PATRICIA JOANNA BOTARDO

LEGAL VIRTUAL ASSISTANT | PERSONAL INJURY LITIGATION

Streamlining PI Casework so Attorneys can focus on litigation success.



About me.

I am a Certified Legal Virtual Assistant specialising in personal injury case management, supporting solo PI attorneys in California with the operational work that keeps their practice running smoothly and their cases moving forward.

I bring a combination of legal and medical education, formal Legal VA training, and practical exercise with U.S. personal injury case workflows. I am comfortable conducting legal research, preparing litigation documents, organizing case information, drafting client and insurance correspondence, tracking deadlines, and working within Clio.

My background in education also strengthened my ability to research carefully, organize complex information, communicate clearly, and manage multiple deadlines. Rather than positioning myself as someone who simply performs administrative tasks, I aim to provide legally informed, detail-oriented support that helps a personal injury attorney keep each matter organized and moving forward

Solo attorneys and small personal injury firms can become overwhelmed by the constant case follow-ups, deadlines, medical records, legal research, documentation, and administrative work required to keep dozens of matters moving. I help attorneys regain control of their caseload so important deadlines and case details don't get lost while they focus on clients, negotiations, and litigation strategy.

What I deliver.

01

Case Management Support

- *Client intake and matter set up in Clio*
- *Case file organisation and maintenance using the ten-folder architecture*
- *Deadline and docket management with 30/14/3 day tickler system*
- *Task tracking and follow up across active matter*
- *Case status updates and internal reporting*

02

Legal Document Preparation

- *Demand Letter drafting incorporating medical records and damages calculations*
- *Civil complaint drafting and formatting*
- *Client status update letters*
- *Authorosation to release medical records*
- *Document proff reading and formatting to attorney- ready standard*

03

Administrative and Operational Support

- *Calendar management and deadline coordination*
- *Time tracking and billing support*
- *Document management and naming convention maintenance*
- *Email inbox organisation and filter management*

04

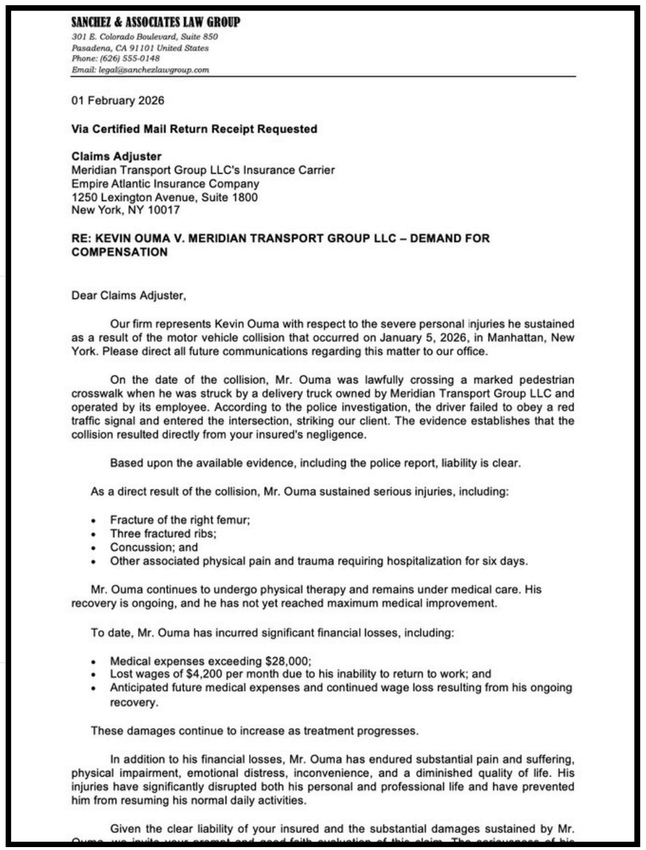
Client Communication Support

- *Professional email correspondence on behalf of the attorney*
- *Appointment scheduling and confirmations*
- *Client portal management*
- *Status update communcations to clients*

Work Samples

Legal Document Drafting

Drafted attorney-ready document for a simulated personal injury matter, structured correctly, formatted professionally and ready for attorney review. All work samples are from a supervised mock case scenario . No real client data is used.



