

Commercial Litigation Paralegal

Stearns Weaver Miller, a full-service commercial law firm serving clients throughout Florida is seeking a full-time Commercial Litigation Paralegal for its Downtown Miami office. In this role, the paralegal will work with multiple attorneys providing a full range of litigation support from onset through post-trial including, but not limited to the following:

Responsibilities

- Assist attorneys in preparing for depositions, hearings, and mediations, and attend same
- Assist with all aspects of pretrial, trial, and arbitration, including
 - Preparation of expert witness disclosures, deposition designations, exhibits, exhibit and witness lists, trial notebooks, and witness files
- Manage document production process - hard copy and electronic, including
 - Developing search terms, preparing collection and production protocols, collection, and coordinating and preparing instructions for processing
 - Review for responsiveness, privilege, and confidentiality, redacting, preparation of privilege logs, and review and track productions and subpoena responses
- Organize and maintain databases, create and run searches, and review documents
- Assist attorneys with drafting discovery and responses, track discovery, and review and prepare charts and summaries of objections and responses
- Factual research, and compile information and prepare charts, graphs, and other summaries to detail findings; create chronologies and/or timelines of key events
- Cite-checking
- Summarize deposition and trial transcripts
- Proactively and independently anticipate and attend to case needs and coordinate workflow with attorneys

Qualifications

- 5+ years' experience as a Commercial Litigation Paralegal in a law firm environment
- Knowledgeable of Federal and State rules and procedures
- Proficient in current versions of MS Office applications; knowledge of FileSite is a plus
- Experience with eDiscovery and document review platforms (e.g., Relativity)
- Ability to work on multiple matters simultaneously in an organized manner
- Welcomes learning new technology and skills
- Must have strong organizational and project management skills
- Excellent interpersonal skills (ability to communicate effectively, listen, and be dependable)
 - Ability to work in a collaborative team environment but can also work independently
- Demonstrates accuracy, is analytical and detail oriented
- Flexibility to work overtime as needed; may include weekends

Education

- Bachelor's degree and/or ABA Approved Paralegal Certificate

STEARNS WEAVER MILLER

To apply, please email your resume to legalrecruiting@stearnsweaver.com indicating the title and office of the position in the subject.

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