

Hector Villanueva

Courtroom Clerk

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Summary

Courtroom clerk with 5 years at a superior court, the last 3 assigned to felony and family law departments. Keeps courtroom minutes, manages exhibits and administers oaths while the judge is on the bench. Fluent in legal terminology and the case management system, with tight confidentiality on sealed and juvenile files.

Experience

09/2023 - Present
San Diego, CA

Courtroom Clerk

Pacific Coast Superior Court

Superior court with 130 judicial officers.

- Record courtroom minutes for **40-60** matters a day and enter orders in the case management system by close of business.
- Administer oaths to witnesses, jurors and interpreters, and track jury selection for 30 trials a year.
- Manage exhibits from marking to return, logging 2,500 exhibits in 2025 with no lost items.
- Coordinate the department calendar with attorneys, interpreters and custody staff before each hearing day.

06/2021 - 08/2023
San Diego, CA

Legal Processing Clerk

Pacific Coast Superior Court

Civil and family law filing divisions.

- Processed 90 family law filings a day, checking forms and fees before entry.
- Prepared certified copies and abstracts of judgment for 200 public requests a month.
- Built a Microsoft Excel tracker for default judgments that cut the backlog from 6 weeks to 2.
- Supported the public counter in English and Spanish during peak filing days.

Skills

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|-----------------------|--------------------------|-------------------------|
| • Courtroom Minutes | • Case Management System | • Calendar Coordination |
| • Exhibit Management | • Jury Selection | • Microsoft Excel |
| • Oath Administration | • Legal Terminology | • Confidentiality |

Education

05/2021
San Diego, CA

Bachelor of Arts

San Diego State University
Political Science

Certificates

02/2022

Notary Public

California Secretary of State