

<https://www.matfar.com/job/40400-litigation-paralegal/>

Litigation Paralegal

Description

Boutique Litigation Firms is in need of an experienced Litigation who will be responsible for handling all aspects of litigation cases from beginning to end its Los Angeles office.

Responsibilities

- Managing cases, assisting with client document collection and witness interviews
- Helping to draft and review discovery and trial documents
- supporting attorneys during depositions and trials
- working with litigation support staff to manage electronic files.
- The successful candidate must be able to work overtime as needed.

Qualifications

- Minimum of 5+ years of substantive litigation experience
- Must have strong knowledge of state and federal court rules
- E-filing experience in state and federal courts
- Comprehensive knowledge of all facets of the litigation lifecycle
- Proficiency in e-discovery and litigation support tools

Contacts

If interested and you meet the qualifications stated above, please submit your resume to or contact:

- [Gloria Pacheco](#)
- gloria@matfar.com
- 213-996-3737

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

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Litigation

Job Location

Los Angeles, CA

Working Hours

Hybrid Work Schedule

Base Salary

\$ 100K - \$ 150K

Date posted

May 8, 2023