ELIZABETH KAMAU

Legal Virtual Assistant | Personal Injury

Helping PI Attorneys [redacted]



About Me

I am a Certified Legal Virtual Assistant specialising in Personal Injury case management, [redacted]

Services I Offer

Case Management

- **Client intake & case setup**
- **File organization**
- **Deadline tracking**
- **Status updates**

Document Preparation

- **Legal drafting (pleadings, motions)**
- **Discovery documents**
- **E-filing preparation**

Personal Injury Support

- **Demand letter drafting**
- **Medical record organization**
- **Damages calculation**

Client Communication

- Professional correspondence
- Appointment scheduling
- Client portal management

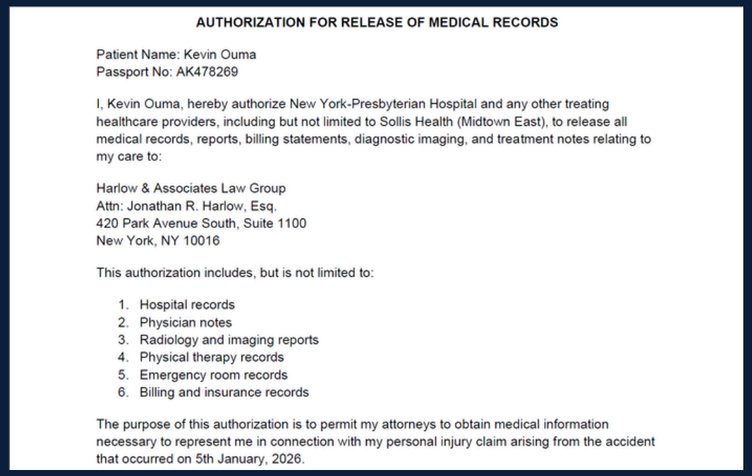
Billing & Time Tracking

- Accurate time entries
- Invoice preparation
- Expense documentation

Work Samples

Legal Document Drafting

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



AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS

Patient Name: Kevin Ouma
Passport No: AK478269

I, Kevin Ouma, hereby authorize New York-Presbyterian Hospital and any other treating healthcare providers, including but not limited to Sollis Health (Midtown East), to release all medical records, reports, billing statements, diagnostic imaging, and treatment notes relating to my care to:

Harlow & Associates Law Group
Attn: Jonathan R. Harlow, Esq.
420 Park Avenue South, Suite 1100
New York, NY 10016

This authorization includes, but is not limited to:

1. Hospital records
2. Physician notes
3. Radiology and imaging reports
4. Physical therapy records
5. Emergency room records
6. Billing and insurance records

The purpose of this authorization is to permit my attorneys to obtain medical information necessary to represent me in connection with my personal injury claim arising from the accident that occurred on 5th January, 2026.

Authorisation Letter



HARLOW & ASSOCIATES LAW GROUP
420 Park Avenue South, Suite 1100
New York, NY 10016

January 17, 2026

Via Certified Mail and Email

Claims Adjuster
MERIDIAN GOLD INSURANCE COMPANY
400 Park Avenue South, Suite 996
New York, NY

RE: **DEMAND FOR SETTLEMENT**

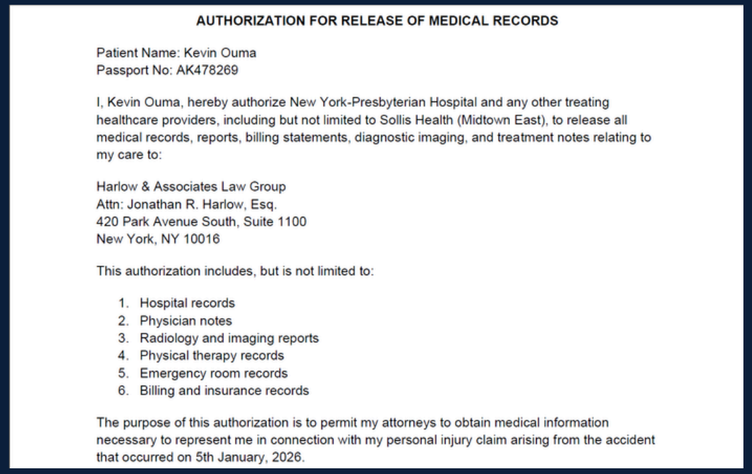
Our Client: Kevin Ouma
Date of Loss: January 5, 2026
Your Insured: Meridian Transport Group LLC and Driver
Matter No.: HAR-2026-0042

