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**Profile**

Julie

First Name

M

Middle  
Initial

Seiger

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

**Mailing Address (if different than Resident Address above)**

Primary Phone

Alternate Phone

**Length of Residence in the City of Napa:**

26 years

**Length of Residence in the County of Napa:**

26 years

**Registered to vote in the City of Napa?**☒ Yes ☐ No

Self

Employer

Certified Paralegal and  
Certified Legal Secretary

Job Title

**Ethnicity \***☒ Prefer not to Answer

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**Interests & Experiences****Which Boards would you like to apply for?**

Senior Advisory Commission: Submitted

Question applies to Planning Commission, Cultural Heritage Commission

**Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional, which is defined as, "a person who demonstrates, to the satisfaction of the City Council, that he or she has professional experience (in the fields of architectural design, landscape architecture, urban planning, building, sustainability, or a related field) that is sufficient to assist the member in the effective evaluation of applications for development projects." ? If you have marked "YES", please provide details under "Relevant Experience" in this section. You may attach your resume below.**

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☐ Yes ☒ No

Question applies to Public Art Steering Committee

**1 of 5 Members MUST be a Visual Arts Professional. Are you applying as a Visual Arts Professional?**

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☐ Yes ☒ No

Question applies to Public Art Steering Committee

**2 of 5 Members MUST be Practicing Professional Artists in any medium. Are you applying as a Practicing Professional Artist?**

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☐ Yes ☒ No

Question applies to Senior Advisory Commission

**5 of 7 Members must be part of the Senior Community. Are you part of the Senior Community?**

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☒ Yes ☐ No

Question applies to Senior Advisory Commission

**2 of 7 Members MUST be Senior Service Agency representatives. Are you applying as a Senior Service Agency representative?**

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☐ Yes ☒ No

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Upload a Resume

### **Community Service Experience:**

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Five months and over 500 hours of volunteer time as a Legal Intern at the Solano Family Justice Center assisting historically underrepresented members of the community with obtaining emergency orders, navigating the legal system and connecting with support services. Completed 2 or 3 client intakes daily. Successfully obtained 37 initial orders on behalf of clients. Provided some court accompaniment. Napa Democratic Central Committee Abajo District Representative (4 years) (2 time Convention Delegate)(current) Member of the Knights of Saint Francis (current) since 2023 Secretary of the Board of Howell Mountain Vintners and Growers Association (HNVGA) (3 years) (former) Vice President of the American Chamber of Commerce of the Philippines (conceptualize and organized a week long historic photo exhibit celebrating the friendship of the Philippines and United States with archival photos donated by the United States Embassy in Manila) Junior League of San Francisco (former) Children's Hospital Volunteer S.F. (former) International Women's Club of Cebu (former)(co-founder) Save Mandaue River Committee (former) (award from U.S. Ambassador Hubbard) Volunteer on the Joe Veronese Alioto for District Attorney Campaign (S.F. Fall 2022)

Julie M Seiger

## Education:

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Juris Doctorate conferred December 2023 JFK School of Law (Pleasant Hill) (now National University) Degree in Literature conferred with Honors (Dean's Award for Excellence) from University of San Francisco Convent of the Sacred Heart High School San Francisco Our Lady of Angeles Elementary School Burlingame Boston College Summer Honors Program UC Berkeley Summer Classes in major area of study (for academic credit)(2 summers) College of Marin Napa Valley College (paralegal, winery, autocad and accounting classes) Accounting grade: "A" Autocad Certified (Napa Valley College) Specialized training in Outlook, Excel, Employment Law, Assisting Domestic Abuse Survivors, Internet Security, Cyberstalking

