
Litigation Law Clerk

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 join us as a **Litigation Law Clerk**.

THE OPPORTUNITY

This is an opportunity for an experienced Law Clerk to take on challenging, sophisticated work while benefiting from strong mentorship, practical training and access to leading technology. You will be a valued member of the file team, with the support and resources to continue building your expertise.

As a Litigation Law Clerk, you will provide best-in-class support across a broad range of complex commercial litigation matters. You will collaborate directly with the firm's exceptional litigation talent, take meaningful ownership of complex files and see the impact of your work throughout the life of each matter. Because files are assigned to clerks rather than individual tasks, you will develop continuity with your matters, gain a deeper understanding of case strategy and progression, and become an integral, trusted member of the file team. Working with lawyers at all levels and across practices, you will manage key aspects of files from discovery through trial preparation, with access to Legal Project Management support where appropriate.

Reporting to the Manager, Commercial Clerks, you will be part of the Legal Operations and Client Solutions team. Because the Manager also maintains an active file load, your day-to-day leadership will come from someone who understands the pace, pressures and practical needs of the work first-hand. This means meaningful support, a commitment to removing barriers and a strong advocate for the clerk team.

This role is ideal for an experienced, highly organized and detail-oriented clerk who understands the *Rules of Civil Procedure* and Ontario court processes, enjoys sophisticated work, and is eager to keep learning alongside some of the country's top litigation talent.

CORE ROLE RESPONSIBILITIES

- Take meaningful ownership of assigned commercial litigation files and work as a key member of the file team.
- Coordinate document collection, productions and discovery processes, including affidavits of documents and undertakings.
- Prepare and manage motion materials, mediation briefs, arbitration submissions, trial records, cost submissions and other litigation documentation.
- Manage documentation flowing to and from experts. Leverage Relativity experience to manage, organize and review large document sets and support efficient eDiscovery workflows.
- Organize and maintain file structures, timelines and matter-management systems to keep complex files progressing efficiently.
- Support hearings, mediations, arbitrations and trials by preparing materials and coordinating logistics from preparation through to closing submissions

- Communicate professionally and effectively with clients, experts, consultants, opposing counsel, court staff and other participants.
- Apply sound judgment to identify next steps, anticipate file needs and raise issues proactively.
- Help refine workflows and use technology, including supported AI tools such as Harvey AI, to improve quality, efficiency and client service.

Other duties will be assigned as needed.

WHAT SETS THIS ROLE APART

- **Own meaningful work.** Our clerks are assigned to files – not siloed by lawyer or task. You will develop deep file knowledge, contribute meaningfully across the full matter lifecycle, and become a trusted, integral part of the team.
- **Learn from leading litigators.** You will work directly with lawyers at every level and across practices, gaining exposure to top litigation talent and sophisticated, high-profile commercial disputes.
- **Keep developing.** We invest in practical training, ongoing learning and opportunities to expand your skills. You will also have access to Legal Project Management support on files, helping you develop strong approaches to planning and delivery.
- **Work on genuinely interesting matters.** Our focused litigation practice is built around complex, high-stakes cases that carry genuine strategic and reputational significance – work that calls for sound judgment, intellectual curiosity and real initiative.
- **Use technology that moves the work forward.** We actively invest in AI and other legal technologies, including Harvey AI, and support thoughtful day-to-day use that improves how our teams work and service our clients.

EDUCATION & EXPERIENCE

- Law Clerk or Paralegal diploma, certificate, or a comparable combination of legal education and relevant experience.
- A minimum of five years of experience as a Litigation Law Clerk, with demonstrated ability to manage complex files with increasing independence.
- Broad commercial litigation experience and exposure to matters through discovery, motions, mediation, arbitration and trial preparation.
- Strong working knowledge of the *Rules of Civil Procedure*, Ontario court processes and electronic filing platforms, including Case Center.
- Hands-on experience using Relativity is required.
- Experience with construction litigation, and related procedures is considered an asset.

KEY SKILLS & CHARACTERISTICS

- Strong organization, analytical thinking and problem-solving skills, with the ability to manage large document volumes, deadlines and competing priorities.
- Sound judgment and the confidence to take ownership, work independently and anticipate what will be needed next.
- Clear, professional written and verbal communication and the ability to collaborate with lawyers and business professionals at all levels.

- A proactive, solutions-oriented approach and the flexibility to respond to changing file demands.
- Strong attention to detail, discretion and commitment to exceptional client service.
- Advanced proficiency in Microsoft Office and comfort learning and applying new legal technologies.
- Curiosity about AI-enabled legal tools and an interest in using firm-supported technology responsibly to improve day-to-day work.
- A collaborative mindset and genuine drive to learn, grow and contribute to excellent outcomes.

WHY JOIN 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 or 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.

COMPENSATION & BENEFITS

- **Compensation:** The expected total compensation range for this position is \$100,000 to \$120,000. However, the final compensation offered will be based on the candidate's experience and qualifications.
- **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.

OTHER INFORMATION

- **Work Arrangement:** Hybrid, in accordance with the firm's current policy.
- **Hours of Work:** Standard business hours with flexibility as needed to meet firm/file requirements.
- **Vacancy Status:** This posting is to expand an existing role by adding additional team members.

HOW TO APPLY

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.