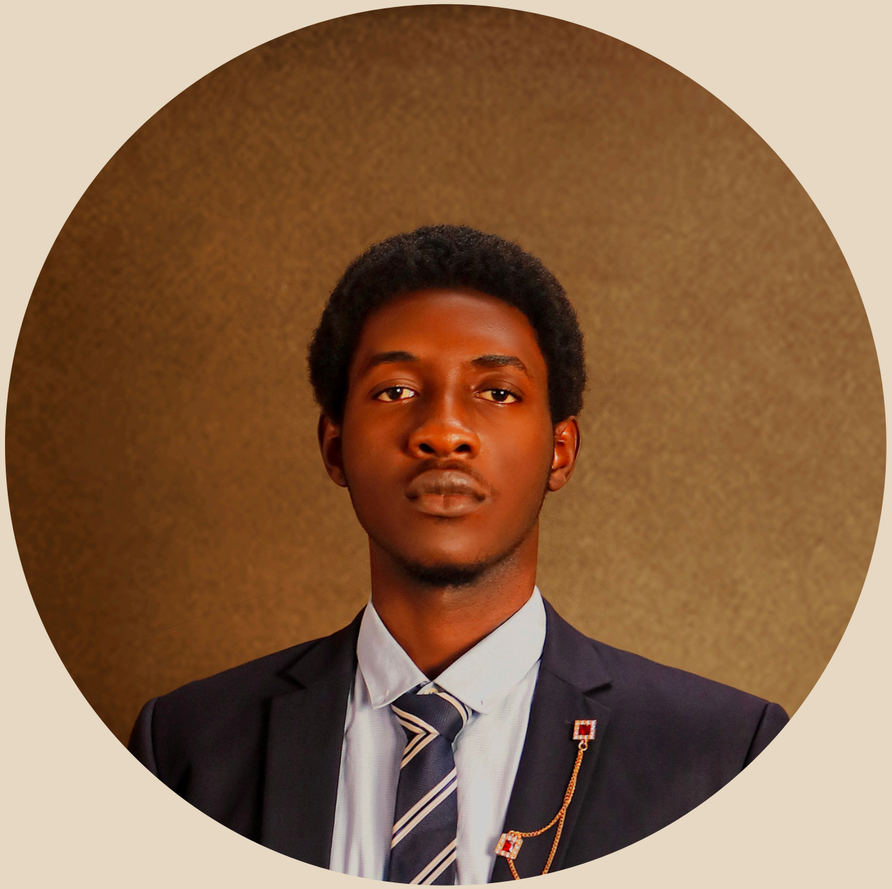
EMEKA-OKAFOR CHUKWUBUIKEM

Legal Virtual Assistant | Corporate & Business Law

Helping corporate Attorneys and Firms create and manage a solid operational machinery for efficient Execution

About Me

I'm a Certified Legal Virtual Assistant specializing in Corporate & Business case management. I help solo Corporate & Business attorneys and Emerging law firms in the United Kingdom streamline their operations, manage complex cases, draft documents and maintain organized workflows so they can focus on winning cases and serving clients.



Through comprehensive training at The LegalVA Hub, I've developed expertise in litigation workflows, legal document preparation, demand letter drafting, and case management systems including Clio and MyCase. I understand the critical importance of accuracy, confidentiality, and attention to detail in legal work.

What sets me apart is my first hand understanding of the legal space and my fastidiousness built for the delicacy this role demands. I don't just complete tasks, I understand them, communicate them per the best methods, follow through on them and ensure nothing falls through the cracks. I'm committed to becoming a seamless extension of your legal team and ensuring efficiency to the best degree in your preliminary operations.

I believe that effective legal support goes beyond technical skills, it requires understanding your firm's unique needs, adapting to your workflows, and maintaining the highest standards of professionalism. Every case I touch receives the same level of care and precision, whether it's a simple intake form or a comprehensive demand letter.

Services I Offer

Case Management

- Client intake & case setup via Clio
- File organization
- Status updates
- Firm Memoranda

Document Preparation

- Legal drafting (demand letters, motions)
- Discovery documents
- E-filing preparation

Legal Research

- Precedent sourcing
- Statute Review
- Court Procedural Rules

Client Communication

- Professional correspondence
- Appointment scheduling
- Client portal management

