

# HOGE ■ FENTON

ATTORNEYS



**GRACE CARR LEE**  
EXECUTIVE DIRECTOR

60 South Market Street, Suite 1400  
San Jose, CA 95113-2396

+1 408-947-2461 direct  
grace.carr.lee@hogequenton.com

---

## OVERVIEW

Grace is responsible for managing the administrative functions of the law firm, including finance, marketing, quality assurance and risk management, human resources, staff support, systems administration, information resources, vendor relationships, facilities, and communication for the firm. She has been a member of Hoge Fenton's administrative team since 1999.

A founding member of the firm's Client Service Team, Grace wholeheartedly embraces the firm's commitment to client service. She participated in the drafting of the firm's first set of Client Service Standards and Best Practices, and engages both in regular review and updating of those policies and annual refresher training for all hands.

Grace has many years of diverse law firm experience, including Marketing Director, Practice Support Manager, and Litigation Paralegal in which she focused on contract disputes, trade secrets, anti-trust, insurance coverage and bad faith, and professional malpractice defense. Prior to that, she worked as a Deputy for the Santa Clara County Sheriff's Office.

Grace is an active member of the Association of Legal Administrators, currently serving on the Board of the Silicon Valley Chapter. She also is a member of the Risk Management Committee of PilotLegis, an Aon risk purchasing group of mid-sized firms with a heightened commitment to law firm risk management, and is a member of the Legal Marketing Association and the Santa Clara County Bar Association. Grace regularly speaks at regional paralegal programs on such topics as paralegal education, preparing to enter the paralegal workforce, resume writing and interviewing skills, and career development.

## ARTICLES

- [6 Employers Weigh in on the Benefits - and Drawbacks - of Boomerang Employees](#), July 13, 2017
- [Online Legal Research Cost Recovery: Is It an Oxymoron?](#), June 28, 2017
- 6 Easy Ways to Jump-Start Your Firm's Diversity Program, Association of Legal Administrators - Silicon Valley Chapter newsletter, Summer 2012