



Diane M. Tofft

Director of Administration

Diane M. Tofft, the firm's Director of Administration, brings over 20 years of legal administration and law firm experience to our team. As the Administrator, Ms. Tofft oversees the day-to-day operations of the firm, including managing human resources, accounting, facilities, and information systems.

She is a member of the Association of Legal Administrators (ALA), International Legal Technology Association (ILTA), and the Society for Human Resource Management (SHRM).

Professional & Community Activities

- Association of Legal Administrators (ALA)
- Sacramento Valley Chapter
- Member and Community Challenge Weekend Chair
- International Legal Technology Association (ILTA), Member
- Society for Human Resource Management (SHRM), Member
- Excelsior Parent Teacher Club, Co-President
- Gamma Phi Beta

Education

- Political Science Major, California State University, Long Beach

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[PDF Bio](#)

MEET OUR TEAM

