

Caitlyn Mai

Paralegal

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Overview

As a paralegal with the firm's Intellectual Property Group, Caitlyn Mai provides comprehensive legal and administrative support to attorneys whose practices are devoted to helping clients protect, defend, and maximize the value of their intellectual property assets. Her responsibilities include preparing and filing U.S. and foreign patent applications and related documents, trademark applications, patent and trademark responses, renewals, and copyright applications; updating and monitoring dockets and related deadlines; handling maintenance fee payments for U.S. patents and annuities for foreign patents and applications; preparing and reviewing intellectual property agreements; and providing paralegal support for intellectual property litigation filed in the U.S. Patent and Trademark Office.

Prior to joining McAfee & Taft in 2025, Caitlyn worked as a legal assistant for a boutique Oklahoma City-based law firm specializing in education law and litigation for two years, and as a legal secretary for one of the state's largest business firms for three years.

Since 2023, Caitlyn has served as a volunteer with CASA of Oklahoma County, where she advocates for the best interests of children in foster care.

Caitlyn received her associate's degree in liberal arts from Tulsa Community College in 2024 and is currently working towards her bachelor's degree at the University of Oklahoma with a focus in criminal justice.