

Haley Koontz, J.D.

Education

JURIS DOCTORATE | CHASE P. SALMON – NORTHERN KY UNIVERSITY | AUGUST 2015- MAY 2018

- Focus: Litigation
- Member of Legal Association of Women

BACHELOR OF ARTS | MOREHEAD STATE UNIVERSITY | MAY 2011- DECEMBER 2014

- Major: English
- Major: Legal Studies
- GPA 3.5
- Cum Laude

HIGH SCHOOL DIPLOMA | ANDERSON COUNTY HIGH SCHOOL | AUGUST 2007- MAY 2011

- Received the Commonwealth Diploma for outstanding academics
- GPA 4.0

Experience

LAW CLERK | RUBERG LAW, PLLC | OCTOBER 2017 – PRESENT

- Draft Motions, Pleadings, etc.
- Review and summarize discovery
- Collaborate with firm attorneys

LAW CLERK | LIBERTY MUTUAL | JUNE 2017 – OCTOBER 2017

- Draft Motions, Interrogatories, Pleadings, etc.
- Legal Research
- Consult with attorneys regarding current cases

LAW CLERK | LAW OFFICES OF CHRISTOPHER JACKSON | JANUARY 2016 – MAY 2018

- Draft Motions, Demands, Complaints, Interrogatories, Sentencing Memorandums, etc.
- Meet and sign-on clients
- Set-up personal injury cases
- Prepare mediation statements and records

PARALEGAL | EDUCATION PROFESSIONAL STANDARDS BOARD | JANUARY 2015- AUGUST 2015

- Produce memorandums for current cases
- Write Agreed Orders
- Coordinate with attorneys on case work
- Draft charges

STUDENT DIRECTOR | MOREHEAD STATE UNIVERSITY | AUGUST 2013- DECEMBER 2014

- Created building-wide assessments and information reports
- Collaborated with Student Life Coordinators, students, and Resident Advisors to evaluate the needs of the students attending Morehead State University
- Managed a staff of undergraduate students
- Organized key audits for multiple residence buildings

LEGAL INTERN | EDUCATION PROFESSIONAL STANDARDS BOARD | JUNE 2014- AUGUST 2014

- Organized cases in the department
- Created Open Record Requests and Agreed Orders
- Constructed attorney case files

Related Experience

- ECF Bankruptcy Training
- BestCase Bankruptcy Software
- Westlaw & WestlawNext
- LexisNexis
- Mock Trial Advising

Pro Bono

- Pro-se Divorce Clinics
- Mock Trial Competition Judge, State and Regional
- Collaborate on Habeas Corpus Litigation, *Roger Wheeler v. Thomas L. Simpson, Warden*
- Closing Argument Competition, Judge