

Please be advised that my office is looking to hire a paralegal to assist us with our automobile accident cases. Duties include drafting claim letters, compiling medical records, drafting settlement demands, communicating with clients, insurers, medical record and billing offices, drafting complaints and discovery documents including interrogatories, requests for production of documents, notices of deposition, requests for admissions, etc...

All resumes and cover letters should be sent to Attorney Claudine Cloutier and cc to Liz Robida and myself.

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