

Ruby Ponce

Senior Litigation Paralegal

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Commercial Litigation
Class Action Litigation

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San Francisco

Ruby has more than a decade of experience supporting high-stakes litigation, including complex commercial disputes, class actions and regulatory defense. She partners closely with trial teams to manage all phases of litigation, including discovery strategy, pretrial coordination and in-courtroom support.

Ruby brings particular knowledge in multidistrict and class action litigation, with a focus on large-scale discovery, exhibit and deposition management, and the preparation of ancillary papers, sealing protocols and demonstratives. Her command of litigation technology and procedural rules ensures seamless execution under the most demanding timelines.

Before joining Cooley, Ruby held paralegal roles at prominent US law firms and litigation boutiques, where she contributed to landmark antitrust, employment and consumer protection cases. She is known for her composure under pressure, exceptional team leadership, and ability to energize and unify case teams. With the stamina to sustain the rigors of trial and the agility to mobilize on critical assignments without hesitation, Ruby is a trusted and steady presence in fast-moving litigation environments.

Education

Sonoma State University BA, Philosophy, Pre-Law and Applied Ethics concentration, 2013

San Francisco State University Paralegal Studies certificate, 2013