Luis Ortega

STAFF ATTORNEY

San Antonio, TX (210) 555-0186 luis.ortega@email.com linkedin.com/in/luisortega

SUMMARY

Staff attorney at a legal aid nonprofit with 4 years representing low-income tenants in eviction defense and housing repair cases. Carries 70+ open matters, handles litigation in justice and county courts, and conducts client interviewing in English and Spanish.

SKILLS

Legal Research • Legal Writing • Litigation • Eviction Defense • Client Interviewing • Word • Excel Outlook • Time Management Skills • Organizational Skills

EXPERIENCE

Staff Attorney

01/2023 - Present

Alamo Tenant Legal Services

San Antonio, TX

Grant-funded legal aid office with 9 attorneys serving tenants across Bexar County.

- Represent tenants in **70+** open eviction defense and repair cases in Bexar County justice and county courts.
- Conduct client interviewing and intake for 12 new households a week, logging deadlines in Outlook.
- Secure dismissal or a negotiated move-out date in 82% of eviction cases closed in 2025.
- Track case outcomes and grant measures in Excel, producing quarterly reports for 3 funders.

Legal Fellow

06/2022 - 12/2022

Westside Community Law Center

San Antonio, TX

Post-graduate fellowship at a neighborhood legal clinic, practicing under a supervising attorney.

- Performed legal research on the Texas Property Code and federal notice rules for **40+** tenant files.
- Drafted answers, appeals and motions in Word, filing 30 pleadings after supervising attorney review.
- Staffed 2 weekly courthouse help desks, advising about 25 unrepresented tenants per session.

EDUCATION

Juris Doctor (J.D.)

05/2022

St. Mary's University School of Law

San Antonio, TX

Law

CERTIFICATES

Admitted to Practice, State Bar of Texas

Supreme Court of Texas

11/2022