

Capability Statement

Scalable Legal Support & Administrative Solutions

for High-Volume Workflows

Supporting Government Agencies and Prime Contractors Nationwide



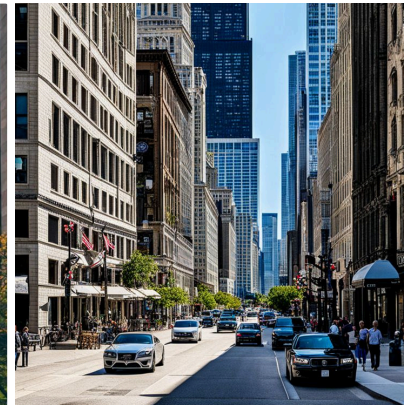
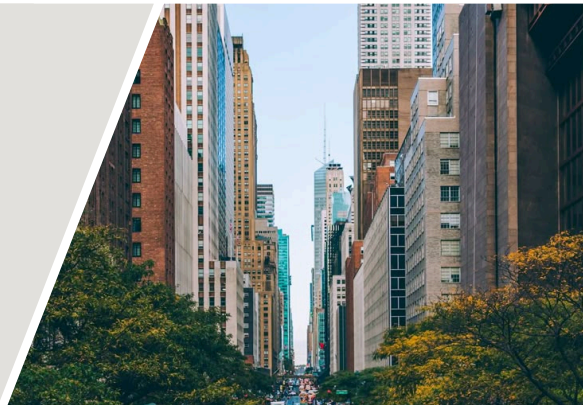
Who We Are

Signed & Sealed Legals LLC provides professional legal support and administrative services designed to assist government agencies, prime contractors, and organizations in managing high-volume, compliance-driven documentation and case-related workflows.

We support document-intensive environments requiring accuracy, consistency, and confidentiality, without increasing internal overhead. Our scalable solutions help clients operate efficiently while maintaining the highest standards of quality and compliance.

We maintain operations in New Jersey and Hawaii, providing extended time-zone coverage across Eastern and Hawaii-Aleutian time zones.

Services are performed remotely, with availability for periodic virtual or in-person meetings as needed.



Core Capabilities

Legal Document Support

Drafting, editing, formatting, and review of legal documents including pleadings, motions, contracts, and correspondence

Administrative & Case Support:

Case management, calendaring, court filings, reminders, document organization, and workflow coordination

508 Accessibility Remediation

Ensure documents are accessible to individuals with disabilities in compliance with Section 508 of the Rehabilitation Act and WCAG 2.1 Level AA standards

Records & Information Management

Electronic records management, information retrieval, document scanning, and secure data handling

Litigation & Discovery Support

Document organization, binders, e-filing, discovery support, and pre-trial preparation

Notary & Translation Services

Notary and signing agent services, legal and administrative translation, transcription, and document formatting

Compliance & Confidential Document Handling

Strict data security protocols, confidentiality standards, and regulatory compliance support for government and prime contractor environments

Past Performance

Law Firm

LegLegal drafting and case management support across multiple practice areas

Small Businesses and Startups

Document drafting, contract review, and administrative support to help emerging companies operate efficiently without in-house legal staff.

Government Contracting Focus

Legal document preparation, administrative support, and compliance services for federal, state, and local government agencies and prime contractors.

NAICS Codes

541120, 541199

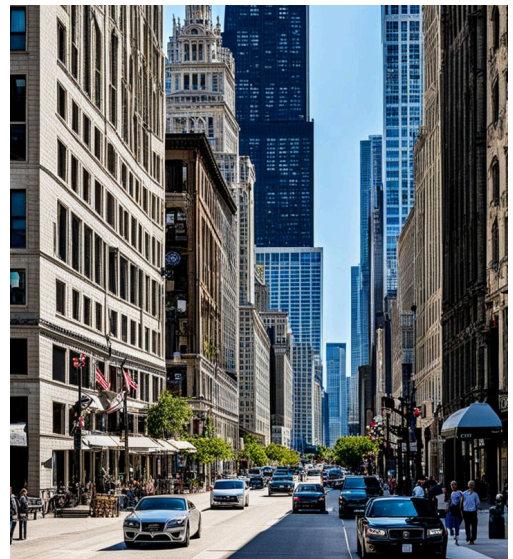
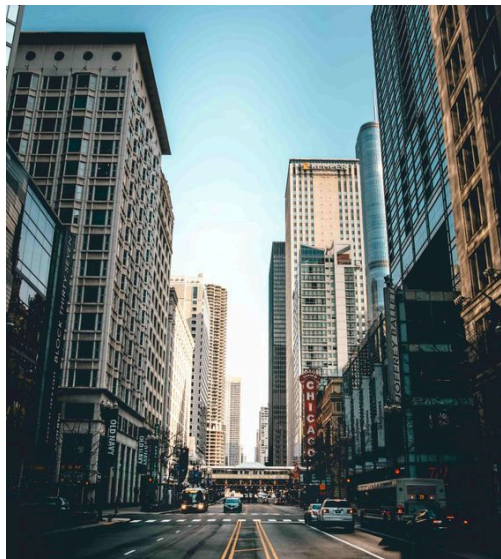
Offices of Notaries. All Other Legal Services

541611, 541930

Administrative Management and General Management Consulting Services.
Translation and Interpretation Services

561110, 561410

Office Administrative Services.
Document Preparation Services



UNSPSC CODES

Management & Admin Services

80, 8010, 8015, 8016, 801015,
80101501, 80101505, 80101514,
80101605, 80111601, 80111706

Legal Support & Professional Services

8012, 80121609, 80121704, 801221,
80122101, 80172203, 931717

Community / Association Support, Training & Professional Development

94131603, 86101717, 86132206

Document, Compliance & Information Management

80171909, 81112005, 81141901

Our Differentiators

Built for High-Volume Workflows

Systematized processes and technology-driven solutions that deliver accuracy and efficiency

Compliance & Confidentiality Focused

Strict data security protocols and confidentiality standards in every engagement

Nationwide, Scalable Remote Delivery

Secure remote operations supporting agencies and contractors across the United States

Legal Support Without Overhead

Cost-effective, scalable support for document preparation, research, and case management

Multi-Service Integration

Seamless delivery of legal, administrative, and information services under one trusted partner

508 Accessibility Remediation

Ensure documents are accessible to individuals with disabilities in compliance with Section 508 of the Rehabilitation Act

Certifications & Affiliations

NSBA Leadership Council Member

A nonpartisan organization that advocates for America's small businesses and provides resources, networking, and purchasing programs to help them thrive.

NJCC Registered Member

A statewide business advocacy organization that promotes economic growth and a favorable business climate in New Jersey.

AACCJ Registered Member

A statewide coalition advancing Black business development, economic opportunity, and entrepreneurial success.



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