

Amanda M. Tavares

PARALEGAL

Grand Rapids

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Amanda is a Litigation Paralegal in the firm's Med Recovery Practice Group, in which she assists with litigation claims against insurance companies on hospital and provider claims. She has experience in all aspects of civil litigation and complex commercial litigation matters including contract disputes, class actions, and insurance coverage disputes.

Practice Related Activities

Case Management: Investigating facts, medical billing, insurance responses, and ensuring compliance with deadlines. Managing documents, data, and summarizing medical records and payments.

Legal Research: Conducting thorough legal research to support case strategies and legal arguments. Analyzing statutes, regulations, and case law to ensure accurate legal information.

Legal Document Preparation: Drafting pleadings including but not limited to complaints, motions, discovery requests/responses, subpoenas, and deposition notices. Reviewing, organizing, and analyzing documents and medical records.

Legal Proceeding Preparation: Assisting with trial, court hearings and alternative dispute resolution by

Practice Areas

- [Med Recovery](#)
- [Litigation](#)

preparing summaries, exhibits, and organizing trial documents. Conducting and attending client meetings and witness interviews.

Guideline Adherence: Ensuring adherence to court and agency processes and procedures, as well as the Federal Rules of Civil Procedure and Michigan Court Rules.

Communication: Directly contacting clients, witnesses, insurance adjusters, and patients.

Professional Affiliations & Community Involvement

State Bar of Michigan, Paralegal Section

Michigan Immigrant Rights Center, Translator

Education & Certifications

Amanda earned her Bachelor of Arts in Criminal Justice with a minor in Legal Studies & Paralegal Studies from Grand Valley State University. She is a Certified Notary Public.

Languages

Portuguese

