

## CONFIDENTIAL INFORMATION AGREEMENT

VIRTUAL LEGAL ASSISTANT, L.L.C., (hereinafter referred to as “VLA”), understands it shall acquire certain confidential information that must be protected and kept confidential (hereinafter referred to as “Confidential Information”) from \_\_\_\_\_ (hereinafter referred to as “CLIENT”).

VLA understands that Confidential Information includes information about the CLIENT and its clients for whom it represents, including, without limitation, to:

1. Names and/or personal information of actual or potential clients, opposing parties and legal transactions with them;
2. Any concerning legal strategy; and
3. Plans for future legal action or possible legal action.

VLA understands that Confidential Information includes confidential information about the CLIENT and its clients and other third parties with whom CLIENT represents and/or transacts business with.

VLA understands that Confidential Information includes personal information about the individual clients of CLIENT.

VLA understands that Confidential Information includes information that does not fall in any of the categories listed above but is generally information or material that is not generally available to or used by others, or the utility or value of which is not generally known or recognized as standard practice, whether or not the underlying details are in the public domain.

VLA understands that Confidential Information does not include that which is:

1. Now available or becomes available to the public without breach of this Agreement.
2. Released in writing by the disclosing party; or
3. Obtained from a third party or parties having no obligation of confidentiality with respect to such information.

In consideration of my employment and the confidential relationship between VLA and CLIENT, VLA agrees that:

1. VLA will hold in trust and confidence, both during and following its employment by CLIENT, all Confidential Information, whether or not conceived, originated, discovered, or developed in whole or in part by VLA;
2. VLA will not use or disclose any Confidential Information to any person except as required in performance of its duties as a result of its employment by CLIENT;

3. If in the future VLA seeks and/or is offered employment or any other similar relationship with any other Law Practice, Law Firm, entity, or person, VLA will not disclose or share any confidential information obtained in its representation of the instant CLIENT to that Law Practice, Law Firm, entity, or person; and
4. Upon completion of its employment by CLIENT in the matter for which VLA was retained, VLA will promptly return thereafter to CLIENT any and all documents, copies of documents, and any other materials acquired from any other entity by VLA and/or provided to VLA by CLIENT pertaining to CLIENT's business and/or its clients and originating with CLIENT, that came into VLA's possession as a result of its employment by CLIENT, including, but not limited to, Confidential Information.
5. VLA will deliver to CLIENT promptly on request or on the date of termination of my employment, all documents, copies of documents, and other materials in my possession pertaining to CLIENT's business, including but not limited to Confidential Information, and thereafter promptly return documents and copies of documents pertaining to CLIENT's business and originating with CLIENT that come into my possession.

VIRTUAL LEGAL ASSISTANT, L.L.C. has read, understood, agrees to, and signs this Confidential Information Agreement.

VIRTUAL LEGAL ASSISTANT, L.L.C.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

WENDY M. VOGT