

# Dhenai Tunstall

972-379-7051

dtunstall@dstlegalservices.com



## **Professional Statement**

As the founder of Tunstall Legal Services, I am dedicated to supporting attorneys across various practice areas by providing a variety of paralegal services. Our offerings range from client interaction and document drafting to in-depth legal research, all tailored to enhance the efficiency and effectiveness of legal operations.

## **Education**

### **Bachelor of Science, Paralegal Studies & Political Science, August 2016 – May 2021**

Texas A&M University-Commerce

- ABA Approved Paralegal Program
- Dean's Scholar 2017
- Attended and participated in Texas Intercollegiate Press Association 2017
- BSU Cultural Awareness Chair 2019-2021

### **Spanish for Legal Professionals, July 2021- August 2021**

Southern Methodist University (CAPE)

- Certificate Program

### **Master of Science, Forensic Accounting, August 2022 – May 2024**

Texas A&M University-Commerce

## **Experience**

### **Contract Paralegal, Ovando-Bowen, LLP, November 2023 – Current**

- Probate, Estate Planning, and Civil Litigation, handling documents such as wills, living trusts, health care directives, and powers of attorney.
- Execute estate administration tasks including drafting probate petitions and managing the distribution of estate assets.
- Prepare and file legal documentation necessary for the formation and maintenance of LLCs and Nonprofits through California Secretary of State.

### **Contract Paralegal, Abrams Law Firm, PLLC, November 2023 – Current**

- Manage and draft documents for Probate and Estate Planning, including wills, trust agreements, and executor appointments.
- Small Claims and Debt Collections processes, preparing demand letters, negotiating payment plans, and representing client interests in settlement discussions.
- Assist in Family Law cases by drafting petitions for dissolution, custody arrangements, and support agreements.

### **Contract Paralegal, Law Offices of Hass Bashir, PLLC, July 2023 – February 2023**

- Family Law and Immigration, specifically dealing with international and Islamic marriages, including drafting marriage contracts (Nikah) and handling cross-jurisdictional legal issues.
- Provide support in immigration cases by preparing visa applications, adjustment of status petitions, and naturalization files.

### **Contract Legal Assistant, David Allen Law Group, May 2023 – October 2023**

- Coordinated with insurance companies to gather claim details for new and existing claims.
- Assisted attorneys in preparing for trials and court proceedings.

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- Drafted correspondence and legal documents, such as pleadings and motions, and new client representation letters.
- Organized, scheduled, and maintained the calendar for attorneys, ensuring timely coordination of client meetings, depositions, court hearings, and other critical appointments.

## **Contract Family Law Paralegal, Bailey & Galyen Attorneys at Law, July 2022-October 2023**

- Drafted Legal Documents, i.e., SAPCR, Modifications, Contracts, Petitions, Orders
- Scheduled: Hearings, Mediations, Trials, Meetings, etc.
- 400 hours of billable time using LMS+; supervised under one attorney handling 50 active cases.
- Discovery: Drafted Discovery Requests, Completed Discovery with clients, including objections
- Soft Collections to ensure client accounts remained in good standing.

## **Contract Litigation Paralegal, Heald Law Firm, PLLC, February 2022-July 2022**

- Drafted Legal Documents, i.e., Pleadings, Motions, Notices, Subpoenas Duces Tecum, Rule 11 Agreements etc., pertaining to major car wrecks involving trucking companies, workers compensation, and slip-and-fall accidents.
- Scheduled: Depositions, Mediations, Hearings, Trial, Meetings, Client Appointments with Medical Providers; etc.
- Discovery: Drafted Discovery Requests, Completed Discovery with clients, including objections.
- Supervised under one attorney that handled 75 active cases; Prepped for 25 trials, attended 5.
- Requested: Court Reporters, Videographers, DWQs, etc.

## **Litigation Paralegal, Daspit Law, PLLC, September 2021-February 2022**

- Drafted Legal Documents, i.e., Pleadings, Motions, Notices, etc. pertaining to small car wrecks involving individuals.
- Scheduled: Depositions, Mediations, Hearings, Client Meetings, etc.
- Discovery: Drafted Discovery Requests, Completed Discovery with clients.
- Requested: Court Reporters, Videographers, DWQs, etc.
- Supervised under one attorney that handled 80 active cases.

## **Legal Assistant, Hunt County Attorney's Office, Spring 2021**

- Mental Orders- Liaison between hospital coordinators and county attorneys.
- Protective Orders- Liaison between Women in Need and county attorneys.
- Criminal Cases- Prepared pleadings and other legal documents in preparation for hearings and trials.
- Receptionist- answered and directed phone calls, attended the front window, pulled paper files to assist county attorneys for court dockets.
- Paperwork liaison between county attorneys, defense attorneys, county judges, and county clerks.

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## **Skills**

- Legal Research- Proficient in LexisNexis, Westlaw, Print
- Proficient in Microsoft Word, Excel, PowerPoint
- Legal Documentation Preparation- Petitions, Motions, Orders, Discovery, Designations
- E-File- County, District, and Federal Court
- ProDocs via Westlaw
- LMS+ Legal Billing
- Client Data Software: Needles, Box, Clio, Smokeball, TxDocs, Essential Forms
- Trial Preparation

## **Professional References**

**April Pitts**

**TAMUC Director of Paralegal Studies**

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