**Jason Ricketts**

**Local to 413 East 35th Street Brooklyn, NY 11203**

**Summary**

* Extensive experience as a Litigation Paralegal at Polsinelli, PC, and a previous role at David A. Gallo & Associates, bring a strong foundation in legal research, document preparation, and court communications that positions me as an ideal candidate for a litigation attorney.
* Expertise in drafting pleadings, motions, and various litigation documents is complemented by my proficiency in utilizing legal research tools like Westlaw and LexisNexis.
* proven track record of collaborating with attorneys to enhance case strategies and streamline trial preparations, including the successful management of Pro hac Vice admissions.
* Ability to train and mentor new staff reflects my commitment to fostering a collaborative work environment, while my direct communication with courts showcases my organizational and multitasking skills.
* Headed training of new employees on all aspects of litigation support, including trial preparation, e-filing, for both state and federal.

**Employment History**

**Polsinelli, PC New York, NY Apr 2017 – Present**

**Litigation Paralegal Attorney**

* Provide paralegal support and expertise for busy AM 100 law firm. Draft legal pleadings, motions, and witness lists and perform preparation of litigation documents, including summons and complaints, notices, interrogatories, and responses to discovery.
* Conduct legal research using Westlaw and LexisNexis.
* Assisting with attorney briefs by drafting Table of Contents and Table of Authorities. Getting attorneys admitted to practice in other federal cases via Pro hac Vice.
* Communicate directly with courts regarding case status and court orders.
* Open new client files, update and maintain database records, and manage firm’s standard documents on internal website.
* Headed training of new employees on all aspects of litigation support, including trial preparation, e-filing, for both state and federal.

**David A. Gallo & Associates, Roslyn Heights, NY 04/15 – 2017**

**Paralegal**

* Research, draft, edit, and revise legal documents such as affidavits, motions, notice, and requests for judicial interventions while incorporating attorney comments
* Create and maintain files and databases
* Train new employees on office and job duties
* Manage communication with courts regarding status of petitions, motion, and orders
* Prepare summons and complaints, motions, notices, interrogatories and respond to third-party subpoenas
* Maintain standard documents on internal website to ensure that the company has access to the most up to date document
* Perform legal research including usage of automated research service.
* Performing general court run duties to courthouses as necessary.
* Monitor and ensure compliance with state and federal regulations
* Review and clear title issues

**Robert Half Staffing Firm New York, NY 07/11-4/15**

**Legal Assistant**

* Worked at various law firms including Personal Injury, Real Estate in temp assignments

**Price Waterhouse Coopers, New York, NY 10/10 – 06/11**

**Legal Assistant/Billing Specialist (Temp assignment)**

* Collected data to prepare and draft settlement packages for clients
* Arranged client-attorney meetings
* Conducted client intake services
* Completed case research via LexisNexis and Westlaw databases
* Scanned documents, edited and proofread materials
* Prepared reports for management

**Wolfblock, LLP, New York, NY 10/08 – 08/10**

**Law Clerk and Records**

* Handled client invoices for attorneys
* Managed hospitality for daily client meetings
* Maintained files for all practice areas
* Organized depositions for attorneys

**Jackson Lewis P.C., Melville, NY 11/05– 09/08**

**Law Clerk**

* Managed administrative tasks throughout firm
* Data entry for litigation and labor law department
* Managed attorney’s accounts receivables and managed outgoing invoices
* Answered telephones with courteous and professional communication

**Education**

* Pace University: Paralegal Studies 2017

Course curriculum included: Legal Writing and Research, Torts, Contracts, NY Procedure, Family Law, Evidence, Investigations, Interviewing, Trial Preparation, and Law Office Technology

* City University of New York at Hunter College 2004

Bachelor of Science: Computer Information Systems / Minor: Business Administration

* City University of New at College of Technology 2001

Associates Degree, Business Finance

**Skills**

* Document control, MS Office, affidavit drafting, calendar and scheduling, case management, juris Suite, LexisNexis and Westlaw, legal document summarizing, records research, affidavit drafting, Report preparation, Accounts Payable, Litigation, Real Estate, Automated City Register Information (ACRIS)
* Electronic Data Gathering, Analysis, and Retrieval system (EDGAR), Public Access to Court Electronic Records System (PACER)