

KEELY M. CARTER

Attorney at Law

Charleston, South Carolina (Remote) (843) 408-9791 | keely.m.carter@outlook.com

PROFESSIONAL PROFILE

Attorney with 5+ years of experience producing high-quality legal research and written analysis across civil litigation, criminal appeals, and general civil matters. Extensive background drafting objective legal memoranda, motions, and briefs for use in trial and appellate courts. Known for precision, analytical rigor, and the ability to work independently on complex legal issues for attorneys across jurisdictions. Particularly well-suited for a research-focused role emphasizing clarity, accuracy, and sound legal judgment.

CORE COMPETENCIES

Legal Research & Analysis | Objective Legal Memoranda | Motion & Brief Drafting Appellate Practice & Criminal Appeals | Civil Litigation Support Multi-Jurisdictional Research | Issue Spotting & Case Strategy | Citation & Court Rules Compliance | Time Management & Independent Work

PROFESSIONAL EXPERIENCE

Attorney

K. Carter Research & Litigation Support, LLC – Charleston, South Carolina

January 2026 – Present

- Founded a contract legal services firm providing legal research, litigation drafting, and written advocacy support to attorneys and law firms.
- Draft complex motions, pleadings, memoranda, and appellate briefs on a contract basis for litigation counsel.
- Partner with attorneys to deliver high-quality research and analysis for case strategy, motion practice, and trial preparation.
- Manage all aspects of firm operations including client engagement, conflict checks, deadline management, and professional compliance.

Associate Attorney

Murray Family Law, LLC – Charleston, South Carolina

2020–January 2026

- Conduct in-depth legal research and draft motions, memoranda, and briefs addressing procedural and substantive issues in contested litigation.
- Analyze statutes, case law, and court rules to develop litigation strategy and support dispositive and non-dispositive motions.
- Manage cases from initiation through resolution, ensuring compliance with deadlines and court requirements.
- Draft settlement agreements and legal correspondence requiring precision and clarity.

- Collaborate with attorneys to evaluate legal positions and assess risk, while exercising independent judgment on research assignments.

Law Clerk

Miller, Dawson, Sigal & Ward, LLC – Charleston, South Carolina

2019–2020

- Provided litigation and research support in a high-volume personal injury practice.
- Conducted legal research and assisted in drafting pleadings and discovery materials.
- Organized and maintained case files to ensure court readiness and procedural compliance.
- Assisted with deposition preparation and review of as well as drafting discovery responses.

Law Clerk

Schwartz Law Firm, LLC – Charleston, South Carolina

2018–2019

- Researched legal issues and drafted memoranda on diverse civil matters.
- Assisted attorneys with trial preparation, including document organization and legal analysis.
- Drafted pleadings and managed case documentation in accordance with court rules.

Paralegal – Criminal Appeals Department

South Carolina Attorney General's Office – Columbia, South Carolina

2016–2017

- Supported appellate attorneys handling criminal appeals statewide.
- Conducted legal research using Westlaw and LexisNexis on procedural and substantive appellate issues.
- Drafted legal memoranda and assisted with appellate brief preparation.
- Organized records on appeal and ensured compliance with appellate court rules, formatting, and filing requirements.
- Developed a strong foundation in appellate procedure, citation standards, and objective legal analysis.

EDUCATION

Juris Doctor

Charleston School of Law, May 2019

Bachelor of Science in Marketing & Management

University of South Carolina, December 2014

BAR ADMISSIONS

- South Carolina Bar
- Uniform Bar Examination (UBE) – Transferable Score (Eligible for admission in multiple jurisdictions)