



## Sandra Meiners

Paralegal

Dallas  
972 629 7115 direct  
972 629 7171 fax  
smeiners@thompsoncoburn.com

### EMPLOYMENT

- Thompson Coburn LLP Partner, 2020-Present
- Hedrick Kring PLLC Bankruptcy and Litigation Paralegal, 2019–2020
- Cowles & Thompson Litigation and Bankruptcy Legal Assistant, 2019 – 2019
- Singer & Levick Litigation and Bankruptcy Paralegal, 2018-2019
- The Peavler Group Litigation Paralegal, 2017-September 2018
- Lewis Brisbois Bisgaard & Smith LLP Employment, Insurance Defense and Bankruptcy Litigation Paralegal, 2015- 2017
- Pronske Goolsby and Kathman, PC Bankruptcy Paralegal, 2006-2015
- Warner Stevens, LLP Contract Bankruptcy Paralegal, 2004-2005
- Hartline, Dacus, Barger, Dreyer & Kern, LLP Legal Assistant - Litigation, 2000-2004
- McGuire, Craddock, Strother & Hale, PC Legal Assistant – Bankruptcy, 1998-2000
- Andrews & Kurth, LLP Litigation Paralegal, 1996-1997

### EDUCATION

- Southern Methodist University, Paralegal Program, 1988

## Sandra assists attorneys and clients in a wide range of bankruptcy and litigation matters.

With more than 30 years of experience in all phases of bankruptcy and litigation, Sandra conducts research, drafts pleadings and discovery, communicates with clients, witnesses, opposing counsel and court personnel, and prepares notebooks for hearings and trials, including the preparation and organization of exhibits and privilege logs, and the drafting of witness and exhibit lists. Sandra further supports attorneys in the preparation of cases by reviewing and analyzing court documents and documents produced by parties, preparing subpoenas and tracking filing deadlines.