

Susan J. Chase
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Services

- ★ Summarize criminal and civil trials, preliminary hearings, depositions, and various other court proceedings.
- ★ Transcribe statements of police officers and OHP troopers investigating automobile accidents; police interrogations of suspects; hidden-microphone interviews / conversations; and Internal Affairs interviews
- ★ Proofread and edit drafts of legal briefs. other pleadings, correspondence, memoranda, etc.
- ★ Trial / mediation / arbitration preparation.
- ★ Online legal research / investigation.
- ★ Significant cost benefit to clients. Flat hourly rate. I take care of **all** my own taxes and other withholdings, and absorb all business-related expenses.
- ★ Pickup / return of projects is always free.

Skills

- ★ Highly organized, detail-oriented, self-disciplined and driven.
- ★ Consistently completes projects on schedule or ahead of schedule.
- ★ Extensive experience with maintaining confidentiality of sensitive information.
- ★ Experience with MS Word; PowerPoint, Excel, WordPerfect, various legal document management systems, billing software, imaging software, and document scanning systems.

Current and Past Clients (in alphabetical order)

Abel Law Firm; Alden Dabney; B. Wayne Dabney, P.C.; Babbit, Mitchell & Chance; Calvert Law Firm; Conner & Winters; Durbin, Larimore & Bialick, P.C.; Edmonds Cole Law Firm; Fellers Snider; James L. Hankins, Esq.; Hartzog Conger Cason & Neville, LLP; Molinsky Law Firm; Ogle Law Office; Olson Law Firm