

# Stacy Torres

SENIOR LITIGATION SECRETARY & TRAINER

FINCH • THORNTON • BAIRD<sup>LLP</sup>

ATTORNEYS AT LAW



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Stacy Torres is the firm's senior litigation secretary. Highly skilled and knowledgeable in civil procedure, Stacy is proficient in all stages of litigation including appeals. She provides case management support including calendaring, drafting correspondence and pleadings, filing and serving all court documents, and researching rules and procedures for her assigned attorneys' large case load. Composed and resourceful under pressure, Stacy has the experience necessary to anticipate the next step and execute whatever is needed to ensure that goals and expectations are not only met, but exceeded.

Since joining the firm in 2004, Stacy has grown to become a reliable resource and team player. She reviews and proofreads all outgoing letters to ensure consistency with firm standards. Stacy is also regularly involved with hiring and training the firm's legal staff. She willingly shares her know-how with new secretaries and provides ongoing support and mentoring. Always striving to improve, learn, and to encourage growth in others, Stacy has developed or contributed to many firm policies and procedures.

## EDUCATION

- Delta Community College

## PRACTICES SUPPORTED

- Construction Law
- Business & Commercial Litigation
- Liability Defense

## EXPERTISE

- Civil Procedure
- Case Management

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