



KATIE SCOTINA

PARALEGAL

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A paralegal in Armstrong Teasdale's Litigation practice group, Katie Scotina primarily supports the firm's employment attorneys in preparation for depositions, mediations, hearings and trials.

She compiles, organizes and manages exhibits, creates trial notebooks and expert binders, and maintains witness and exhibit lists. Katie also compiles and prepares documents for production, and composes and revises correspondence and other legal documents. She assists with preparation and filing (including e-filing) of pleadings and discovery in federal and state court matters and arbitration proceedings, and coordinates litigation support projects (e-discovery).

Katie is experienced with document management software such as Summation, Concordance and Lexbe, Trial Director 360, and with resources Westlaw and PACER. In addition, Katie is a notary public.

BACKGROUND

Prior to joining Armstrong Teasdale, Katie was a litigation paralegal at Bello Welsh LLP, a boutique employment law firm. Before that, she was a legal assistant and paralegal at another firm. She was also a child support enforcement specialist with the Department of Revenue Child Support Enforcement Division for five years.

EDUCATION

- Northeastern University (2006)
 - Paralegal Certificate
- Assumption College (B.A., *magna cum laude*, 2005)
 - Political Science