Dear Claims Adjuster:

Please be advised that this office represents Kevin Ouma with respect to serious personal injuries he sustained on January 5, 2026, in Manhattan, New York.

Liability
The facts of this case establish clear and unequivocal liability on the part of your insured. Mr. Ouma was lawfully within a marked pedestrian crosswalk when he was violently struck by a

Demand Letter



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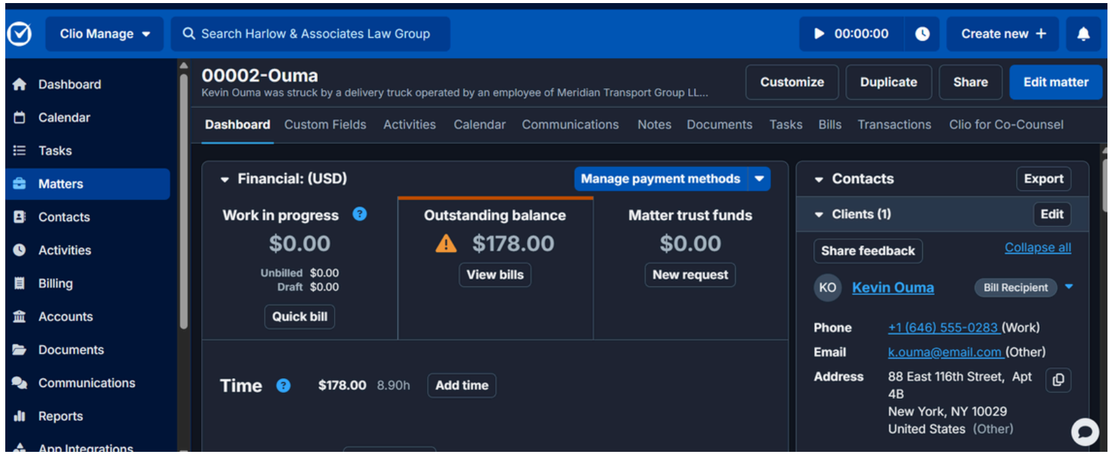
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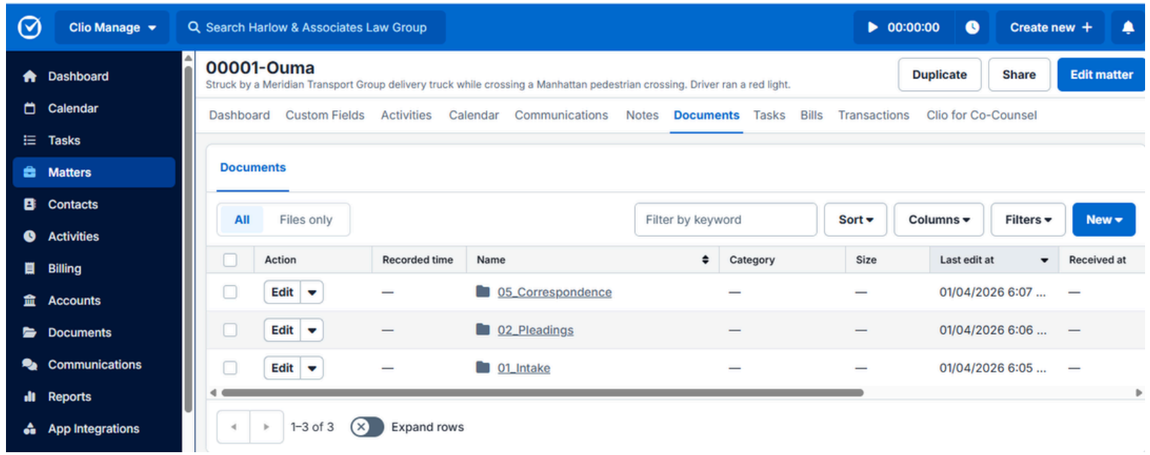
Case Status Memo

