



Michelle Willoughby

Paralegal

9555 Hillwood Drive, 2nd Floor, Las Vegas, NV 89134

P 702.669.4624

mrwilloughby@hollandhart.com

Michelle Willoughby is an experienced litigation paralegal with over fifteen years of experience in litigation practice, from the filing of a complaint through trial, and appeal or post judgment collections.

Michelle's background includes experience in commercial litigation, insurance defense, commercial/residential construction defect including the Chapter 40 pre-litigation process, complex litigation, class actions, quiet title, wrongful death, products liability, employment, Nevada Real Estate Division claims, Nevada State Board of Architecture claims, appeals, and post judgment collections.

PRACTICES

Real Estate Development and Finance
Construction
Commercial Litigation
Insurance Coverage and Risk
Management

EDUCATION

College of Southern Nevada, A.A.S.,
Paralegal Studies
With Honors

College of Southern Nevada, A.A.
With Honors
Dean's List
Vice President's List

University of Nevada, Las Vegas, B.A.
Political Science (pending)

EXPERIENCE

Michelle has significant experience assisting with all phases of litigation, including; but not limited to:

- Drafting pleadings
- Drafting of discovery requests and responses
- Analysis of documents to ascertain privilege and/or responsiveness
- Electronic discovery
- Deposition summarization
- Depositories
- Research
- Locating witnesses
- Client and witness interviews and preparation
- Trial preparation
- Complex litigation case and document management
- Post judgment collection

Michelle is experienced with electronic filing systems such as Wiznet, EFlex, Pacer, TurboCourt (Arizona) and One Legal (California) and is also proficient with the Nevada Revised Statutes, Federal Rules of Civil Procedure, Nevada Rules of Civil Procedure, Nevada Appellate Rules, Nevada local rules for all jurisdictions, and Nevada Alternate Dispute Resolution.

PROFESSIONAL AND CIVIC AFFILIATIONS

- Holland & Hart Foundation, Las Vegas Committee
- National Association of Professional Women

- Notary Public, Clark County, Nevada