



Fran Ditchen

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13365 Birch Circle

Thornton 80241

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SUMMARY

Focused and dedicated paralegal with an exceptional work ethic and proven strengths in legal case management support. Strong multitasker skilled at managing high-volume, complex caseloads while consistently meeting deadlines. Persistent and resourceful problem solver with excellent research and communication skills.

SKILLS

- CCIC/NCIC
- Notary Public
- Data Access
- Westlaw and LexisNexis
- Travel and event coordination
- MS Office proficient

EXPERIENCE

Paralegal

Adams County District Attorney's Office

- Assist attorneys/investigators in the preparation and prosecution of felony cases
- Prepare electronic binders, participate in witness interviews, coordinate witness testimony dates/time, travel arrangements, attend all preliminary hearings
- Provide input regarding witness status or trial action
- Perform complex audio and video media redaction for trial and coordinate trial prep meetings with law enforcement officials

Contempt Specialist

Adams County Child Support Services

- Determined appropriate enforcement necessary regarding non-paying child support cases
- Filed contempt citations, deferred sanction agreements and motion to dismiss citation
- Explained court process to custodial parents
- Attended court proceedings

Paralegal

Alverson + O'Brien, P.C.

- Analyzed Workers' Compensation and Social Security Disability claims
- Examined and signed attorney retainer with new clients
- Ordered/managed medical records
- Disbursed settlement checks to clients weekly
- Maintained attorney calendars

Office Technician III Restitution Clerk

Weld County District Attorney's Office

- Identified victims in who may have a potential claim for restitution.
- Process claims- ensuring that each claim fell within the Colorado Revised Statutes
- Attended restitution hearings and provided testimony
- Conducted criminal background investigations