



Liz Osborne, Paralegal, Litigation Services

Edmonton

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Overview

Liz Osborne is a paralegal who has quickly built a successful career path as an integral member of the Litigation Support Department at Field Law.

Liz has assisted numerous lawyers over the last decade which has given her the skills to master the booming field of eDiscovery and large file management. She is currently working on her Certified E-Discovery Specialist (CEDS) Certification and has an excellent understanding of the litigation process, e-Discovery management concepts, procedures and document database programs. Liz is proficient with the use of eDiscovery software such as Ipro eCapture and Ipro Eclipse SE for the management and processing of electronic records.

She welcomes new challenges and has taken on the role of supporting lawyers and assistants with the preparation of electronic Court of Appeal materials to ensure all materials adhere to the strict Court of Appeal requirements. Liz thrives within the team atmosphere of the Litigation Support Department and enjoys sharing her knowledge with junior team members.

Value to Clients

Liz enjoys interacting directly with clients to provide them with direction and assistance with document management aspects, including document production and/or providing instructions on answers to undertakings given at questioning. Liz makes herself available to follow up or provide additional assistance on answering any questions the client may have in relation to their file.

Outside the Office

Liz enjoys road trips, camping, cheering on the Edmonton Oilers and most of all, spending time with her family.

Industries

Construction
Insurance

Services

Litigation
Labour + Employment
Employment
Labour
Alternative Dispute Resolution
Criminal
Class Actions
Products Liability
Construction

Education

Concordia University, 2010,
Diploma
CDI College, 2011, Legal Assistant
Diploma