

LITIGATION PARALEGAL

Jackson Walker LLP

Dallas, Texas

Jackson Walker is seeking a Litigation Paralegal to assist attorneys in all phases of litigation in both state and federal court. The ideal candidate will have at least 10+ years of heavy litigation experience and will not require any training to accurately complete the responsibilities below.

- Review, organize and summarize case documents in order to assist in preparation of case for trial
- Draft answers, routine notices, affidavits, motions, memoranda and correspondence
- Prepare discovery
- eFiling (Texas eFile and federal ECF/PACER)
- Collecting, organizing and reviewing records
- Possess familiarity with Texas and Federal Rules of Civil Procedure
- Ability to act as liaison between courts, clerks, clients and attorneys
- Compiling motion and trial notebooks, assembling jury instructions and compiling exhibit lists
- Assist attorneys with hearing and trial preparation

Candidates should possess excellent computer skills, high-level attention to detail, and superior written and oral communication skills. Qualified candidates must be able to stay organized and multi-task in a fast-paced environment. Candidates with a Bachelor's Degree or a Paralegal Certificate will be considered.