



**Branch
MacMaster.**
Barristers & Solicitors

Sarah Cleary



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Sarah joined Branch MacMaster as a legal administrative assistant in 2011 and transitioned to a Paralegal role in 2017. She supports counsel primarily in the area of insurance defence litigation, along with some support in the area of class actions.

Sarah helps counsel resolve disputes by managing correspondence with clients and other parties, drafting pleadings and applications, reviewing and summarizing documents, preparing for examinations for discovery and trials, and other crucial tasks. She also assists with training of new employees, maintaining and creating precedents and managing tech related issues around the firm.

Outside of work, Sarah enjoys spending time with her husband and dog, hiking and traveling.

Education

- Paralegal Certificate Program, Capilano University, 2018
- Legal Administrative Assistant Certificate Program, Kwantlen Polytechnic University, 2011

Community Activities

Organization of the firm's annual partnership with the BC SPCA Paws for a Cause event