

EDWIN W. COUSE, SR.
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OBJECTIVE

A career position that will take advantage of my law firm experience which has developed preeminent organization, research, analytical, and articulate interpersonal communication skills.

SYNOPSIS

An experienced Certified Paralegal with a professional attitude, the ability to excel under pressure and the skill sets necessary to take any situation from cradle to grave (including continuous review with written summaries); resourceful in problem-solving while always attentive to deadlines and determined to do high quality work.

EXPERIENCE

August 12, 2012 – Present

Contract Litigation Paralegal - Varying Colorado Law Firms - Denver, CO

September 11, 2008 – April 16, 2012

Litigation Paralegal Baum, Hedlund, Aristei & Goldman Los Angeles, CA
(A Nation Wide Law Firm)

- Perform pre-claim investigation including witness locating, interviewing, gathering evidence (including police crash reports, Coroner's reports, and medical records), develop summation of all evidence gathered to create a case investigation/trial notebook.
- Draft pleadings in various jurisdictions nationally. Pleadings include Summons, Complaint, MSJ motions\responses, motions to compel discovery, motion in limine, etc. Calendar the applicable court deadline\hearing dates. Assist attorney in collaboration with the client to investigate all facts relative to pleadings and discovery.
- Conduct pre-trial discovery by drafting interrogatories, requests for production and admissions. Collaborate with client to develop responses to interrogatories and other discovery requests. Create and maintain discovery indexes, calendar discovery deadlines, organize, review and analyze documents for production and from oppositions' production of documents and things.
- Organize exhibits\documents\evidence, prepare and issue subpoenas, assist in the preparation of witnesses, research and evaluate expert and other opposition witnesses. Serve as a liaison between client(s), witnesses, experts, vendors, and the trial team.
- Create and maintain trial notebook(s) which contain the theme and game plan of the case, all pretrial motions, discovery requests and responses, witness statements, deposition transcripts\summaries and working copies of exhibits (usually an exhibit notebook of its own is needed). Other possible sections of the trial notebook could be: opening\closing arguments, jury charges\instructions, stipulations, timelines, issue\factual research, etc.

June 2003 – September 2008

Litigation Paralegal John W. Noland & Associates Valencia, CA

- Perform Personal Injury, and Civil Litigation functions as outlined above.

2000 – June 2003

Paralegal Specialist**Paralegal Services Unltd.****Tulsa, OK**

- Draft summons, petitions, motions, differing applications for relief, affidavits and assembly of trial discovery materials. Research and develop memorandum of law, briefs and applicable documentation for criminal/civil, law practice, which includes bankruptcy, workmen's compensation, personal injury, civil plaintiff and criminal defense.
- Maintain client files according to office systems and procedures while maintaining client contact throughout ongoing case progress.
- Conduct computerized and traditional legal research to develop winning issues.
- Set up and maintain computerized files and programs.

1983 – 2000

Paralegal/Legal Consultant**Litigation Specialist****Los Angeles/S.F., CA**

- Apply extensive knowledge of law and legal procedures through researching, theorizing and applying law to facts of various cases to a variety of bankruptcy, civil plaintiff and criminally accused clients.
- Relate thorough understanding of the proper method of drafting all types of legal pleadings/documents for both civil and criminal litigation, including the preparation of trial discovery materials.
- Interview clients to derive facts, and interview/investigate potential witnesses regarding potential/pending litigation.
- Contract Administration (CA) responsibilities included the development/drafting of factually adequate, legally sufficient contracts, and subsequently tracking their location and status. In addition, existing contracts were reviewed for accuracy, completeness, status and legal sufficiency.

EDUCATION

Blackstone School of Law**Paralegal Certificate with a 3.896 GPA****Dallas, TX**

- Extensive continuing legal education in civil and criminal procedure/litigation, legal research (including computer/on-line), and legal writing.

Other:

- A lifetime of self-help, motivation and achievement seminars/courses, e.g., Dale Carnegie, Zig Ziglar, Bob Harrington, Napoleon Hill, Dennis Waitley and W. Clement Stone.
- Some college and 15+ years of self-training in a wide range of computer skills (hardware and software), and business management. A very thorough understanding of the latest accounting/spreadsheet, database, and word processing, legal research software/on-line sources and web hosting technology.

INTERESTS

Family Activities; Community Activities; and Business/Educational Courses.