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# Litigation Law Clerk

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With approximately 100 lawyers dedicated solely to litigation and commercial disputes, Lenczner Slaght occupies a unique position in the Canadian market. We have earned top-tier rankings from Chambers and Lexpert, and are regularly entrusted with high-stakes, high-profile matters. Our business team is central to that success. Every function here contributes to a firm built on focus and excellence.

We're looking for the right person to help our lawyers build their practices and attract the best cases.

## ROLE DESCRIPTION

As a Litigation Law Clerk your primary responsibility is to provide best-in-class legal support to our team of lawyers on a wide variety of matters, including complex litigation, contract disputes, delay claims, lien proceedings, breach of trust actions, deficiency issues, and project documentation reviews. You will play a key role in managing all aspects of litigation files, from discovery through to trial preparation, ensuring accuracy, organization, and strategic support throughout the lifecycle of each matter. This role requires an in-depth understanding of the *Rules of Civil Procedure* and Ontario court litigation and processes, along with a strong knowledge of construction industry practices. It is ideal for a highly organized, detail-oriented clerk who thrives in a fast-paced legal environment.

## CORE ROLE RESPONSIBILITIES

- Support complex litigation, construction, and multi-party matters from intake through resolution, serving as a key member of the litigation team across all stages of matter management.
- Prepare liens and conduct searches across title, corporate, PPSA and lien registries.
- Coordinate document collection, productions, and discovery processes in support of lawyers managing active litigation files.
- Coordinate and manage affidavits of documents, motion materials, mediation briefs, arbitration submissions, and trial documentation.
- Summarize project records, witness statements, and expert reports to support case strategy and preparation.
- Assist with organizing and maintaining file structures and document management systems to ensure efficient case progression and matter maintenance.
- Support hearings, mediations, and arbitrations by preparing materials and coordinating logistics.
- Communicate professionally and effectively with clients, consultants, opposing counsel, and project participants.
- Identify opportunities to streamline workflows and enhance litigation processes, bringing a proactive and solutions-oriented approach to all aspects of matter work.
- Assists in managing, organizing and reviewing documents within Relativity and other e-discovery database platforms.
- Prepare and maintain costs outlines.
- Prepare undertakings charts, including tracking outstanding undertakings and advisements arising from examinations, ensuring timely responses, and coordinating with lawyers to fulfill obligations within application deadlines.

*Other duties will be assigned as needed.*

### WHAT SETS THIS ROLE APART

- **You will be part of an exceptional team.** We are collaborative, sharp, and genuinely enjoy working together.
- **You will join a firm that leads.** We attract the best cases, the most sophisticated clients, and lawyers who are at the top of their game. There is something energizing about being part of an organization that consistently delivers excellence.
- **Your impact is visible.** You will see the direct connection between your work and the firm's growth. This is a role where your contribution is tangible.

### EDUCATION & EXPERIENCE

- Undergraduate degree along with a Law Clerk/Paralegal diploma is required.
- 3+ years' experience working as a litigation Clerk.
- Knowledge of and exposure to the full range of litigation matters.
- Knowledge of and exposure to construction law matters considered an asset.
- Experience using Case Center (electronic court filing program).
- Experience using eDiscovery and Relativity is preferred.

### KEY SKILLS & CHARACTERISTICS

- Strong organizational, analytical, and problem-solving skills.
- Ability to manage large volumes of project records and timelines.
- Superior communication skills (both written and verbal) including the ability to effectively interact with firm members at all levels.
- Ability to work independently with sound judgment while also supporting a collaborative team.
- Highly motivated, proactive, and able to adapt to shifting project demands.
- Knowledge of litigation standards.
- Knowledge of construction-related procedures and lien legislation is considered an asset.
- Advanced proficiency in MS Office (Outlook, Word, Excel, PowerPoint) is required.
- Technical aptitude for learning various applications.
- Driven to learn, grow, and achieve results.
- Exceptional client service skills.
- Strong attention to detail.
- Ability to generate creative and innovative ideas.
- A team player with a keen ability to adapt and respond appropriately in various situations.
- Maintains professionalism, confidentiality, and operates with discretion.

### WHY LENCZNER SLAGHT?

- **Litigation is our sole focus.** That clarity shapes everything, including how we work together. When every case matters, every person, whether on our legal team or business team, contributes meaningfully to our success.

- **Collaboration defines our culture.** This isn't a firm where business teams sit in a silo. Lawyers here value their professional colleagues and actively seek their input. This integration between lawyers and business professionals, at all levels of seniority, is genuine and rare.
- **People can be themselves here.** We don't focus on titles or formality. We're open, direct, and focused on doing great work together. We are united by a deep commitment to excellence, and we support each other in getting there.
- **Innovation comes from everywhere.** Every person here—lawyer and business professional alike—is empowered to envision, plan, and execute big ideas. That opportunity is real, regardless of your role. Our initiatives like ReferToHer™, Commercialist.com, and Data-Driven Decisions prove we're not afraid to lead.

#### OTHER INFORMATION

- **Reporting to:** Director, Legal Operations & Client Solutions.
- **Work Arrangement:** This role is hybrid in accordance with the firm's current policy.
- **Hours of Work:** Standard business hours with flexibility as needed to meet firm demands.
- **Vacancy Status:** This posting is to expand an existing role by adding additional team members.

#### WHAT WE OFFER

- **Compensation:** The expected total compensation range for this position is \$100,000 to \$120,000. The final compensation offered will be based on the candidate's experience, qualifications, and internal equity considerations.
- **Comprehensive Benefits from Day One (100% employer-paid):** Health, dental, vision, drugs, paramedical and life insurance.
- **Competitive Time Off:** 4 weeks' vacation; 4 personal days; and 1 volunteer day.
- **Generous Parental Leave Top-Up:** up to 26 weeks at 100% (for all types of new parents).
- **Wellness & Savings:** Healthcare Spending Account and Lifestyle Spending Account; RRSP match up to 5%; Employee and Family Assistance Program, virtual healthcare, partner perks and discounts.
- **Work From Anywhere:** Available for 2 weeks in the summer and 2 weeks during the winter holidays.

#### READY?

If this sounds like the role you've been waiting for, we want to hear from you. Submit your cover letter and resume to Isabelle Naraine (Director, Human Resources) [here](#).

*Lenczner Slaght welcomes applications from all qualified candidates and encourages applications from those with diverse backgrounds. We're committed to equity, diversity, and accessibility in the workplace, and accommodation is available throughout the recruitment process.*