



SIGNED & SEALED[®] LEGALS



CAPABILITY STATEMENT

Company Overview

Established in 2019, Signed & Sealed Legals is a highly respected small-minority woman-owned company renowned for its exceptional paralegal services tailored to the unique needs of each client. Our areas of expertise include Administrative Services, Attorney Assistance, Business Services, and Other Legal Services, catering to organizations, entities, and individuals with utmost pride and professionalism.

Our team at Signed & Sealed Legals offers comprehensive administrative support such as editing, document preparation, translation services, and digital court reporting to assist clients in their administrative responsibilities. We also excel in providing top-tier attorney assistance, including tasks like discovery, legal drafting, litigation support, and pre-trial proofreading to support legal professionals in their daily tasks. Additionally, our agency offers customized business services designed to meet the specific needs of corporate clients, HR departments, startups, and other businesses, enabling them to excel in their respective industries. With a wide range of supplementary legal services available, including apostille services, USCIS application assistance, I-9 verification, process serving, and jurat services, Signed & Sealed Legals is dedicated to providing clients with a comprehensive range of legal solutions.

Core Services

- Administrative Services
- Business Services
- Attorney Assistance
- Other Legal Services

Core Competencies

- Administrative Services,
- Apostille
- Biometric Screening
- Book Keeping
- Business Formation
- Branding & Marketing
- Digital Court Reporting
- Discovery
- Document Preparation
- DNA Testing
- Editing
- Human Resources Support
- I-9 Services
- Jurat Services
- Legal Drafting
- Legalization
- Litigation Support
- Notary
- Permit Runners
- Photo Inspection
- Pre-trial
- Process Serving
- Proofreading
- Signing Agent
- Startups
- Tax Preparation
- Translation
- USCIS Application Assistance

Company Data

- » **CONTACT** Cathy Ann Wilson (Owner)
- » **WEBSITE** www.getsignedandsealed.com
- » **EIN** 932942564
- » **BUSINESS CODE** 2739
- » **UEI** Z4BLBAFRKNR1
- » **CAGE CODE** 93UL1
- » **DUNS#** 087097479

NAICS Code

- 522310 541199 541191 541990 541930
- 561410 561439 813110 541611 541119
- 921190 541200 541613 541612 561611
- 561110

Differentiators

RESPECT:
We listen to your concerns and provide personalized advice. We offer transparency about costs and guide you through the legal process with support and clarity. Our team will develop effective solutions to address your needs.

TRUST:
Our goal is to empower you with information and options to make informed decisions. Our team simplifies legal concepts and aims for positive outcomes while minimizing conflict. Multiple team members are available for easy communication.

DILIGENCE:
We place a high value on effective and efficient communication, making sure that we respond promptly and attentively to all of your inquiries and concerns. Our team is dedicated to handling your matter with the utmost discretion, respect, precision, and attention to detail.

CONVENIENCE:
Our platform uses advanced technology for easy self-scheduling and payment management. We offer customized service plans and top-quality care from our certified staff.

Certifications & Affiliation



Contact

- +1-833-773-2533
- info@getsignedandsealed.com
- Newark, NJ 07104

