

## Cynthia McHale

Paralegal

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### Overview

As a litigation paralegal for the firm's Labor and Employment Group, Cynthia McHale's major responsibilities are focused in the areas of discovery and trial preparation. In addition to being specially trained and licensed to conduct extensive background investigations, she drafts pleadings, conducts asset searches for judgment collections and other research, coordinates Freedom of Information Act requests and document production, creates medical and claim file timelines, locates witnesses, organizes exhibits, summarizes depositions, and assists the attorneys at trials.

Cynthia began her legal career in 1980 by working as a clerk in a law office while attending Louisiana State University. After completing her paralegal studies at the university, she went on to work for an administrative judge in Okaloosa County, Florida, and then as a litigation clerk for an insurance defense attorney. Upon relocating to Oklahoma in 1995, she worked as a litigation paralegal for a local law firm before joining McAfee & Taft three years later. Cynthia continues to complete at least 20 hours of continuing legal education courses in the area of litigation, and she also regularly attends update studies and seminars on the topic of background investigations.

In addition to being a member of the National Association of Legal Assistants and the Central Oklahoma Association of Legal Assistants, Cynthia is a member of the Midwest City High School Booster Club and Pom Pom Parent Association. Active in her church, Cynthia has completed the DeSales Catholic School certification, taught Catholic Christian Doctrine since 1988, participated in Catholic Work Camps in several states, and attended National Youth Conferences with children of the parish. She is also a member of the Catholic Women of the Chapel at the parish at Tinker Air Force Base.