



MALINOCO  
SOLUTIONS LLC  
WWW.MALINOCO.COM

Legal . Real Estate .  
eDiscovery . Regulatory



## ABOUT US!

Need expert support for your firm or business' workload?

Look no further!

Our seasoned certified legal professional is here to alleviate your burden and streamline your workflow. From meticulous legal research to precise document preparation, we've got you covered. With 25 years legal experience in several genres of law, we understand the intricacies of legal, real estate and regulatory proceedings and offer tailored solutions to meet your specific needs. Trust us to manage your tasks efficiently and effectively allowing you to focus on what you do best – advocating for your clients.

## AREAS OF SERVICE & EXPERTISE

- Case Management
- Client Intake/Interview
- Motion & Brief Writing
- Trial Preparation
- Litigation Support
- Discovery Writing/Response
- Docket Keeping
- Contract Writing/Review
- Transcript Analysis
- Fiduciary Support
- Probate Support
- Estate Inventory & Account
- Real Estate Title Review
- Lease Writing/Abstracting
- Real Estate LOA
- Deed Preparation
- Estate Planning Docs
- Mobile Notary
- EEOC/CRC Reports
- Grant Writing
- Electronic Discovery
- Legal Correspondence
- Subpoenas
- Freight Regulatory/IFTA
- Disclosure Statements
- Collections / FDCA
- Lien Searches
- Foreclosure Litigation
- Judgment Liens
- Billable hour support
- Data Forensics using Partnership with Profile Discovery

See Paralegal CV Attached