SANCHEZ & ASSOCIATES LAW GROUP
301 E. Colorado Boulevard, Suite 850
Pasadena, CA 91101 United States
Phone: (626) 555-0148
Email: legal@sanchezlawgroup.com

01 February 2026

Via Certified Mail Return Receipt Requested

Claims Adjuster
Meridian Transport Group LLC's Insurance Carrier
Empire Atlantic Insurance Company
1250 Lexington Avenue, Suite 1800
New York, NY 10017

RE: KEVIN OUMA V. MERIDIAN TRANSPORT GROUP LLC – DEMAND FOR COMPENSATION

Dear Claims Adjuster,

Our firm represents Kevin Ouma with respect to the severe personal injuries he sustained as a result of the motor vehicle collision that occurred on January 5, 2026, in Manhattan, New York. Please direct all future communications regarding this matter to our office.

On the date of the collision, Mr. Ouma was lawfully crossing a marked pedestrian crosswalk when he was struck by a delivery truck owned by Meridian Transport Group LLC and operated by its employee. According to the police investigation, the driver failed to obey a red traffic signal and entered the intersection, striking our client. The evidence establishes that the collision resulted directly from your insured's negligence.

Based upon the available evidence, including the police report, liability is clear.

As a direct result of the collision, Mr. Ouma sustained serious injuries, including:

- Fracture of the right femur;
- Three fractured ribs;
- Concussion; and
- Other associated physical pain and trauma requiring hospitalization for six days.

Mr. Ouma continues to undergo physical therapy and remains under medical care. His recovery is ongoing, and he has not yet reached maximum medical improvement.

To date, Mr. Ouma has incurred significant financial losses, including:

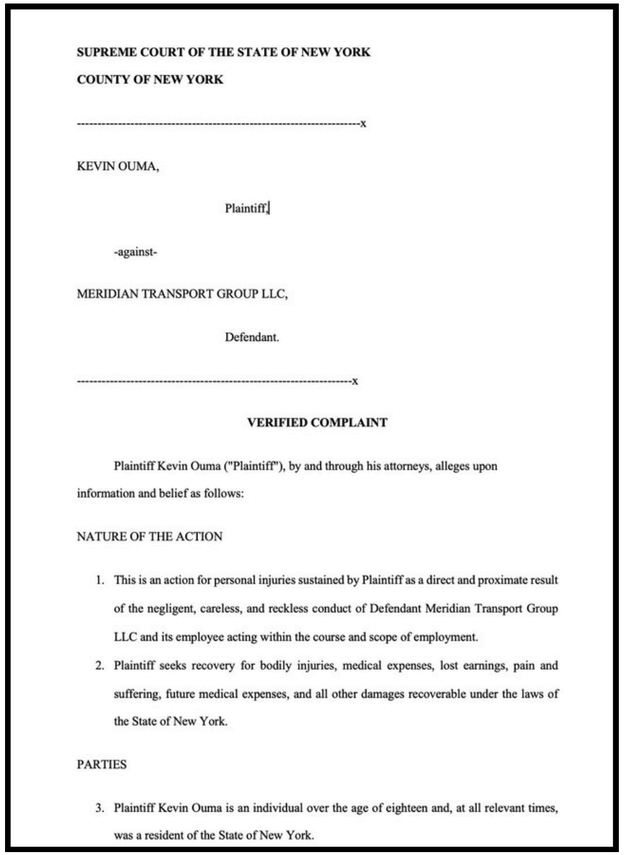
- Medical expenses exceeding $28,000;
- Lost wages of $4,200 per month due to his inability to return to work; and
- Anticipated future medical expenses and continued wage loss resulting from his ongoing recovery.

These damages continue to increase as treatment progresses.

In addition to his financial losses, Mr. Ouma has endured substantial pain and suffering, physical impairment, emotional distress, inconvenience, and a diminished quality of life. His injuries have significantly disrupted both his personal and professional life and have prevented him from resuming his normal daily activities.

Given the clear liability of your insured and the substantial damages sustained by Mr. Ouma, we invite your prompt and good faith evaluation of this claim. The seriousness of his

Demand Letter



SUPREME COURT OF THE STATE OF NEW YORK

COUNTY OF NEW YORK

----------x

KEVIN OUMA,

Plaintiff,

-against-

MERIDIAN TRANSPORT GROUP LLC,

Defendant.

