

Education**Noida, India**

BBA LLB (Hons.)

Central Academy,

Higher Senior Secondary

(Class XII);

Higher Secondary (Class X)

Work Experience

GLOCAL LPO

Working since: July 2023 –

Till Date

KANISHKA AGARWAL

LEGAL ASSOCIATE

Professional Summary

Experienced legal professional with solid understanding of legal drafting, client relationship handling and legal research. Desire to use my experience and skills to provide great legal service and to develop and maintain the organisation's reputation. Worked with international clients based in the United States.

Professional Skills

- Using Case Management tools such as Clio, MyCase, Smokeball, Litify, Cloud Lex, Practice Panther, Needles, and Monday.
- Using Legal Research software such as Westlaw, LexisNexis, Casetext, and Fastcase.
- Drafting legal documents including responses to answers to complaints, pleadings, responses to interrogatories and requests for production, affidavits, motions, notices, and estate planning and probate documents.
- Administrative Tasks: Drafting, Legal Research, Client Handling, Intakes, Case Management, Communicating with Various Facilities, Discovery, Pre-Litigation, Post-Litigation, and Motion Drafting.

Professional Experience**Family Law Experience (California, Florida, New York, Texas)**Glocal LPO | *July 2023 – Present*

- Drafted legal documents for matters about family law, conducting legal research into relevant statutes and case law across California, Florida, New York, and Texas jurisdictions.
- Drafted legal documents specific to family law, including Marital Settlement Agreements, Interrogatories & Responses, and Ex-Parte Declarations for custody, divorce, and domestic violence cases.
- Worked on cases related to Divorce and No-Fault Divorce matters, Modification of Custody Orders, and Wrongful Foreclosure matters.
- Devised and framed Non-Disclosure Agreements and Retention Agreements in compliance with U.S. state legal standards; extensive hands-on experience in drafting and managing legal documentation for family law cases, ensuring adherence to state regulations.
- Prepared and filed Petitions for Dissolution of Marriage, Summons and Complaints for Divorce, Marital Settlement Agreements, Child Custody and Visitation Agreements, Child Support Orders, Spousal Support Orders, Orders of Protection, Motions for Temporary Relief, and Pre-nuptial and Post-nuptial Agreements, specifically tailored for applicable state courts.
- Managed Petitions for Custody, Visitation, and Support, along with Responses to Discovery Requests, Affidavits of Service, Financial Affidavits, Proposed Orders for Judicial Signature, Notices of Hearing,

and Court Filings, in accordance with applicable family law procedures.

- Managed the intake process by gathering and analyzing information as directed by supervising attorneys in matters pertaining to family law, using software such as Clio, Rocket Matter, and MyCase for client management.
- Assisted attorneys in drafting petitions, motions, and briefs, with a focus on state-specific case law, statutes, and regulations across all assigned jurisdictions.
- Conducted legal research on family law precedents, statutes, and regulations across California, Florida, New York, and Texas to support case strategies.
- Organized and prepared discovery materials, including interrogatories, requests for production, and subpoenas, following applicable state discovery rules.
- Maintained regular communication with clients to provide case updates and gather necessary information, ensuring compliance with applicable state family law requirements.

Real Estate, Probate & Family Law Paralegal Experience

- Extensive experience supporting attorneys in Real Estate, Probate, Estate Planning, and Family Law matters across California, Florida, Texas, and New York.
- Drafted legal documents including pleadings, motions, affidavits, discovery responses, notices, probate petitions, deeds, trusts, wills, powers of attorney, and estate administration documents.
- Managed probate matters from initiation through closure, including petitions for probate, letters testamentary, notices to creditors, inventories of assets, appraisals, and petitions to sell real property.
- Assisted with California family law cases involving divorce, child custody, child support, spousal support, and domestic violence restraining orders (DVROs); prepared Judicial Council forms, financial disclosures, parenting plans, and supporting pleadings.
- Coordinated court filings, e-filings, service of process, hearing scheduling, calendaring, and deadline management while maintaining accurate case records.
- Conducted legal research using Westlaw, LexisNexis, Casetext, and Fastcase.
- Utilized case management platforms including Clio, MyCase, Litify, Neos, and PracticePanther to manage high-volume caseloads and maintain organized electronic files.
- Communicated regularly with clients, courts, opposing counsel, and third parties to facilitate case progression and ensure effective client service.