
Law Clerk

Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing exclusively on litigation and advocacy our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation.

Under the supervision of the Discovery Counsel, your core responsibilities are to provide support to our team of lawyers. You are confident dealing with people at all levels and you will use your strong technical, communication and interpersonal skills to address and resolve issues.

We are currently seeking a Law Clerk to join our team.

WHAT DIFFERENTIATES US?

We are committed to excellence – today and in the future – for ourselves and for our clients. We have a sophisticated and growing business team that includes professionals in several disciplines such as marketing, business development, pricing, process improvement, knowledge management, human resources, professional development, client operations, and strategic planning.

We are committed to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We have developed several award-winning and forward-thinking initiatives including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on www.litigate.com.

ROLES & RESPONSIBILITIES

- Organizing and maintaining litigation files
- Assisting with project management and task tracking on files
- Coordination of the document discovery process in accordance with firm protocols
- Compiling document productions including preparation of Affidavit of Documents, summaries of productions, and discovery briefs
- Management of electronic data for Discovery and Trial
- Reviewing and summarizing transcripts of examinations; managing undertakings and refusals
- Preparing charts, chronologies and summaries of documentary evidence for use on discovery and trial
- Preparing mediation and pre-trial briefs
- Arranging and participating in meetings with clients and experts
- Preparing bills of costs
- Enforcing judgments, including preparation of all material and electronic Writ filing
- Preparing appeal materials
- Trial preparation

EDUCATION & EXPERIENCE

- Law Clerk Diploma required
- Law Clerk experience will be considered an asset

KEY SKILLS & CHARACTERISTICS

- In-depth knowledge of Rules of Civil Procedure and statutes
- Professional demeanour and strong organizational, investigative, fact-finding, and problem-solving skills
- Ability to process a high volume of documentation with excellent attention to detail
- A team player attitude with excellent communication and interpersonal skills for liaising with clients, lawyers and staff
- Ability to work independently and with excellent judgment to both follow instructions with minimal supervision and take initiative as required
- Knowledge of industry standard litigation support software such as Relativity

OTHER INFORMATION

- **Reporting Details:** Discovery Counsel
- **Hours of Work:** Overtime is to be expected from time to time

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests and questions to [Lynsey Clement](#) (Human Resources Specialist).