



**Stephen Richardson
Paralegal**

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Areas of Expertise: Bankruptcy and Commercial Litigation

Experience:

- Preparation of Chapter 7 schedules, statements of financial affairs and guide clients through case preparations and filings
- Preparation of Chapter 11 schedules, statements of financial affairs and various filings
- Preparation of Initial Disclosures, Discovery, Scheduling Orders, and various tasks related to case management in Adversary Proceedings
- Familiarity with Local Rules of Northern, Southern, Eastern and Western Districts of Texas Bankruptcy Courts
- Assist counsel at trial in State Court proceedings

Education:

- California State University – East Bay, Hayward, California – (ABA Paralegal Certificate, 2023)
- Santa Clara University, Santa Clara, California - (B.S. Computer Science, 2000)

Member:

- State Bar of Texas, Paralegal Division
- Dallas Area Paralegal Association (DAPA) – Board Member (Communications Director)