

Andréa L. Padinha

Paralegal

Andréa L. Padinha is an Advance Certified Paralegal in Clark Hill's Phoenix office. She works primarily with the Litigation practice, though she also works very closely with the firm's Information Governance & Discovery Services (IG360) group. As a senior level litigation paralegal, she has extensive experience in commercial litigation, complex business, and securities litigation, contract law, property disputes, healthcare litigation and anti-trust matters, complex construction litigation, and labor and employment law. Andréa's advanced certification is in the area of discovery, and she works closely with our team of litigation attorneys to drive discovery in an effective and cost-efficient manner. She actively participates in both propounding discovery requests and drafting discovery responses.

Andréa is also a Certified eDiscovery Specialist. Her vast knowledge in the area of eDiscovery and electronically stored information (ESI) allows her to serve as a liaison between the attorneys, IT personnel, litigation support professionals, third-party vendors, and record management staff to develop a sound strategy for the management of electronic data and the collection, processing, review, analysis, and production of ESI. She has significant experience evaluating ESI via custodian interviews and data mapping analysis, drafting and analyzing litigation hold notices and preservation letters, and navigating complex key-word and contextual-based searching to streamline the document review process. She is an advanced user of Concordance, Relativity, Xerox OmniX, and CaseMap/TimeMap.

In addition to the focus on the discovery portion of her cases, Andréa deftly manages a heavy case load and assists with all aspects of the litigation cycle, from inception through appeal and collection proceedings. She has attended and assisted with greater than 30 trials – both bench trials and jury trials, and more than 20 arbitration proceedings, including those held with AAA and FINRA. Her roles at trial include participation in jury selection, exhibit management, running the hot-seat, preparation of daily juror reports and impressions, assistance with impeachment issues, and compilation of notes for use during preparation of closing arguments.

Prior to working in the legal field, Andréa was a paramedic, working in both the pre-hospital and hospital settings. Additionally, she was an adjunct instructor at a community college, teaching hands-on, life-saving skills to other medical professionals. Her knowledge of medical terminology and anatomy/physiology makes her an integral part of the legal team on cases involving personal injury, medical malpractice, and wrongful death cases. She intelligently prepares medical record summaries and chronologies to assist in positive outcomes for our clients.

Publication:

- Co-Editor, "Chapter 15: Misc. Discovery Tools," and "Chapter 16: Discovery Motions," *Arizona Litigation Guide, Sixth Edition*, Maricopa County Bar Association (December 2020)

Practices, Industries & Services

Information Governance 360
Litigation

Memberships

- National Association of Legal Assistants
- Association of Certified eDiscovery Specialists
- Women in eDiscovery, Phoenix Chapter Director
- Arizonans for Children, Tutor & Mentor



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Education

A.S., Paralegal Studies, summa cum laude, Florida Metropolitan University, Orlando, Florida, 2007

Paramedic Postsecondary Vocational Certificate, magna cum laude, Brevard Community College, Cocoa, Florida, 2002