LUIS ORTEGA

Litigation Paralegal | E-Discovery and Trial Preparation

luis.ortega@example.com · (555) 018-3307 · Sacramento, CA, US

SUMMARY

Litigation paralegal with 7 years of paralegal experience in civil litigation, now at a 60-attorney business litigation firm. Support 4 attorneys on 30–35 active cases in California state court and federal court. Run e-discovery in RelativityOne for productions of up to 900,000 documents and prepared exhibits for 6 jury trials. NALA Certified Paralegal (CP) and Certified E-Discovery Specialist (CEDS); bilingual in English and Spanish.

EXPERIENCE

Senior Litigation Paralegal — *Whitcomb Ardell LLP* Apr 2022–Present

Business and employment litigation firm with 60 attorneys in Sacramento and San Francisco.

- Support 4 attorneys on 30–35 active cases in California superior courts and federal district courts.
- Run e-discovery in RelativityOne for 12 cases: load client data, run search term reports, apply privilege screens, and produce up to 900,000 documents with Bates numbers.
- Prepared exhibit lists, witness binders, and TrialDirector presentations for 6 jury trials and 4 arbitrations; ran exhibits in court for 22 trial days.
- Draft about 150 discovery requests and responses a year for attorney review.
- Built a privilege log template and a 12-point quality check that cut log review time per production from 3 days to 1 day.

Litigation Paralegal — *Kessler Monroe Law Group* May 2019–Mar 2022

Personal injury and insurance defense firm with 15 attorneys.

- Calendared court and discovery deadlines for 85 open cases in CompuLaw; the firm missed no court deadline from 2019 to 2022.
- Summarized 210 deposition transcripts in CaseMap and indexed medical records for 70 cases.
- Issued about 40 records subpoenas a month and tracked each one until the records arrived.
- E-filed and served about 600 documents in state court and in federal CM/ECF.
- Interpreted intake calls and translated letters for about 25 Spanish-speaking clients a year.

Legal Secretary — *Juniper Grove Family Law* Jul 2017–Apr 2019

Family law practice with 4 attorneys.

- Answered about 40 calls a day and scheduled consultations for 4 attorneys.
- Prepared about 30 Judicial Council forms a month for divorce and custody cases for attorney review.
- Opened about 15 new client files a month and ran conflict checks for each one.
- Scanned and indexed 1,200 closed client files into the document management system in 8 months.

EDUCATION

Delta Pacific College Apr 2019

Certificate in Paralegal Studies (ABA-approved program)

Golden Valley University May 2017

Bachelor of Arts in Sociology

SKILLS

Litigation support:	Discovery requests and responses, Privilege logs, Deposition summaries, Subpoenas for records, Trial binders and exhibit lists, Court deadlines (California and federal rules)

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E-discovery: RelativityOne, Everlaw, Search term reports, Bates numbering and productions, Load files

Software: CaseMap, TrialDirector, CompuLaw, Westlaw, Adobe Acrobat Pro, iManage

CERTIFICATES

Certified Paralegal (CP) Jun 2021

NALA, the Paralegal Association

Certified E-Discovery Specialist (CEDS) Sept 2024

Association of Certified E-Discovery Specialists (ACEDS)

LANGUAGES

English (Native) · Spanish (Native or bilingual proficiency)

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