

CRAIG JOHNSON, LLB (Hons)

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PROFILE

Craig is a Law Graduate, and an award winning professional, having scooped up awards for his paralegal work. He has a diverse background as a Professional McKenzie Friend in assisting Litigants in Person representing themselves within the Family Court with Child Arrangement Orders, Child Abduction Orders, Domestic Abuse Orders and Divorce Financial Remedies. He has a vast experience in Civil matters as a County Court Advocate and Paralegal in the Small Claims Court dealing with matters such as money and debt, Landlord and Tenant, Housing Disrepair, and Breach of Contract. Craig became a qualified CMC Registered Mediator at the age of 24 and specialises in Civil, Commercial, Family Business Disputes, SEND and Workplace Mediation. As a Mediation Advocate, he frequently represents clients in respect of Civil, Commercial and Workplace Disputes. Craig is available to take instructions as a County Court Advocate, Mediator, Mediation Advocate, Paralegal or Professional McKenzie Friend.

LEGAL AREAS

Professional McKenzie Friend

- Child Arrangement Order
- Specific Issue Orders
- Prohibited Step Orders
- Non-Molestation Orders
- Occupation Orders
- Divorce & Financial Remedy
- Child Abduction (Non-Hague)
- Small Claims Court Advocacy
- Mediation Advocacy
- Tribunal Advocacy

Mediation

- Business & Finance
- Civil & Commercial
- Court of Protection
- Debt & Money
- Employment Dispute
- Professional Negligence
- Regulatory & Compliance
- Small Claims
- Wills and Probate
- Workplace

PROFESSIONAL EXPERIENCE

May 2020 - Present

Chief Executive Officer – Totally ADR Ltd

Key Achievements and Responsibilities:

- Assisting Litigants in Person within their Civil and Family Law dispute preparing cases for hearings and ensuring documents are completed in accordance with the appropriate practise directions.
- Attending Court in the capacity of a McKenzie Friend and quietly advising clients through the process of Court whilst taking detailed notes with respect to the client's case.
- Mediating and negotiating disputes between professional and lay people ensuring that the appropriate rules are followed.
- Drafting various documents for differing types of cases ensuring the correct procedure is followed.
- Ensuring all company staff follow a code of conduct and provide a good service to the consumer.

June 2020 – July 2020

Temporary Family Law Consultant – Family Law Consultancy

Key Achievements and Responsibilities:

- Covering work for staff on leave and ensuring their allocated clients were managed and handled appropriately whilst gaining full detail of cases and managing hearings to ensure no delay.
- Ensuring clients instructions and consultations notes are recorded to enable the returning consultant to continue the clients' matter.
- Drafting emergency applications or paperwork whilst gaining quick knowledge of the case in a short time span.
- Managing clients' expectations and conducting consultations to gain instructions.

Dec 2018 – March 2020

Freelance Paralegal – Lawyer Online

Key Achievements and Responsibilities

- Maintained various legal documents and file them appropriately and functioned effectively as a Criminal Law Consultant, Personal Injuries Consultant, Family Law Consultant and Litigation Support
- Conducted client interviews and maintain contact with the clients, whilst assisting Solicitors in the preparation of depositions, hearings, trials, and conferences
- Summarised depositions, testimony, and interrogatories; conduct investigations and documentary research, as well as creating and maintaining a case management database
- Performed detailed and organized research on applicable Federal and state laws, whilst organising and tracking files related to case documents and important transactions
- Played a key role as a Will Writing Expert and trained in Probate Assistance and provided conveyancing transaction assistance within the firm to a range of various Freelance Solicitors

UNIVERSITY EDUCATION

Canterbury Christ Church University – Bachelor of Law with Honors – Grade: 2.1

Sep 2018 – Jun 2021

Year 1

Alternative Dispute Resolution
Constitutional Law (Public Law 1)
Contract Law
Criminal Law
Critical Approaches to Law
English Legal System

Year 2

Administrative Law (Public Law 2)
Company Law
International Law
Land Law
Law, Literature and Creative Media
Tort Law

Year 3

Equity and Trusts
European Law
Women and Crime
Family Law
Independent Research Dissertation
International Justice and Human Rights

HIGHER EDUCATION

London School of Business and Research – Post Graduate Diploma in International Business Law – Level 7

January 2022 – September 2022

Corporate Governance – Principles and Practices
Legal Research and Research Methods
Company Law
Law and Financial Crimes

Industrial and Intellectual Property Law
Commercial Trust Law
International Trade Law

LEGAL TRAINING

NALP Level 4 Diploma in Paralegal Studies

Sept 2018 – Dec 2018

National Paralegal College

Level 4 Certificate in Paralegal Studies

Jan 2019 – Nov 2019

Paralegal College UK

ILSPA Legal Secretary Diploma

Dec 2019 – July 2020

Institute of Legal Secretaries and Pa's

ILSPA Advance Diploma in Family Law

July 2020 – January 2021

Institute of Legal Secretaries and Pa's

CMC Accredited Civil and Commercial Mediation Certificate

June 2020 – September 2021

Hunt ADR Limited

CMC Workplace Mediation Conversion Certificate

March 2022

London School of Mediation

PARALEGAL AWARDS

National Paralegal Award | Highly Commended in the Best Family Law Paralegal of the Year 2021
National Paralegal Award | Finalist in the Best Mediation/Arbitration Paralegal of the Year 2021

TOTALLY ADR - BUSINESS AWARDS

SME Divorce Paralegal Firm of the Year 2022 | West Midlands
SME Family Law Consultant of the Year 2022 | Nationally

PROFESSIONAL MEMBERSHIPS

Civil Mediation Council (CMC) | Registered Member
Standing Conference of Mediation Advocates | Full Member
The Chartered Institute of Arbitrators | Associate Member