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# Monica E. Quay

## Paralegal

**Monica E. Quay** has been a paralegal for more than 30 years, acquiring a broad depth of litigation experience in employment law, product liability, professional liability, insurance, toxic tort and personal injury matters. Prior to joining Clark Hill, Monica served as the Director of Legal Services with Morris Polich & Purdy LLP where her responsibilities included paralegal recruiting, training, oversight and coordination of work flow, as well as negotiating cost-efficient contracts with litigation support and legal research vendors.

She has managed numerous large-scale document productions, databases, and contract-attorney reviewers including a team of more than 30 contract attorneys for over one year during an intensive document review and production for a products liability class action lawsuit. Monica also provides ediscovery support for attorneys in all Practice Groups. Her background and experience in this area led to her selection as a beta tester for Thomson Reuter's web-based e-discovery software. Monica's in-depth knowledge of litigation support software provides strong support for all phases of litigation, from background investigations and discovery through trial, and includes advanced experience with Westlaw, Lexis, CaseNotebook, Relativity, Disco, CaseLogistix, Concordance, Excel, Access, DataTree, Monitor Suite, TLOxp, Accurint and X1 Social Discovery.

## Practices, Industries & Services

Labor & Employment  
Litigation

## Memberships

- Member, Los Angeles Paralegal Association
- Member, Los Angeles Chapter of Women in eDiscovery

## Office

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## Education

A.G.S., Los Angeles Pierce College,  
Woodland Hills, California

Paralegal Certification, California  
College of Paralegal Studies, Van  
Nuys, California