----------x

VERIFIED COMPLAINT

Plaintiff Kevin Ouma ("Plaintiff"), by and through his attorneys, alleges upon information and belief as follows:

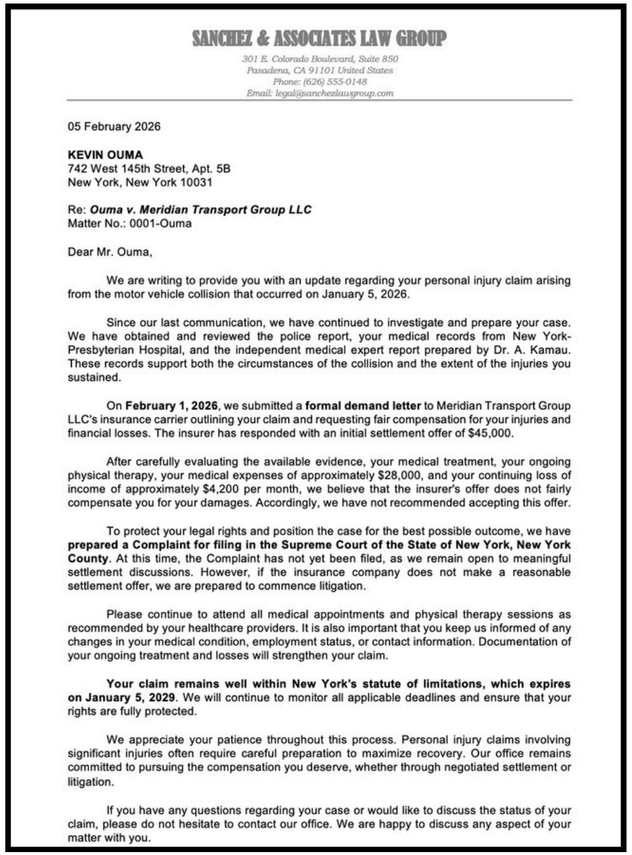
NATURE OF THE ACTION

1. This is an action for personal injuries sustained by Plaintiff as a direct and proximate result of the negligent, careless, and reckless conduct of Defendant Meridian Transport Group LLC and its employee acting within the course and scope of employment.
2. Plaintiff seeks recovery for bodily injuries, medical expenses, lost earnings, pain and suffering, future medical expenses, and all other damages recoverable under the laws of the State of New York.

PARTIES

3. Plaintiff Kevin Ouma is an individual over the age of eighteen and, at all relevant times, was a resident of the State of New York.

Civil Complaint



SANCHEZ & ASSOCIATES LAW GROUP
301 E. Colorado Boulevard, Suite 850
Pasadena, CA 91101 United States
Phone: (626) 555-0148
Email: legal@sanchezlawgroup.com

05 February 2026

KEVIN OUMA
742 West 145th Street, Apt. 5B
New York, New York 10031

Re: ***Ouma v. Meridian Transport Group LLC***
Matter No.: 0001-Ouma

Dear Mr. Ouma,

We are writing to provide you with an update regarding your personal injury claim arising from the motor vehicle collision that occurred on January 5, 2026.

Since our last communication, we have continued to investigate and prepare your case. We have obtained and reviewed the police report, your medical records from New York-Presbyterian Hospital, and the independent medical expert report prepared by Dr. A. Kamau. These records support both the circumstances of the collision and the extent of the injuries you sustained.

On **February 1, 2026**, we submitted a **formal demand letter** to Meridian Transport Group LLC's insurance carrier outlining your claim and requesting fair compensation for your injuries and financial losses. The insurer has responded with an initial settlement offer of $45,000.

After carefully evaluating the available evidence, your medical treatment, your ongoing physical therapy, your medical expenses of approximately $28,000, and your continuing loss of income of approximately $4,200 per month, we believe that the insurer's offer does not fairly compensate you for your damages. Accordingly, we have not recommended accepting this offer.

To protect your legal rights and position the case for the best possible outcome, we have **prepared a Complaint for filing in the Supreme Court of the State of New York, New York County**. At this time, the Complaint has not yet been filed, as we remain open to meaningful settlement discussions. However, if the insurance company does not make a reasonable settlement offer, we are prepared to commence litigation.

Please continue to attend all medical appointments and physical therapy sessions as recommended by your healthcare providers. It is also important that you keep us informed of any changes in your medical condition, employment status, or contact information. Documentation of your ongoing treatment and losses will strengthen your claim.

Your claim remains well within New York's statute of limitations, which expires on January 5, 2029. We will continue to monitor all applicable deadlines and ensure that your rights are fully protected.

We appreciate your patience throughout this process. Personal injury claims involving significant injuries often require careful preparation to maximize recovery. Our office remains committed to pursuing the compensation you deserve, whether through negotiated settlement or litigation.

If you have any questions regarding your case or would like to discuss the status of your claim, please do not hesitate to contact our office. We are happy to discuss any aspect of your matter with you.

