

# Pamela Ruggles

Paralegal | Seattle

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## Overview

Pam brings a wealth of experience in drafting, reviewing and editing a wide array of federal, state and administrative pleadings, such as notices of appeal, complaints, answers, stipulations, motions, responses and replies.

Pam's responsibilities include skillfully composing, editing and formatting various legal documents, including discovery documents, subpoenas, briefs, trial documents and daily correspondence. She adeptly manages public records requests, analyzes responsive documents, and ensures accurate and timely filing of documents across various federal and county courts and administrative boards. She communicates effectively with court personnel, clients, witnesses, opposing counsel, court reporters and mediators while meticulously managing firm deadlines, calendars and client files. She is also skilled at assisting her team at federal, state, and administrative trials and hearings.

Pam's comprehensive experience, strong organizational skills and dedication to her profession make her a valuable asset to any legal team.

## Areas of Focus

- [Real Estate, Land Use & Environmental](#)
- [Litigation](#)

## Education

- Paralegal Certificate, Highline College
- M.A., University of Pennsylvania, Education
- B.A., University of Virginia, English

## Professional Activities

- King County Small Claims Court, Mediator
  - King County Dispute Resolution Center, 2017-2020

## Community Activities

- American Association for Cancer Research, Senior Staff Editor

## Connect with Pam

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