



Janice C. Trout

Paralegal

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Janice C. Trout is a senior litigation paralegal handling all aspects of litigation support for the firm's Mass Toxic Tort and Construction Litigation practice groups. With more than 30 years of experience in litigation, specifically in the role of national coordinating counsel, Janice specializes her concentration in all aspects of case management, trial preparation, witness preparation and discovery. She has assisted in preparing for numerous mediations and trials. Additionally, she is responsible for all client reporting and preparation of ad hoc reports. As the client liaison, Janice works directly with the client's paralegal to conduct contract research, identify available documents and potential corporate witnesses. She also works with nationwide vendors who provide additional litigation support. Janice is proficient in data management and manages and analyzes electronically stored information.

Janice is proficient in Microsoft Office including Outlook, Word, Excel, Access, Adobe Acrobat, NetDocs and other case management software, ShareFile and Concordance. Janice also has a strong knowledge of SQL and works with programmers and developers to maintain and modify a proprietary case management database.

Education

- Keystone Alliance of Paralegals Associations
 - Pennsylvania Certified Paralegal
- Shippensburg University of Pennsylvania