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expansive paralegal &
specialized
experience to work

contact us
with your big or
small projects

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E-MAIL:

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- CIVIL LITIGATION
- CONSTRUCTION LITIGATION
- INSURANCE DEFENCE & SUBROGATION
 - EMPLOYMENT & LABOUR
 - HUMAN RIGHTS
- MEDIATION - ARBITRATION
- COURT OF APPEAL (Alberta)
- SMALL CLAIMS COURT MATTERS
 - ALBERTA KING'S BENCH
 - ALBERTA COURT OF APPEAL
- BRITISH COLUMBIA SUPREME COURT
 - ANTON PILLER ORDERS
- COLLECTIONS & ENFORCEMENT
 - WCB COSTS ANALYSIS
- WCB APPEALS COMMISSION (ALBERTA)
- TECHNICAL REPORT FORMATTING & EDITING
 - LTO REGISTRATIONS / DISCHARGES
 - FILING/REMOVING BUILDERS' LIENS
 - WRIT RENEWALS
 - JURISDICTIONAL E-FILING



Alberta Association of



Freelance Paralegal
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Law | Engineering | Construction |
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EXPERIENCE. COMMITMENT. QUALITY.

We're Ready When You're Ready.

Paralegal solutions at work for you.

EXPERIENCE. COMMITMENT. QUALITY.

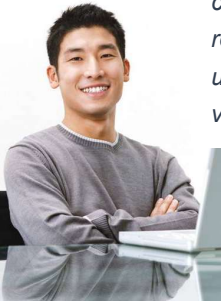
Professional freelance paralegal support.
Over 18 years experience.

REMOTE DOCUMENT SHARING

We work remotely, but efficiently. We have a wide range of experience using cloud-based secure digital sharing workspaces. Hassle-free, with quick turnaround times:

- GOOGLE DOCS
- MICROSOFT ONEDRIVE
- DROPBOX
- TITANFILE
- SHAREFILE
- LIQUIDFILES
- SYNC

*Our team can easily collaborate with you remotely on your projects using **MS Teams** or **Zoom** video conferencing*



LITIGATION EXPERTISE

With over 18 years of paralegal litigation support, rely on our expertise for your projects. From overflow dictation to large complex projects... put our experience to work. We are *autonomous problem solvers* and we proudly deliver the highest quality legal product to you!

Our Jurisdictional Legal Experience:

Alberta, British Columbia, Saskatchewan, Yukon, Northwest Territories, Nunavut and Nova Scotia.

trusted legal
support you
can rely on

LEGAL TECH KNOWLEDGE

We can work with a variety of legal software tools and web-based platforms remotely.

Our experience includes:

- ELECTRONIC DOCUMENT MANAGEMENT
- ADOBE PRO
- DIGITAL E-FILING PORTALS
- SPEECHLIVE DICTATION
- CANLII
- LEXIS ADVANCE QUICKLAW
- VPN WEB PORTALS (FORTICLIENT/CITRIX)



PLEADINGS PROJECTS

Drafting / Finalizing / Filing Pleadings
Agreements & Releases
Expert Reports
Bill of Costs (simple to complex)
Legal Precedents Library
Affidavit of Records / List of Documents
Mediation & Trial Preparation
Trial (Litigation) Chronology E-Binders
Briefs / Interrogatories / Factums / Authorities
Submissions / Exhibits



CLIENT & FILE MANAGEMENT

Documentation Review / Summaries
Creating PDF Binders
Transcription
Interviewing Clients / Witnesses
IME Booking & Management
Letters / Agreements / Releases
Document Format & Editing
Client Follow-up & Reporting
Jurisdictional E-filing
Specialized Project Assistance



ASSISTED LEGAL RESEARCH

Case Law / Quantum
Legal Citations / References
Medical File Review & Chronological Summary
Summaries of Questioning Evidence
Undertakings & Charting Responses
Medico-Legal Report Review
Land Title / Corporate / Bankruptcy Searches