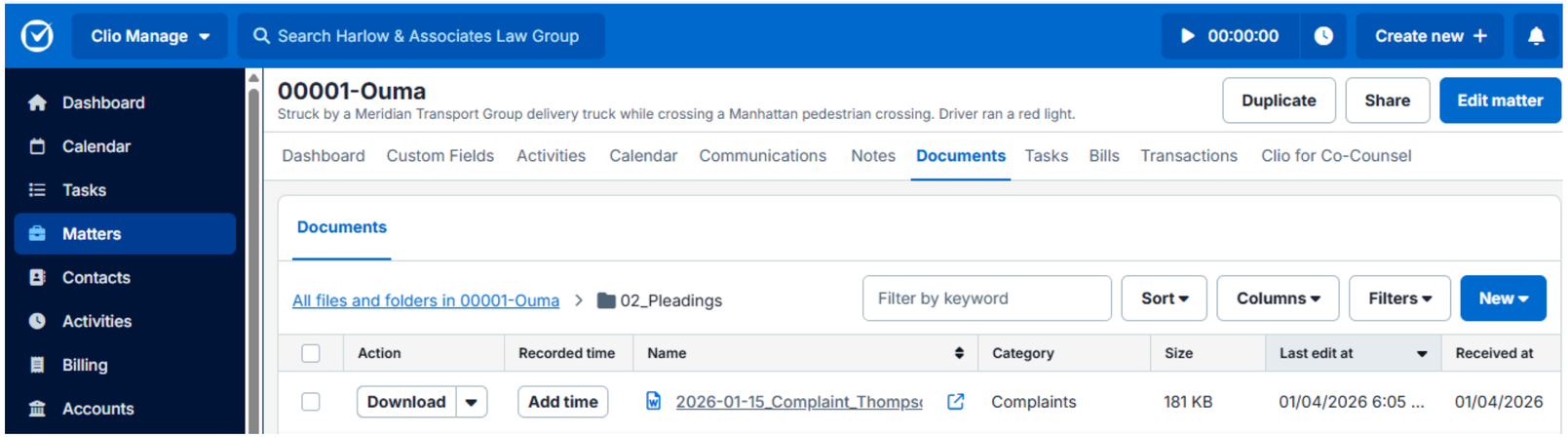


Case Management

Set up and managed an active matter inside Clio for a personal injury case.