Billing & Time Tracking

- Accurate time entries
- Invoice preparation
- Expense documentation

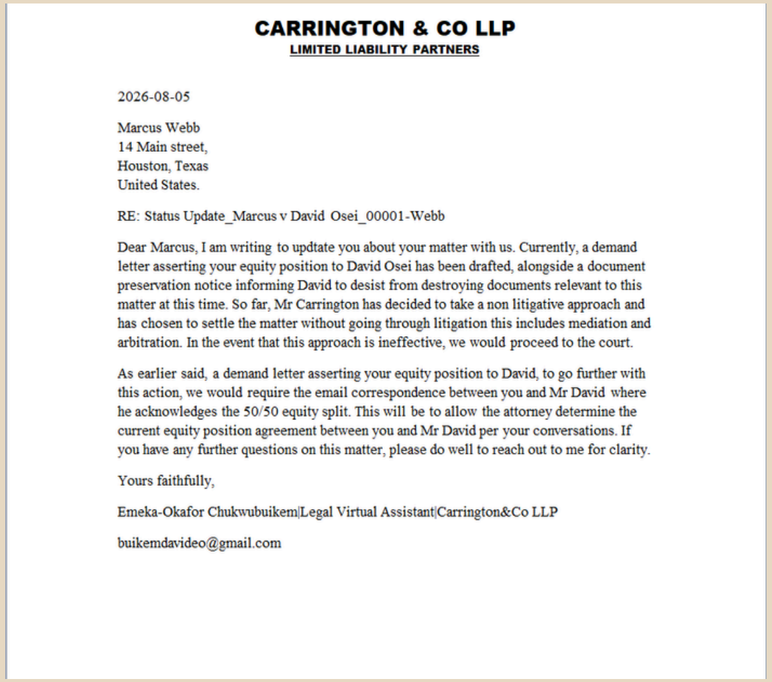
Docket and Calender management

- Trickler reminder system setup
- Statute of Limitation Research
- Task calender creation

Work Samples

Legal Document Drafting

Drafted attorney-ready legal documents across Corporate matters including Client Update Letter, Demand Letter, and Verified Complaint.
All work samples are from a supervised mock case scenario. No real client data is used.



CARRINGTON & CO LLP
LIMITED LIABILITY PARTNERS

2026-08-05

Marcus Webb
14 Main street,
Houston, Texas
United States.

RE: Status Update_Marcus v David Osei_00001-Webb

Dear Marcus, I am writing to updtate you about your matter with us. Currently, a demand letter asserting your equity position to David Osei has been drafted, alongside a document preservation notice informing David to desist from destroying documents relevant to this matter at this time. So far, Mr Carrington has decided to take a non litigative approach and has chosen to settle the matter without going through litigation this includes mediation and arbitration. In the event that this approach is ineffective, we would proceed to the court.

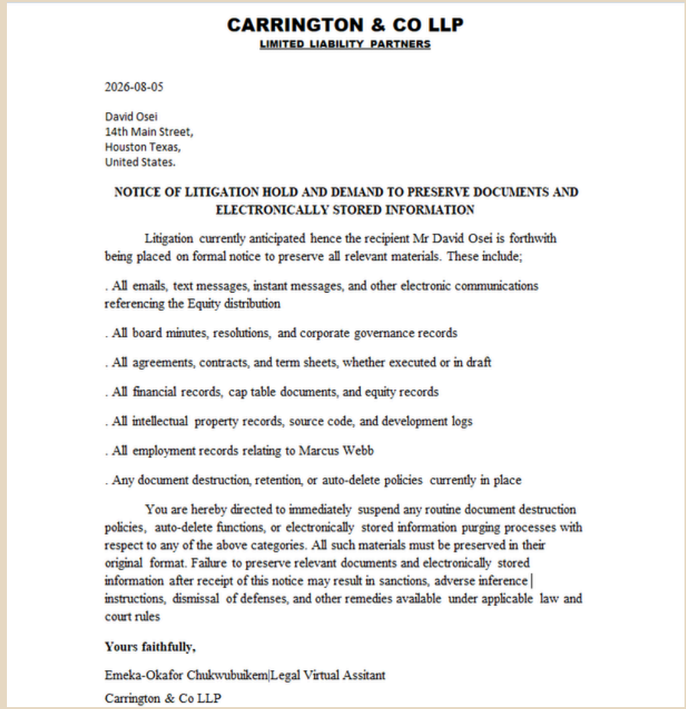
As earlier said, a demand letter asserting your equity position to David, to go further with this action, we would require the email correspondence between you and Mr David where he acknowledges the 50/50 equity split. This will be to allow the attorney determine the current equity position agreement between you and Mr David per your conversations. If you have any further questions on this matter, please do well to reach out to me for clarity.

Yours faithfully,

Emeka-Okafor Chukwubuikem|Legal Virtual Assistant|Carrington&Co LLP

buikemdavideo@gmail.com

Client Update Letter



CARRINGTON & CO LLP
LIMITED LIABILITY PARTNERS

2026-08-05

David Osei
14th Main Street,
Houston Texas,
United States.