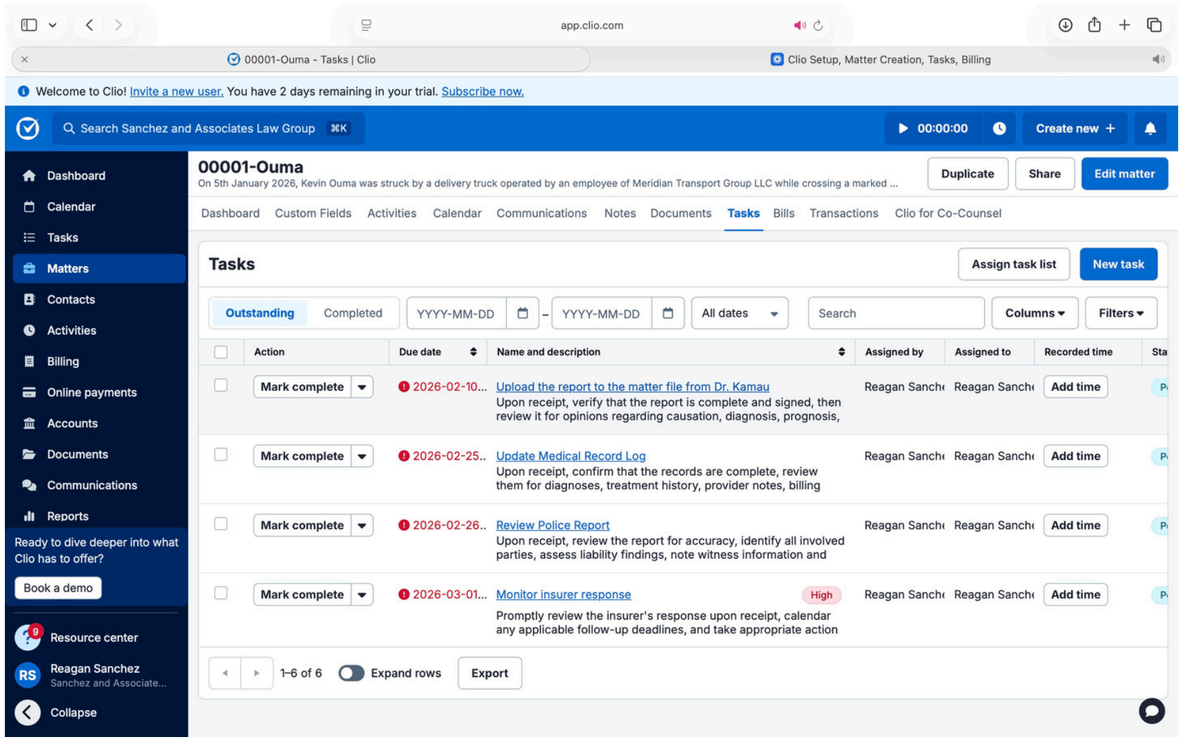
Client Status Update

Click here to view full folder

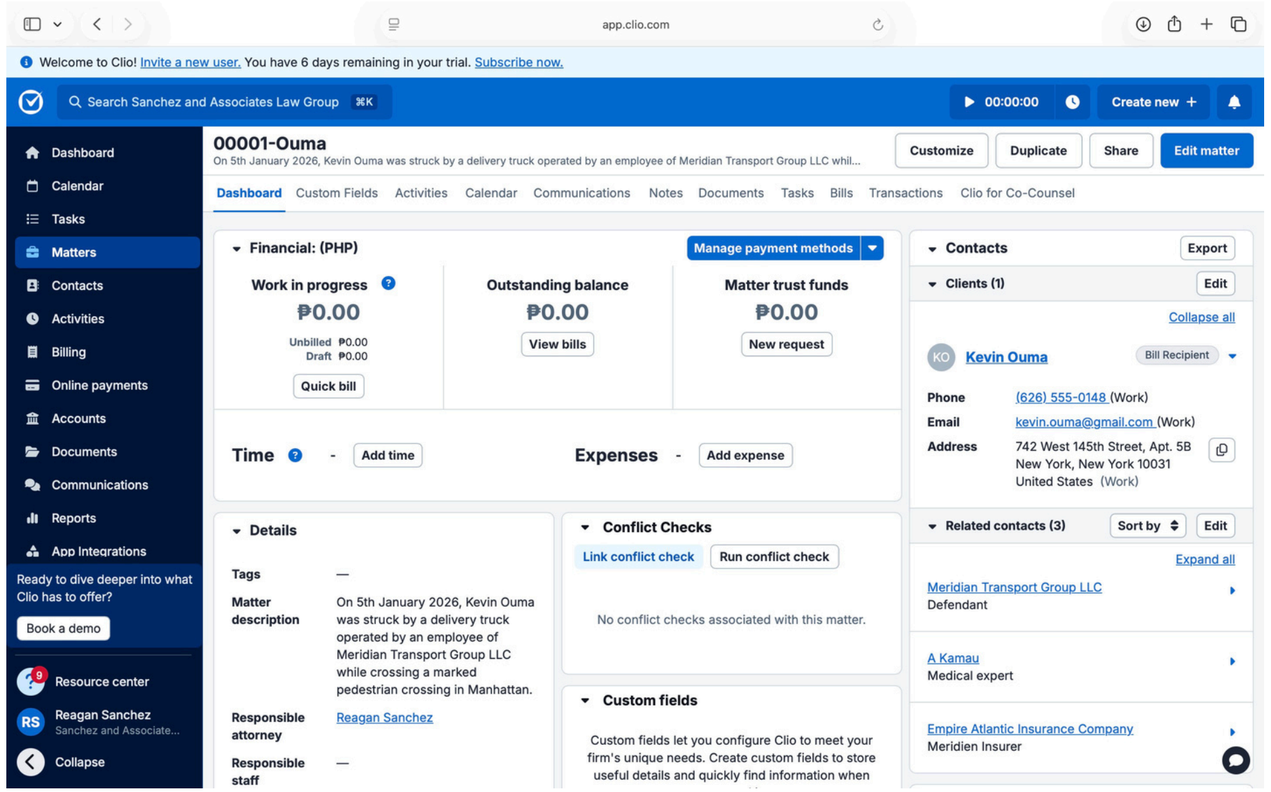
Work Samples

Case Management in Clio

Set up and managed an active personal injury matter inside Clio, configured the matter dashboard, built the full ten-folder case file structure, and maintained a running matter notes log across key case events.



