



# MELANIE HERNANDEZ

## Litigation Paralegal

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Melanie Hernandez is a litigation paralegal with over four years of experience supporting attorneys in complex commercial litigation matters. She brings a strong background in managing a high volume of active matters, trial preparation, discovery coordination, and legal document drafting across both state and federal courts, as well as arbitration forums.

Melanie's experience includes business litigation, landlord/tenant disputes, and arbitration cases administered by the American Arbitration Association (AAA) and the Florida Department of Business and Professional Regulation (DBPR). She is skilled in drafting pleadings, motions, subpoenas, and discovery responses, and has led large-scale discovery and e-discovery projects using platforms such as Relativity and DISCO. Melanie also provides critical support during trials, including exhibit management, witness preparation, and courtroom coordination.

She has a proven ability to handle complex matters across various jurisdictions, ensuring accuracy, timeliness, and compliance at every stage of litigation. Melanie also has experience assisting with lease disputes, evictions, and other landlord/tenant matters governed by Florida law.

Melanie is fluent in English and Spanish and is proficient in Clio, SharePoint, Adobe Acrobat, and Microsoft Office. She has extensive experience with court systems, including the Florida E-Filing Portal, CM/ECF, PACER, CourtMAP, CMS, and JAWS. She is a Florida Notary Public and holds a Certified Legal Professional designation through the National Association for Legal Support Professionals.

She is currently pursuing her bachelor's degree in political science at Florida International University, with an expected graduation date of December 2025.

At Bast Amron, Melanie's proactive approach and attention to detail play a key role in the firm's ability to manage complex litigation efficiently and effectively.

