

ANNA DI DOMENICO

Oakville, ON L6H 3K6 * 905-844-1067 * anna.didomenico@icloud.com

PROFILE

Dedicated Professional Law Clerk with conscientious nature, strong work ethic and advanced litigation skills. Detailed-oriented team player with strong organizational and communication skills. Dependable and successful at managing multiple priorities/projects simultaneously with a high degree of accuracy, positive attitude and respect for deadlines. Willingness to take on added responsibilities to meet team goals.

EXPERIENCE

Senior Law Clerk (Commercial/Civil Litigation), Gowling WLG (Canada) LLP, Toronto, Ontario — November 1981 to July 2023

- Preparation of correspondence to clients, opposing counsel and Court offices
- Drafting of pleadings, costs outlines/bill of costs, orders, judgments, compiling of motion/application records, supporting affidavits, appeal books, compendiums and books of authorities
- Liaising with process servers to ensure service of documents and Court offices to ensure Court documents were accepted for filing
- Reviewing and organizing of evidence including management of extensive document productions
- Reviewing/summarizing transcripts of examinations for discovery, preparation of lists of undertakings and refusals and managing of same
- Assisting lawyers with case organization, preparation for examination for discovery, pre-trial, trial and appeals including compiling of productions/trial briefs, compendiums (electronic and hard copies), chronologies, statistics and summaries of documentary evidence
- Managing deadlines
- Conduct litigation related searches/online databases
- In-depth understanding of civil litigation including the Rules of Civil Procedure and Small Claims Court
- Managing of files from inception to conclusion including negotiating settlement

EDUCATION

Centennial College of Applied Arts and Technology, Scarborough, Ontario —
Diploma in General Business - Law Clerk — June 1981

SKILLS

- Skilled at managing evidence including voluminous data in e-Discovery
- Ability to both take direction, follow instructions with minimal supervision and take initiative as required and work independently
- Professional demeanor and strong organizational, investigative, fact-finding and problem-solving skills
- Team player attitude and ability to build harmonious and collaborative working relationships within an immediate team and across other departments
- Strong knowledge and understanding of Ontario Court Practices/Rules and Procedures
- Excellent time management skills and ability to adapt to changing circumstances in order to meet deadlines
- Strong organizational, analytical skills and attention to detail
- Strong communication skills (clearly express thoughts both written and verbally) with clients, opposing counsel and Court
- Good understanding of software used for hearings in Ontario such as CaseLines, and One-Key
- Proficient in MSWord, Excel, iManage, Outlook, Kofax PDF, Adobe Acrobat, Aderant - Expert Time, Westlaw/Lexis Nexis Quicklaw and litigation software Relativity in order to deliver effective solutions and best practices

REFERENCES

Available upon request.