

Lena Peralta

Managing Clerk

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Lena Peralta is Managing Clerk in the Firm's Litigation Practice. She has over 20 years of experience in the legal field, specializing in litigation.

Lena manages the Firm's litigation docket, filing, and processes across various jurisdictions, including U.S. Circuit Courts, U.S. District Courts, state, local, and municipal courts and agencies. She provides critical insight, guidance, and support through all facets of a litigation or pre-litigation matter. Lena serves as a vital liaison between the Firm and the courts or third-party vendors to ensure seamless communication and coordination. As the administrator of the litigation docket firm-wide, she oversees the critical task of maintaining accurate and timely legal docket. Lena also lends support to other practice groups.

In her supervisory capacity, Lena leads the team of litigation paralegals with a focus on efficiency and quality. Lena collaborates with the Litigation Practice's leadership in implementing best practices within the department, constantly striving to enhance the litigation support services.

Prior to her current role, Lena honed her skills and knowledge as a Litigation Docket Administrator.

Education

- Berkeley College (B.B.A.)

Professional Affiliations

- National Notary Association
- National Docketing Association
- NALS - National Association for Legal Support Professionals

Licenses & Certifications:

- Notary Public, State of New York, 2022
- Six Sigma Lean Yellow Belt Certification, 2019

Related Services

- Litigation

