

MICHAEL ANDERSON

Judicial Assistant

- San Francisco, CA
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Innovative judicial assistant with a solid background in legal administration and comprehensive support for judicial processes. Proven ability to facilitate the efficient operation of court functions while ensuring compliance with legal protocols. Expertise in managing case documentation, drafting legal instruments, and providing thorough research assistance. Strong communication skills foster effective collaboration with judges and legal teams.

WORK EXPERIENCE

Judicial Assistant | Court of Appeals of Massachusetts

Jan 2022 – Present

- Managed appellate case files and prepared documentation for hearings.
- Assisted judges in drafting opinions and legal memoranda.
- Coordinated communication between the court and external legal parties.
- Conducted thorough legal research to support case arguments.
- Maintained organized records of case progress and outcomes.
- Provided administrative support during court proceedings.

Legal Assistant | Adams & Partners Law Office

Jul 2019 – Dec 2021

- Supported attorneys by drafting legal documents and managing correspondence.
- Organized and maintained case files for ongoing litigation.
- Conducted client interviews and recorded essential case details.
- Tracked court deadlines and ensured timely document submissions.
- Utilized legal software for research and case management.
- Assisted in trial preparations and logistics.

SKILLS

judicial administration legal documentation research communication organization support

EDUCATION

Bachelor of Arts in Law

2016

University of Massachusetts

ACHIEVEMENTS

- Enhanced filing efficiency by 20% through improved organizational systems.
- Recognized for outstanding support during appellate hearings.
- Received commendation for exceptional attention to detail in case management.

LANGUAGES

English Spanish French