



# MICHELLE SANCHEZ

Paralegal

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Business Litigation

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Oakland

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There is always a light, if only we're brave enough to see it. If only we're

brave enough to be it.

Amanda Gorman

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## MICHELLE SANCHEZ

Michelle Sanchez is a paralegal where her work focus is on litigation and bankruptcy. She began her career as a legal secretary in the litigation and corporate departments which evolved into her attending paralegal school. Michelle obtained a Paralegal Certificate from the California State University-Hayward in 1994.

**Business Litigation experience** includes trial preparation with 90 and 50 day checklists; trial subpoenas and on-call letters; expert disclosure and management of expert reports and documents; create demonstratives with trial and creative teams; organize trial exhibits and binders; conduct investigation and legal research (Westlaw, Lexis); cite check and shepardize pleadings; prepare and manage third party subpoenas; review document productions and prepare analyses; prepare deposition summaries via Textmap, timelines and chronologies; draft, edit and prepare motions and trial pleadings; conduct asset research and skip tracing; company investigation research and real property research including property profiles and title reports; prepare court documents for attachment, execution levies, garnishments and liens (Judgment Lien, Abstract of Judgment, Order for Examination); prepare sister-state judgment and renewal of judgment.

**E-Discovery experience** includes document production management; review for privilege and relevance using AI; extract and combine pages; add redactions and insert bates stamp numbers; bookmark PDFs; assemble exhibits for filings; send and request files to clients and experts via Box; manage receipt of documents by uploading onto network server; organize documents via Everlaw.

**Bankruptcy experience** includes preparing bankruptcy petitions, schedules and statement of financial affairs utilizing the Best Case Solutions software; work closely with clients to obtain all information for preparation of petition and schedules; review claim files and prepare analyses and objections to claims; track preference and receivable recoveries; prepare fee applications, employment applications, 2004 examinations, proofs of claim, subpoenas and other motion documents; conduct legal research using Westlaw and Lexis; EFC filing.

**Business experience** includes preparing and filing Articles, UCC-1 Financing Statements and Amendments; Statement of Information with the Secretary of State; run UCC searches, obtain certified copies of formation documents and good standing certificates utilizing Parasec Corp; preparation of 25102(f) Notices and filing with the Department of Financial Protection and Innovation; prepare and file SS-4 EIN Application with the IRS; prepare, record and publish Fictitious Business Name Statement; apply for Edgar Access Code; prepare and file Form D with the Securities and Exchange Commission.

## **EDUCATION**

- Paralegal Certificate, California State University, East Bay
- Certificate in E-Discovery, UC San Diego Extension
- Paralegal Management Certificate, Paralegal Knowledge Institute

## **AREAS OF PRACTICE**

- Business Litigation

## **ADMISSIONS**

- *\*Not licensed to the practice of law*