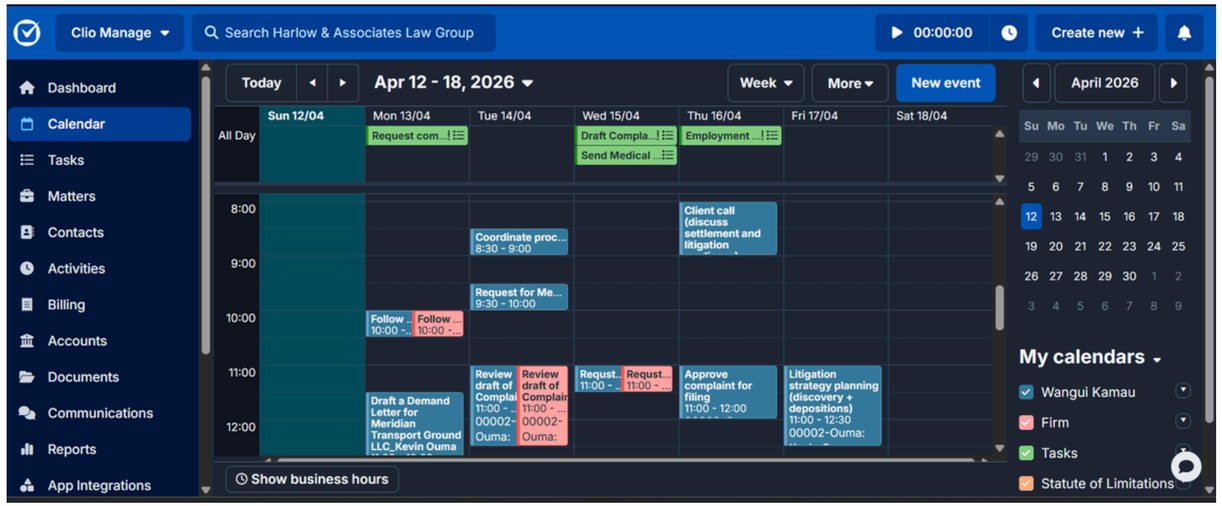




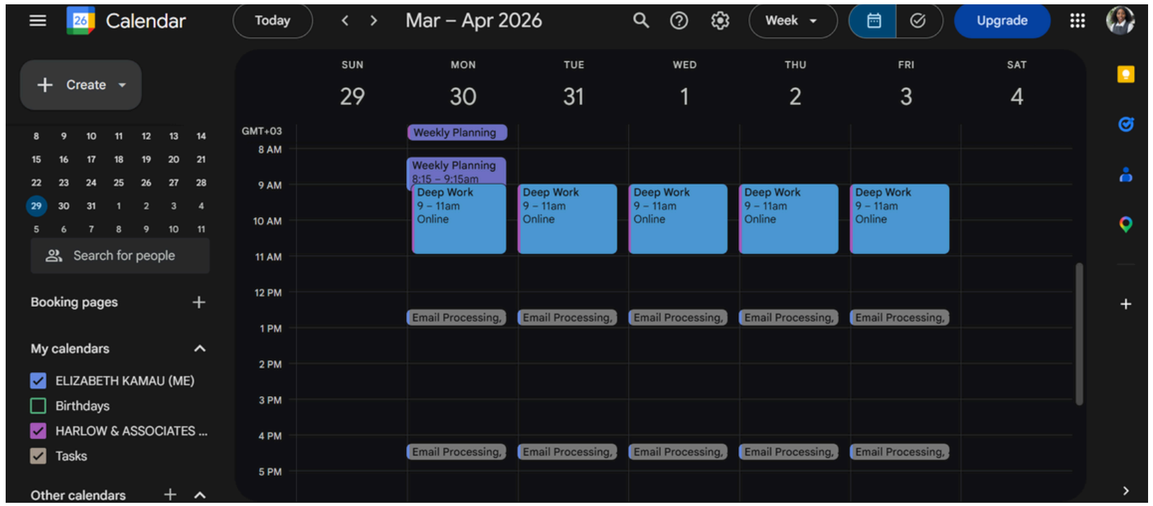


Docket & Calendar Management

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



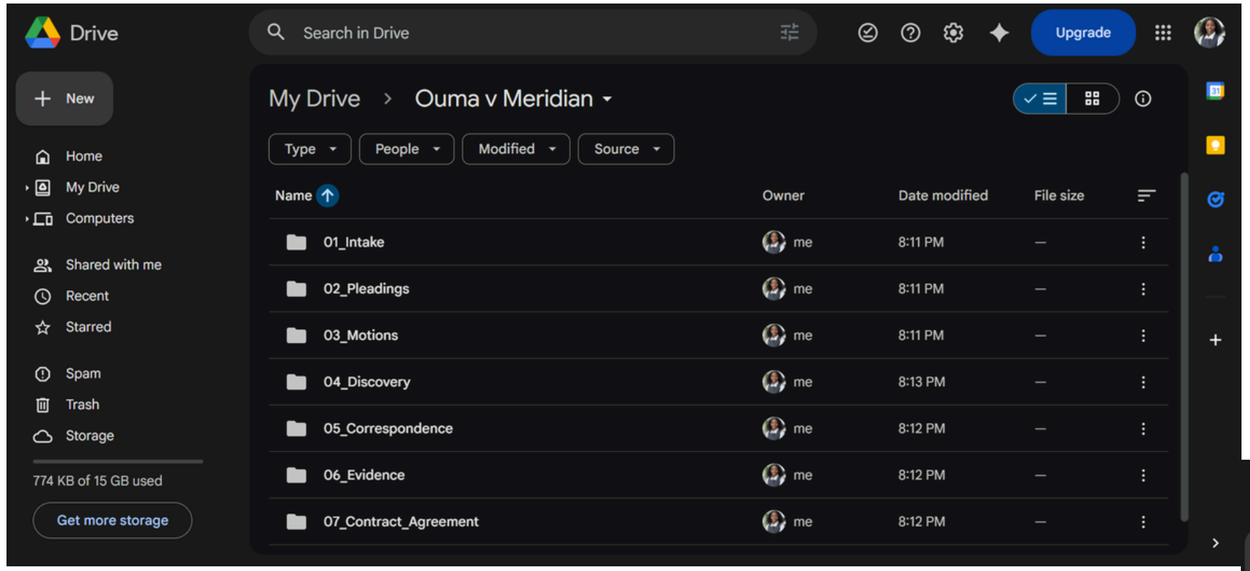
Using Clio

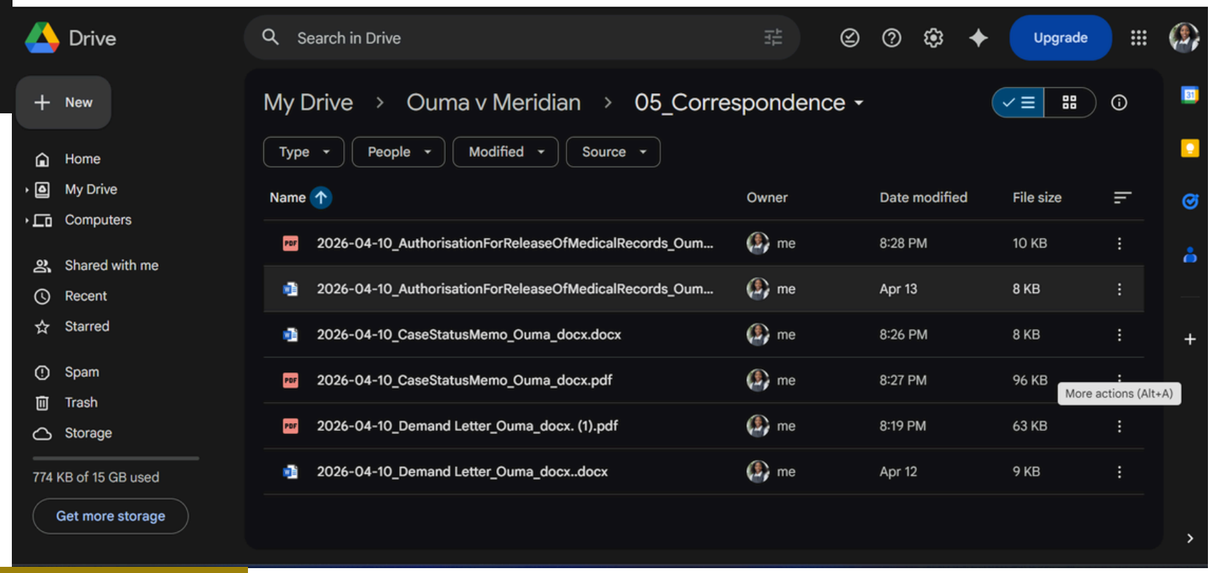


Using Google Calendar

Document Management & File Organization

