

**CARMEN JEAN QUALLS**

4727 Wilshire Blvd., Ste. 408

Los Angeles, CA 90010

(323) 930-9877

**WORK**

**EXPERIENCE:**

**Attorney at Law**

Sole Proprietor

6/5/07 - Present

Licensed to practice law with the California State Bar

Family Law; Probate; Estate Planning; Personal Injury; Real Estate  
Preparation of Petitions for Dissolution; Petitions to Establish Paternity;  
Orders to Show Cause; Motions; Custody Evaluation Motion; Motion argument;  
Mediation settlement; Trial Briefs; Research - Westlaw & Lexis Nexis; Heavy  
practical/on-the-job experience before licensing, *infra*.

9/03 - 2/07

**The Cochran Firm - Johnnie L. Cochran, Jr.**

Position: Paralegal

Paralegal duties include the drafting and preparation of various legal  
documents for attorney review and court filing, namely, Oppositions to Motions in  
Limine; Reply to Oppositions to Motions in Limine; Reply to Oppositions to  
Motion for New Trial; Mediation Briefs; Stipulations to Continue Trial;  
Declarations, etc.

Practice included Civil Litigation, Personal Injury, Employment Law,  
Business Law, Civil Rights Violations

Position: Legal Assistant

Duties include direct legal and administrative assistance to Johnnie L.  
Cochran, Jr. up to the date of his death. Legal and administrative assistance to  
Cameron A. Stewart, Esq., Managing partner. Duties for both included typing  
numerous documents and letters, researching legal issues, preparing draft  
discovery responses, taking dictation, making travel arrangements, filing court  
documents, and preparing the weekly calendar

2/97 - 9/03

**Self-employed**

Position: Independent Paralegal/Law Clerk

Duties included a myriad of office management/paralegal/law clerk  
responsibilities for various attorneys. Drafting of documents such as Complaints,  
Answers, Motions to Set Aside, Declarations re: Default Judgments, Motions to  
Compel, preparation of Petitions for Probate, Letters of Administration, Petitions  
for final distribution, letters to clients, settlement demands, case fact memoranda,  
calendar, billing, banking and the like. Maintained the legal files and  
responsible for the above duties for the following attorneys M. Lynda Sheridan-  
Hinds, Esq. (Family Law), Certified Family Law Specialist; Eddie J. Harris, Esq.  
(Civil Lit, Family Law, Probate, Conservatorship); various special assignments

(Estate closings) for The Law Offices of Johnnie L. Cochran, Jr.; various work assignments for Eric D. Bates, Esq. ('99-01); Gary S. Casselman, Esq. (9/00 - 1/02); LeRoy Dodd, Esq. (Conservatorship); Franklyn Ferguson (Employment Law)

**Law Offices of Leslie H. Abramson**

12/96 - 5/99

Position: Office Manager/Legal Assistant - 3 days a week

Duties included the management and maintenance of the office, including but not limited to bill paying, case screening, document production for various criminal law matters and other routine functions.

**Law Offices of Johnnie L. Cochran, Jr.**

3/93 - 2001

Position: Legal Secretary/Assistant - Litigation

Direct administrative/legal assistant to Mr. Cochran. Heavy transcription of tapes for book publication and fact checking. Coordination of all functions and fundraisers.

Senior secretarial responsibility to the *People v. O.J. Simpson* trial attorneys. Duties included serving as the primary liaison between defense attorneys and outside entities, including, but not limited to, opposing counsel, the media and witnesses; preparing and filing motions, responses and trial briefs, preparing tape transcriptions; responsibility for securing compliance with trial subpoenas; coordinating witnesses' travel arrangements and accommodations; coordinating the appellate process with outside counsel; providing general assistance as needed with other matters relating to the successful completion of the O.J. Simpson trial.

In addition to the above, my duties included the simultaneous responsibility for approximately 25 plaintiff cases, specifically, calendaring, compiling legal documents, coordinating discovery and filing Municipal and Superior Court documents, including Complaints, Motions, Oppositions and Trial Briefs; overall assistance with trial preparation.

8/84 - Present

**C. Qualls Realty (Broker since 6/01)/ L. Sheridan Realty/Fred Sands Realtors**

Real Estate sales and marketing for the Los Angeles and adjacent areas.

10/92 - 10/93

**Law Offices of Eric L. Jones**

Position: Legal Secretary

12/88 - 10/93

**Bryan College of Court Reporting**

Student

7/76 - 7/89

**Rockwell International, North American Division**

Material Pricing Estimator

EDUCATION:

Licensed to practice law - **June 5, 2007**

Abraham Lincoln School of Law - JD - 2005

West Los Angeles College - Associate of Arts w/distinction - Liberal Arts - 1999

Bryan College of Court Reporting - Shorthand speed - 160 wpm

Real Estate Broker License July 2001; Licensed sales agent since 1984

REFERENCES:      Furnished upon request