

Norina Jo Dove, MnCP
qualified under Rule 114 of the Minn. R. Gen. Prac.



Employment History

Dove Family Mediation

Qualified under Rule 114 of the Minn. R. Gen. Practice as a Family Law Mediator dealing with child custody, child support, dissolution/divorce, general family law, parenting time/child visitation, post-dissolution matters, spousal maintenance and valuation of property.

Marilyn J. Michales & Associates, P.A.

Sr. Paralegal and Business Manager

Exclusively Family Law. Responsibilities included all aspects of day-to-day business operations, including HR functions, business development and resource point for team members; identified problem areas and suggested/created solutions; arranged for the training of personnel and provided follow up and guidance, both at staff and professional levels; facilitated and participated in the process of the firm's business plan; prepared and facilitated the firm's marketing plan; collected accounts receivables; established and maintained relations with the firm's vendors; organized the office routine and oversaw workflow issues; purchased new equipment as needed; establish and maintain purchase procedures for supplies; and leasing of facilities. Drafted pleadings in family law and collection matters; identified and collected documents relating to discovery, prepared discovery production and bates stamped and maintained discovery documents; direct communication with clients regarding various case issues; prepared child support and financial calculations using state support calculator and FinPlan; performed legal research on various issues; attended hearings and mediation sessions as needed; communicated with courts regarding various family court matters.

Honsa & Michales, P.A.

Sr. Paralegal

Drafted legal documents pertaining to family law, eminent domain and collection matters. Communicated with courts and counsel regarding scheduling of matters. Responsible for file management and discovery; direct communication with clients regarding various case issues and perform legal research on various issues.

CitiFinancial

Bankruptcy Specialist

Oversaw bankruptcy accounts for consumers with vehicle loans through CitiFinancial. Negotiated payments, filed secured claims, monitored

bankruptcy proceedings and worked with bankruptcy trustees pertaining to securities.

Prudential Home Mortgage Company

Corporate Vice President and Sr. Legal Analyst

Liaison between company and local counsel; Responsible for litigation department casework and all consumer complaints; Performed corporate officer duties relating to licensing of business, execution of documents and represented company in legal proceedings; Assisted with the wind down of company functions following one of the largest asset sales of residential loans in the United States.

Other Associations

Lawyers Professional Responsibility Board – 6 year term beginning 2/1/13

Opinion Committee

Appointed by the Minnesota Supreme Court on 12/28/12 for term beginning February 1, 2013. The LPRB conducts investigations into and disposes of complaints against attorneys. Member of the Opinion Committee which makes recommendations regarding the Board's issuance of opinions on questions of professional conduct.

Minnesota State Bar Association

ADR and Family Law Sections

Hennepin County Bar Association

Family Law Section

Bar Association Liaison – 2016

Minnesota Paralegal Association

Lake Minnetonka Community Coalition for Drug Prevention, Founding member since 2011

Brings awareness of drug prevention techniques and education relating to drug use in the community.

Association of Legal Managers, since 2009

An organization whose members make a personal commitment to increasing the professionalism of law office administration and provides continuing support, educational opportunities and information designed to assist its members in the legal profession.

National Association of Professional Women, since 2010

The National Association of Professional Women (NAPW) is a membership-based organization that provides women with tools and resources designed to help them achieve professional success, social wellness, and financial security.

National Association of Paralegals
Minnesota Paralegal Association
Minnesota Certified Paralegal (MnCP)

Mentor - Assists assigned mentees as a role model, guide, teacher and coach to advance the educational, personal and professional growth of the mentee.

Bar Liaison - Establish and maintain contact with members of the local, specialty and state bar associations and monitor their activities which may affect the paralegal profession.

2017 Director of Professional Development - Explore and identify opportunities to expand the role of the paralegals and assist in the overall growth and development of MPA. Attend the national and regional meetings of NFPA as necessary. Assist the President and the NFPA Primary Representation & Director of Positions and Issues in communicating current and new issues effecting the profession to the membership, allied legal associations and other organizations. Assist the President as a liaison with allied legal profession organizations and the public. Assist the President in leading MPA and the profession. Identify Continuing Legal Education (CLE) programs to support the expanded paralegal role. Analyze the educational criteria necessary to support the expanded role of the paralegal; determine content and direction of paralegal education programs. Identify, inform, promote and educate outside organizations regarding the advantages of using paralegals in current and expanded roles. Develop a Long-Range Plan (suggested 3 years) for MPA. Supervise the activities of the following committees: Continuing Education, Mentor, Paralegal Educator, Public Relations, Sectionals and Student and act as a liaison between the Board and these Committees.

Rockford Career College - 2016

Paralegal Program Advisory Committee

The advisory committee provides suggestions/recommendations for the Associate of Applied Science in Paralegal Studies and Paralegal Studies Program Degree.

Spring Park City Council 2008 - 2010

The City Council works as a whole body with all members, including the Mayor, having equal voting power. This body formulates City policies and ordinances, exercises City powers, supervises City employees and is the City's Board of Review and Housing & Redevelopment Authority (HRA). Council members are elected officials.

Spring Park Planning Commission 2006 - 2008

The Planning Commission is a board of five Spring Park residents who serve at the pleasure of the Mayor and the City Council and serve in an advisory capacity to the Council on various issues. They hold public hearings, review land use applications, and make recommendations on comprehensive plan

amendments, rezoning, subdivisions, conditional use permits, variances, sign permits, and other areas of interest to the City.

Education

Family Mediation – Mediation Center, 2018

Harvard Law School Program on Negotiation, 2012

MN School of Business/Rasmussen, 1997-2000, Paralegal Studies

U.S. Army Medical Dept Center and School, 1978-1980, Medical Corp.

Current CLEs (2014/2017)

- Civil and Criminal Implications of OFPs and HROs
- Understanding the New Domestic Violence Firearms Restrictions
- The Paralegal's Role in Preparing for "Meet and Confer" Conferences
- Using Technology To Your Advantage: Information Gathering from Public Sources
- Pre-Nups and Post-Nups
- Child Sexual Abuse and Family Law Cases
- 9 Mistakes made in appeals and how to avoid them
- Family Law Malpractice Hazards and Ethics Traps
- MnCP Regulation Committee Presentation
- Capacity Issues in Family Court: How "With It" Does a Client Have to Be to Get Divorced
- Client Relations: What documents should I ask the client to bring to an initial consultation? What should I include in retainer agreements? How should I decline representation? And Much More
- Fraud in Litigation – Implications in Discovery, Mediation and Trial
- Tips and Tricks from Family Law Courts
- Crossroads of Real Property and Family Law
- Child Support 101 for Paralegals
- Answers to 20 Employment Law Questions
- FENEs