

<https://www.matfar.com/job/40343-docketing-coordinator-opportunity/>

Docketing Coordinator Opportunity

Description

A large, international firm has openings in their California offices within major cities for a Docketing Coordinator.

Responsibilities

- Manage and maintain the firm's litigation docketing system, including inputting all deadlines and court dates accurately and timely.
- Monitor court dockets for changes, updates, and new filings, and communicate any relevant information to attorneys and other relevant parties.
- Review legal documents, including complaints, motions, pleadings, and other court filings, to determine applicable deadlines and ensure they are calendared correctly.
- Coordinate with attorneys and paralegals to gather necessary information and documentation for court filings, and ensure all filings are submitted accurately and on time.
- Prepare and distribute reports to attorneys and other stakeholders on upcoming deadlines, court appearances, and other docket-related information.
- Conduct research on court rules, procedures, and deadlines to ensure compliance with local, state, and federal requirements.
- Assist in the coordination of trial and hearing schedules, including scheduling court reporters, interpreters, and other necessary resources.
- Provide support and training to attorneys, paralegals, and other legal support staff on docketing procedures and best practices.
- Maintain accurate and up-to-date records of all court filings, deadlines, and related communications.
- Stay current on changes in court rules, procedures, and local rules that may impact docketing procedures.

Qualifications

- Bachelor's degree preferred or equivalent combination of education and calendaring experience.
- Minimum of 4 years of experience working as a litigation docketing coordinator or similar role in a law firm or legal department.
- Strong knowledge of court rules, procedures, and deadlines, with the ability to research and interpret local, state, and federal requirements.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines simultaneously.
- Proficient in using docketing software and other legal research tools.
- Strong communication skills, both written and verbal, with the ability to communicate effectively with attorneys, paralegals, and other legal support staff.
- Ability to work independently and collaboratively as part of a team.
- Professional and positive attitude, with a strong work ethic and ability to

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Staff

Job Location

Los Angeles, San Diego, Silicon Valley, CA

Working Hours

Hybrid Work Schedule

Base Salary

\$ 65K - \$ 90K

Date posted

April 27, 2023

handle sensitive and confidential information.

- Flexibility to adapt to changing priorities and deadlines in a fast-paced legal environment.

Contacts

If interested and meet the requirements above, please submit your resume or reach out to:

- [JP Holmes](#)
- jp@matfar.com
- 213-996-3736

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.