



**ILLINOIS STATE
BAR ASSOCIATION**

ISBA Advisory Opinion on Professional Conduct

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This Opinion was AFFIRMED by the Board of Governors in July 2010. Please see the 2010 Illinois Rules of Professional Conduct 7.1 and 7.5. This opinion was affirmed based on its general consistency with the 2010 Rules, although the specific standards referenced in it may be different from the 2010 Rules. Readers are encouraged to review and consider other applicable Rules and Comments, as well as any applicable case law or disciplinary decisions.

**Opinion No. 87-1
September 8, 1987**

Topic: Inclusion of lay employees on law firm letterhead

Digest: Names of lay employees may be included on firm letterhead provided the letterhead is not misleading.

Ref.: Rule 2-101
ISBA Opinions 294, 84-10

FACTS

Inquirer notes that several attorneys have begun to include on their office letterhead the names of lay employees such as office manager and paralegals.

QUESTION

Is it permissible to include the names of nonlawyers, such as office managers, paralegals, and secretaries who do paralegal work, on law firm stationery, and if so, under what circumstances is it permissible?

OPINION

Provided the inclusion of such names is not misleading, nonlawyers may be identified on law firm

stationery. (See ISBA Opinion Nos. 294 and 84-10.) Designations such as "paralegal", "legal assistant", "law clerk", "investigator", "office administrator (manager)", and "support staff" would be permissible if the nonlawyer status of such person is also clearly indicated.

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