

SHAWN M. MERRILL

GOV. MSG. NO. 526

Home:



Mailing:



EMPLOYMENT

2021 to Present

Paralegal
Law Office of Robert P. Marx, LLC

Duties: Handle and maintain own case files in various stages ranging from pre-litigation through settlement. Monitor pre-litigation cases by maintaining contact with clients and NF carriers regarding PIP status. Draft letters of representation to medical providers and secure medical record and billings as well as the PIP file. Obtain police reports. Finalize Demand letters and ensure claim documents concur with the demand being presented to the Bodily Injury and/or UIM insurers. Explain legal procedures, requirements, and interpretations based on precedents and discussions with attorneys. Draft Complaints, Summons, Interrogatories, Document Requests, Orders, and various Motions. Draft Arbitration Statements. Meet with Clients for preparation as witnesses for depositions and arbitrations. Negotiate Settlements. Create and organize an electronic e-file system for the entire office. Create training Power Point presentations for the office staff on Discovery procedures as well as how to e-file documents with the Courts.

2015 -2021

Paralegal to Robert Crudele
Crudele & Beerman, LLLC

Duties: Write first drafts of court documents for court and alternative dispute resolution programs, stipulations, orders, and other legal documents. Explain legal procedures and requirements with clients. Research and prepare final drafts of discovery. Coordinate and set-up depositions. Prepare and issue subpoenas duces tecum. Index and organize deposition and other trial material, including preparation of the exhibit binders for the court and other parties; prepare summaries of depositions and medical records. Interview witnesses and appropriate witnesses to verify evidence, obtain written statements when possible, and get cooperation for judicial proceedings. Assist attorney in court by coordinating the presentation of exhibits and by maintaining contact with witnesses, issuing subpoenas, coordinating travel arrangements, and preparing witnesses for testimony. Monitors compliance to decisions, stipulations, and orders.

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Shawn Merrill



2006 - 2015

Paralegal
Gibson Robb & Lindh LLP

Duties: review and maintain case files daily. Review and analyze data/documents, make recommendations to Senior Partners to accept or reject new cases. Draft correspondence to clients, opposing counsel, and carriers and/or their agents. Search for, and locate, carriers, vessels, and truckers. Negotiate settlements. Draft complaints and summons. File suit in Federal and State courts. Draft Rule 26 Disclosures. Propound, and respond to, discovery requests. Draft CMC Statements. Create Power Point presentations. Create Excel spreadsheets for attorneys for their larger complex cases. Complete monthly status reports to clients.

Prior to 2006

Other positions include: Vice Decoy, Sacramento Police Department; Co-Manger, The Sports Authority, Store Manager, Ross Stores; Store Manager, F. W. Woolworth; Executive Team Leader Target Stores; Guest Services Manager, Toys-R-Us.

EDUCATION

California State University, Sacramento
Bachelor of Science, Criminal Justice
Internship: Department of Developmental Services, Special Investigations

Notary Public Commission 2005 to 2015
State of California, San Francisco County

Skyline College
Paralegal Certificate and Associate of Arts

INTERESTS Snorkeling, Scuba diving, and travel

AWARDS Western Region Officer of the Year, MBCA 2020
Member of the Year, MBCA-Hawaii Section, 2016
Member of the Year, SFBA-MBCA 2014

MEMBERSHIPS

President, Hawaii Section-MBCA
Past Director at Large for SFBA-MBCA
Past President, Adobe Gardens Home Owners Association
4-H Leader, Hawaii County
Member, Finance Committee, Hawaiian Paradise Park Owners Association

Shawn Merrill



Chairman, Board of Registration, Island of Hawaii