NOTICE OF LITIGATION HOLD AND DEMAND TO PRESERVE DOCUMENTS AND ELECTRONICALLY STORED INFORMATION

Litigation currently anticipated hence the recipient Mr David Osei is forthwith being placed on formal notice to preserve all relevant materials. These include;

. All emails, text messages, instant messages, and other electronic communications referencing the Equity distribution

. All board minutes, resolutions, and corporate governance records

. All agreements, contracts, and term sheets, whether executed or in draft

. All financial records, cap table documents, and equity records

. All intellectual property records, source code, and development logs

. All employment records relating to Marcus Webb

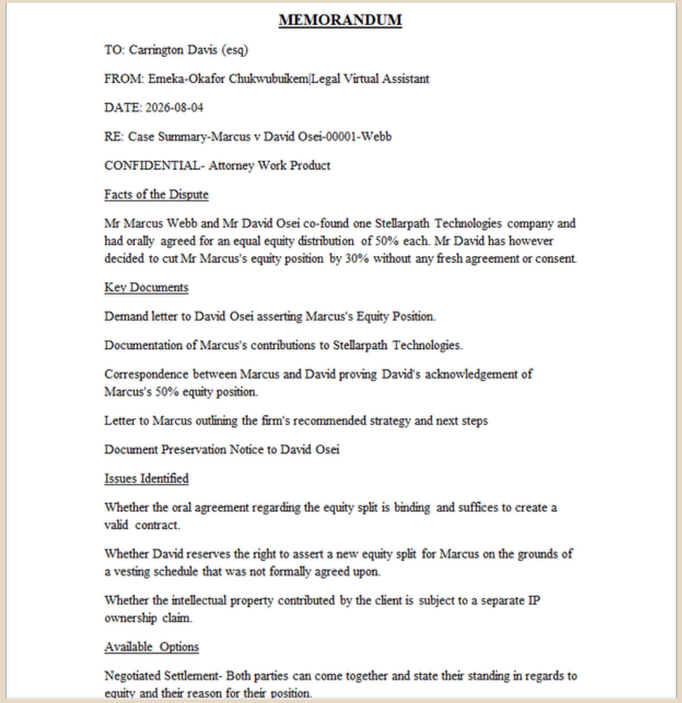
. Any document destruction, retention, or auto-delete policies currently in place

You are hereby directed to immediately suspend any routine document destruction policies, auto-delete functions, or electronically stored information purging processes with respect to any of the above categories. All such materials must be preserved in their original format. Failure to preserve relevant documents and electronically stored information after receipt of this notice may result in sanctions, adverse inference instructions, dismissal of defenses, and other remedies available under applicable law and court rules

Yours faithfully,

Emeka-Okafor Chukwubuikem|Legal Virtual Assitant
Carrington & Co LLP

Demand Letter



MEMORANDUM

TO: Carrington Davis (esq)

FROM: Emeka-Okafor Chukwubuikem|Legal Virtual Assistant

DATE: 2026-08-04

RE: Case Summary-Marcus v David Osei-00001-Webb

CONFIDENTIAL- Attorney Work Product

Facts of the Dispute

Mr Marcus Webb and Mr David Osei co-found one Stellarpath Technologies company and had orally agreed for an equal equity distribution of 50% each. Mr David has however decided to cut Mr Marcus's equity position by 30% without any fresh agreement or consent.

Kev Documents

Demand letter to David Osei asserting Marcus's Equity Position.

Documentation of Marcus's contributions to Stellarpath Technologies.

Correspondence between Marcus and David proving David's acknowledgement of Marcus's 50% equity position.

Letter to Marcus outlining the firm's recommended strategy and next steps

Document Preservation Notice to David Osei

Issues Identified

Whether the oral agreement regarding the equity split is binding and suffices to create a valid contract.

Whether David reserves the right to assert a new equity split for Marcus on the grounds of a vesting schedule that was not formally agreed upon.

Whether the intellectual property contributed by the client is subject to a separate IP ownership claim.

Available Options

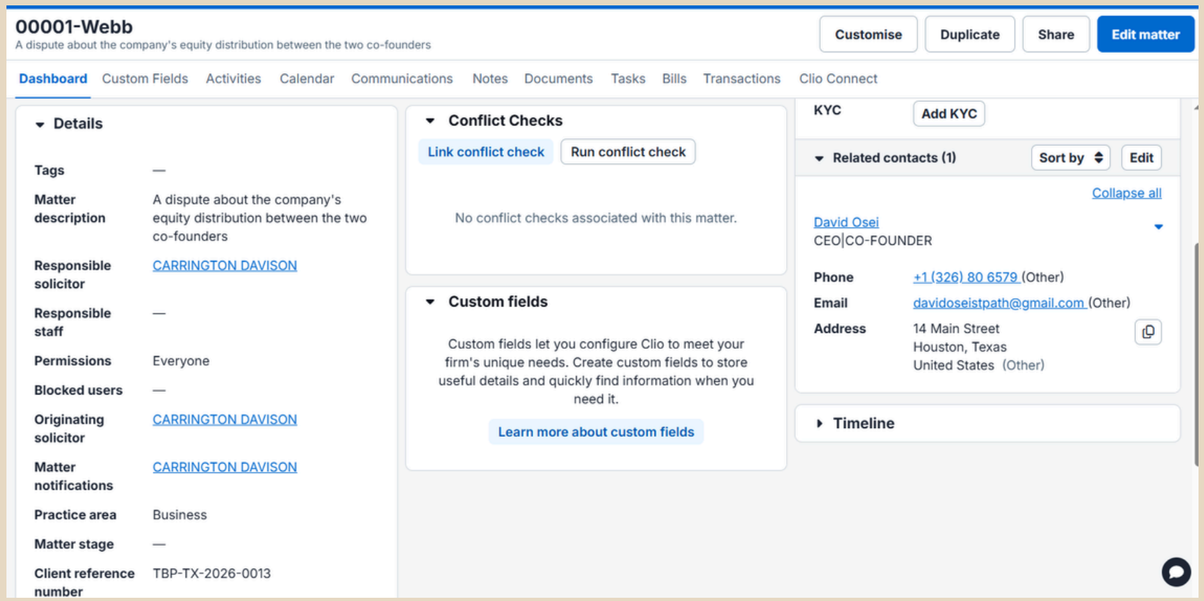
Negotiated Settlement- Both parties can come together and state their standing in regards to equity and their reason for their position.

