Owen Lindgren

JUDICIAL SPECIALIST

Portland, OR (503) 555-0191 owen.lindgren@email.com linkedin.com/in/owenlindgren

SUMMARY

Judicial specialist with 3 years in a state circuit court, handling case processing, courtroom support and public counter work for civil, probate and criminal cases. Works daily in Odyssey and File and Serve, with careful records management and strict confidentiality. Trusted by judges to turn around signed orders the same day.

SKILLS

Other Skills: Case Processing, Courtroom Support, Odyssey, File and Serve, Records Management, Data Entry, Legal Terminology, Confidentiality, Microsoft Office, Customer Service

EXPERIENCE

Judicial Specialist 08/2023 - Present

Willamette Circuit Court Portland, OR

State circuit court with 38 judges.

- Process **75** civil and probate filings a day in Odyssey, routing proposed orders to judges for signature.
- Staff 3 courtroom dockets a week, recording minutes, exhibits and judgments as they happen.
- Complete data entry for signed orders and send notices to parties the same day in 95% of cases.
- Respond to public counter and phone questions with patient customer service, about 50 contacts a day.

Office Specialist 06/2021 - 07/2023

Rose City Legal Aid Portland, OR

Nonprofit legal aid office with 20 attorneys.

- Opened 40 new client files a week and ran conflict checks in the case database.
- Filed court documents through File and Serve for 12 attorneys.
- Organized records management for 6,000 closed files, cutting retrieval time in half.
- Answered 60 intake calls a day and screened callers for program eligibility.

EDUCATION

Bachelor of Arts 06/2021

Portland State University Portland, OR

Sociology

CERTIFICATES

Notary Public 04/2024

Oregon Secretary of State