

Sandra M. Cobian

Market St • San Diego, CA 92101 • sandramcobian@gmail.com • (760) 571-7041

Education

University of California, Santa Barbara
Bachelor of Arts in Political Science

Santa Barbara, CA

University of San Diego School of Law Paralegal Program
ABA Approved Paralegal Certificate as of August 9, 2021

San Diego, CA

Experience

US District Court of Southern CA
Criminal Justice Act, Paralegal

San Diego, CA

05/2022 –present

- Collaborate with Criminal Justice Act Panel Attorneys to conduct comprehensive investigations.
- Reviewed over 500 legal documents related to discovery into clear, concise memorandums.
- Obtain and meticulously prepare surety financial records for property and corporate bonds.
- Facilitate and interpret privileged meetings between Spanish-speaking clients and attorneys, ensuring effective communication and confidentiality.
- Record, track, and maintain calendar communications and deadlines for streamlined operations.

Kindley Firm, A.P.C.

San Diego, CA

Civil Litigation Paralegal

05/2024-08/2024

- With Prepared legal documents including shell complaints, answers, discovery requests, motions, demurrers, exhibits, and settlement agreements.
- Conducted research on defendant entities, including agents and service addresses, to support complaint preparation.
- Reviewed Local Rules of Procedure for e-filing in ECF Pacer, Monterey, and San Diego County.
- Facilitated effective communication between clients, opposing counsel, and local counsel to ensure smooth information exchange.

Ronis and Ronis

San Diego, CA

Crim Def. and Civil Lit. Paralegal

01/2014-04/2024

- Researched appropriate jury instructions and identified potential flaws in defense theories.
- Drafted estate planning documents with high level of accuracy in documents and legal compliance.
- Prepared subpoenas, reciprocal discovery materials, trial exhibits/binders, and litigation charts.
- Scheduled depositions, Independent Medical Examinations (IMEs), and mediations.
- Achieved a 30% reduction in trial preparation time compared to previous benchmarks.

Leadership & Activities

San Diego Criminal Defense Bar Association
Executive Director

San Diego, CA

03/2020 – 01/2024

- Prepared agenda for monthly meeting with CDBA Board of Directors
- Provided logistical support for SDCDBA Listserv, managed membership dues and budget
- Monitored compliance with State Bar of California and Secretary of State regulations

Skills & Interests

Technical: PACER, Lexis Nexis, One Legal, Acrobat Pro, Oracle, iCRM, Clio, Quickbooks, dtSearch, Concordance 10, Trial Director 6, iManage Work, Basecamp, and familiar with sos.ca.gov and irs.gov business related filings.

Language: Spanish