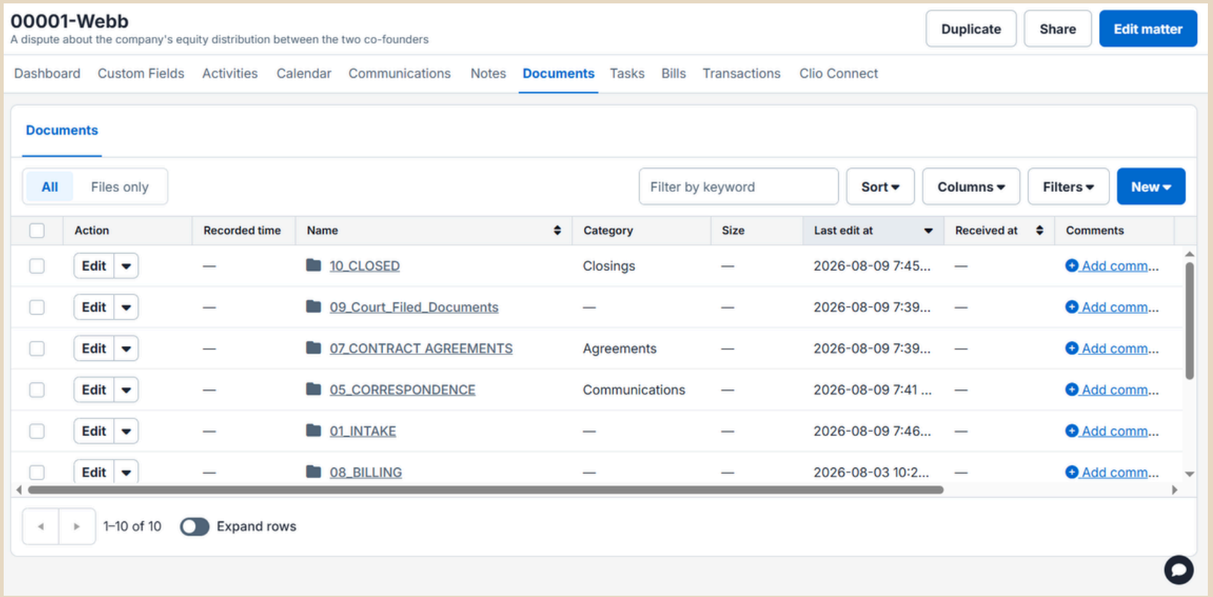
Memorandom

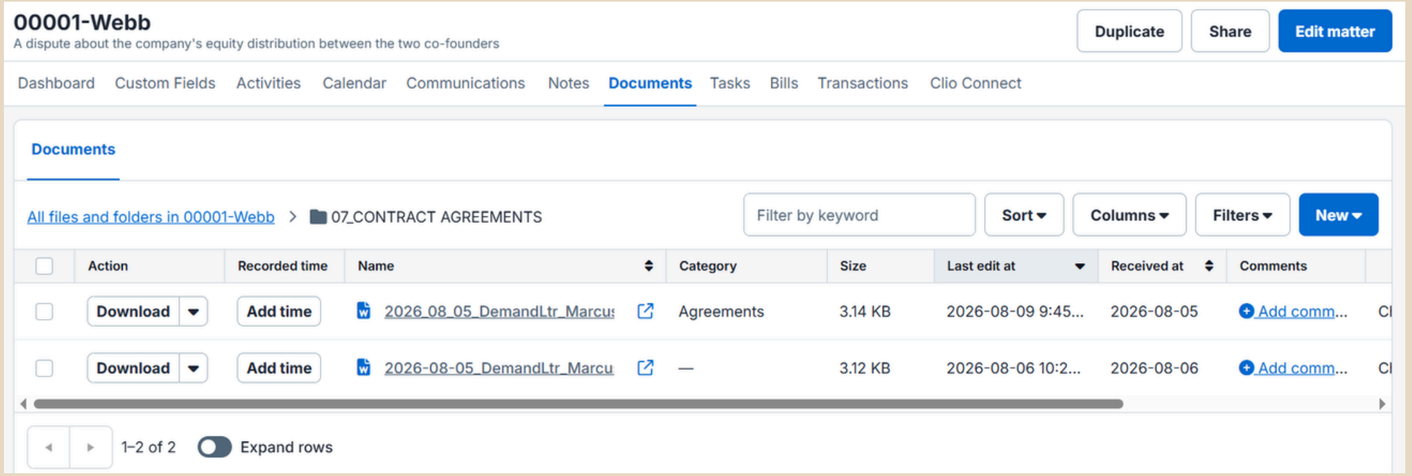
View Document Folder

Case Management

Set up and managed an active matter inside Clio for a Contract Dispute Case.

