

Summer Law Clerk

BergaLaw, PA – Coral Gables, Florida

BergaLaw, PA is seeking a motivated and detail-oriented Law Clerk to join our litigation team. This position offers an excellent opportunity to gain hands-on experience in commercial, construction, real estate and insurance matters.

Key Responsibilities:

- Conduct legal research and draft memoranda, briefs and other legal documents.
- Assist with discovery including preparing discovery requests, responses, and related materials.
- Review, analyze, and summarize discovery documents, depositions, and case records to support case prosecution and defense strategies.
- Manage case files, ensuring accurate organization and timely updates.
- Provide general assistance on litigation matters, including preparing case summaries and supporting trial preparation.
- Collaborate with attorneys to ensure efficient case progression and compliance with deadlines.

Qualifications:

- Current student or recent graduate of the University of Miami Law School.
- Strong legal research and writing skills, with proficiency in Westlaw, LexisNexis, or similar platforms.
- Excellent analytical and organizational abilities.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Detail-oriented with a commitment to producing high-quality work.
- Prior litigation or clerkship experience is a plus.

This is a great opportunity to work on meaningful cases in a supportive and collaborative environment.

Please submit your resume, cover letter, and writing sample to assistant@bergalaw.com.