

Ohnstad Twichell, P.C., is a full service law firm having a general and trial practice in North Dakota, Minnesota, and federal courts and offering services in the fields of probate, real estate, estate planning, corporate, labor/employment law, family law, elder law, municipal finance and bonding, taxation, personal injury, criminal, negligence, commercial, insurance defense, water rights, oil, gas and wind law, and automobile law.

OHNSTAD TWICHELL LAW FIRM PARALEGAL PROFILES/ROLES

LITIGATION DEPARTMENT

As a full service law firm, Ohnstad Twichell, P.C., has many specialized practice areas. One of these areas is the litigation department. Josh is a paralegal in the litigation department, and has been with the firm for over 10 years. The litigation department handles the following matters (note this list is not exhaustive of the services the department provides):

- Personal Injury
- Medical Malpractice
- Collections
- Contract Disputes
- Adoption/Guardianship
- Employment
- Construction Liens
- Estate Disputes
- Real Property Disputes
- Divorce/Custody
- Criminal Law
- Quiet Title/Minerals

When calling the firm regarding the issue you are facing that involves a dispute, you are likely to first speak with Josh or one of the other litigation paralegals in the department. The paralegals will obtain the pertinent information from you regarding your particular matter, along with your concerns. The next step is to discuss your case with one of the attorneys in the department that can best assist you and your family's specific needs. Our paralegals are utilized to handle your file as efficiently and cost effective as possible, while providing you with quality legal services.

Our paralegals will be accessible to you through the completion of your case to provide you with immediate access to the status of your case, and to answer any questions or concerns that may arise through the process.

From the initial phone call and office conference, to the settlement or jury verdict of your case -- we look forward to working with you regarding the issues that matter to you and your family.

JOSHUA D. ROALDSON



Joshua D. Roaldson was hired as a paralegal at Ohnstad Twichell, P.C., on May 31, 2002, following an internship with the company. Joshua graduated from Fergus Falls High School in 1998, and Fergus Falls Community College in 2000

with an Associate of Arts degree. He went on to earn a Bachelor of Science degree with a legal assistant major in 2002 from Minnesota State University Moorhead.

Joshua is an active member in the National Association of Legal Assistants, as well as the Red River Valley Paralegal Association. Joshua has served on the board of the latter since joining the organization. Joshua's emphasis in the litigation practice group at Ohnstad Twichell, P.C., is in personal injury. He currently resides in south Fargo.

ANDREA J. MURPHY, CP



Andrea Murphy joined Ohnstad Twichell in 2013 as a litigation and municipal law paralegal for Ohnstad Twichell. She was born and raised in Fargo and graduated from North High School. In 2005, she earned her Bachelor of Science

degree from Minnesota State University Moorhead's paralegal program. Following an internship and paralegal position with the County Prosecutor's office in Indianapolis, Indiana, Andrea worked as a paralegal for the in-house legal department of the City of Indianapolis for almost two years. She and her husband moved back to the F-M area in 2008, and Andrea worked for a private law firm and a corporate legal department prior to joining Ohnstad Twichell. Andrea serves on the Board of Directors for the Red River Valley Paralegal Association.

Andrea recently passed the certified paralegal exam and is now a Certified Paralegal (CP).

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A legal newsletter from Ohnstad Twichell, P.C., with offices in West Fargo, Hillsboro, Casselton, and Page, North Dakota, and Barnesville, Minnesota.

HANNAH C. GILBERT



Hannah was born in Douglasville, Georgia, and grew up on a farm in Glenwood, Minnesota. She graduated from Minnewaska Area High School in 2007. She graduated from Minnesota State University Moorhead with her Bachelor of Science degree in Paralegal Studies with an emphasis in civil and criminal litigation in 2011. She is on the Public Relations/Marketing committee and an active voting member in the Red River Valley Paralegal Association.

Hannah enjoys traveling, being outdoors, and spending time with her friends and family. She currently resides in south Fargo with her husband, Nick, and their cat, Lucy.

She joined the Ohnstad Twichell firm in 2014 as a litigation paralegal.

REAL ESTATE DEPARTMENT LORI S. HERSRUD



Having been a real estate paralegal for the past 30 years, Lori has been involved in many areas of real estate law. She feels the basis for a good real estate paralegal is full knowledge of courthouse research and being able to understand and diagram legal descriptions. Lori has been involved with drafting documents, preparing title insurance, completing quiet title actions, and basically any field of law that needs real estate assistance. Real estate affects most aspects of the law, including domestic, litigation, oil and gas, municipal, probate, estate planning, etc. A real estate paralegal should be able to assist the supervising attorney extensively in all these different areas. Communicating directly with clients; drafting documents for review; managing and completing projects are all connected with the job of a real estate paralegal. A good team of coworkers is a key component to a highly effective and productive paralegal, and I have been very fortunate to be part of a terrific team.

