


SAIGE ARREAGA

Juris Doctor Candidate


BAAS Bachelor of Applied Arts & Sciences

AAS Associate of Applied Sciences - **Paralegal**



 (872) 801-0281

 Hello@SaigeArreaga.com

 1910 Pacific Avenue
Suite 2000 Unit 1377
Dallas, TX 75201

Dear Hiring Personnel,

My name is Saige Arreaga, and I am writing to express my interest in the **Paralegal** position within your organization. With nearly two decades of experience as a paralegal across multiple practice areas, **including criminal law, family law, personal injury, real estate, bankruptcy, tax litigation, and civil litigation**, I bring a well-rounded legal background and the ability to support attorneys in a variety of complex matters.

Throughout my career, I have provided comprehensive litigation and transactional support. In **family law** and **personal injury** matters, I assisted with case management, client communication, document preparation, and coordination of case activities to support attorneys in achieving timely and favorable outcomes. As a **real estate paralegal**, I handled matters involving foreclosures, title issues, loan documentation, and insurance-related disputes. In **bankruptcy**, I supported Chapter 7, 11, and 13 proceedings, including preparing motions for relief and proof of claim filings. My experience in **litigation** involved managing high-volume case files, preparing legal documents, and supporting attorneys in collections and compliance matters. In **criminal law**, I assisted with case preparation, document review, and coordination with attorneys and court personnel to ensure timely and accurate case progression.

I hold an **Associate of Applied Science in Paralegal Studies** from **Dallas College** and a **Bachelor of Applied Arts and Sciences** with a concentration in Law from the **University of North Texas**, where I graduated **Summa Cum Laude** with a **4.0 GPA** and **ranked #1 out of 2,583 graduates**. I am also a proud member of the **State Bar of Texas Paralegal Division** (Bar Card #2414106) and the **Dallas Bar Association** (Bar Card# 45481), and I am currently pursuing a **Juris Doctor** at the **University of North Texas at Dallas College of Law**.

I would welcome the opportunity to contribute my legal experience, attention to detail, and commitment to excellence to your team. Thank you for your time and consideration.

Saige Arreaga

Saige Arreaga, Juris Doctor Candidate, BAAS, AAS



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EXPERIENCE

CRIMINAL PARALEGAL - DISTRICT ATTORNEY

DALLAS COUNTY

(9/8/2025 - PRESENT)

- Provide comprehensive legal support in criminal matters, including case initiation, docket management, and document review, ensuring compliance with the **Texas Code of Criminal Procedure**, **Texas Penal Code**, and related statutory frameworks, as well as court orders and **CJIS requirements**.
- Review, analyze and process **high-volume criminal case filings**, including judgments, plea agreements, probation and revocation packages, dismissals, warrants, bond conditions, indigency affidavits, and court orders within the **Odyssey** case management system.
- Managed case preparation and trial support, including drafting legal documents, maintaining litigation dockets, and ensuring all filings met strict statutory and procedural requirements.
- Assist in the administration of **court-appointed counsel** by reviewing affidavits of indigency and coordinating appointments in accordance with statutory guidelines.
- Facilitated seamless case progression by coordinating discovery and information exchange between **judges, attorneys, prosecutors, defense counsel, probation officers, law enforcement, court personnel, and external agencies** while monitoring deadlines for hearings and court appearances.
- Manage **time-sensitive criminal filings**, including motions to withdraw or substitute counsel, bond condition modifications, electronic monitoring and ignition interlock compliance, competency proceedings, and probation violation matters.

LITIGATION PARALEGAL

CITY OF DALLAS ATTORNEY'S OFFICE

(4/21/2025 - 9/8/2025)

- Assigned to the **Dallas City Attorney's Office** via **Cornerstone Staffing** to support the Dallas Water Utilities Department in **municipal collections and regulatory enforcement matters**.
- Managed a **high-volume litigation caseload** involving delinquent utility accounts across residential, commercial, and stormwater properties through negotiations, lien enforcement, and civil litigation.
- Drafted and issued **demand letters and lien notices** in compliance with the **Texas Water Code** and **City of Dallas Ordinances** to initiate recovery actions and promote voluntary compliance.
- Conducted legal research on **municipal statutes, ordinances, and case law**, preparing memoranda and summaries to support enforcement actions and litigation strategy.
- Prepared and filed **petitions, affidavits, proposed judgments, and service documents** for lawsuits related to unpaid utility charges, ensuring compliance with procedural requirements.
- Maintained litigation records and case milestones in **Advologix (Salesforce)**, tracking lien filings, payment agreements, and case activity to ensure accurate documentation and reporting.