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

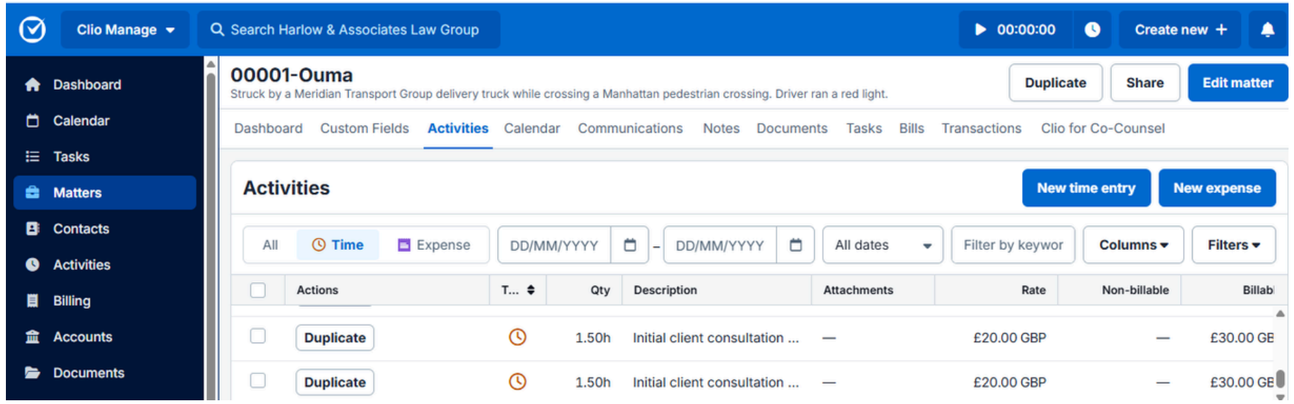




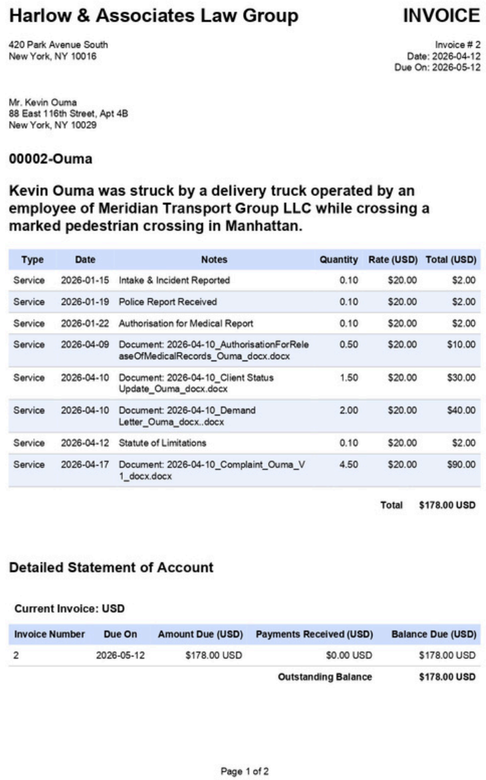
Click here to view full folder

Billing & Invoicing

Generated a professional invoice from logged time entries, demonstrating full billing cycle management from time capture to invoice delivery



Logged Time Entries



Harlow & Associates Law Group

INVOICE

420 Park Avenue South
New York, NY 10016

Invoice # 2
Date: 2026-04-12
Due On: 2026-05-12

Mr. Kevin Ouma
88 East 116th Street, Apt 4B
New York, NY 10029

00002-Ouma

Kevin Ouma was struck by a delivery truck operated by an employee of Meridian Transport Group LLC while crossing a marked pedestrian crossing in Manhattan.

