

PARALEGAL

Towmika Young

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📍 Los Angeles



Towmika Young is a paralegal in Best Best & Krieger's Municipal Law practice group, handling a variety of litigation matters. She is also a document reviewer in the firm's Advanced Records Center, where she excels in conducting detailed document reviews for a diverse array of public agencies and school districts, confidently navigating the intricacies of California's Public Records Act (PRA). Her commitment to clarity and accuracy makes her an invaluable asset in the domain of public records management. Towmika's work focuses on the examination of documents for relevance, responsiveness, privilege and confidentiality. She is responsible for creating privilege and redaction logs, and on a daily basis, inspects hundreds of documents such as emails, memos, letters, PowerPoint presentations, spreadsheets and other e-documents.

Previously, Towmika worked as a senior paralegal for the Los Angeles Unified School District assisting with intricate litigation matters. She oversaw department paralegals, trained new employees, maintained all of the cases in the department and managed team workflow. Towmika also worked in the Public Records Act Unit handling cases involving the school's police department. She was also previously employed as a medical malpractice paralegal with Carroll, Kelly, Trotter & Franzen.

In her spare time, Towmika enjoys reading, trying new restaurants, attending concerts, music festivals, comedy shows and sporting events. She also loves to travel with her two sons and husband.

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

CORE PRACTICES

ARC: Advanced Records Center
Municipal Law

EDUCATION & ADMISSIONS

Education

Cerritos College, paralegal certificate