
Susan Andrews

Paralegal

Susan Andrews is a Paralegal in the Los Angeles office where she works closely with the firm's Litigation and Insurance Practice Groups with an emphasis on Professional Malpractice, Personal Injury, Toxic Tort, and Environmental litigation. She has 27 years of experience in supporting attorneys from case inception through trial. She conducts background searches, investigations and factual research with a focus on the discovery portion of her cases including subpoenas, document analyses, chronologies, summarizing depositions and discovery responses, and preparing detailed comparisons of information and testimony.

Susan also provides support in document intensive litigation. She is experienced with review, analysis, coding, retrieval, and production of electronically stored material. She has developed document review protocols and supervised contract attorneys during the document review process. She also works with IT professionals and coordinates with third-parties to facilitate the flow of information necessary during the litigation process. Her software knowledge includes Disco, CaseLogistix, Concordance, Westlaw, Accurint, and Excel.

Susan is an alumna of several honor societies and an active supporter of the San Gabriel Valley and Pasadena Humane Societies, the Convalescent Aid Society, and Boys Republic.

Susan is a Los Angeles native. She has visited most of the 50 states, has traveled extensively throughout Western Canada, and has a long-time interest in Northwest Coast First Nations art and culture. In her spare time she enjoys socializing with friends, family, and caring for her two rescue kitties.

Practices, Industries & Services

Litigation

Memberships

- Member, Alpha Phi sorority

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Education

B.A., Stanford University, Stanford, California, Communication and Anthropology

M.A., Stanford University, Stanford, California, Anthropology

M.A., University of Southern California, Los Angeles, California, Print Journalism

Paralegal Certification, with Honors, University of California, Los Angeles School of Law, Los Angeles, California