

CAROLINE ORTEGO

2103 Longdraw Cove, Katy, Texas 77494 • (713) 737-5284 • caroline@carolineortegolaw.com

LICENSES

Admitted to the state bar in the following states: Texas, Louisiana, and Georgia. Active member of the bar in Texas. Inactive member of the bar in Louisiana and Georgia.

LEGAL EXPERIENCE

*Attorney, **The Ortego Law Firm, PLLC**, Katy, TX Oct. 2010 - Present*

I am the sole attorney in my practice which is focused on estate planning and probate. I guide my clients through the process of writing wills and end of life preparation documents such as powers of attorney and advance directives. I have assisted clients in planning for minor beneficiaries using various tools such as trusts and the Texas Uniform Transfers to Minors Act. I also have experience drafting non-spousal beneficiary designations for qualified retirement plans. My practice mainly consists of estate planning for middle class families and retirees; however, I regularly serve as attorney ad litem in heirship, guardianship, and tax foreclosure proceedings and I have a small real estate practice.

*Contract Attorney, **Providus**, Houston, TX Apr. 2011 - June 2012*

Performed e-discovery document review for production & privilege in a large civil case related to the oil and gas industry.

*Contract Attorney, **Donovan & Watkins**, Houston, TX Oct. 2010 - Feb. 2011*

Performed e-discovery document review for production & privilege in a patent infringement case for a large pharmaceutical company.

*Attorney, **Richard Haynes & Associates, P.C.**, Houston, TX Aug. 2009 - Oct. 2010*

Managed cases in a variety of practice areas: criminal, personal injury, family law, probate, and consumer law.

*Legal Fellow, **Equal Justice Works/ Louisiana Bar Foundation**, Baton Rouge, LA, Aug. 2008 - June 2009*

Represented juveniles in hearings, trials, and court appearances as a mental health attorney.

LAND EXPERIENCE

Independent Petroleum Landman, **WSH Land, Inc./Centurion Land, Inc.**, Houston, TX June 2012 – Dec. 2018

Eagle Ford Shale, South Texas

- Performed buyer's side due diligence for multiple oil and gas asset acquisitions.
- Calculated and verified working and net revenue interests.
- Cured title defects including title research, heirship research, the preparation of affidavits of heirship, interaction with mineral interest owners and their heirs, and the preparation of corrective instruments in conjunction with client's counsel.
- Researched and prepared abstracts of title from sovereignty.

Permian Basin, West Texas

- Managed a team of landmen performing due diligence for an acquisition of oil and gas assets in West Texas.
- Analyzed and performed quality control on the landmen's work output and reported discovered defects to the client.

EDUCATION

Paul M. Hebert Law Center, Louisiana State University, Juris Doctor/Bachelor of Civil Law, May 2008

Louisiana State University, Bachelor of Arts in English Literature, May 2002

PROFESSIONAL MEMBERSHIPS

State Bar of Texas 2010- Present

American Association of Professional Landmen 2013- Present

Fort Bend County Bar Association 2016- Present