

PARALEGAL

OVERVIEW

The Paralegal supports attorneys by performing substantive legal work under supervision. This role is integral to case planning, development, and management – conducting legal research, interviewing clients, gathering facts, and retrieving information critical to each matter. The Paralegal drafts and analyzes legal documents, compiles and applies technical information, and provides well-reasoned recommendations to attorneys. Success in this role requires strong organizational skills, exceptional attention to detail, sound professional judgment, and the ability to manage competing deadlines in a fast-paced litigation environment.

CORE RESPONSIBILITIES

LITIGATION & CASE SUPPORT

- Draft pleadings, motions, discovery requests and responses, notices, interrogatories, and affidavits
- Prepare first drafts of legal documents – substantive drafting, not formatting
- Assist with trial preparation including exhibits, witness binders, and table of contents/authorities (TOC/TOA)
- Compile and organize trial notebooks and coordinate scheduling of witnesses
- Prepare summaries of depositions, court transcripts, and witness testimony
- Assist with locating, contacting, and evaluating witnesses; draft witness declarations
- Support attorneys with witness issues, exhibits, and note-taking at trial

LEGAL RESEARCH & WRITING

- Conduct legal research including statutory and case law using Westlaw, LexisNexis, or equivalent platforms
- Summarize research findings with relevance and precision
- Draft research memoranda, proposed orders, and other analytical documents
- Analyze records and case files; make reasoned recommendations to attorneys regarding file disposition

DISCOVERY & DOCUMENT MANAGEMENT

- Manage discovery workflows, document review, and production
- Maintain organized and retrievable case files and document management systems
- Operate eDiscovery platforms (Relativity, Everlaw, Logikcull, or equivalent)
- Coordinate document execution, retention, and chain-of-custody compliance

PROCEDURAL & FILING COMPLIANCE

- Track and manage filing deadlines, service requirements, and procedural timelines
- Understand and apply civil procedure rules at both state and federal levels
- Prepare and submit filings via e-filing systems (PACER, state portals)
- Prevent missed deadlines and identify compliance risks proactively

DRAFTING QUALITY & COMMUNICATION

- Write clearly, concisely, and correctly – adapting tone for court, client, or internal use
- Catch inconsistencies before attorneys do; ensure formatting and structure meet legal standards



- Communicate professionally and collaborate seamlessly across practice groups and offices
- Handle sensitive and confidential information with the highest level of discretion

TECHNOLOGY & SYSTEMS

- Legal research: Westlaw, LexisNexis, Fastcase
- Case & document management systems
- E-filing: PACER, state court portals
- Advanced MS Office Suite: Word (redlining, TOC, track changes), Excel, Outlook, PowerPoint
- eDiscovery platforms: Relativity, Everlaw, Logikcull, or equivalent

QUALIFICATIONS

- ✓ Bachelor's degree required; paralegal certificate from an ABA-approved program strongly preferred. Equivalent work experience in a litigation setting will be considered.
- ✓ Minimum two (2) years of substantive paralegal experience, preferably in a litigation or trial practice environment
- ✓ Demonstrated ability to draft pleadings, motions, discovery, and other litigation documents under attorney supervision
- ✓ Strong legal research skills using Westlaw, LexisNexis, or equivalent platforms
- ✓ Proficiency in Microsoft Office Suite (Word, Excel, Outlook); advanced Word skills including redlining, TOC, and track changes
- ✓ Hands-on experience with e-filing systems in state and federal courts (PACER and state portals)
- ✓ Familiarity with case and document management systems; eDiscovery platform experience is a plus
- ✓ Exceptional written and verbal communication skills with the ability to produce clear, accurate, attorney-ready work product
- ✓ Superior organizational and time management abilities; capable of managing multiple deadlines without supervision
- ✓ High attention to detail with a track record of catching errors before they reach attorneys or courts
- ✓ Sound professional judgment, strong work ethic, and the ability to work both independently and collaboratively
- ✓ Unwavering commitment to confidentiality, ethics, and attorney-client privilege

HOW TO APPLY

Please submit a resume and writing sample directly to jobs@dhillonlaw.com

- 📍 SAN FRANCISCO, CALIFORNIA
- 📍 NEWARK, NEW JERSEY
- 📍 NEW YORK, NEW YORK
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