

<https://www.matfar.com/job/40493-litigation-assistant/>

## Litigation Assistant

### Description

A prominent firm is seeking a highly organized and detail-oriented individual to join its' team as a Litigation Assistant. As a Litigation Assistant, you will provide comprehensive support to our litigation department, assisting attorneys and paralegals in the management of complex legal cases. Your role will involve performing various administrative tasks, organizing case files, conducting legal research, and assisting with trial preparation. The ideal candidate will have a strong work ethic, excellent communication skills, and a keen interest in the legal field.

### Responsibilities

- Maintain and organize case files, including indexing and filing documents, correspondence, and pleadings.
- Prepare and draft legal documents, such as pleadings, briefs, motions, and discovery requests.
- Assist with the preparation and submission of court filings, including e-filings
- Provide administrative support, including managing incoming and outgoing correspondence, answering phone calls, and maintaining office supplies.

### Qualifications

- 3+ years' experience working as a litigation assistant or in a similar legal support role is required.
- Experienced in e-Filing in both Federal and State courts.
- High school diploma or equivalent. Bachelor's degree a plus.

### Contacts

If you meet the qualifications and are interested in this position, please submit your resume or contact:

- [Gloria Pacheco](#)
- [gloria@matfar.com](mailto: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

5 days in office for first 90 days then one day remote.

### Base Salary

\$ 80K - \$ 95K (DOE)

### Date posted

May 31, 2023