

## Docket Clerk

ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Experienced docket clerk in small fast-paced litigation firm. Key performance strengths and highlights: Knowledge of court rules and procedures. Strong communication skills. Ability to work independently, manages multiple priorities, and work well under pressure. Create and maintain effective working relationships with lawyers, staff, vendors and court personnel.

## Skills

Management, Leadership.

## Work Experience

### Docket Clerk

**Sussman Selig & Ross** - 2002 - 2020

- Experienced docket clerk in small fast-paced litigation firm.
- Knowledge of court rules and procedures.
- Detail-oriented and outstanding interpersonal communication skills.
- Able to work independently and manage multiple priorities.
- Created and maintained effective working relationships with clients, lawyers, staff and court personnel.
- Ensured legal filings and requests are successfully processed with appropriate courts, agencies and officials.
- Responsible for Case management of discovery, pleadings, depositions, medical records, and other documents in an established filing system.

### Docket Clerk

**Delta Corporation** - 2002 - 2020

- Responsible for filing all motions, fee bills with the proper courts.
- Responsible for any pick-up, hand- deliveries, or mail runs for the firm.
- Organize cases by docketing timely and efficiently Manage retention reports.
- Confirm that files can be destroyed Administer marriage ceremonies daily .
- Responsible for answering all inquires done in person or by telephone from the public or referred them to the appropriate source (s) if necessary.
- Use judgment and skillful tactics to resolves customer complains and applied court policies and procedures on daily basis.
- Receive, compile and organize information for the preparation of documents, records, reports, and correspondence as assigned along with maintaining .

## Education

Diploma - 1993(Parkland College - Champaign, IL)