

Siegfried | Rivera

201 Alhambra Circle, Coral Gables, FL

Litigation Paralegal

Siegfried Rivera is seeking a detail-oriented and proactive Litigation Paralegal to support our legal team in all phases of the litigation process. The ideal candidate will have experience with document management, trial preparation, and discovery, and will be comfortable working in a fast-paced legal environment.

Key Responsibilities

- Conduct asset searches to determine collectability.
- Utilize TLO and other databases to locate individuals for service of process.
- Assist in drafting and organizing affidavits, witness lists, exhibit lists, and stipulations of fact.
- Prepare and review documents for production, including Bates-labeling, redaction, and privilege logs.
- Assist with document collection from clients and consultants, ensuring completeness and compliance.
- Summarize deposition transcripts and organize exhibits.
- Prepare documents and binders for depositions and hearings.
- Tag testimony and exhibits in document review software.
- Assist attorneys with demonstrative exhibits, spreadsheets, and presentations.
- Locate, mark, and organize exhibits for hearings and trials.
- Create electronic, hyperlinked versions of binders.
- Load exhibits into Trial Director or similar platforms for electronic presentation.
- Organize and review discovery requests and responses.
- Review production from opposing or outside parties to ensure all requested documents are received.
- Maintain lists of relevant and privileged search terms.
- Create and maintain informational spreadsheets tracking organizations, individuals, roles, dates, events, and issues.
- Identify and maintain lists of relevant search terms by party and issue.

Qualifications

- Prior experience as a litigation paralegal or legal assistant preferred.
- Proficiency with legal research tools (e.g., TLO), document management systems (e.g., IConect, Trial Director, AIM, NetDocs), and Microsoft Office Suite.
- Familiar with extensive legal research such as Lexis/Nexis and Westlaw.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and deadlines.
- Excellent written and verbal communication skills.

Preferred Skills

- Experience with electronic discovery and document production.
- Familiarity with court procedures and filing requirements, including Miami-Dade County's Complex Business Rules.
- Ability to work independently and as part of a team.

Pay Range: \$75k-85k

The firm offers a comprehensive benefits package and competitive salary. Please submit resume and salary requirement to apply. All submissions are kept strictly confidential. Siegfried Rivera is an equal opportunity employer.

Please send resume to - HR@siegfriedrivera.com