

Litigation Paralegal - Job Description

Knowledge, Skills, Abilities

Review and analyze production documents

- Must have experience using eDiscovery platforms (i.e. Relativity, Disco, Everlaw, etc.).
- Must be adept at creating a lot of excel spreadsheets to keep documents organized.
- Proficient in Microsoft Excel.
- Must know how to prepare documents for production by analyzing client documents and recognizing privileged documents.
- Experience with heavy discovery and doesn't get overwhelmed by large cases.

Drafting

- Prepare initial drafts of motions, pleadings, and discovery.
- Prepare depo summaries.
- Prepare summaries of documents.

Organization

- Great skills regarding organizing files, documents, and exhibits.
- Calendaring is key; ensuring deadlines are calendared, reminding attorneys when deadlines are coming up (advance calendaring dates), and
- managing a "summary document" showing critical dates coming up in various matters.

Preparing subpoenas

- Ability to prepare third party subpoenas, with knowledge of requirements for doing so.

Research

- Proficient in using Westlaw to research case law, find people through people map, run company investigator reports, etc.

Trial Preparation

- Must have trial experience. They need to be able to organize everything for trial preparation and manage a team of admins to help.
- Know all the pleadings that have to be done for trial.

Misc.

- Knows how to e-file with the court.

Interested Qualified Candidates Can Send Resume To:

Crystal M. Cornett, Legal Recruiter
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Email: ccornett@nnlegalsearch.com