

Shilpa P. Kharva, Esquire

BAR ADMISSION

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| Pennsylvania | ● April 1999 |
| New Jersey | ● December 1999 |

EDUCATION

Villanova University School of Law
Villanova, Pennsylvania
LLM. awarded December, 2001
Emphasis: ● Estate Planning and Taxation

Widener University School of Law
Harrisburg, Pennsylvania
J.D. awarded May, 1998

Pennsylvania State University
University Park, Pennsylvania
B.A. awarded August, 1994
Major: ● History
Minor: ● Business Administration
Activities: ● Alpha Gamma Delta; Peer Advising; Lion's Abroad Club

EXPERIENCE

James B. Griffin, P.C.
Exton, Pennsylvania
May 2007 - present

- Attorney.
- Concentration in Wills and Trusts, Estate Administration, Business Transactions, and Real Estate
 - Prepare Complaints, discover documents, motions, briefs and other Litigation Documents
 - Responsible for document preparation, communication with the courts throughout the State, attendance at court appearances, maintaining daily schedule and maintaining updated status reports for clients
 - Familiar with county court rules of civil procedure through Pennsylvania

Law Offices of Meltzer and Associates, P.C.
Philadelphia, Pennsylvania
October 2002 – December 2006

- Attorney.
- Concentration in Creditor's Rights, Real Estate, Bankruptcy, Collections Law and Mortgage Foreclosure
 - Solely responsible for processing mortgage foreclosure cases from complaint stage through sheriff's sale stage – 300 files
 - Prepare Complaints, Petitions for Alternative Service and Judgment documents
 - Strengths: Work independently on all aspects of a civil case; Communication with clients; Organization of files; Time Management

Law Offices of Ron Z. Opher
Wayne, Pennsylvania

August 2001 – July 2002

Attorney.

- Drafted complaints, discovery documents, motions, briefs, Memoranda of law, research memoranda
- Briefs submitted to Superior Court of Pennsylvania, Pennsylvania Courts of Common Pleas and Superior Court of New Jersey
- Concentrated in collections law

Banks, Banks & Weidman
Philadelphia, Pennsylvania

April 1999 – August 2000

Attorney.

- In charge of New Jersey Foreclosure Department – 100 files
- In charge of Lawyer Reference Service cases – 20 files
- Drafted briefs, memoranda of law, discovery documents, motions, pleadings, research memoranda
- Briefs submitted to Superior Court of Pennsylvania and Third Circuit Court of Appeals
- Attended hearings in New Jersey State Court, Pennsylvania State Court, Philadelphia Municipal Court, United States Bankruptcy Court in the District of New Jersey and the Eastern District of Pennsylvania
- Prepared Federal, State and Local Income Taxes.
- Strengths: New Jersey Foreclosure; Communicating with clients; Organization of caseload.
- Also experience in Creditor/Debtor, Bankruptcy, Real Estate, Domestic Relations, Landlord/Tenant, Estate Planning, Will Drafting