



## PRACTICES

Private Client

## EDUCATION

Loyola University Chicago, B.A., 2013

McCormac College, Associates of  
Applied Science in Paralegal Studies,  
2006

### Chicago Office

444 W. Lake Street, Suite 1700  
Chicago, IL 60606

### Denver Office

555 17th Street, Suite 3200  
Denver, CO 80202 | 303.295.8007

# Desiree Martinez

Paralegal

[demartinez@hollandhart.com](mailto:demartinez@hollandhart.com)

**Desiree has over 21 years of dedicated experience supporting attorneys in complex litigation matters.**

Desiree supports attorneys in managing sophisticated legal proceedings from inception through resolution. She assists with all aspects of trial preparation, including comprehensive document management, e-discovery coordination, and courtroom support as trial paralegal. Desiree has extensive experience drafting federal and state pleadings and coordinating complex litigation support services. She facilitates efficient communications between attorneys, courts, and clients while ensuring seamless case administration and compliance with all procedural requirements.

Before joining Holland & Hart, Desiree was a legal assistant and paralegal for Smith, Gambrell & Russell, LLP.

## EXPERIENCE

- Document drafting
- Court filings
- Record keeping
- Invoicing
- Expense report submission