Type	Date	Notes	Quantity	Rate (USD)	Total (USD)
Service	2026-01-15	Intake & Incident Reported	0.10	$20.00	$2.00
Service	2026-01-19	Police Report Received	0.10	$20.00	$2.00
Service	2026-01-22	Authorisation for Medical Report	0.10	$20.00	$2.00
Service	2026-04-09	Document: 2026-04-10_AuthorisationForReleaseOfMedicalRecords_Ouma_docx.docx	0.50	$20.00	$10.00
Service	2026-04-10	Document: 2026-04-10_Client Status Update_Ouma_docx.docx	1.50	$20.00	$30.00
Service	2026-04-10	Document: 2026-04-10_Demand Letter_Ouma_docx..docx	2.00	$20.00	$40.00
Service	2026-04-12	Statute of Limitations	0.10	$20.00	$2.00
Service	2026-04-17	Document: 2026-04-10_Complaint_Ouma_V1_docx.docx	4.50	$20.00	$90.00

Total **$178.00 USD**

Detailed Statement of Account

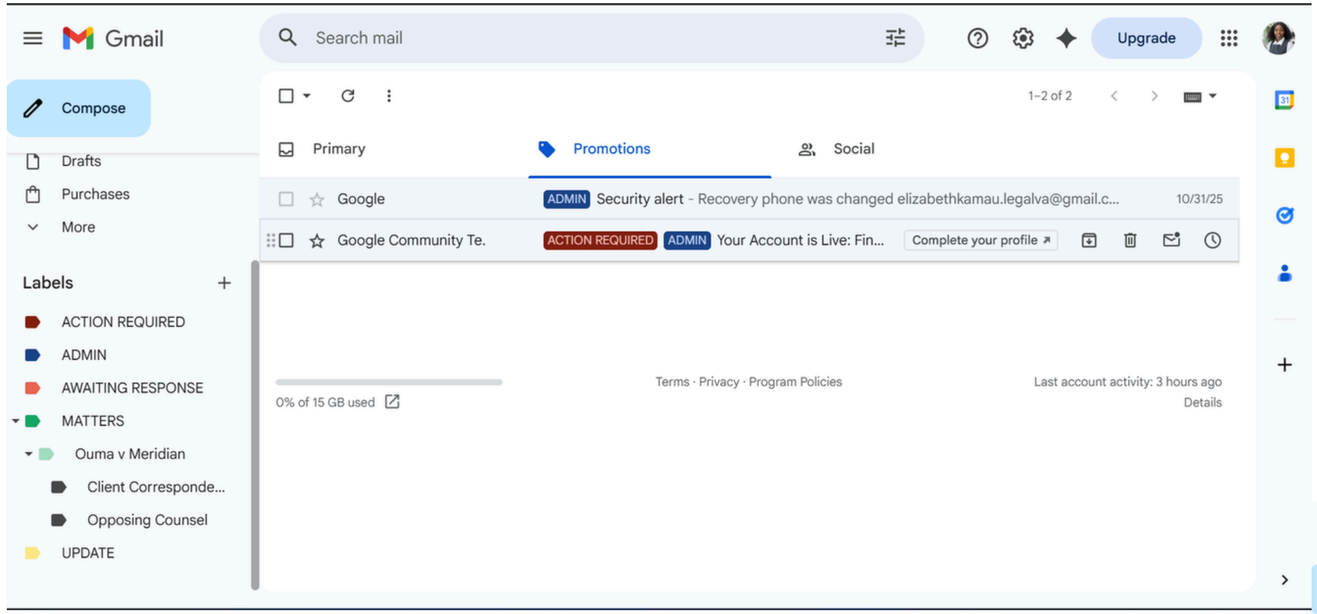
Current Invoice: USD

Invoice Number	Due On	Amount Due (USD)	Payments Received (USD)	Balance Due (USD)
2	2026-05-12	$178.00 USD	$0.00 USD	$178.00 USD
			Outstanding Balance	**$178.00 USD**