LITIGATION PARALEGAL & COMPLIANCE MANAGER

LINEBARGER, GOGGAN, BLAIR & SAMPSON, LLP

(7/9/2018 - 11/15/2024)

- Supported attorneys during **tax court hearings**, managing docket reports and trial calendars while providing real-time updates on appearances, continuances, and exhibit submissions to ensure efficient case flow.
- Issued and e-Filed citations (**original, alias, Rule 106 substitute service, and posting**) and curative affidavits in compliance with the **Texas Rules of Civil Procedure**, ensuring proper service of process.
- Filed and tracked **petitions, motions, and court orders** under the **Texas Tax Code**, including motions to consolidate, vacate, appoint ad litem, and dismiss, ensuring compliance with statutory procedures and deadlines.
- Drafted legal documents including **default judgments, court cost judgments, abstracts of judgment, attorney fee affidavits, releases, and notices of sale** across multiple jurisdictions.
- Conducted investigations into **federal, state, and municipal liens** (IRS, child support, environmental, demolition, and code violations), integrating findings into litigation strategy and settlement planning
- Performed defendant and lienholder investigations using **TLOxp, UCC filings, SCRA databases**, and government databases to support litigation preparation and enforcement actions.

CONTACT



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Dallas, TX 75201

EDUCATION

JURIS DOCTOR CANDIDATE

- University of North Texas College of Law

BACHELOR - APPLIED ARTS & SCIENCES

- University of North Texas
- Valedictorian, Ranked #1 of 2,583 graduates
- Graduated Summa Cum Laude (4.0 GPA)
- President's List
- Dean's List

ASSOCIATE - APPLIED SCIENCES

- Dallas College
- Paralegal
- President's List
- Dean's List

DIPLOMA

- Mesquite High School

CERTIFICATIONS

STATE BAR OF TEXAS

- Paralegal Division - Bar Card# 2414106

DALLAS BAR ASSOCIATION

- Paralegal Division - Bar Card# 45481

NOTARY PUBLIC

- Texas Secretary of State
- Commission# 130587266
- Expires: May 8, 2028

CJIS CERTIFICATION

- Criminal Justice Information Systems

SAIGE ARREAGA



EXPERIENCE

FAMILY & PERSONAL INJURY PARALEGAL

MORRIS LAW, PC

(2/3/2014 - 5/18/2018)

- Managed **personal injury and motor vehicle collision cases** from intake through settlement or litigation, gathering medical records, police reports, and accident reconstruction materials in support of claims under **Texas Civil Practice & Remedies Code**.
- Prepared and filed legal documents in **family law matters**, including divorce petitions, custody agreements, child support modifications, and paternity actions in compliance within the **Texas Family Code** and local court procedures.
- Drafted pleadings and motions including **motions for temporary orders, discovery requests, and settlement agreements** in divorce, custody, and paternity disputes.
- Coordinated with **medical providers, insurance carriers, and opposing counsel** to negotiate and resolve personal injury claims and settlement disputes.
- Conducted legal research on **Texas Family Code provisions and personal injury case law**, preparing summaries to support litigation strategy and settlement negotiations.
- Assisted attorneys with **trial preparation for family law hearings and personal injury matters**, organizing exhibits, witness lists, discovery materials, and litigation files.

BANKRUPTCY PARALEGAL

CODILIS & STAWIARSKI, PC

(8/29/2011 - 5/24/2013)

BUCKLEY MADOLE, PC

(4/5/2010 - 8/1/2011)

- Managed **Chapter 7, 11, and 13** bankruptcy matters from inception through resolution, preparing and filing petitions, schedules, and statements of financial affairs in compliance with federal bankruptcy procedures.
- Drafted and filed **motions for relief from automatic stay** and prepared **proofs of claim** on behalf of creditors, compiling supporting documentation and ensuring timely filings with bankruptcy courts.
- Conducted legal research on **Federal Bankruptcy Code provisions and case law**, providing attorneys with analysis supporting creditor actions and litigation strategy.
- Assisted attorneys with **Chapter 11 reorganization matters**, reviewing disclosure statements and plans of reorganization for creditor interests.
- Coordinated with **financial institutions, debtors, and trustees** to ensure accurate submission of bankruptcy schedules, amendments, and objections to claims.
- Supported attorneys in **bankruptcy hearings and contested matters**, preparing exhibits, organizing case files, and maintaining litigation-ready documentation.

