

Carol Mickelsen

Paralegal

Carol brings 25 years of paralegal experience to Gray Reed in Houston. She is responsible for management and litigation support of multiple client, mass toxic tort cases (primarily asbestos). Duties include document review, case evaluation, deposition summaries, records acquisition and summaries, preparation of deposition and trial notebooks; database maintenance and docketing using TimeMatters; generation of database calendar and case reports; research electronic filing information utilizing Lexis Nexis and other jurisdictional on-line programs; client communications; and assists attorneys with docketing pertaining to products liability cases.

Organizational Involvement

- Former Katy A.R.C. Secretary (1994)



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