



JENNIFER S. BISSETTE
paralegal

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AREAS OF PRACTICE

- Over 18 years of experience in civil litigation and over 12 years in real estate closings/title work.
- Provides litigation case management which includes preparing, organizing and analyzing discovery documents, e-discovery and exhibits; drafting pleadings and discovery requests and responses; and general litigation support.
- Prepares commercial and residential real estate contracts; conducts title examination; preparation of license agreements and easements; and assists in real estate transactions.
- Conducts legal and factual research with extensive experience in local government matters which includes charter revisions; ordinance preparation and notices; elections; public procurement; code enforcement; Sunshine Law; and public records.

PROFESSIONAL, CIVIC AND COMMUNITY INVOLVEMENT

- National Association of Legal Assistants, Member (NALA).
- Sarasota Manatee Association of Legal Support Specialists (SMALSS).
- Florida Association of Legal Support Specialists, Inc. (FALSS).
- Attorneys' Title Insurance Fund, Affiliate Member.

PRACTICES

Administrative, Civil and Appellate
Litigation

Local Government Law

Environmental and Natural Resources
Law

Land Use and Real Estate Law

DESIGNATIONS

Florida Licensed Title Agent, Florida
Department of Financial Services, 2014

Florida Registered Paralegal, The Florida
Bar, 2013

Certified Paralegal, National Association
of Legal Assistants, 2007

Real Estate Paralegal Certification,
Attorneys' Title Insurance Fund, Inc.,
2006