

# Alexis A. Flores

PARALEGAL

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

ATTORNEYS AT LAW



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Alexis Flores is a Paralegal who provides comprehensive administrative and litigation support to attorneys throughout all stages of a case. Alexis ensures that calendaring, document preparation, and client communications are handled efficiently and with a high level of professionalism. She plays an integral role in supporting case progression, including preparing pleadings, coordinating depositions, managing deadlines, and assisting with trial preparation.

Before joining Finch, Thornton & Baird, LLP, Alexis gained extensive experience in litigation support roles, where she developed a strong foundation in legal research, document drafting, e-filing, and case management. She has worked closely with attorneys, clients, and third parties to coordinate case logistics, maintain organized case files, and ensure timely filings and communications. Alexis is also experienced in managing subpoenas, discovery, and medical records, as well as supporting trial preparation through document organization and witness coordination. Her adaptability, technical proficiency, and proactive approach make her a valuable member of the firm's team, supporting attorneys across a range of litigation matters.

#### ATTORNEYS SUPPORTED

- Jason R. Thornton
- Scott M. Bannett
- Jacob W. Goldschlag

#### EDUCATION

- San Francisco State University, Bachelor of Arts, Criminal Justice
- San Diego Miramar College, Certificate: Paralegal Studies

#### PRACTICES SUPPORTED

- Construction Law
- Business & Commercial Litigation
- Liability Defense

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