



Marquitta Heintz

INTAKE COORDINATOR

As Intake Coordinator at Everbright Legacy Law, Marquitta is often a prospective client's first point of contact. She collects and documents new client information, evaluates leads against the firm's criteria to assess how the firm can help, sends out intake paperwork, and coordinates appointments with the attorneys' schedules.

When working with clients, Marquitta's goal is to help them feel heard, valued, and satisfied with their experience, all while keeping focus on the task at hand.

Those who know Marquitta well describe her as:

- **Organized** – Staying highly organized helps her minimize clutter and maximize productivity, efficiency, and accessibility.
- **Optimistic** – She believes a positive mindset drives positive outcomes, even in challenging circumstances.
- **Warmhearted** – She brings active listening, empathy, and gratitude to her work with people.

While navigating long-term care planning for her grandmother, Marquitta became acutely aware of how significant this field is. She finds motivation in knowing that her work makes a meaningful contribution to the larger team goal of helping people.

ABOUT EVERBRIGHT LEGACY LAW

We believe no one should face complex legal questions alone. Our mission is to walk alongside our clients through unfamiliar processes, providing education, resources, and legal experience so you can make informed decisions with confidence. Whether you're planning for your future, caring for an aging loved one, or managing disability needs, we're your trusted partners committed to dignity, respect, and peace of mind.