

JM

Jordan Miller

Family Law Paralegal

Experienced family-law paralegal with 6 years in divorce, custody, and support matters. Skilled in drafting settlement agreements, trial preparation, and high-conflict client communications.

CONTACT



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LinkedIn | Portfolio



City, State Abbreviation,
Zip Code

PROFESSIONAL EXPERIENCE

FAMILY LAW PARALEGAL | BLAKE & HARPER FAMILY LAW, CHICAGO, IL
MAY 2018 – PRESENT

- Drafted 150+ marital-dissolution pleadings and settlement agreements, achieving a 90% out-of-court resolution rate
- Managed discovery and evidentiary exhibits for contested custody trials, reducing trial prep by 30%
- Conducted client workshops on court procedures, raising client satisfaction scores by 22%

PARALEGAL | THOMPSON FAMILY PRACTICE, CHICAGO, IL
JUNE 2015 – APRIL 2018

- Prepared temporary orders and support calculations, expediting hearings by 25%
- Organized case dockets and calendared deadlines for 60+ active family cases

EDUCATION

- Bachelor of Science in Legal Studies, Loyola University Chicago, Chicago, IL | May 2015

CERTIFICATIONS

- Registered Paralegal (RP) - NFPA, March 2016
- Certified Paralegal (CP) - NALA, August 2012