

Robert Smith

Associate Docket Clerk

PERSONAL STATEMENT

Seeking a position with a strong, ethical organization where can utilize Associate of Science degree in paralegal studies and past extensive legal work experience.

WORK EXPERIENCE

Associate Docket Clerk **ABC Corporation - 2003 - 2004**

Responsibilities:

- Received papers from the Magistrate Judges Office and correlated them with the cases pending before the court.
- Kept the necessary records on all defendants admitted to bail and discharged bail bonds where the conditions of the bonds had been performed.
- Prepared statistical reports on all cases commenced and closed.
- Performed throughout the day all day.
- Worked with the public and other government agencies both in person and on the phone.
- Reviewed legal documents for completeness, adequacy, and accuracy.
- Determined processing required to schedule docket dates and input information in the computer.

Docket Clerk **Delta Corporation - 1977 - 1980**

Responsibilities:

- Docket legal documents and orders (both civil and criminal) in CM/ECF system.
- Prepare and issue summonses, abstracts, and writs; Contact person.
- Arrange detainees transportation to court Assist attorneys in court File.
- Prepare joint motions, petitions and orders Update computer and file.
- Managed the docket, which contains information about the courts proceedings, and used it to keep attorneys and others on track as cases make their .
- Managed all of the court appearance dates for attorneys and clients.
- Data entry of court pleadings Retrieve documents as requested by paralegals and attorneys Compilation of documents to prepare for trial Maintain .

Education

Masters of Divinity in Divinity - (St. Vladimir's Orthodox Seminary - Yonkers, NY)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office Suite,
Leadership.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)