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BIOGRAPHY

As litigation support specialist, Penni Jones provides consultation and training services to attorneys and paralegals on the use of litigation support technology tools. She is a certified TrialDirector trainer and Summation certified trainer.

Her current responsibilities include identifying and instituting best practices for case management, acting as liaison between staff and vendors, developing training materials, designing technology presentations for trial, and troubleshooting litigation support applications in coordination with the firm's information systems staff.

Penni holds a bachelor's degree in psychology and social work from the University of Oklahoma and a master's of education from Southwestern Seminary in Fort Worth, TX. She attained the certified paralegal designation from the National Association of Legal Assistants (NALA) in 1999, earned certification as a civil litigation specialist in 2000, and has attended numerous litigation-related continuing education courses over the years. In addition to an extensive career in the legal industry, Penni also taught math, English, American history and literature to elementary and middle school students for 15 years.

Penni is past president of the Central Oklahoma Association of Legal Assistants and currently serves as its liaison to NALA and to the Oklahoma Bar Association. She is also a member of the National Federation of Paralegal Associations, Inc. and NALA, serving as NALA's liaison to the Paralegal Committee of the Oklahoma Bar Association. She is also active in her church and teaches a class for young married couples.

In 2005, Penni was honored as the "Legal Assistant of the Year" by the Central Oklahoma Association of Legal Assistants. She is credited with being an outspoken advocate and promoter of the paralegal profession within the community and for playing a key role in the Oklahoma Bar Association Paralegal Committee's lobbying efforts to grant paralegals membership to the Oklahoma Bar.