

Julia K. Hall

Phoenix, Arizona

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Attributes Highest personal integrity
Strong work ethic
Highly motivated self starter
Strong analytical and research skills
Good interpersonal and teamwork skills

Experience **PRACTICE DILIGENCE, LLC** **Phoenix, AZ**

Freelance Paralegal Services, Notary

Paralegal (as needed)

August 2021 – Present

Duties:

Provide senior level paralegal services in Arizona and California (remote) in federal and state court matters including business disputes, breach of contract, real estate, partition, quiet title, property tax, family law, and probate matters. Duties include research, document analysis and preparation, drafting discovery requests, and communicating with Court personnel, opposing counsel, clients, and service providers.

HELTON LAW GROUP, APC

Costa Mesa, CA

Law Firm

Paralegal (100% Remote)

August 2021 – January 2025

Duties:

Sole paralegal managing Arizona docket of state and federal civil cases seeking additional reimbursement from insurance companies and third-party administrators on behalf of hospital clients. Duties involve a heavy docket representing hospitals throughout Maricopa and Pima County, Arizona at all levels of litigation including state and federal court filings, motion practice, discovery disputes, interacting and coordinating with judicial assistants and other Court personnel, preparing and responding to discovery, managing e-discovery, assisting attorneys with mediation, and preparing formal settlement documents.

Additional responsibilities include assisting California attorneys with arbitrations filed with the American Arbitration Association (AAA) and Judicial Arbitration and Mediation Services, Inc. (JAMS). Duties involve a heavy docket representing hospitals throughout California at all levels of arbitration including filings, interacting and coordinating with case managers and opposing counsel, preparing, filing and serving arbitration demands on Respondents, drafting and responding to discovery, managing e-discovery, and preparing formal settlement documents.

Perform legal operations and law office management duties on an as-needed basis including docketing; scheduling meetings; telephone conferences; updating case management and billing platforms; and interacting with clients, vendors, and expert witnesses.

MOONEY, WRIGHT, MOORE & WILHOIT, PLLC

Mesa, AZ

Law Firm

Paralegal (part-time)

November 2009 – December 2021

Duties:

Sole paralegal supporting three to five attorneys for centrally and locally assessed real property tax appeals. Duties involve a heavy docket representing commercial taxpayers throughout Arizona at all levels of litigation including state court filings, interacting, and coordinating with judicial assistants and other Court personnel, preparing and responding to discovery, assisting attorneys with mediation, and preparing for and assisting attorneys with trial.

Perform legal operations and law office management duties on an as-needed basis including docketing; scheduling meetings, telephone conferences and property inspections; continuously improving workflow processes; updating case management and billing platforms; interacting with clients, vendors, building services personnel and expert witnesses; processing incoming and outgoing mail; handling checks and deposits for both expense and trust accounts; and assigning and delegating projects to billing and file clerk.

CONOCO INC.**Houston, TX**

Conoco Inc. is an international, integrated energy company.

Paralegal

February 1991 – July 2001

Duties:

Supported attorneys in several disciplines within the corporate legal department including the following:

- Worked autonomously with the credit card division reviewing contracts and promotions, and researching federal and state regulations regarding credit issues.
- Assisted with commercial litigation, antitrust litigation, Hart-Scott-Rodino filings, and responding to various state, Federal Trade Commission, and Department of Justice information requests.
- Assisted with the proposed joint venture project with Phillips in 1996.
- Assisted with preparing and filing anti-boycott reports and UCC continuation statements.
- Assisted with a heavy docket defending company at all levels of litigation in personal injury cases including drafting court filings, discovery, mediation, and trial.
- Assisted in areas of bankruptcy litigation, garnishments, liens, and tax levies.

Accomplishments:

- Special Recognition Award for assisting in researching, creating, renewing, and updating a Uniform Franchise Offering Circular associated with a new marketing offer.
- Special Recognition Award for teamwork responding to employment litigation discovery.

KECK, MAHIN & CATE**Houston, TX**

Law Firm

Business Litigation Paralegal

March 1989 – January 1990

Duties:

Legal research, client contact, draft pleadings, respond to discovery, summarize depositions, confer with courthouse personnel, and assist attorneys at trial.

**CHAMBERLAIN, HRDLICKA, WHITE,
JOHNSON & WILLIAMS**
Law Firm

Houston, TX

Business Litigation Paralegal
August 1987 – March 1989
Duties: Same as above.

Education Bachelor of Science in Legal Studies/American Jurisprudence
University of Houston – 1987 Summa Cum Laude
Coursework towards MBA – 1990

Community Service Fresh Start Women’s Resource Center, Phoenix, AZ
Fountain Hills Community Foundation, Fountain Hills, AZ
Covenant House, Houston, TX