

GinA Turcotte

Senior Litigation Paralegal | Legal Strategist | Research & Drafting Specialist

Experienced and self-motivated Senior Litigation Paralegal and Legal Strategist with extensive background in complex civil litigation and pro se advocacy. Skilled in legal research, drafting precise and persuasive pleadings, memos, discovery, and affidavits, with minimal to no supervision. Proven ability to communicate effectively with challenging clients in stressful legal situations, leveraging both my procedural knowledge and empathy. Eager to apply my compassion, expertise in legal strategy and client-focused services to support successful case outcomes.

PROFESSIONAL EXPERIENCE

GinA's Office Solutions – Remote Contractor

August 22, 2023 – present

Virtual Litigation & Office Services Consultant, QuickBooks ProAdvisor

- Conducted legal and factual research using Westlaw, Lexis, other legal sources, drafted pleadings, affidavits, memos, and supported litigation and scheduling, resulting in improved file and client management and successful case outcomes;
- Handled remote administrative and office tasks, including bookkeeping, accounts payable and receivable, and monthly financial reconciliation, ensuring accurate financial records and efficient office operations;
- Prepared tax filings, income statements, and reports for compliance and budget tracking, contributing to timely and accurate financial reporting.

Independent Litigation Experience (*Pro se*)

March 2010 – Present

Self-Advocacy in Maine, Federal Courts, SCOTUS

- **Presented** and defended my own successful lawsuits in multiple cases, including eviction defense, **personal injury, premises liability**, traffic violations, FOIA/FOAA, Maine UTPA, breach of contract, fraudulent automotive repairs, **legal employment misclassification, wage theft, and tortious interference** claims, **securing over \$75,000 in cash settlements**.
- **Drafted two SCOTUS Petitions for Writ of Certiorari**, complaints, answers, discovery requests and responses, motions, material facts, memos, draft orders; prepared for hearings; participated in successful mediation and settlement negotiations without counsel.
- Gained **firsthand insight into litigation stress and complexity from litigant perspective**, enhancing my ability to **guide clients with clarity and compassion** by translating legal concepts into clear, empowering, accessible communication.
- Experienced in **identifying key factual and nuanced legal issues**, factual timelines, and evidence gaps that are often missed when clients feel overwhelmed, unsupported, or intimidated by the legal system.
- Committed to **building client rapport, trust, and clear communication** to ensure attorneys receive full, accurate factual foundation necessary to build successful case strategy and defense.

Jim Mitchell and Jed Davis, P.A., Augusta Maine

January 1, 2019 – August 21, 2023

Senior Litigation Paralegal and Legal Strategist

- Achieved case settlements **exceeding \$562,000, and directly contributed to 200% growth** in firm's total active cases in 3 years.
- Managed **over 45 complex civil litigation cases**, intake to resolution; **ALL cases settled at or before mediation**.
- **Strategized, developed and drafted complex complaints**, motions, discovery, material facts, memos, and affidavits, **independently**, utilizing primary legal sources and MS Office, which ensured accuracy.
- **Supported 4+ lawyers** with calendar, witness interviews, **fact and evidence analysis, legal strategies and arguments**, deposition prep, mediation and settlement negotiations.
- **Drafted *Redman v. Marcus et al* complaint**, KEN-cv-2022-135, **independently, preventing a Motion to Dismiss**, and played a key role in drafting Affidavits, Statement of Material Facts and Opposition to Motion for Summary Judgment.

PRIOR WORK EXPERIENCE

Held various legal and executive support roles in law firms and state agencies, including office associate, legal secretary, network system administrator, court liaison, and Guardian ad Litem

EDUCATION

Paralegal Certificate – The Center for Legal Studies
B.S. in Mental Health and Human Services – UM at Augusta, Maine

SOFTWARE & SKILLS

Lexis, Westlaw, PACER, ECF, QuickBooks, MS Office, Adobe, Scheduling, Typing speed 65+ wpm, Client Contact