## Other relevant experience or expertise:

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Took all meeting notes while Secretary of the HNVGA Took care of my grandmother at Vineyard Valley, going to seeing her several times a week for years when she retired to Vineyard Valley in St. Helena, until she died. I met with the lady in Napa that collects medical equipment for seniors and distributes it to them for free. This interested me and I learned a lot about that. Took all meeting notes as a Civil Litigation Paralegal at Murphy Logan and Roades-Brown Law Firm Napa for seven years Helped plan the HNVGA annual fundraiser at Charles Krug that benefits the Angwin Elementary School (3 years) Prepared elder abuse restraining order packets. Serve food to elder and unhoused community members as a member of the Knights of St. Francis Provide executive assistant work for an elderly person who resides at Vineyard Valley, St. Helena (current) Assist with defending elderly people against unlawful detainers, landlord/tenant matters, and with preparation of legal documents, including estate planning and administration Proficient with e-filing, legal writing, preparation of legal documents. Licensed and bonded California Notary former California Real Estate Licensee with over 10 years of real estate related experience including land use matters, residential transactions, land sales Preparation of Deeds and PCORS and assistance with legal issues related to charitable trusts Over 7 years of formal Spanish language instruction; ability to speak and write, understand and read in Spanish. Travel to 18 countries; 4 years full time resident of the Philippines. Speak limited Filipino. Third generation San Franciscan- comfortable and skilled with different personalities and people of diverse and international backgrounds. Assistant editor of a nationally distributed "A" market lifestyle magazine; wrote cover feature articles (including historical research), organized photo shoots, conducted interviews for newspaper and magazine articles, appeared on international television to promote the magazine. Relevant Experience With a strong background in legal advocacy, community service, marketing, and senior-focused initiatives, I am well-equipped to contribute to the Senior Advisory Commission. My experience includes: Legal & Advocacy Work Extensive experience in estate planning, elder law, and community legal services, ensuring seniors receive fair representation and access to resources. Assisted elderly clients with estate planning, administration, and landlord/tenant disputes, including defending against unlawful detainers. Prepared elder abuse restraining order packets to protect vulnerable seniors. Licensed and bonded California Notary, experienced in notarizing legal documents for senior clients. Former California Real Estate Licensee with over 10 years of real estate experience, including land use matters, residential transactions, and land sales. Proficient in e-filing, legal writing, and preparation of legal documents, including deeds, Preliminary Change of Ownership Reports (PCORs), and legal issues related to charitable trusts. Community Engagement & Senior Services Provide executive assistant support for an elderly resident at Vineyard Valley, St. Helena (current role). Serve food to elder and unhoused community members as a member of the Knights of St. Francis. Took all meeting notes while Secretary of the Howell Mountain Vintners and Growers Association (HNVGA) and helped plan the annual HNVGA fundraiser at Charles Krug benefiting Angwin Elementary School for three years. Experience conducting initial client intakes, coordinating resources, and assisting historically underserved populations through my work at Contra Costa Family Justice Center. Organizational Leadership & Policy Insight Over seven years as a Civil Litigation Paralegal at Murphy Logan & Roades-Brown Law Firm in Napa, taking all meeting notes and managing legal documentation. Former Vice President of the American Chamber of Commerce (Cebu) and Secretary of the Board for Howell Mountain Vintners and Growers Association, honing skills in strategic planning, policy development, and community outreach—critical for establishing short- and long-term goals for senior programs. Strong public service background as a former District 1 Representative in Napa and active participant in local bar associations. Marketing, Fundraising & Public Speaking Organized successful winery and real estate marketing campaigns, demonstrating expertise in

branding, outreach, and client engagement. Created and managed e-blasts and digital marketing initiatives to enhance visibility and outreach for businesses and community events. Organized wine club parties and fundraising events, including fundraising for the Junior League. Experienced and effective fundraiser with the ability to engage donors and secure funding for community initiatives. Former Toastmaster with strong public speaking skills, capable of effectively presenting ideas, leading discussions, and engaging diverse audiences. Communication, Language, & Cultural Competency Over seven years of formal Spanish language instruction; proficient in speaking, reading, and writing in Spanish. Lived in the Philippines for four years, developing cultural fluency and speaking limited Filipino. Traveled to 18 countries and have experience working with diverse, international communities. Former Assistant Editor of a nationally distributed "A" market lifestyle magazine; wrote cover feature articles, conducted historical research, organized photo shoots, conducted interviews, and appeared on international television to promote the magazine. Relatedly, my husband is a long standing member of the Odd Fellows and he and I discuss his community service work, and I have participated in events, which include the Meadows Napa, which is a community for elders in south Napa with affiliation to the Odd Fellows. I am hoping to become a Rebecca (female Odd Fellow) to better serve my community. I am eager to apply my expertise to support the Napa Senior Center's mission and enhance services for our senior community.