REAL ESTATE PARALEGAL

GMAC MORTGAGE, LLC

(12/4/2006 - 2/25/2010)

- Managed bankruptcy and foreclosure matters by preparing filings, monitoring case progress, and coordinating with courts, creditors, and homeowners while ensuring compliance within the **Texas Property Code** and **applicable foreclosure procedures**.
- Conducted investigations into loan fraud, forgeries, and irregular mortgage activity, assisting attorneys with litigation strategy and case preparation.
- Reviewed property records and title reports to investigate and process **title insurance claims**, resolving disputes involving ownership, liens, and encumbrances.
- Facilitated **hazard insurance claims and disputes**, coordinating with homeowners, insurers, and adjusters regarding coverage, damages, and claim resolution.
- Drafted legal documents including **foreclosure notices, lien releases, mortgage modifications, settlement agreements, and legal correspondence** related to real estate matters.
- Supported litigation involving **banks, insurance companies, and homeowners associations** by preparing case files, organizing exhibits, and summarizing deposition materials.

CORE COMPETENCIES

Law & Court Procedure

- Working knowledge of the **Texas Penal Code** and **Texas Code of Criminal Procedure** in criminal case processing, judgment preparation, and statutory compliance.

Statutory & Regulatory Knowledge

- Familiarity with multiple legal frameworks including the **Texas Water Code, Texas Tax Code, Texas Property Code, Texas Family Code**, and the **Federal Bankruptcy Code**.

Litigation & Case Management

- Experienced in managing **high-volume caseloads**, tracking filings, deadlines, and case dispositions across multiple jurisdictions.

Legal Research & Analysis

- Skilled in researching **statutes, case law, and regulatory provisions** to support **litigation strategy and attorney decision-making**.

Document Preparation & Court Filings

- Drafting and reviewing **legal pleadings, judgments, motions, affidavits, and discovery materials** in compliance with procedural rules.

Case Organization & Records Management

- Strong **organizational and time management** skills with experience maintaining complex legal files and case management systems.

Collaboration & Stakeholder Coordination

- Effective liaison between **judges, attorneys, law enforcement, court staff, and clients** to ensure efficient case progression.

Ethics, Compliance & Professional Integrity

- Committed to **confidentiality, legal ethics, and adherence to statutory and procedural requirements**.

Problem Solving & Conflict Resolution

- **Solutions-oriented professional** skilled at addressing legal and procedural challenges in **fast-paced environments**.

Adaptability & Professional Reliability

- Dependable team member who performs effectively under **tight deadlines, high caseloads, and evolving legal demands**.

University of North Texas

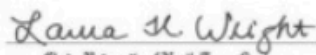


Saige Laurreta Arreaga

Having successfully completed the Course of Study as prescribed by the Faculty and Board of Regents and having complied with all other requirements of the University, has been granted the Degree

Bachelor of Applied Arts and Sciences
Applied Arts and Sciences

and is entitled to all rights and privileges appertaining to that Degree.
In testimony whereof, the undersigned have subscribed their names and affixed the Seal of the University.
Done this fourteenth day of December, Two thousand and twenty-four in Denton, Texas.


Laura H. Wright
Chair, University of North Texas System
Board of Regents


Michael R. Williams
Chancellor, University of North Texas System


Harrison Zeller
President of the University

Dallas College

Hereby certifies that

Saige Laurreta Arreaga

having fulfilled all the requirements prescribed by the Board of Trustees of Dallas College is hereby conferred the degree of

Associate of Applied Science
Paralegal

with Honors, Rights, and Privileges appertaining, in witness whereof, we have hereunto affixed our signature and the Seal of Dallas College in the County of Dallas, State of Texas.

May 11, 2023


Dr. Justin Lenson, Dallas College Chancellor




Dr. Shananda Floyd, President


Monica M. M., Senior Dean, Board of Trustees Chair