



## LITIGATION PARALEGAL – ORANGE COUNTY

N2N Legal is a consulting firm that specializes in legal, compliance and regulatory services to assist clients ranging from Fortune 1000 to small and mid-sized companies as well as major law firms. We seek an accomplished litigation paralegal to assist our clients with cases from inception to trial.

### LITIGATION PARALEGAL DUTIES:

- **Organize documents and coordinate document productions.**
  - Conduct the Bates-stamping, redaction, duplication and indexing of documents. Set up and maintain files which are organized chronologically, numerically and/or by subject matter. Work on electronic productions. Categorize documents by subject matter, prepare a chronology of facts and create production charts.
- **Conduct various document searches and factual research.**
  - Create and maintain internal case databases, run searches on internal and external document databases and systems, cull relevant information from a variety of resources such as newspapers, magazines, libraries, case documents and trade associations.
- **Prepare witness and matter materials for case preparation.**
  - Organize interview memos, digests and other relevant documents for attorney review and case preparation.
- **Prepare for and possibly attend depositions.**
  - Under attorney supervision, gather and prepare documents relevant to the deponent, organize exhibits, take notes and handle exhibits during the deposition and digest transcripts to summarize highlights of a proceeding.
- **Motion practice.**
  - Pull relevant documents, proofread papers, organize exhibits and create document indices in the preparation of motion filing.
- **Court filings.**
  - Work with attorneys in the preparation and filing of all court documents. Create, bind and distribute both file and courtesy copies. Organize the briefs, exhibits and appendices.
- **Act as liaison among various internal departments as well as with outside agencies.**
  - Oversee the progress of documents through litigation support departments, order transcripts from reporting services and fulfill requests from outside counsel and others.
- **Prepare for and attend trials.**
  - Organize exhibits, files and all other supporting documents, coordinate trial set-up and logistics, assist attorneys in the courtroom by taking notes, handling exhibits, and marking documents referred to by counsel, assist in the preparation of witness testimony and serve as liaison between trial attorneys and in-house staff.



### REQUIRED SKILLS & EXPERIENCE:

- 5+ years' experience as a litigation paralegal at a premier law firm
- Bachelor's degree a plus
- Certified Paralegal a plus
- Ability to multi-task in fast-paced/continuously changing environments
- Excellent interpersonal skills, oral and written communication skills, and professional presence
- Exceptional organizational skills, attention to detail, and proven ability to prioritize
- Positive attitude and proven success building strong relationships with clients a must
- Flexible about administrative responsibilities and ability to be "hands-on"

### COMPENSATION & BENEFITS

We offer a competitive package which will be discussed during the interview process.

### CONTACT

If interested, kindly submit resume and qualifications to: [Info@N2NLegal.com](mailto:Info@N2NLegal.com). Visit our website at: [N2NLegal.com](http://N2NLegal.com).