



Miami-Dade County Attorney's Office

The Miami-Dade County Attorney's Office employs committed, hardworking, highly motivated paralegals who support and are paired with lawyers working in various practice areas within our office, such as commercial, procurement, construction, code enforcement, foreclosures, real estate, labor and employment, federal and state trial and appellate litigation, workers' compensation, eminent domain, housing, municipal finance, taxation, tort liability, and medical malpractice. These paralegals often operate in a fast paced, high volume federal and state court litigation and trial practice. Our paralegals' duties include, among other assigned tasks, handling all aspects of discovery, including responsibility for maintaining and organizing case files; drafting, filing, and service of all discovery-related requests and responses; compiling, reviewing, and organizing all documents and information necessary in discovery; interacting with County departments to identify witnesses and ensuring discovery is identified and organized; coordinating document exchange with all experts; and litigation support and exhibit organization in preparation for meetings, depositions, and trials.

Please contact Yolanda Negrin at 305-375-1342 for any questions or inquiries.