

Brooke Genser

Paralegal

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Brooke Genser is a paralegal in the Firm's Litigation Practice.

With over 10 years of experience, Brooke manages cases from initiation through post-trial. She prepares documents in compliance with state and federal rules and requirements for filing and service, drafts and reviews motions, pleadings, preparing and responding to discovery, documents production and management, exhibits, calculating and calendaring case deadlines, drafting correspondence and conducts research for case law and code citations. She maintains California case files to ensure efficient organization of file and records.

Brooke supports the department by preparing binders and assisting with hearing and trial preparation, depositions, mediation, and arbitration. Additionally, she conducts the final review of pleadings to ensure compliance with the California Code and Rules.

In addition to civil litigation, Brooke has over five years of transactional experience. She assists with filing and recording documents regarding formations of partnerships, corporations, and limited liability companies. She also prepares UCC filings for transactional sales.

Education

- University of California Los Angeles (B.A.)
- University of California, Irvine (Certificate)

Related Services

- Litigation