Matter Notes and Task

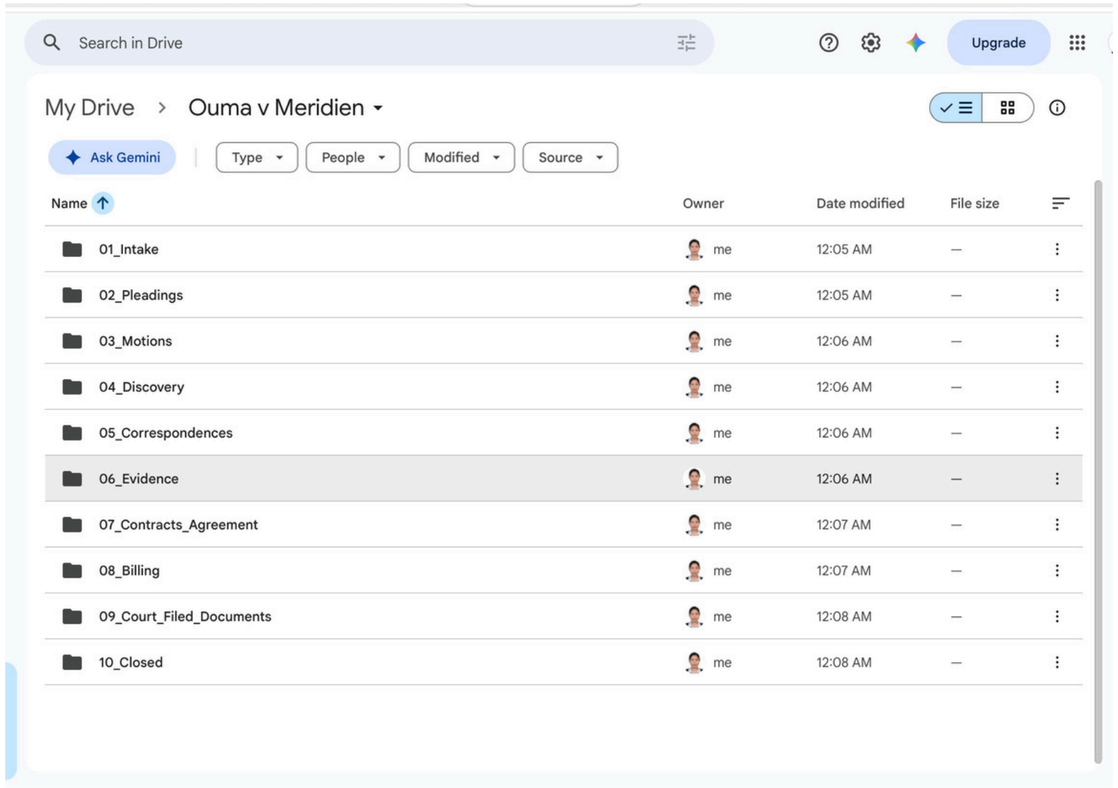


Matter Dashboard using Clio

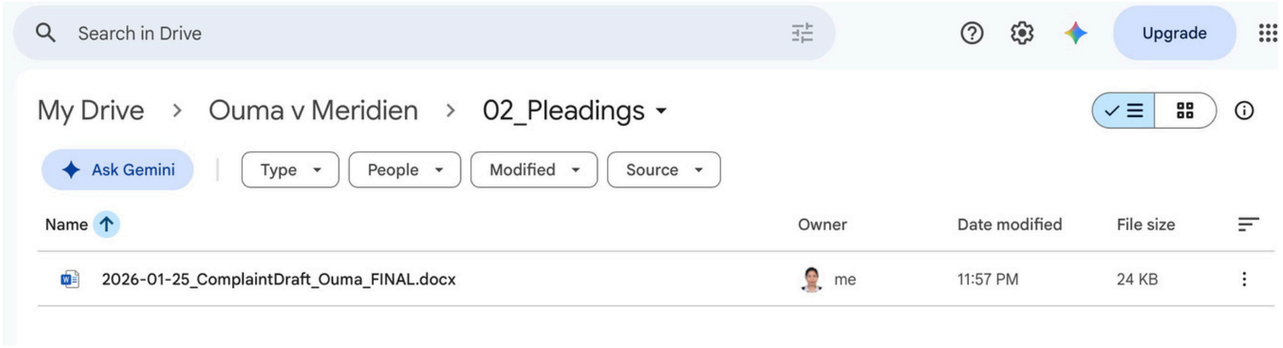
Work Samples

Document & File Organization

*D*esigned and implemented a professional legal file structure using standard naming conventions, version control, and the ten-folder architecture inside an active matter.



