



Marguerite E. Zinz

Counsel

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As national discovery counsel for the product liability docket of a major manufacturer, Marguerite coordinates discovery nationwide, including developing discovery strategies; participating in court conferences and hearings; negotiating protective orders and discovery compromises; drafting and reviewing discovery motions, affidavits, and discovery responses; protecting trade secret and privileged information; identifying and preparing corporate witnesses; reviewing corporate testimony for confidentiality; and collecting, preserving and producing responsive information.

Marguerite advises clients on a variety of litigation readiness matters, including identifying key people and information sources and establishing protocols and procedures for protecting a company's trade secrets, both internally and during litigation. Marguerite also develops and audits record retention and information governance policies, including legal hold policies, and counsels clients on the defensible disposition of information.

Marguerite is adept at handling large-scale document collections, reviews, and productions through all phases of the discovery process, including hiring and managing eDiscovery/ESI vendors and contract attorneys. She is experienced in multiple eDiscovery and document management systems, including Everlaw, Relativity, Ringtail, CVLynx, Digital WarRoom, iManage, and ProLaw.

Marguerite provides thorough and thoughtful advice to clients and is skilled in establishing systems and processes to streamline projects and workflows and provide defensible and practical solutions to manage risk effectively and efficiently.

Education

- Westminster College (B.S.B.A., *magna cum laude*, 1998)
 - Honors in English
- Case Western Reserve University School of Law (J.D., *cum laude*, 2001)
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Bar Admissions

- Ohio

Practices & Industries

- Product Liability
- Litigation & Dispute Resolution
- Electronic Information Management
- eDiscovery
- Information Governance

- Michigan

Professional Affiliations

- American Bar Association
- Ohio State Bar Association
- Toledo Bar Association
- Ohio Women's Bar Association (*Trustee, 2014-2018*)

Awards & Honors

- Named to *The Best Lawyers in America*®, Commercial Litigation (2026)
- *Toledo Business Journal's* "Who's Who in Toledo Area Law" for Litigation Management (2016-2021)
- Named to the Ohio Super Lawyers Rising Star list (2010, 2012)
- Selected for and Completed the Diverse Supplier Leadership Engagement and Development (LEAD) Program, Marathon Petroleum Company (2017)

Publications & Presentations

- "The Duty to Preserve and the Legal Hold Process," ALI CLE Webinar (September 2023).
- "The Duty to Preserve and the Legal Hold Process," LawPracticeCLE, On-demand CLE Webinar (October 2022).
- "Legal Aspects of Record Retention Policies and the Defensible Disposition of Records," Quimbee On- demand CLE Webinar (2022).
- "Record Retention and Information Management for Lawyers: A Modern Guide for Preserving, Destroying, and Searching Records," ALI CLE Webinar (July 2022).
- "Record Retention, The Pandemic, And the New Remote Work Environment: Is Your Business at Risk?," *The Practical Lawyer* by ALI CLE (August 2021).
- "Record Retention and Information Management for Lawyers: Policies for Preserving, Destroying, and Searching Records," ALI CLE Webinar (March 2021).
- "Document and Information Management for Lawyers," ALI CLE Webinar (November 2020).
- "Information governance: How litigation management helps companies in and out of court," *Smart Business*, Akron/Canton, Ohio (July 2019).
- "The Plaintiffs Bar AIEG: What You Don't Know Could Hurt You," International Association of Defense Counsel (AIDC) Mid-Year Meeting, Pebble Beach, California (February 2016).
- "Best Practices and Strategies for Managing Discovery in National and Multi-Forum Parallel Litigation," National Association of Minority and Women-Owned Law Firms (NAMWOLF) Annual Meeting, Minneapolis, MN (September 2013).