

GinA Turcotte

Litigation Paralegal

December 2, 2023

Thaddeus V. Day
Law Offices of Thaddeus V. Day, PLLC
440 Walnut Hill Road
North Yarmouth, ME 04097

Dear Attorney Day:

I have worked as a legal secretary in Maine since 1991, and as a litigation paralegal from January 1, 2019 until August 21, 2023 for Jed Davis in Augusta who is a criminal defense and civil litigation attorney with more than 55 years of legal practice in many areas of law. I love legal work and always work as often and as much as the cases require, including working holidays, nights and weekends. My professional goals are to establish myself as a Litigation Paralegal for a fast-paced, high-volume, criminal defense or civil litigation law firm, and acquire BAR-approved certification as a paralegal after I meet all eligibility requirements.

I have a complete office setup in my Sidney home and am looking for a paralegal opportunity with a law firm that will allow me to work from my home to accommodate my chronic back pain. I worked from my home successfully for Jed Davis as a remote employee which allowed me to work more than fulltime each week for my entire employment period.

I have many different skills and talents that includes work in social work, nonprofit, government, small business, and technology. I want to use my love for law, writing, research and learning to help people any way I can.

With Jed Davis' personal guidance, I improved my writing skills in drafting complaints, answers, motions, discovery requests, legal memoranda, settlement demand letters, mediation memos and other related documents. I also created all types of written correspondence to clients, opposing counsel, law enforcement, witnesses, court staff and other parties.

Jed relied primarily on my document drafting skills and frequently submitted my writings without making his own edits after reviewing them. My work was continuously praised by Jed and his clients, which generated hundreds of thousands of dollars in revenue for his office in 4 years, as well as hundreds of thousands of dollars in settlement funds for his clients. Please see my resume for a short list of a few of my successful cases.

The last case I worked on with Jed was a \$30 Million legal malpractice complaint that took me 4 years to research, gather all available evidence, write

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comprehensive summaries of the case facts and evidence, determine and talk with fact witnesses and expert witnesses, and write the 10-page complaint that was filed with Kennebec County Superior Court in July 2022 in the case, Peter Redman v. Benjamin Marcus and Drummond Woodsum, Docket #AUG-CV-22-135. That case was filed 13 years after expiration of Maine's statute of limitations due to our client's mental disability.

Because of my exhaustive research, comprehensive investigation, analytical skills, and writing skills, Mr. Redman has at least a 50% chance or better of overcoming the statute of limitations hurdle and winning the entire lawsuit in a summary judgment proceeding. It's a fascinating complaint that is attached here for you as a sample of my research, analytical skills, and my refined legal writing.

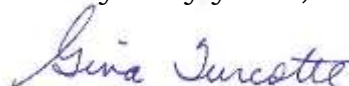
This complaint was wholly researched and written by me and filed with the court by Jed Davis, Esq. after two attorneys and Jed reviewed it and made very few changes. The case is awaiting a ruling on the Defendant's Motion for Summary Judgment with my work being vital for devising and completing our client's opposition arguments in July 2023.

I am applying for the Legal Assistant/Paralegal position with your firm because it is an opportunity for me to help people who get involved in the legal system against their will – like how Mr. Redman was forced to get involved – or because of mistakes they make, and tragedies that happen. I want to help them navigate the complex legal situation in which they find themselves.

I will appreciate the opportunity to speak with you personally. I am available to attend a phone or video interview and start working immediately.

Thank you for considering me for this position. I am also attaching my resume and a letter of reference from Jed Davis, Esq.

Very truly yours,


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Enclosures