

**Lan G. Lam, RP, CEDS**  
Paralegal

Lan Giang Lam has 17 years of experience in the legal industry with 7 years as a legal secretary and 10 years as a paralegal. A PACE Registered Paralegal® since 2012, Lan handles a variety of litigation matters including large construction, oil & gas and civil disputes and family law transactions related to Qualified Domestic Relation Orders. She has prior experience with commercial foreclosure, wills and estate planning, probate, business acquisitions, wildfire litigation, contracts and bankruptcy.

As a paralegal for the Litigation Section of Gray Reed in Dallas, Lan provides attorney support in all stages of pretrial and trial preparation. Her duties include document review, case evaluation, document production, organization and maintenance of large amounts of production using multiple document databases, drafting pleadings, preparation for depositions and hearings, legal research, client communications, preparing electronic exhibits and demonstratives using PowerPoint and Trial Director, and running such programs at trial and arbitration.

**Organizational Involvement**

- Dallas Area Paralegal Association
  - Technology Section Chair (2015)
- Dallas Area Paralegal Association
  - Newsletter Editor (2014)
- Dallas Area Paralegal Association
  - Board Advisor and Newsletter Editor (2013)
- Dallas Area Paralegal Association



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**Education**

B.A.A.S., Legal Information  
Management, University of  
North Texas (2006)  
Paralegal Certificate, Dallas  
County Community College  
(2002)

- President (2012)
- Dallas Area Paralegal Association
- National Federation of Paralegal Associations, Inc.
- Paralegal Division of the State Bar of Texas