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## **Additional Questions**

### **What is your understanding of the role and responsibility of this board?**

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Members play a crucial role in shaping the services and programs that affect Napa's senior residents, ensuring their needs and concerns are addressed at the municipal level. The Senior Advisory Commission in Napa, California, serves as an advisory body to the City Council and the Parks and Recreation Services Director, focusing on services, facility use, and recreational activities at the Napa Senior Center. The commission establishes both short- and long-term goals for senior programs to ensure they meet the evolving needs of the senior community. Additional Responsibilities: Advocacy: Actively advocate for the senior population by helping them maintain a good quality of life and remain independent. This involves increasing awareness of issues facing older adults in Napa County and influencing public policy through regular reports to the Board of Supervisors. Community Engagement: Serve as a communication conduit between older adults and local organizations designed to render services to the senior community. This includes establishing committees to address legislation and public education, and creating ad-hoc committees to handle special topics brought to the commission. Policy Development: Provide input on senior programs and offer feedback on long-term planning to meet the needs of the senior community. This involves collaborating with various stakeholders to develop community-based systems of care that support independence and protect the quality of life for older persons and those with functional impairments.

### **Have you ever attended a meeting of this board? If so, how many?**

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Not yet.

### **What duties of this board are most interesting to you?**

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Long-term planning for seniors in Napa County to improve their quality of life and access to services and resources.

### **What activities of this board are least interesting to you?**

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I do not like long (for example 2 1/2 hour) Board meetings over Zoom. At H MVGA we had an egg timer and would keep the meetings to one hour because the busy winery owners needed to get back to work. I prefer in person meetings of specific duration. This is my only concern. I am studying for the California Bar Exam and would prefer not to spend three hours in an evening meeting online. I also think that in person meetings are important for team building and prefer that at least some of the meetings are in person (the Democratic committee has been completely Zoom only since COVID!)

### **What programs or projects would you like to see improved or implemented?**

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I would like to do something about sidewalk repair for the safety of seniors. I would like to do anything to support local hospice services and to help create and foster community gardens. My approach to improving senior programs and services would be data-driven, community-focused, and action-oriented with an emphasis on well-being, engagement, and accessibility. I am particularly interested in the Senior Advisory Commission's role in advocating for senior services, improving recreational programming, and ensuring accessibility to vital resources. My background in legal advocacy, estate planning, and elder rights protection has given me a deep appreciation for policies that support aging with dignity. Additionally, I am drawn to the community engagement aspect of the commission. Having organized fundraisers, wine club events, and marketing campaigns, I would enjoy collaborating on outreach initiatives that connect seniors with programs that enhance their quality of life. I am also excited about public policy development and long-term planning. My experience taking meeting notes for organizations like H MVGA , the Democratic Central Committee (including being a delegate) and law firms, combined with my ability to analyze community needs, would allow me to contribute meaningfully to discussions on facility use, funding, and senior-friendly initiatives. Engage the Senior Community for Feedback I would advocate for regular surveys and focus groups at the Napa Senior Center to identify unmet needs, such as transportation, social activities, and legal resources. I would leverage my public speaking skills from Toastmasters to host listening sessions where seniors and their families can share concerns and ideas. Enhance Outreach & Participation As someone with marketing expertise, I would explore targeted e-blasts, social media outreach, and partnerships with local organizations to increase participation in senior programs. I would use my experience in fundraising and event planning to help expand awareness and resources for senior programs. Improve Legal & Housing Support for Seniors Given my background in elder law, estate planning, and unlawful detainer defense, I would propose legal workshops to help seniors understand their rights regarding housing, healthcare directives, and financial planning. I would work with local legal aid groups to provide pro bono consultations at the Senior Center. Expand Recreational, Nature & Wellness Activities Using my experience in organizing wine club events and large fundraisers, I would suggest creative, engaging senior activities, such as intergenerational programs, themed social gatherings, and wellness workshops. I would introduce nature-based programs such as community gardening, composting, and seed swaps to encourage seniors to enjoy the outdoors, cultivate plants, and engage in sustainable practices. Partnering with local farms, wineries, and gardening clubs, I would help develop hands-on horticulture therapy programs that promote physical activity, mental well-being, and social connections. Advocate for Facility & Transportation Improvements I would work with city leaders to secure grants and funding for facility upgrades and expanded accessibility. I would support initiatives to enhance transportation options for seniors to ensure they can easily access services. By incorporating gardening, sustainability, and nature-focused initiatives, I hope to provide seniors with not only resources and services but also opportunities for joy, connection, and fulfillment in their everyday lives.