Ten-folder Architecture

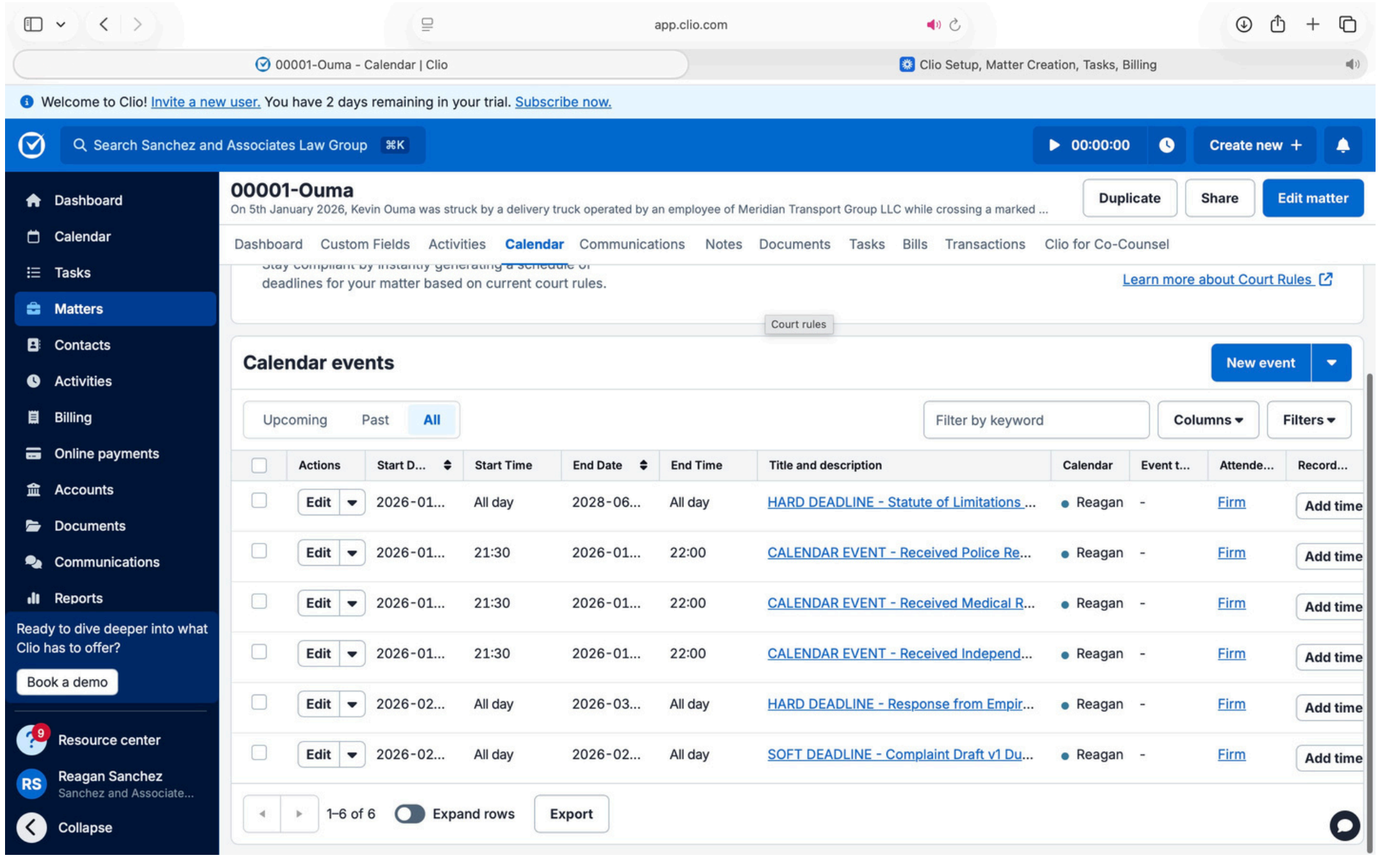


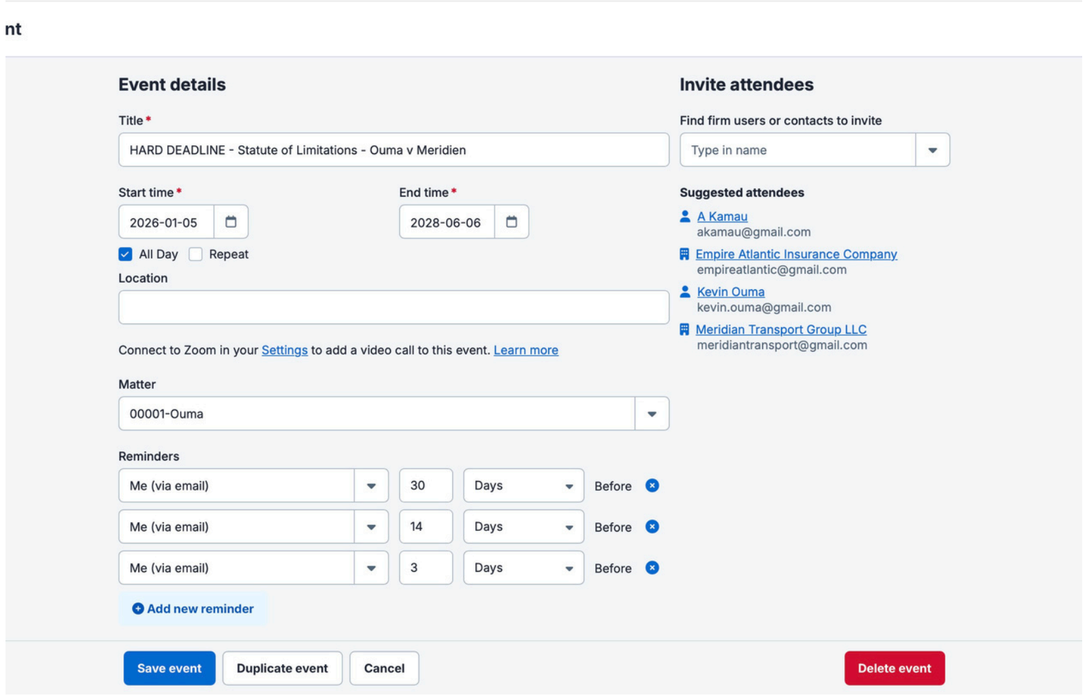
Naming conventions

Work Samples

Docket and Calendar Management

Built and maintained a full docket for an active matter with 30/14/3-day tickler reminders set for all hard deadlines. Managed the attorney's calendar alongside the matter docket ensuring no deadline was missed.



