Marguerite Delacourt-Ibe

Litigation Legal Secretary

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SUMMARY

Litigation legal secretary with 6 years supporting partners and associates in commercial and insurance defense matters. E-files about 40 documents a month in state and federal courts, manages calendars for 3 attorneys with zero missed deadlines, and processes monthly billing for a $2.1 million book of business.

EXPERIENCE

Legal Secretary, Litigation — Harrowgate Whitcombe LLP

Philadelphia, PA · Feb 2022 – Present

- Support 2 partners and 1 associate on about 60 active commercial litigation matters.
- E-file roughly 40 pleadings, motions and briefs a month through PACER/CM-ECF and the state court system with no rejected filings in 2025.
- Docket and calendar court and discovery deadlines in CompuLaw for 3 attorneys, with zero missed deadlines over 4 years.
- Prepare monthly pre-bills for a $2.1 million book of business, cutting partner review time by about a third with cleaner time entries.

Legal Secretary — Brennan and Okafor, Insurance Defense

Cherry Hill, NJ · Jun 2020 – Jan 2022

- Supported 4 attorneys handling 150 open personal injury defense files.
- Formatted and proofread 30 discovery responses and deposition notices a month in Word and the firm's templates.
- Scheduled 25 depositions a month with court reporters and opposing counsel, rescheduling within a day when conflicts arose.

SKILLS

Litigation support: E-filing (PACER/CM-ECF, state systems), docketing, discovery, deposition scheduling

Documents: Pleadings, motions, tables of contents and authorities, Bluebook citation checks

Systems: CompuLaw, iManage, Aderant, Microsoft Word and Outlook

Billing: Time entry, pre-bill review, client billing guidelines, expense reconciliation

CERTIFICATIONS

Accredited Legal Professional (ALP), NALS, 2021

EDUCATION

Legal Secretary Certificate, Community College of Philadelphia, 2020

Fictional example by FindAJobAI: the person, employers and numbers are invented.