



**Jeannette S. Holden is a paralegal in the Indianapolis, Indiana office of Barnes & Thornburg. She is a member of the firm's Labor and Employment Law Department and the Indiana Bar Association.**

Jeannette was with Roberts, Ryder, Rogers & Scism, a law firm exclusively engaged in the representation of management in labor and employment law, until the firm merged with Barnes & Thornburg in 1987.

Most of her work as a paralegal involves assisting attorneys in employment litigation defense including drafting pleadings and correspondence, subpoenaing/requesting production of non-party documents, reviewing discovery requests and working with the client to obtain relevant/responsive documentation to respond, managing and organizing large document reviews and productions, preparing for depositions, finalizing and filing briefs (verifying fact citations, cite checking law, preparing appendices and e-filing), trial preparation and attendance/assistance at trial. She also manages workers' compensation files, assisting in the discovery process and preparing attorneys for hearings before the Indiana Worker's Compensation Board.

In addition, Jeannette performs some traditional labor work including evaluating and ranking arbitrator panels, interviewing witnesses and conducting research.

## Jeannette S. Holden

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### LANGUAGES

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### PRACTICES

Labor and Employment