



Anne Seltzer

Paralegal

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Services and sector groups

- Litigation

Anne provides support to the firm's litigation attorneys on client matters. In her role, she assists with case management, reviewing, preparing, and analyzing legal documents as well as conducting legal research.

Anne brings valuable knowledge of the systems and procedures of the appellate, state, and federal courts, as well as of local courts across Pennsylvania. She is experienced in helping attorneys prepare for trials by compiling and drafting discovery responses, organizing exhibits, and providing other critical information. She also communicates with clients and witnesses to coordinate meetings and gather necessary information.

Anne joined McNees in 2019 as a legal assistant and has developed strong working relationships with the attorneys that she supports.

Education

- Newport Business Institute, Associate in Specialized Business, secretarial science – legal option
- Bryant & Stratton College, Associate Degree, paralegal studies