



Michelle Willoughby

Paralegal

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

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Michelle provides high-level support on all aspects of construction, real estate development, and litigation, as well as sports and entertainment matters.

PRACTICES

Real Estate
Resorts and Hospitality
Stadiums, Arenas, and Sports
Venue Operations

INDUSTRIES

Construction and Development

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)

With more than twenty-five years of experience, Michelle works with a team of attorneys on project development matters including contract support and management, document administration and management for large scale construction and real estate projects, professional sports team management including operations, contracts, and sponsorships, as well as complex litigation from pre-litigation claims, complaint through trial, and appeal or post judgment collections. She also provides support on outside general counsel matters for large clients.

Michelle has worked in nearly every area of the legal field. Her experience includes complex mechanic's lien and construction litigation, commercial and business litigation, real estate litigation, shareholder derivative actions, class action lawsuits, insurance defense, commercial/residential construction defect claims, sports team worker's compensation claims, subpoena responses, and Nevada Real Estate Division and State Board of Contractors and Architecture claims.

EXPERIENCE

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

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

Michelle is also experienced with all manner of electronic filing systems, client management systems, cloud-based and data sharing systems, and document management systems. In addition, she is proficient with the

Nevada Revised Statutes, Federal Rules of Civil Procedure, Nevada Rules of Civil Procedure, Nevada Appellate Rules, local rules for Nevada jurisdictions, and Nevada Alternate Dispute Resolution.

PROFESSIONAL AND CIVIC AFFILIATIONS

- Lexis Professional Paralegal Mastery Program
- Holland & Hart Foundation, Las Vegas Committee
- National Association of Professional Women
- Notary Public, Clark County, Nevada
- Electronic Notary Public, State of Nevada