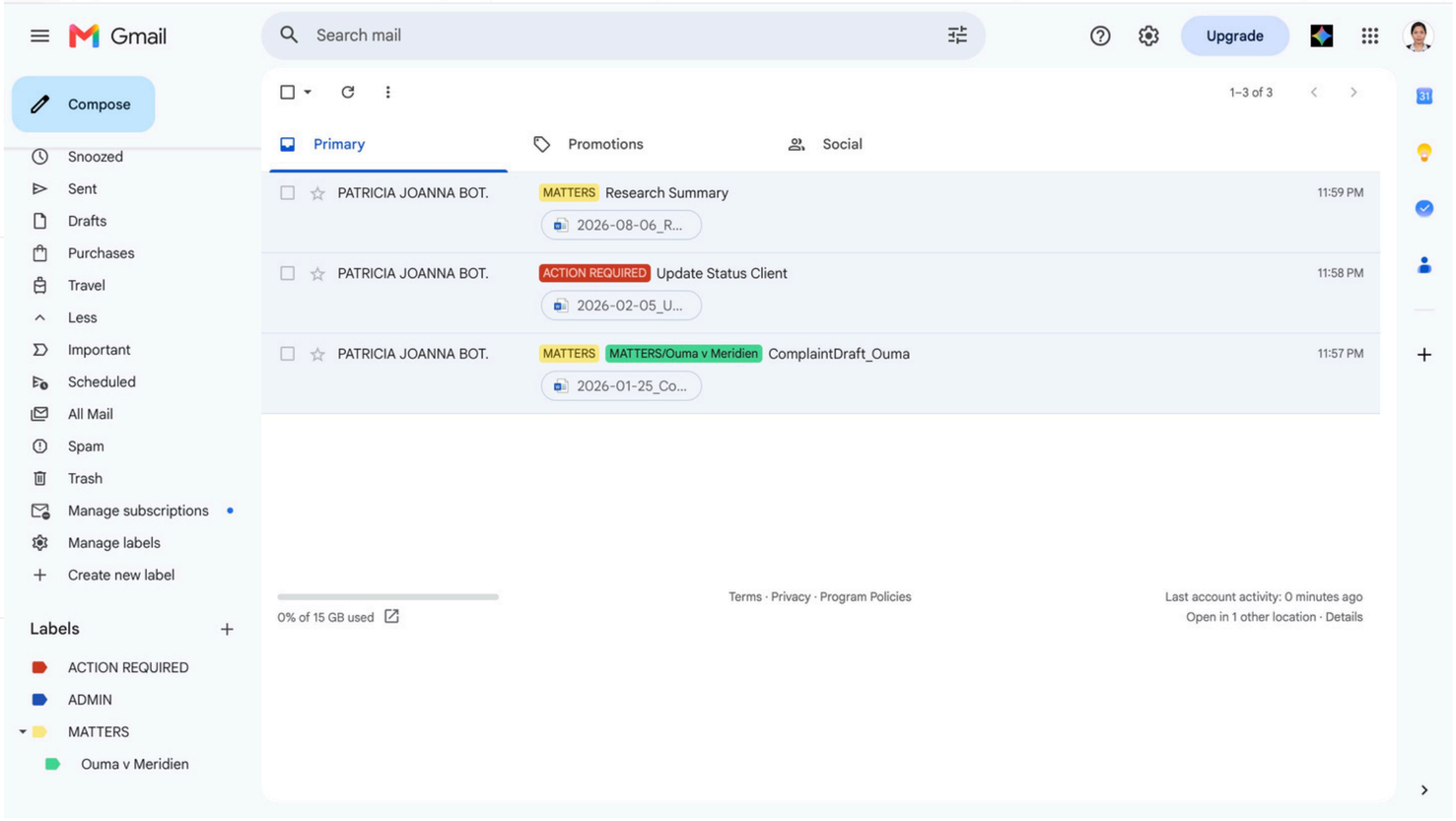


Managed docket calendar

Work Samples

Email & Inbox Management

Structured and managed a professional legal inbox using Gmail labels and automated filters, built matter-specific sub-labels, and created filters



Created Labels and Filters

Tools and Software

Case Management

- Clio

Document Management

- Google Drive
- Dropbox
- Adobe Acrobat Pro
- Microsoft OneDrive

Communication

- Zoom
- Outlook
- Gmail

Legal Research

- Google Scholar

Certification and Training

Certified Legal Virtual Assistant

The LegalVA Hub | September 2026

Completed a 10-week, six-module certification program covering legal foundations and procedures, document management and filing systems, tools and systems of a Legal VA, professional positioning and branding, client acquisition and management, and ethics and professionalism.



Bachelor of Laws, LL.B

University of Nueva Caceres, Philippines| June 2019 - June 2024

Let's talk.

Booking the 20-minute discovery call is the next step.

BOOK A DISCOVERY CALL →

OR REACH OUT DIRECTLY

patriciajoannabp.legalva@gmail.com

www.linkedin.com/in/patricia-joanna-botardo-82255a42b

+639690349123

Working hours: Monday–Friday, 8:00 AM–12:00 PM ET (5:00 AM–9:00 AM PT) • Replies within 4 business hours