### **How would you approach improving these project(s) or program(s)?**

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I could donate notary services to seniors and organize other notaries to also provide these service. I could organize paralegals and law students to create free legal clinics to assist with legal document preparation. I had occasion to do this when I was working as a paralegal/legal intern in Napa and Fairfield.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?**

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No.

**Please list two local references and their phone numbers:**

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**How did you learn of this vacancy?**

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☒ Other

# Julie Seiger

## WORK EXPERIENCE

Current: While looking for a permanent opportunity, I am filling temporary assignments through local temporary employment companies including Nelson, Bolt, AppleOne, and Alkar Human Resources. I have a long association with each of these employers.

### Weed Law Group, PC (Walnut Creek)

Paralegal (1/15-2/26/2025) Utilized Clio legal software, Westlaw, and Microsoft Teams for daily case management and collaboration.

- Kept on pace with a high monthly billable hours requirement of 108 hours.
- Identified, calculated, and tracked critical trial dates and deadlines, ensuring timely reminders and case preparation. Monitored docket and filing status daily and provided continuous updates to attorneys.
- Drafted legal documents including Meet and Confer Letters, Cease and Desist Letters, Demand Letters, an 11 page Mediation Brief, a 16 page Timeline, and 2 Case Binders.
- Conducted comprehensive legal research on various legal issues and prepared Legal Memos with detailed legal analysis.
- Collaborated with clients to gather essential case information for trial preparation and personally prepared substantive responsive discovery.

Note on Departure: Due to the high-volume nature of the firm's workload during an exceptionally busy period, the decision was made to part ways. I was unable to receive sufficient training due to the demand on resources, but I gained valuable experience working under tight deadlines in a fast-paced environment.

### Jackson Street Wine Warehouse (Napa) (12/15 - 1/14/25)

#### Wine Order Coordinator (12/15-1/14/25)

This was a temporary flex support position during the holiday season, the peak time for warehouse order fulfillment. The role was performed under the supervision of the Operations Manager and Warehouse Manager, requiring a high level of customer service and proficiency in warehouse management systems and a quick learning curve. Developed a strong understanding of Oracle Suite Software while assisting in the efficient and accurate fulfillment of daily orders. Contributed to logistics and product setup during the annual FTB-mandated inventory period. A written reference and phone reference from the Operations Manager are available upon request.

### Clement, Fitzpatrick, Kenworthy, LLP (Santa Rosa)

#### Paralegal Support (Trusts and Estates) (11/1-12/6/24)

Temp assignment for Kim Marois, Esq. through temp service temping in the sudden absence of two decades long legal support team members (paralegal and legal secretary). Assisted with preparation and filing/serving of high end/complex estate/trust related documents; file review; initial deed preparation; generated

billable time.

### City Attorney's Office of Santa Rosa (Santa Rosa)

Legal Secretary Three month temporary full time assignment working for two District Attorneys managing their calendars, and daily preparing and filing of Pitchess, DV and Weapons Motions, along with handling claims against the City and S.R.P.D. Two written references available..

