

EUGENIA CARLISLE
527 West 157th Street, Apt 5F
New York, NY 10032
(917) 346 1886

EXPERIENCE

WILSON ELSE MOSKOWITZ EDELMAN & DICKER

June 2004-Present

Managing Clerk Supervisor

Devised and developed the scheme of the managing clerk's office; manage clerks and court runners; assist, advise, and direct attorneys and paralegals on filing procedures, efilings, CPLR and proper form of documents; advise attorney's on changes and updates with court procedure or laws; employ process servers; file court documents and attend court proceeding where allowed; attend exclusive seminars given by the court and summarize. Given seminar on court procedures to the legal staff.

LANDMAN CORSI BALLAINE & FORD P.C.

June 1998-2004

Paralegal

Responsible for training general clerks and new paralegals; involved in heavy trial preparation; prepared medical records and scheduled Independent Medical Examinations; assigned to large document production; drafted pleadings (Order to Show Cause, Motions, etc.); advised attorneys and paralegals of court procedures; answered Civil Court calendars; filed legal documents in Federal and State Courts; devised complex legal charts for use at trial; attended some site inspections; attended exclusive seminars and summarized; covered for the EBT/Calendar Desk; summarized depositions; drafted medical chronologies; managed a **Class-Action Case(Mold)** for 1 year (Supervised general clerks; Managed files; Heavy trial preparation; Site Inspections; Create Inspection & Abatement Charts; drafted initial and discovery pleadings; drafted and maintained discovery charts; filed legal documents in court; occasionally assisted partners in court; contacted expert witnesses; maintained numerous medical records and schedule IME; performed title searches occasionally; researched on West Law & Lexis Nexis; Lite legal research)

BRONX COUNTY CLERK'S OFFICE

April 1993-June 1998

Court Aide

- Enter Court decisions
- Finalize foreclosure or foreign judgments, etc.
- Adjust Bill of Cost
- Maintained and developed computer program for the Law & Equity Department in Supreme Bronx

CALENDAR WATCHING SERVICE, INC.

1989-1993

Assistant Manager

- Responsible for training new clerks of filing procedures in State and Federal Courts
- File legal documents in Federal and State Courts
- Answer Civil Court calendars in all counties
- Assist attorneys with inquiries regarding Court procedures

EDUCATION

Career Institute, AAS in Paralegal Studies, 1999

Westlaw, Westlaw Certificate 1997

Westlaw, Paralegal Certificate 2003

SKILLS

Extensive knowledge in the following: CPLR, Uniform Rules for the Trial Courts; some knowledge in Federal Rules of Civil Procedure; NYSCEF and ECF/Pacer; court procedures for state, civil, appellate and federal; eDockets

*Notary Public State