Robert Smith
Litigation Secretary/Co-ordinator

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
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PERSONAL STATEMENT

Legal secretaries work in law offices and perform secretarial tasks that are specific to the law field.

WORK EXPERIENCE

Litigation Secretary/Co-ordinator
Tucker Ellis LLP -   March 2006 – 2020

Responsibilities:

- Responsible for two senior associates who work in different fields of law.
- Created, prepared, and edited various types of pleadings.
- Managed all documents, court filings, and input Outlook trial calendar deadlines.
- Communicated with various courts and clerks to set various types of hearing dates.
- Worked closely with the attorney service to ensure all court documents are filed on time.
- Prepared binders for meetings, mediations, or trial.
- Handled all court appointments, rescheduling, and cancellations.

Litigation Secretary
ABC Corporation -   2001 – 2006

Responsibilities:

- Perform secretarial duties for three attorneys such as transmittal emails, letters and other communications.
- Schedule appointments for clients, office meetings and travel arrangements.
- Open new cases, draft engagement letters, compile contact information, file organization and docket deadlines and appropriate follow up with attorneys and clients regarding the same.
- Assist in finalizing pleadings and exhibits for electronic court filings, arrange for depositions and court reporters.
- Maintain and organize client cases for pleadings, witnesses and document production.
- Gather marketing materials for the securities industry and research via the Internet and other databases.
- Review and finalize billable time for invoicing and follow up with clients/vendors for remittance.

Education

Liberal Arts, Court Reporting School - 1982(Chaffey School of Court Reporting - Rancho Cucamonga, CA)

SKILLS

Excellent Team Player, Organizer And File Manager.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)