### Favaro, Lavezzo, Gill, Caretti & Heppell, PLC (Solano)

#### Paralegal (1/24 - 8/24)

Unlawful detainers, trial support on multiple trials, including preparation of important accounting related trial exhibits (in Excel), family law, estate administration, deed preparation, drafting, calendaring, discovery. Contract assignment. Written reference available.

### Contra Costa Family Justice Center (Concord & Fairfield)

*Serving families affected by domestic violence, sexual assault, child abuse, elder abuse, and human trafficking.*

#### Legal Intern (5/2023 - 9/2023)

- Conduct initial intakes (in person or remote) for historically underrepresented community members.
- Provide access to resources. Legal assistance including preparation, filing and service of an array of initial emergency orders (approx. 30 successful initial orders)
- Complete [PLU](#) coursework and in person training on working with trauma survivors, diversity & cyberstalking.
- Case Flow Management. Court accompaniment.
- Work closely with translators, LCSWs & local services.
- Utilize Spanish almost daily.

### Murphy Logan & Roades-Brown, LLP, (Napa)

*Top Martindale rated law firm specializing in contract, construction, business, and estate law.*

#### Certified Paralegal (Civil Litigation) 3/2016 – 6/2023

- Generated highest paralegal billables at firm.
- Daily prepare, edit, finalize and serve pleadings.
- Reduced reliance on hand calendaring by learning and applying Prolaw as a backup method at our firm.
- Daily review all case corres., identify and calendar all critical pretrial deadlines and reminders for multiple attorneys, matters and trials.
- Regularly prepare both deadline and trial calendars.
- Communicate with all case participants.
- Assist preparing deeds, title searches, U.D.s, draft S.A.s, corres., mech's liens, judgements. Obtain Litigation Guarantees.
- Prepare all team meeting minutes.

### Alioto & Alioto LLP, San Francisco/St. Helena, CA

*Complex business, patent, and antitrust litigation (all federal).*

#### Paralegal 9/2014 – 5/2018 (most recent affiliation)

- Assist in anti-competitive practices federal litigation, including large class action lawsuits and jury trials, work on precedent setting federal cases, off/on over many years.
- Lead paralegal on [Montero v. Smith](#) successful wrongful termination case (Plaintiff side)
- Prepare/serve subpoenas, corres., compile/review discovery, create Excel exhibit Indexes. Pretrial prep; attend hearings, depositions, trials.

- Spent summers and after school hours interning on discovery and trial preparation tasks for many high profile federal cases litigated by John I. Alioto and former S.F. Mayor Joseph L. Alioto, including attending court appearances and depositions.

## **Gaw, Van Male Law Firm** (Napa)

**Paralegal** Member of estate administration team approx 8 months setting up trust administration documents, including using Wordperfect and assisting with estate valuations with estate software.

## **REFERENCES & WRITING SAMPLES & LINKEDIN**

(link to info available immediately upon request)

<https://www.linkedin.com/in/bellanapavalley>

## **SKILLS**

### *Technical Skills:*

- Legal Writing & Research; Shepardizing, Legal Memos, etc.
- Client Care, Initial Intakes, Assist Managing CaseFlow w/ Checklists, calendaring case management updates, etc.
- E-filing/ESPs; ESI, Process Serving (Odyssey E-Filing via affiliates)
- Case Management & Calendaring
- Typing Certificate: 63 error-free w.p.m.
- Prepare Trial Binders, Indexes & Exhibits

### *Industry Knowledge:*

- Civil Litigation, Family Law Filings/Motions, Estate Preparation
- Mechanics Liens, Restraining Orders, U.D.s, Judgments, Motions
- Legal Analysis and Interpretation
- ADR Services
- Continuing Education: LSI, NALA, Bar Affiliates, CEB and PLI
- Full time paralegal exp. >6 mo. in estate planning @ reputable firm
- Former licensed transaction coordinator/assistant/administrator at busy Napa Valley real estate office