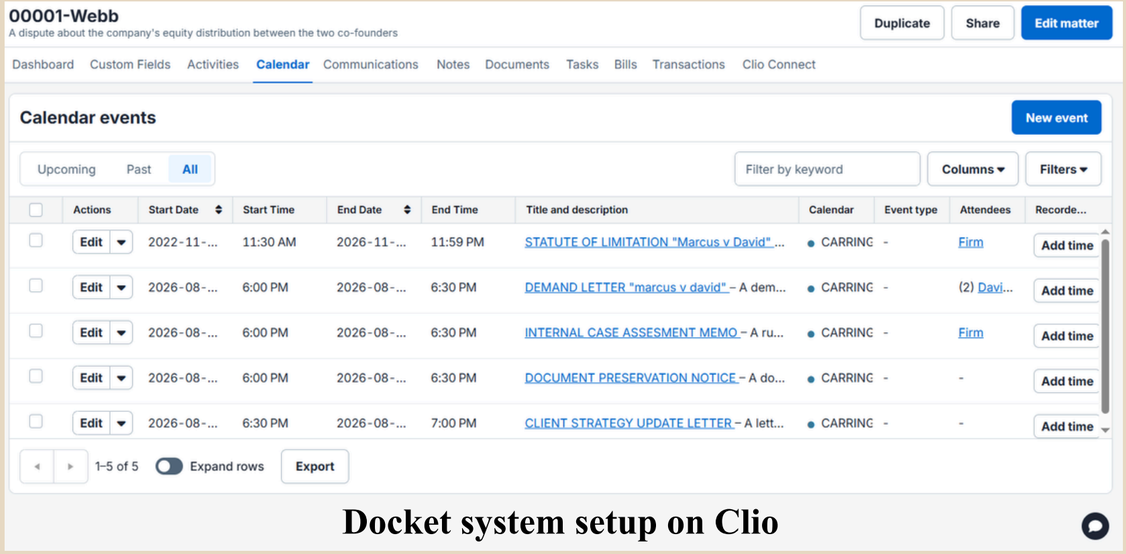




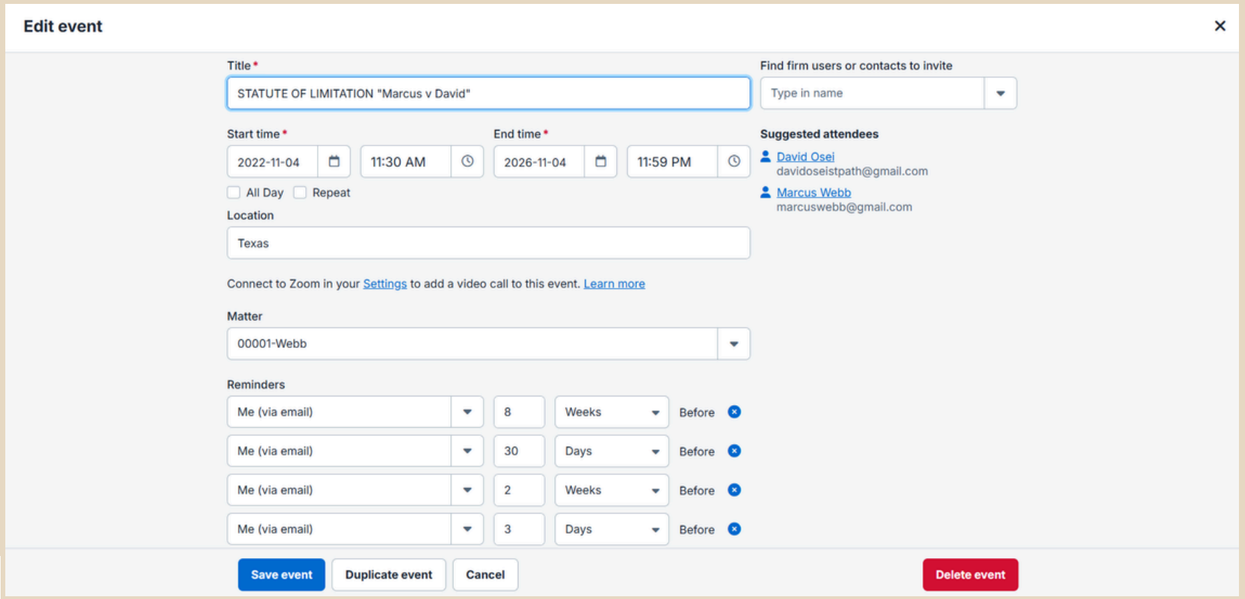


Docket & Calendar Management

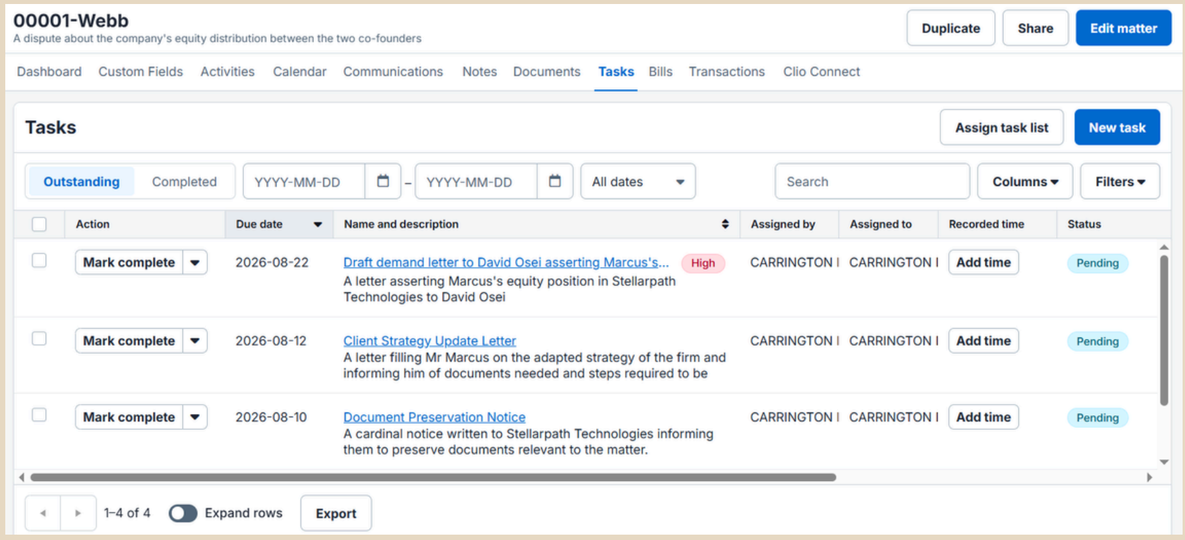
Built and maintained a full docket for an active Corporate matter entering all case deadlines with 30/14/3-day tickler.
Maintained Recurring timeblocks for weekly planning & deepwork



