Robert Smith

Sr. Courtroom Clerk

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SUMMARY

Professional background includes 6 years of experience as a legal support professional at the District Court. Vast experience in case management, quality control, and program development. Accurately process legal documents with the aptitude to interpret and convert legal complex writings. A skilled mediator and exemplifies the ability to evaluate alternatives and implement solutions.

SKILLS

Case Management, Microsoft Office Suite, LexisNexis, Court review.

WORK EXPERIENCE

Sr. Courtroom Clerk

District Of Columbia Superior Court - January 2010 – 2020

- Facilitated the litigation of civil and criminal hearings; provide legal advice and technical administrative support to assigned Associate Judges.
- Explained case information to a variety of individuals including judges, law clerks, judicial administrative assistants, and litigants.
- Prepared and issued orders of the court, including writs, release documentation, sentencing information, judicial summonses, and bench warrants expeditiously.
- Prepared daily calendars, docket court proceedings and record case dispositions under daily deadlines with ease.
- Examined legal documents submitted to the court for adherence to laws and court procedures.
- Assembled cases, administer oaths to witnesses, impanel jurors, advise defendants of their rights and conditions of release and identify cases before the court.
- Trained and assisted new and current courtroom Clerks on courtroom procedures for criminal, civil law, small claims, and landlord and tenant courts.

Courtroom Clerk

Delta Corporation - 2007 – 2010

- Sixth Judicial District Carried out the duties of Courtroom Tipstaff in assisting Judges and Attorneys with the filing and routing of legal documents .
- Called to order the courtroom for entry of Judge.
- Serve as a courtroom clerk assisting the judge in courtroom procedures.
- Perform specialized clerical work preceding, during, and following scheduled trials in the District Courts criminal, traffic, or civil divisions.
- Assist the judge with the docket, prepare and generate paperwork for the judges and/or defendants signatures and review and complete dockets before .
- Responsible for assisting the judge in the maintenance, operation, and organization of the courtroom.
- Responsible for legal record through minute entries and all documents in the Courtroom; coordinate all courtroom procedures between lawyers, public .

EDUCATION

Master's of Science in Federal Program Management - (Trinity University - Washington, DC)

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