

Jordan C. Van Druff

PARALEGAL

PHOENIX, AZ

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OVERVIEW

Jordan is a paralegal with 20 years of experience in the legal field.

She's successfully handled a variety of cases from inception through trial and to the appeal stage. She is responsible for drafting pleadings, motions, and discovery documents, as well as conducting factual research and managing large scale document reviews. She also assists attorneys in preparing for depositions, hearings, mediations, and trials. Jordan has extensive experience working in both federal and local jurisdictions.

Jordan enjoys research and communicating with her team and is known for finding the "needle in the haystack" of evidence. She's completed several continuing education courses to stay on top of technology on topics such as AI in evidence, litigation strategies, and e-discovery, making her well-versed in various legal software and databases. Jordan is also a notary public for the State of Arizona.

Jordan is committed to providing high-quality and compassionate service to clients and to achieving the best possible outcomes for their cases. She enjoys working in a team environment, collaborating with attorneys, other paralegals, business professionals, outside vendors, and client team members.

Jordan is also passionate about helping people in her community. She is a Court Appointed Special Advocate (CASA) volunteer and advocates for children in the foster care community.

Industries

Manufacturing
Technology
Transportation

Services

Commercial Litigation
Litigation & Alternative Dispute
Resolution

Education

- ABA Certified Paralegal Certificate, University of San Diego
- B.A., San Diego State University