Docket system setup on Clio



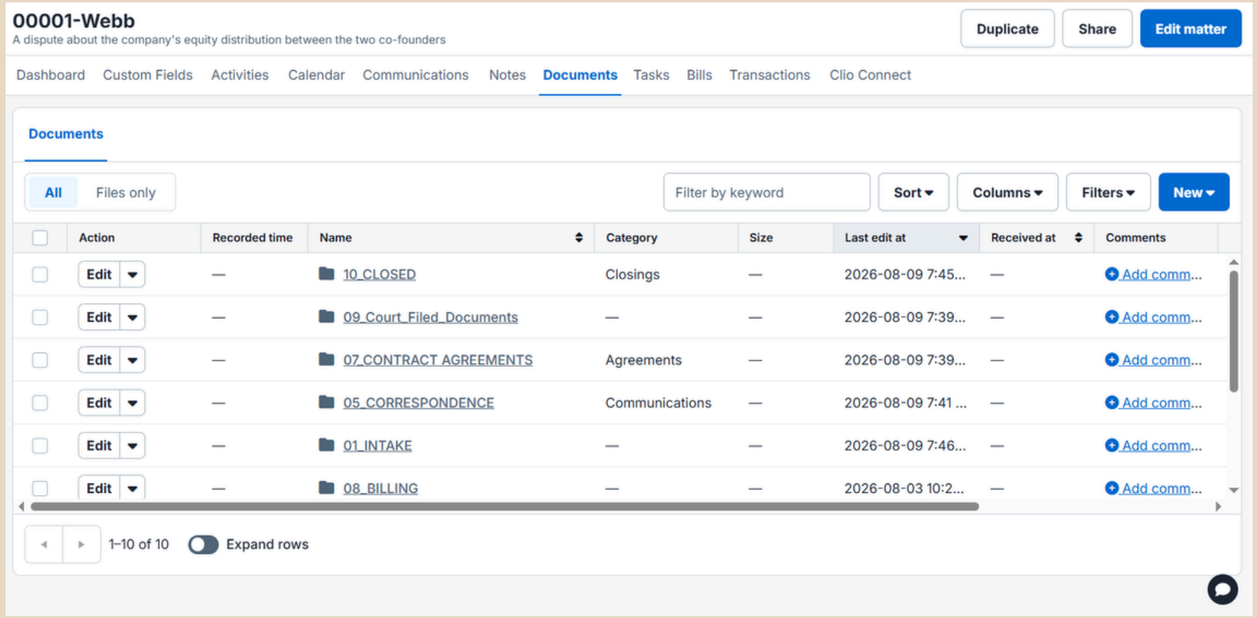
Trickler reminder system setup

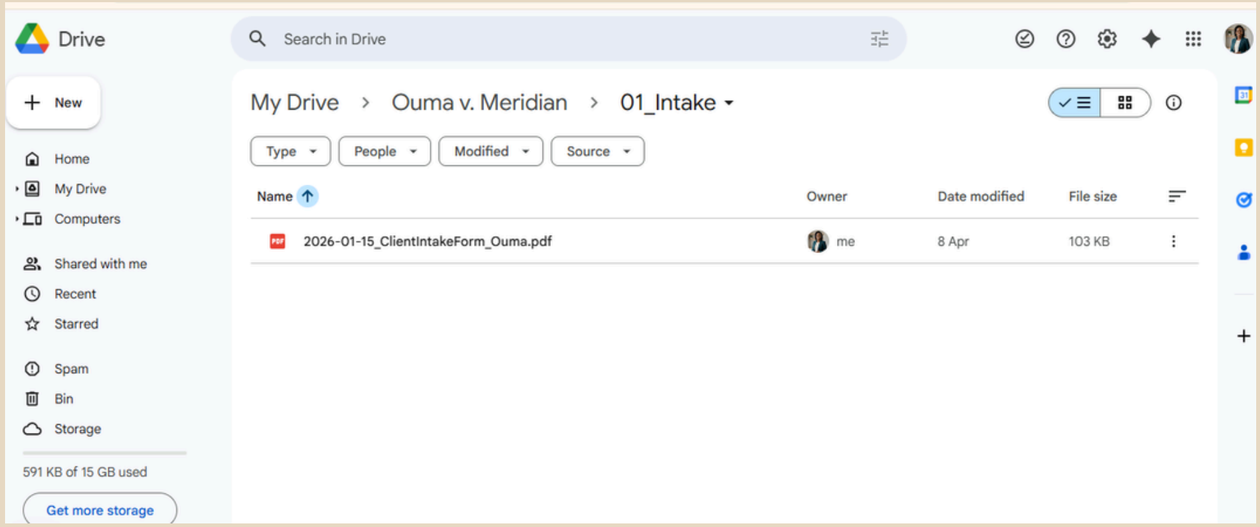


Task setup & reminders

