
Family Law Paralegal Resume

Job Objective

A well organized Family Law Paralegal seeking a job in your company.

Highlights of Qualifications:

- Substantial experience of management and settling of family law litigations and related document preparation
 - In-depth knowledge of family law, legal procedures, and litigation legal precedents
 - Remarkable knowledge of computer operations and Microsoft Office programs
 - Familiarity with legal research, document production and government-approved Rules of Civil Procedure
 - Ability to interact with clients, courts and opposing counsel professionally
 - Ability to maintain confidentiality of discreet issues and information
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Professional Experience:

Family Law Paralegal
Whalen Bryan Inc., Austin, TX
August 2012 – Present

Responsibilities:

- Searched documents, compiled evidence and prepared trial exhibits.
- Contacted clients and evaluated their bankruptcy claims and other family law cases.
- Counseled and assisted attorneys in preparation for trials, hearings, depositions, and negotiations.
- Composed and submitted pleadings, discovery responses and other legal documents.
- Maintained attorney's personal files and managed attorney's case calendar.
- Developed and maintained positive working relationships with staff, court officials and opposing counsel.

Family Law Paralegal
Slate Professional, Austin, TX
May 2009 – July 2012

Responsibilities:

- Advised and assisted attorneys with family law litigations and trial preparation.
 - Performed legal research and conducted interviews with clients and witnesses.
 - Composed and filed complex legal documents such as pleadings and motions.
 - Reviewed all property assets and debts and prepared property-division documents.
 - Drafted and filed application forms for marriage dissolution and child custody disputes.
 - Contacted clients and provided them updates regarding case status.
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Education:

Bachelor's Degree in Legal and Justice Studies
Jackson State University, Jackson, MS

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