

Darcie Hildreth
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SEEKING:

Legal assistant position with a variety of challenges, including: document drafting, case management, client relations, office management and opportunities to learn new legal ideas and grow in my field

AREAS OF LAW:

Probate, Personal injury, Estate Planning, General litigation

MOST RECENT PROFESSIONAL EXPERIENCE:

Document drafting; Manage Probate files; Manage personal injury files; Assist with trial preparation including creating Trial Notebooks (with attorney supervision); Draft Civil cover sheets, Tables of Contents for Briefs; Format Briefs and organize content; Draft Appeals Court Summons; Drafting/word processing from forms, copy and transcription; Client and court relations; Calendaring; Client billing; Office management

RELATED TALENTS:

- Word Processing (65-75+ wpm)
- Draft legal documents and correspondence
- Calendaring (Palm Pilot-similar to Outlook)
- Transcription
- Client relations
- Office organization

Computer programs used most:

- WordPerfect
- Spreadsheets (Excel and QuatroPro)
- Palm Pilot Calendar (similar to Outlook)
- Word
- Timeslips
- Quicken

PROFESSIONAL EXPERIENCE:

Legal Assistant: Present - 10 Yrs past

Document drafting (Collection Complaints, Motions, Orders, Declarations, Wills, Letters); Draft and prepare all probate documents for filing and manage probate files; Maintain personal injury files, including obtaining medical records from providers and client; Preparing corporate documents (including incorporation documents, Minutes of Annual Meeting and Organizational Minutes); Word processing and preparation of documents from copy and transcription; Exhibit organization; Client and court relations; Calendaring; File organization and set up; Office management, including track and order office supplies and client billing

Legal Assistant/Secretary: 10 - 15+ Yrs past

Document drafting with forms and from transcription (Wills, Probate documents, Complaints, Letters, Motions, Orders, Corporate documents); Word Processing from copy and transcription; Client and court relations; Client billing; Monthly client court reminder letters; File organization and set up; Track and bill copier use; Order office supplies; Reception (1-4 lines)

CONTINUING LEGAL EDUCATION:

June/July 2009

Probate Update/Probate Primer 2008: Listen to seminar and study text; Internet research for further information

Basic Estate Planning 2006/2007: Listen to seminar, study text, Internet research for further information and update outdated material

Estate Planning for Protected Persons and People with Disabilities Oct. 2008: Listen to seminar and study text; Internet research for further information

ONLINE EDUCATION:

November, 2010: ECF training (3 hours completed two training sessions)

November, 2010: CaseMap (LexisNexis) - CaseMap 8 Fundamentals Webinars (3 lessons)

CURRENT VOLUNTEER ACTIVITIES:

Whale Watch Spoken Here
Jackson Bottom Wetlands
Willamette Riverkeeper
Nature Conservancy (Oregon)

PAST VOLUNTEER ACTIVITIES:

McLoughlin House Historic Site
End of the Trail Wildlife Sanctuary (aka Scotty's Road Side Zoo)
Epilepsy Association
Easter Seals
Sierra Club