
Intellectual Property Litigation Law Clerk

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

We are currently seeking an **Intellectual Property (IP) Litigation Law Clerk** to join our team.

ROLE DESCRIPTION

As an IP Litigation Law Clerk your primary responsibility is to provide best-in-class legal support to our team of IP litigators. In this position, you will play a key role in IP litigation files and be involved in all stages of the litigation process including file management, document collection, review and production, examinations for discovery, mediation, arbitration, trial, and appeal. The successful candidate will also be expected to work on commercial litigation files.

This is an exceptional opportunity for an experienced IP Litigation Law Clerk to work alongside some of Canada's most highly regarded IP and commercial litigators.

To thrive in this role, you must:

- Be proactive, able to anticipate and action next steps to provide seamless support to our lawyers and clients.
- Have strong technical, analytical and time management skills.
- Be solutions-oriented and driven with a strong work ethic.
- Have in-depth understanding of Federal Court litigation and the *Federal Court Rules* and experience with Ontario Court litigation and the *Rules of Civil Procedure*.
- Be highly organized, with strong attention to detail.
- Display a growth mindset where you are open and capable of learning new skills to expand your knowledge and use software and technology in your day-to-day tasks.

ROLES & RESPONSIBILITIES

Core Duties and Responsibilities

- Ensure all court deadlines are tracked and met and assist in project management of matters.
- Coordinate document discovery processes, compile productions, prepare briefs for examination for discovery.
- Summarize and analyze transcripts and manage undertakings and refusals.
- Prepare materials for motions, applications and supporting affidavits.
- Prepare documents for pre-trials, trials and appeals.

- Prepare cost submissions and cost schedules/bill of costs.
- Perform litigation related searches.
- Attend and support discoveries, hearings, and trials.
- Liaise with clients, counsel and the Court.

Other Duties and Responsibilities

- Mentor students and junior IP associates on IP legal processes and firm practices.
- Participate in pilot programs and software testing /knowledge engineering before rolling out firm-wide; assisting with training other firm members as required.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Undergraduate degree along with a Law Clerk/Paralegal diploma or certificate is required.
- 4-8 years of experience working as an IP Litigation Law Clerk.
- Knowledge of and exposure to the full range of IP litigation matters including patents, trademarks and copyright.
- Strong experience and understanding of the *Federal Courts Rules* and Federal Court practice, including its e-filing system.
- Experience with the *PM(NOC) Regulations* and PM(NOC) proceedings.
- Experience with virtual and in-person hearings is an asset.
- Experience with Relativity and other document database management systems is an asset.
- Experience with Supreme Court of Canada practice is an asset.
- Experience using IP databases such as the databases maintained by CIPO, the USPTO and the EPO is an asset.

KEY SKILLS & CHARACTERISTICS

- Professional demeanor and strong organizational, investigative, fact-finding, and problem-solving skills.
- Skilled at managing evidence including voluminous data in eDiscovery.
- Exceptional ability to communicate both orally and in writing to a broad range of audiences.
- Ability to work independently and with excellent judgment to both follow instructions with minimal supervision and take initiative as required.
- Proven ability to project manage large complex matters.
- Understanding of software used for hearings in Ontario such as Caselines.
- Advanced technological ability, including in-depth knowledge of legal software and applications and strong proficiency using Microsoft 365 applications (Word, Excel, PowerPoint), and Adobe Acrobat.
- A team player attitude and ability to build harmonious collaborative working relationships within your immediate team and across other departments in the firm.

OTHER INFORMATION

- **Reporting Details:** Director, Legal Support Services
- **Hours of work:** Overtime is to be expected from time to time.
- **Additional notes:** This is a hybrid role.

WHAT DIFFERENTIATES US?

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We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity, and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. 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.

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 [Human Resources](#) (Manager, Human Resources).