

Catherine Amante Legal Services

Lake Forest, California
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www.amanteparalegal.com

Catherine Amante Independent Paralegal (\$37.50/hr.)

► **Discovery**

Drafting Requests for Admissions, Requests for Production of Documents, Special and Form Interrogatories, and responses to discovery requests.

► **Document Production**

Assembly of documents responsive to discovery requests and subpoenas (including Bates numbering, redaction, emailing and hand delivery if required), and preparation of Document Indices and Privilege Logs.

► **Trial and Deposition Transcript Summarization**

Preparation of trial transcript and deposition summaries (including highlighting key issues relevant to the subject litigation matter and cross-referencing across multiple deposition transcripts).

► **Pleadings, Law and Motion Documents and Judicial Council Forms**

Preparation of Complaints, Answers, Notices, Motions, Oppositions, Replies, and Judicial Council Forms.

► **Trial Preparation**

Drafting pre-trial documents, including: Briefs, Expert Witness Lists, Exhibit Lists, Jury Instructions and Motions in Limine, and assembly of trial exhibit notebooks and mediation binders.

► **Subpoenas**

Preparation of trial and deposition Subpoenas, and Notices to Consumer.

► **Corporate Formation and Maintenance**

Preparation and filing of incorporation documents: Articles, Minutes, Bylaws, Statements of Information, etc.

► **E-Filing, Transcription and File Organization**

I can also assist with State and Federal Court e-filing, audio transcription, redlining of documents, creating Tables of Contents and Authorities, organization of files, and tabbing/indexing of pleadings and discovery.

AREAS OF EXPERTISE

- Civil and business litigation
- Real estate litigation and transactional law
- Commercial litigation
- Insurance defense
- Labor and employment litigation
- Personal injury
- Medical malpractice
- Product liability
- Public law
- Construction defect

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- *Over 20 years California and Federal Court experience.*
 - *Excellent references.*
 - *Available to work at your office or remotely from my office.*

Please feel free to contact me for more information.

(714) 313-8916 • amantec@ymail.com

Or visit my website at:

www.amanteparalegal.com

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