Document Management & File Organization

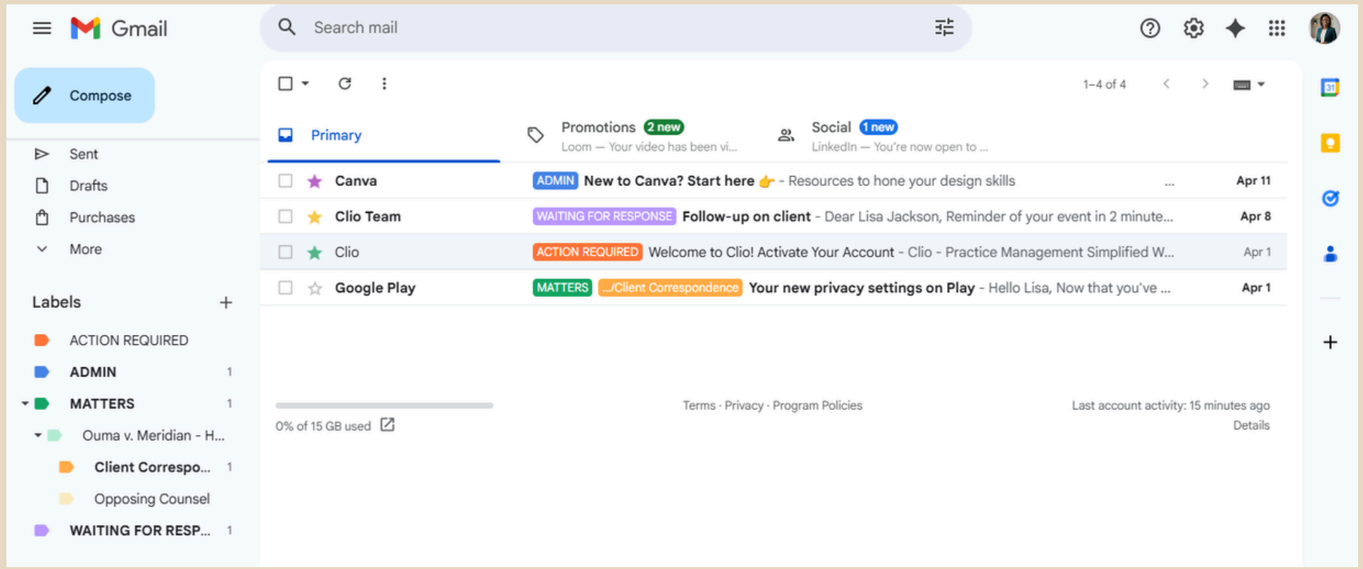
Designed and implemented a professional legal file structure for an active matter across ten documents categories.



