

GERIE MICHELE JOHNSON

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PRACTICAL SKILLS:

- Highly experienced litigation paralegal with over 20 years of expertise supporting mid-size, boutique, and solo law practices.
- Skilled in state, federal, and appellate litigation, with extensive experience in legal document preparation, discovery, law and motion practice, trial preparation, and legal research using databases such as CEB, Lexis, and Westlaw.
- Holds both Certified Paralegal and Advanced Certified Paralegal credentials (NALA) and is a California Notary Public.
- Committed to professional development, having completed over 40 hours of continuing legal education (CLE) in the past year, with proof of compliance available upon request.
- Passionate about the fast-paced nature of litigation and assisting with complex case matters.
- Case planning, development, and case management.
- Legal research, client interviews, fact gathering, and information retrieval.
- Analyze and draft legal documents, pleadings, and California Judicial Council forms.
- Analyze and draft formal discovery requests and responses (including form and special interrogatories, requests for admissions, production demands, and deposition notices); prepare motions to compel and related moving papers, oppositions, or replies.
- Collect and utilize legal research, qualitative, and quantitative information to make recommendations to supervising attorneys.
- Coordination of witnesses for interview and evaluation; preparation of party declarations and witness testimony in proceedings and pretrial motions.
- Prepare and organize trial notebooks, exhibits, and law and motion binders.
- Legal research (including statutory and case law) and draft forms, motions, research memoranda, proposed orders, and other case-related documents.
- Prepare summaries of deposition transcripts, court proceeding transcripts, and witness testimony transcripts.
- Assist with alternative dispute resolution proceedings (settlement conference, arbitration, and mediation).
- Litigation and trial support include electronic court filing, calendaring/docketing, trial briefing, and pre-trial and post-trial motions (state, federal, and appellate courts).
- Preparation of business correspondence, corporate agendas, and meeting minutes.
- Client billing, invoicing, costs and expense tracking, and data entry.
- Ability to perform similar or related duties consistent with the level of experience and responsibilities assigned to senior-level paralegal staff.
- Records review and analysis, including business and corporate records, financial records, employment records, real property records, tax records, and records indexing and summation
- Examine, reconcile, balance, and adjust client billing accounting records
- Fiduciary Accountings (conservatorship, probate, and trusts)
- Knowledge of principles and practices of financial record keeping and basic accounting principles

EXPERTISE:

- **Areas of Experience:** Business Law/Corporate; Civil Litigation; Creditor Bankruptcy; Enforcement of Judgments; Employment Law; Estate Planning; Probate and Trusts Administration and Litigation; Conservatorships and Guardianships; Family Law; Intellectual Property; Land Use Planning and Environmental Law; Real Property; and Tax Law.
- **Technical Proficiencies:** Document processing (75 WPM); electronic court filing; Adobe Acrobat (and Adobe Creative Cloud); Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint); other digital platform and case management/document management and billing systems typically utilized in law and business offices (Worldox, ProLaw, Clio, QuickBooks, Sage Timeslips).

EDUCATION:

- Student: Western Governors University - Master of Science in Accounting
- Capella University - Bachelor of Science in Business - Specialized Degree in Accounting
- Empire Business College – Paralegal Studies
- Santa Rosa Junior College – Legal Secretary Studies/ General Education

CREDENTIALS:

- Advanced Certified Paralegal (ACP) - NALA, The Paralegal Association (since 2023)
- California Notary Public (since 2007)
- California Real Estate Salesperson/Agent (since 2018)
- California Registered Tax Preparer (CTEC; IRS Annual Filing Season Program Participant) (since 2019)

JOB HISTORY AND EMPLOYMENT:

Independent Contractor (2015 - Present) ** - Advanced Certified Paralegal	2014 – Present
Complete Wireless Consulting, Inc. - Land Use Planning Specialist	2017 – 2019
Law Office M. Jane Pearce - Paralegal	2014 – 2016
Hiaring & Smith, LLP - Paralegal	2010 – 2014
Lanahan & Reilley LLP - Paralegal / Legal Office Secretary	2002 – 2010

** My work as an independent contractor includes providing administrative and legal support services to attorneys in Northern California, including Alameda, El Dorado, Los Angeles, Marin, Placer, San Francisco, Santa Clara, and Sacramento Counties (please note this list is not exhaustive).

VOLUNTEER EXPERIENCE:

- Sonoma County Law Library
- Sonoma County Superior Court
- Sonoma County Public Defender's Office
- Sonoma County Bar Association
- Marin County Bar Association