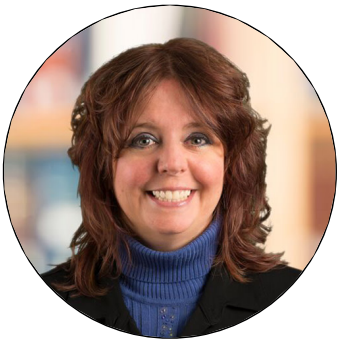
MARICLAIRE BYSTRICKY
PARALEGAL



Hahn Loeser & Parks LLP
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PRIMARY PRACTICES

Litigation

Mariclaire Bystricky has more than 30 years of experience supporting, maintaining, and controlling complex commercial litigation cases and consumer class actions.

Her experience includes coordinating and implementing Microsoft Access, Summation, and Ringtail databases; coordinating and performing extensive document productions and other e-discovery projects; organizing pleadings, depositions and deposition exhibits; assisting with case development; coordinating coverage for all case-related deadlines; preparing and serving local, national and international FOIA records requests and subpoenas; and preparing summaries with regard to depositions, medical records and document productions.

She also assists with the drafting of pleadings; legal research; proofreading, cite checking and Shepardizing legal memoranda and other documents. Mariclaire has extensive experience assisting attorneys at depositions, hearings, focus groups, mediations/ arbitrations, multi-week trials and in settlement negotiations; coordinating all aspects of outside vendor assistance and herself operating courtroom technology; preparing and organizing witness notebooks; preparing demonstrative evidence including deposition clips; and assisting with witness preparation, voir dire and jury questionnaires.

She is proficient with the entire Microsoft Office package, including Access, Excel, and PowerPoint. Mariclaire has assisted with firm-wide technical support on Summation, Ringtail and Trial Director with all aspects of litigation practice.

EDUCATION

- E-Discovery Certification by KrolLDiscovery in Minnesota, 2006
- Practical Legal Research and Analysis for the Paralegal in Ohio, December 1999
- Courtroom Technology: Automated trial preparation techniques, October 1996
- Practical Techniques for Legal Assistants, 1993
- Preparing for Trial: The Role of the Paralegal, December 1995
- People’s Law School, September-October 1995

MEMBERSHIPS & AFFILIATIONS

- Cleveland Bar Association, Associate Member, 1992-99
- Cleveland Association of Paralegals (CAP), Member, 1992-99; Newsletter and Continuing Education Committees, 1996-98; Director of Operations & Communications, 1998-99
- Ohio Paralegal Association of Cleveland (OPAC), Board of Trustees and Vice President, 1999-01

PROFESSIONAL HISTORY

- Paralegal, Hahn Loeser & Parks LLP, 1990-present