



## Carri Svec, C.P.

Paralegal

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**Carri Svec is a certified paralegal with over 30 years' experience.**

Carri assists attorneys and their clients in the labor and employment, oil and gas, and commercial litigation areas. She manages complex cases and coordinates a team-based approach to carry out effective and efficient results.

Before joining Holland & Hart in 2000, Carri worked at two other Cheyenne law firms. Her previous experience includes four years at a general practice law firm and nine years working exclusively in plaintiff litigation.

### PRACTICES

Labor and Employment  
Commercial Litigation  
Environmental and Natural Resources

### EDUCATION

National Association of Legal Assistants,  
Certification, 1999

Laramie County Community College,  
Legal Assistant Certificate, 1997

### EXPERIENCE

Carri has significant experience assisting attorneys with counseling clients and handling all phases of litigation in state and federal courts, state and federal agencies, as well as before the Equal Employment Opportunity Commission and the Wyoming Department of Workforce Services, including:

- Participating in and preparing for agency and court hearings
- Participating in and preparing for depositions, and bench and jury trials
- Fact investigation and evidence gathering, including client, witness, and third-party interviews
- Document and database management
- Working with expert and fact witnesses
- Exhibit development and preparation
- Drafting legal memoranda
- Drafting pleadings and discovery, including requests for information
- Assisting with charges of discrimination
- Examining employers' facilities for compliance with Americans with Disabilities Act requirements
- Reviewing and analyzing policies and procedure for compliance with employment laws

### PROFESSIONAL AND CIVIC AFFILIATIONS

- National Association of Legal Assistants, Member
- Legal Assistants of Wyoming, Member
- Laramie County Community College Paralegal Courses, Panelist
- Laramie County Community College Civil Procedure Class,

Instructor

- Court Appointed Special Advocates of Laramie County, Volunteer