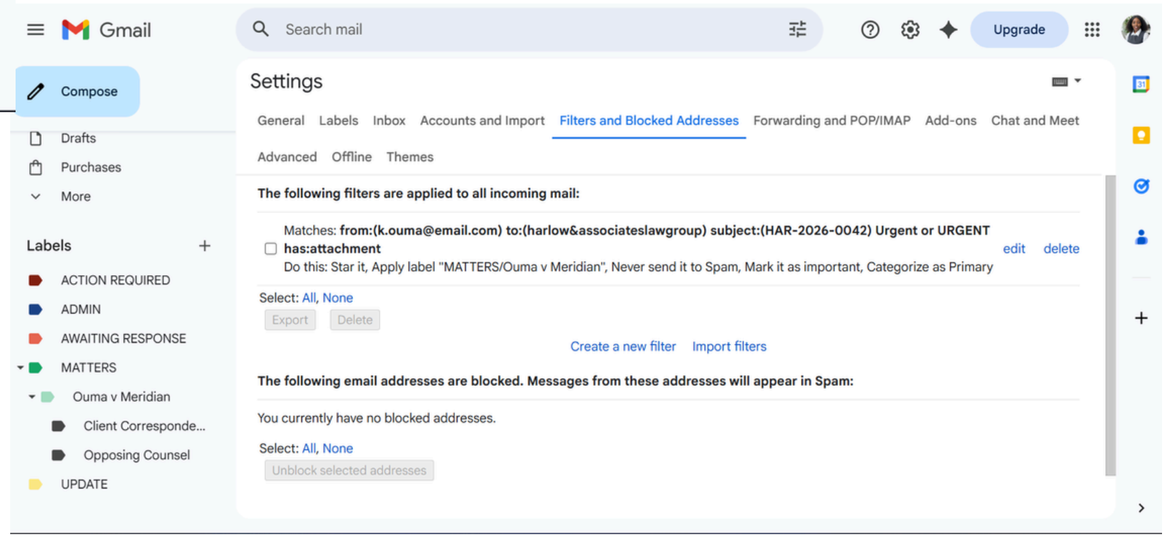
Page 1 of 2

Generated Invoice

Email Management



Clear Email Labels



Filters Applied

Tools & Softwares

Case Management

- Clio
- MyCase
- PracticePanther

Document Management

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

Productivity & Time Tracking

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

Communication

- Zoom
- Outlook
- Gmail
- Slack

Legal Research

- Google Scholar
- CaseText
- WestLaw

Certification & Training

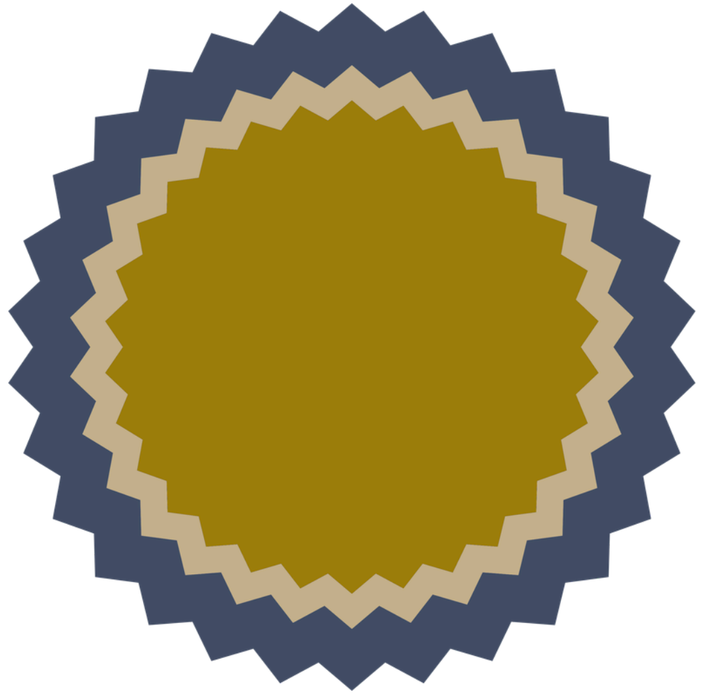
Certified Legal Virtual Assistant

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.



[redacted]



[redacted]



[redacted]