

## Civil Litigation Paralegal

### ROLE AND RESPONSIBILITIES

- Conduct research on relevant laws, regulations, and legal articles
- Prepare and revise legal documents such as affidavits, demands, discovery, etc.
- Communicate with various parts of the court system and outside legal personnel regarding case details, deadlines, and procedures
- Docket and eFile in bankruptcy, state, and federal courts
- Operate Trial Director - upload exhibits, upload, and clip video depositions, run program during trials
- Working knowledge of e-discovery document review platforms such as Relativity and DISCO
- Experience with bankruptcy and complex commercial litigation a plus
- Order reports and records and monitor status of same
- Schedule hearings and depositions
- Secure court reporters for depositions
- Handle confidential and time-sensitive material
- Notarize documents
- Gather and arrange evidence and other legal documents for attorney
- Assist lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts
- Call clients, witnesses, lawyers, and outside vendors regarding meetings and depositions
- Draft correspondence and legal documents such as Discovery shells and subpoenas
- Track progress and assignment status of open matters
- Prepare for legal hearings, trials, and client meetings
- Bates number and redact legal documents
- Create demonstratives
- Coordinate Service of Process
- Assist with Briefs and Memorandums

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### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Associate's degree or bachelor's degree
  - 5+ years of experience
  - Outstanding verbal and written communication skills
  - Collaborative, self-motivated, and highly professional
  - Proficient with Microsoft Office, Adobe Pro, and billing software (preferably ProLaw)
  - Values and thrives in team-based approach
  - Has the technical skills where new programs can be quickly learned and implemented
  - Understands technical legal terminology
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