Lori began working for Ohnstad Twichell in 1976 as a legal secretary. She left the firm in 1981 and obtained her education as a paralegal at Minnesota State University Moorhead. She worked at another law firm for 22 years and returned to Ohnstad Twichell in 2009 as a real estate paralegal. Lori and her husband Dwight live in Fargo.

PROBATE/ESTATE PLANNING DEPARTMENT

The role of a probate paralegal is to guide the family through the probate process after a loved one has passed away. The probate paralegals are present at the initial meeting with the attorney and family to review the decedent's assets and the estate planning documents, which determine how the property is to be distributed. The Personal Representative may have many questions during this time and we serve as the main contact to answer questions about the process. The paralegals draft the documents to request the appointment of the Personal Representative by the court. Probate paralegals also work closely with the Personal Representative to identify and value asset information to inventory all probate and non-probate assets. The paralegal duties range from obtaining real estate appraisals, reviewing real estate records, collecting information from banks, brokers, life insurance companies and drafting deeds. Once the assets have been identified and valued, we coordinate the distribution of assets to the correct beneficiaries. Another component of our role is the preparation of fiduciary income tax returns and estate tax returns. We work closely with the attorney to identify and minimize income tax or estate tax issues. Each family situation is different and we strive to make this transitional time less stressful.

MISTTE J. MADDOCK



Mistte J. Maddock is a paralegal who works in the area of estate administration. She joined Ohnstad Twichell, P.C. in January 2002 after earning a Bachelor of Science Degree at Minnesota State University Moorhead in Paralegal Studies, as well as a minor in accounting. She is a member of the National Association of Legal Assistants and the Red River Paralegal Association.

Mistte and her husband, Travis, live in Fargo with their two children, James and Lauren.

JULIE M. KOPPELMAN



Julie M. Koppelman began working at Ohnstad Twichell, P.C., on January 7, 2002, as an intern in the probate practice group. She was hired as a probate paralegal in May 2002.

She is a 1998 graduate of West Fargo High School. On April 1, 2000, she married her high school sweetheart, Benjamin Koppelman. In 2002, she graduated from Concordia College, Moorhead, earning a Bachelor of Arts degree with an accounting major and an office administration

*Paralegals work
closely with attorneys
to identify issues.*

minor. Julie works in the areas of probate, estate planning and real estate. She currently serves as Treasurer of the Red River Valley Paralegal Association.

Julie and her husband, Ben, live in West Fargo with their daughter, Madison, and son, Reagan. They are proud to call West Fargo home, a portion of which Ben represents as a legislator in the North Dakota House of Representatives. She enjoys traveling, cooking, shopping, watching movies, and spending time with her family.

JOLENE R. MULLEN



Jolene Mullen is a paralegal who works in estate planning, probate, and real estate. Upon receiving her Associate of Arts degree in Legal Secretary from NDSCS in 1988, Jolene worked for Ohnstad Twichell through 1991. Jolene then moved to

California and continued working in a law firm in the areas of municipal law and litigation. In 1996, Jolene received her paralegal degree from Merced College in Merced, California, and worked as a paralegal in personal injury, litigation, and appellate law until 2008. At that time, Jolene and her husband, Joe, decided to move back to the Fargo area to raise their children. Jolene again joined Ohnstad Twichell in November 2008 and enjoys working in the areas of probate, estate planning, and real estate.

Jolene has three children and keeps busy with her children's sports activities and enjoys watching movies, going on long walks, and spending time with family and friends.

ABBY R. PITSENBARGER



Abby R. Pitsenbarger joined Ohnstad Twichell, P.C., in June 2009. She was a 2007 graduate of Concordia College, Moorhead, earning a Bachelor of Arts degree in History; and a 2009 graduate of Minnesota State University Moorhead,

earning a Bachelor of Science degree in Paralegal Studies. Abby works in the areas of probate, estate planning and real estate. She is a member of the Red River Valley Paralegal Association. Abby currently works in the Casselton office.

Abby is originally from Minneapolis, Minnesota, and currently resides in West Fargo with her husband, Kevin and son, Mark.