### *Tools and Software:*

- Microsoft Office, Google Spaces
- Westlaw Research ([2021 certificates upon request](#))
- Lexis Research ([2021 certificates upon request](#))
- Prolaw, Time Matters, Odyssey E-Filing, CEB, AAA E-Filing, One Legal, File & ServeXpress, PACER, Tabs3, Practice Master, Timeslips
- One Note Training, Hotdocs, Lexis Online Judicial Council Forms
- Quickbooks Pro (daily A/R and A/P for 5 years @ premium winery)
- Yawlaw
- Adobe Acrobat XI (Exhibit Indexing & Bate Stamping, etc.)
- Clio
- Hotdocs, Lexis Cloud for Judicial Council Forms
- Thomas Reuters Legal Assistant Software

### *Languages:*

- English (Native); Spanish, Filipino (Limited Conversational & Written).

## **EDUCATION**

**JFK School of Law at N.U.**, Pleasant Hill, CA (Juris Doctor)  
Conferred: 12/5/2023

Dean's List: 2020, 2021, 2022. Witkin Award: Criminal Law Model Answer: Criminal Law and Criminal Procedure.  
LSAT Score: 83% - a scaled score of 168 and percentile rank of 95.9% (available upon request)

## **University of San Francisco**, S.F., CA (Bachelor of Arts)

- Dean's List entirety of Junior and Senior Year
- **Dean's Award for Excellence in Major Course of Study (Literature)**
- Received A+s in Upper Level Shakespeare
- Reference from Dr. Carolyn Brown (Shakespeare) & Prof. Kennard (Philosophy)
- "A" in Spanish III
- Finalist: Father Maraschi Award

**Santa Clara University** Attended S.C.U. for Freshman and Sophomore years of college then transferred and completed B.A. education at U.S.F. while working at [U.S.F.'s Gleeson Library](#).

**Boston College Summer Honors Program** (successfully completed accredited classes in major course of study) University of California Berkeley (Summer sessions) (successfully completed accredited classes in major course of study)

## **Convent of the Sacred Heart**, S.F., CA (3.5 g.p.a.)

- 4 college transferable AP courses; 3.5 g.p.a.
- Boston College Summer Honors Program Attendee
- Harvard Summer Honors Program (Waitlist)
- Latin Honor Society, Sr. Class Secretary, Jr. Class Rep., J.S.A. (Junior Statesmen of America)
- Children's Hospital S.F. Volunteer

## **O.L.A., (Our Lady of Angels)**, Burlingame, CA (3.8 g.p.a.)

- Varsity Softball; All Star (3 years)

## **OTHER**

**Certified Paralegal** (active) • **Certified Legal Secretary** (active) • Bonded CA Notary (until 2026) • **National Society Leadership & Success** • **Phi Alpha Delta Law Fraternity, Int'l Rose Bird Chapter** • Local Bar Affiliate & Volunteer. **Knights of St. Francis** (charitable) (North Beach, S.F.) • **Dist 1 Rep.** (Napa > 4 yrs.); Napa Bar Association (affiliate); Contra Costa Bar Association (affiliate); Solano Bar Association (affiliate);

## **PREVIOUS AFFILIATIONS**

- V.P. **American Chamber of Commerce Cebu**, Philippines (3 years)
- Secretary of the Board of **Howell Mountain Vintners and Growers Association** (3 years)
- Assistant Editor **Zee Quarterly Magazine**, Philippines (nationally distributed "A" market magazine)
- Contributing Writer, Sunstar Newspaper and The Freeman Press Philippines (travel, lifestyle and historical research articles); promoted magazine on The Johnny Litton Show
- California Licensed Real Estate Agent (member of C.A.R.)
- **Junior League S.F.** (successfully garnered significant charitable funds through letter writing and phone banking campaigns on behalf of the Fashion Show Committee).
- Volunteer: **Joe Veronese Alioto for S.F. District Attorney** campaign (Fall 2022)