

# ROBBINS

Litigation and Regulatory Law

Carla is a highly experienced litigation paralegal with over 25 years of experience. Carla has worked with several large law firms over her career, joining the Robbins Firm in March 2022. Carla provides support to attorneys and trial teams in all pretrial phases, including maintaining document databases, preparing for hearings and depositions, and all other pretrial activities. Carla also has significant trial experience, having prepared for and participated in dozens of trials, including jury trials, bench trials and arbitrations. Carla provides support to trial teams including managing trial logistics, witness coordination, preparation of exhibits and deposition designations. Given her extensive experience in trial work, Carla also provides insight on jury selection during trial. In her tenure with the Robbins Firm, Carla has already been an in-court participant in one week-long jury trial in federal court, participated in a 6-week nonjury trial in federal court and has handled pre-trial preparations for two other trials.

Carla is proficient in the following databases: ANAQUA; Relativity, eRoom, SmartCounsel, LiveNote, Trial Director, Summation, Concordance, RingTail, and highly proficient in Office 365/Teams, Adobe Acrobat, E-copy, Sharefile, DropBox and SharePoint; CPI, Inprotech, and OneNote. Carla routinely coordinates with other law firms on database transfer and sharing.



**Carla  
Foster**

[cfoster@robbinsfirm.com](mailto:cfoster@robbinsfirm.com)

Phone: 678-701-9379

## EDUCATION AND PROFESSIONAL DEVELOPMENT

Complex Litigation Paralegal Studies, (ABA-Approved)

New York University, New York, NY (Professional Diploma) (1995)

- Recipient of Women's Law Class Alumnae Scholarship
- Intensive study program in conjunction with New York University Law School
- Internship with Skadden Arps

B.S. - Science (Double Major) Biology/Psychology; Minor-Criminal Justice James Madison, University, Harrisonburg, VA (1994)

Development of Paralegal Handbook, Author of Paralegal and Associate Billing Guide

Recipient of Women's Law Class Alumnae Scholarship – New York University School of Law