

LEAD PARALEGAL/PRA SERVICES COORDINATOR

Christina M. Boltinghouse

✉ christina.boltinghouse@bbklaw.com

☎ (909) 483-6659 📍 Ontario



Christina M. Boltinghouse is a paralegal in ARC: Advanced Records Center at Best Best & Krieger LLP. As part of the ARC team, Christina assists municipalities and other governmental agencies in effectively decreasing resources dedicated to responding to California Public Records Act requests by streamlining analyses, collection, process, review

and production of records. Under the supervision of attorneys, Christina works closely with clients to determine the scope of searches and disclosures of responsive public records, and reviews databases of documents to determine responsiveness. In addition, she is a Certified E-Discovery Specialist.

Prior to joining BBK, Christina worked for private firms focusing on real estate and business law, civil litigation and criminal law. She began her legal career working for the San Bernardino County Public Defender's Office. Christina provided assistance to deputy public defenders and established office procedures for post-conviction relief matters. Her assignments also included community outreach. This included attending public events to inform the community of the various avenues available to repair one's criminal record. In addition, she would network with different organizations to build relations and afford the Department new partnerships.

In her spare time, Christina looks to further herself professionally by studying to sit the California Certification Exam put on by National Association of Legal Assistants. In addition, she is an Inland Counties of Paralegal Association Board member and a member of the Los Angeles Paralegal Association. Lastly, Christina enjoys volunteering at her daughter's dance school.

**Paralegals are not licensed attorneys. Under California law, paralegals are not authorized to provide legal advice*

Accolades

- National Paralegal Honor Society, Lambda Epison Chi

CORE PRACTICES

ARC: Advanced Records Center
California Public Records Act
Open Government & Ethics
Municipal Law

EDUCATION & ADMISSIONS

Education

University of La Verne, B.S., legal studies

University of La Verne, paralegal certificate

Mt. San Antonio College, AS, paralegal - family law specialty

Mt. San Antonio College, AS, paralegal - criminal law specialty

Professional & Community Involvement

- Association of Certified E-Discovery, Certified E-Discovery Specialist
 - Inland Counties of Association of Paralegals, Board member
 - Los Angeles Paralegal Association
-

Thought Leadership

Presentations

- Inland Counties of Association of Paralegals, Educational MCLE Conference, Sept.21, 2019