

TRACIE GROH, J.D.

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Summary

I am a highly qualified freelance paralegal, dedicated to providing small law firms and solo attorneys with the experienced legal support they need, but without the expense and hassle of hiring a full time employee.

Highlights

- Legal research/writing
- PACER/ECF filing
- Westlaw, Lexis, Fastcase
- Social media
- Mobile Notary Signing Agent
- Civil and Appellate Procedure

Accomplishments

- Built a new litigation center from the ground up, establishing effective case management and promotional procedures.
- Contributed research, analysis and writing to successful trial and appellate complaints/petitions, answers, motions, briefs, and policy documents.
- Filed, negotiated and settled hundreds of back-logged Medi-Cal and disability cases.

Experience

Freelance Paralegal Groh Paralegal Services - Austin, TX 6/1998– Present

- Manage multiple research and writing projects to produce successful and timely work product in areas such as real estate, contracts, torts, environmental law and property matters.
- Identify and develop winning legal strategies for correspondence and court documents.
- Draft, format and file motions, briefs, proposed orders, discovery requests/responses, reports, etc.

Litigation Paralegal Texas Public Policy Foundation - Austin, TX 8/2015-6/2016

- Execute all tasks relating to litigation from case development, traditional filing, e-filing, service of process, calendaring and management through case resolution.
- Format and draft complaints, summons, motions, amicus briefs, certifications and notices for filing in federal and state courts, including the Fifth and Ninth Circuits.
- Manage the calendar for all appointments, travel, deadlines and litigation cases while ensuring the proper filing, retrieving and management of documents via e-file, PACER, Westlaw and email.
- Craft and execute effective legal research in federal and state arenas involving administrative procedure, civil procedure, constitutional law, property rights and environmental matters.
- Draft blog and op-ed articles relating to litigation; link to example: [The Constitution's Cancer Clause](#)

Teacher Responsive Education Solutions - Elgin, TX 8/2010 – 6/2015

- Created and delivered instruction aligned with statutory requirements.
- Created policies and procedures to ensure compliance with district, state and federal requirements.

Mgr of Govt Claims Law Offices of Stephenson, Acquisto & Colman - Burbank, CA 4/2006 – 7/2008

- Analyzed the value of claims and presented legal arguments in negotiating payment for claims under disability, Medi-Cal, Medicare, the Veteran's Administration, Victims of Crime and other state and federal healthcare programs.
- Adhered to claims' statutory administrative procedures to ensure timely processing/litigation.

Litigation Paralegal Law Offices of Joseph M. Fredrics - Los Angeles, CA 7/2005 - 4/2006

- Executed all tasks relating to state litigation from case development, traditional filing, e-filing, service of process, calendaring and management through case resolution.

Education

Juris Doctorate, Southwestern School of Law - Los Angeles, CA 2005
Bachelor of Arts, Communications, Texas State University - San Marcos, TX 2000