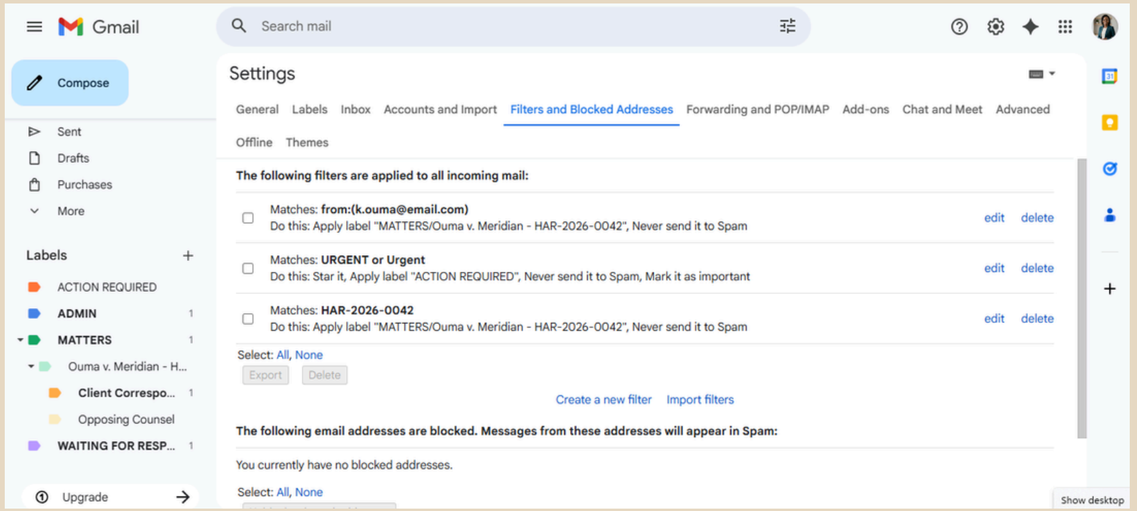


Email Management

Structured & Managed a professional legal inbox using a label and filter system designed for active matter management



Clear Email Labels



Filters Applied

Tools & Software I Use

Case Management

- Clio
- MyCase

Document Management

- Google Drive

Productivity & Time Tracking

- Trello
- Toggl
- Clockify
- Asana
- Monday.com

Communication

- Zoom
- Gmail
- Google Meet

Legal Research

- Google Scholar
- CaseText
- WestLaw

Certification & Training

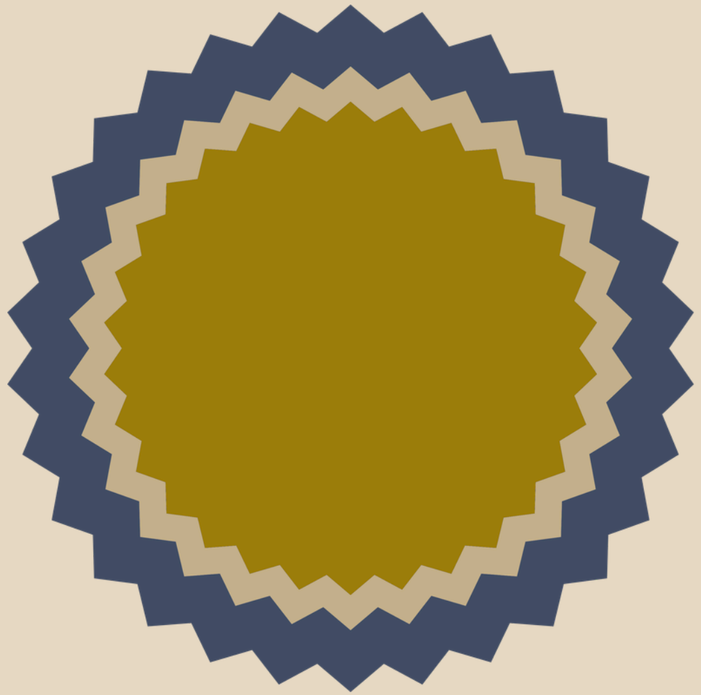
Certified Legal Virtual Assistant

The LegalVA Hub | May 2026

Completed comprehensive 6-module training program including:

- Legal Fundamentals & Procedures
- Case Management Systems - Clio
- Legal Document Preparation & Drafting
- Personal Injury Case Workflows
- Professional Branding & Client Acquisition
- Ethics, Professionalism & Best Practices

10 weeks of specialized Legal VA instructions



Contact

I’m available to support your practice with reliable, professional Legal VA services.



buikemdavideo@gmail.com



+234 8160700373



LinkedIn