

Geri Canacakos

PARALEGAL

Phoenix

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About Geri

Complex litigation responsibility with vast experience

Geri Canacakos has served as lead paralegal on a number of complex litigation matters in which her responsibilities included case management and file organization; maintaining and organizing produced documents; drafting discovery, correspondence and pleadings; assisting with filing and e-filing pleadings in Superior and District Court; and maintaining electronic databases containing deposition transcripts and documents. Additionally, she has experience in:

- **Mediations and arbitrations**, including drafting and finalizing the initial list of trial exhibits.
- **Maintaining, organizing and marking trial exhibits.**
- **Preparing trial subpoenas.**
- **Locating and contacting trial witnesses.**
- **Maintaining and organizing demonstrative exhibits.**
- **Maintaining electronic database of trial exhibits and deposition testimony** for use at trial.

Capabilities

Litigation & Dispute Resolution

Professional & Civic Activities

- Maricopa County Bar Association, Paralegal Division; the Firm's Arizona ECF Protocol Committee; the Firm's Healthcare Client Services Team

Education and Honors

Arizona State University
(Certificate, 1988)

Arizona State University

- Paralegal Certificate





- William Flannery Institute for Healthcare Client Services, three-day training session

