DONNA M. THOMAS
PARALEGAL

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PRIMARY PRACTICES

Litigation

Complex Commercial Litigation

Donna Thomas is an experienced paralegal with 20 years in the legal field, supporting attorneys through all phases of litigation, including pleadings, motions, discovery, court filings, depositions, exhibits and document productions. She has extensive experience in litigation support, contract management, legal technology implementation, vendor negotiations, and legal department operations, as well as supporting complex litigation in California state and federal courts, including matters before the Ninth Circuit. Donna brings a practical, solutions-focused approach to fast-paced litigation environments, conducting research, managing pleadings and discovery for multiple complex business litigation cases, and helping teams manage demanding case workflows.

She has played a key role in litigation support, including on-site logistics for a landmark antitrust matter involving a seven-week trial in San Francisco, where she managed trial logistics including trial support, lodging, catering, document processing, courier services, and transportation. Donna has also managed RFP processes for legal technology tools, led vendor management initiatives, developed policies and procedures, supported budget reporting, and coordinated with legal, finance, and IT teams to streamline workflows and reduce manual processes.

EDUCATION

- Virginia Polytechnic Institute and State University, B.S.

MEMBERSHIPS & AFFILIATIONS

- National Business Travel Association

COMMUNITY INVOLVEMENT

- Just-in-Time for Foster Youth
- Father Joe’s Villages (Outreach for the Unhoused in San Diego)

PERSONAL

A San Diego native, Donna has two children and loves swimming and bicycling.