LISA R. KILDE



Lisa R. Kilde joined Ohnstad Twichell, P.C., in April 2013. Lisa was a 2008 graduate of Minnesota State University Moorhead, earning a Bachelor of Science degree with a

Paralegal major. She works in the areas of probate and real estate law.

Lisa is currently the President of the Red River Valley Paralegal Association and is the Editor of their newsletter, Red River Review.

Lisa and her husband, Pat, live in Dilworth with their son, Brennan (3) and daughter, Addison (2). She enjoys reading, crafting, decorating her home, and spending time with family.

HEIDI J. TISCHER



Heidi J. Tischer joined Ohnstad Twichell, P.C. in August, 2014. She graduated from Hamline University located in St. Paul, Minnesota, in the spring of 1997 with a Bachelor of Science degree in

legal studies. Shortly thereafter, Heidi moved to Florida where she lived for 15 years raising her family as well as working as a tax preparer and paralegal. Heidi currently works in the area of probate. She is a member of the Red River Valley Paralegal Association.

Heidi resides in West Fargo with her three daughters, Samira, Jasmin and Ariana. She is thoroughly enjoying her time spent with family and friends after moving back to the Midwest. Heidi is also a 200-hour registered yoga teacher and plans to continue teaching in the Fargo- Moorhead area. In her spare time she enjoys reading, traveling and spending time with her daughters.

KAITLIN M. HAGEN



Kaitlin M. Hagen began working at Ohnstad Twichell, P.C., in September, 2014. Graduating from high school in 2011, she graduated from Minnesota State University

Moorhead a year early in 2014 with a Bachelor of Science degree in Paralegal studies. Kaitlin works in the probate area of the firm, and is a member of the Red River Valley Paralegal Association.

She worked part-time during college at a local flower shop. Kaitlin enjoys spending what free time she has in her hometown of Grand Rapids, Minnesota, with her friends and family. In addition, she enjoys hiking trips, traveling, and movie nights with her close group of friends.

MUNICIPAL/BONDING DEPARTMENT

The Municipal/Bonding Department at Ohnstad Twichell, P.C., is staffed with three main attorneys and one paralegal. The role of the paralegal in the Municipal/Bonding Department is to maintain the files, work on the initial preparation of standard

Paralegals will gather pertinent information from clients regarding particular matters.



Ohnstad Twichell attorneys

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- DAVID L. WANNER
- SARAH M. WEAR

OFFICE ADMINISTRATOR & EDITOR
PEG BUCHHOLZ, CLM

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documents, provide documents to the cities in a timely manner, work with City Auditors and Engineers, publish hearing notices, update ordinances, ensure that bond documents are executed and filed with the appropriate departments, prepare bond transcripts, and ensure that all legal reference materials are updated.

CAROL A. STILLWELL



Carol Stillwell is a paralegal in the Municipal/Bonding Department at Ohnstad Twichell, P.C. She attended college at North Dakota State College of Science in Wahpeton, North Dakota, earning her Associates Degree as a Legal Secretary. She began her career at the firm in 1982 as a file clerk, and advanced

to become a paralegal in the Municipal/Bonding Department in 1987, along with maintaining library duties. She is a paralegal member of the National Association of Bond Lawyers.

Over the years, Carol has been active as an officer in the Fargo Jaycees, served as an Ambassador and Past-President of the West Fargo Chamber of Commerce, and has been active in church and school activities. Carol and her husband, Dave, reside in West Fargo and have two children, Lucas, who is currently attending Concordia College in Moorhead, and Emily, who is a freshman at Sheyenne High School.

GETTING PERSONAL!!

Congratulations to Andrea J. Murphy, CP, for successfully passing the Certified Paralegal (CP) examination. There are currently 131 Certified Paralegals (CP) in North Dakota. The Certified Paralegal examination program is a voluntary professional credentialing program developed by the National Association of Legal Assistants and administered by a board composed of paralegals, members of the American Bar Association and members of the field of education active in paralegal training.

The Certified Paralegal program involves successful completion of a comprehensive examination covering the topics of communication; legal research; ethics; human relations and interviewing techniques; legal terminology; judgment and analytical ability; and substantive law testing in the areas of the American Legal System, Civil Litigation, Business Organizations, and Contracts. Thereafter, evidence of continuing legal education must be submitted periodically in order to maintain certified status.

The information provided in this letter is of a general nature and should not be acted upon without prior discussion with your Ohnstad Twichell, P.C., attorney.

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