

eDiscovery 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. We are currently seeking an eDiscovery Law Clerk to join our team.

As an eDiscovery Law Clerk your core responsibilities are to provide support to our team of lawyers in relation to all aspects of eDiscovery. You are confident dealing with people at all levels and you will use your strong analytical, communication and interpersonal skills and your very strong technical and database management skills to address and resolve issues. You thrive in the fast-pace of a busy law firm, keep up-to-date with changes in the industry, and take pride in delivering excellent customer service on tight deadlines.

Responsibilities:

- Coordinating and overseeing collection of ESI of all kinds from clients
- Organizing and maintaining all databases, records/data on files
- Coordinating of the document discovery process in accordance with firm protocols
- Document production including subjective analysis, preparation of Affidavit of Documents, summaries of productions, and discovery ebriefs
- Managing of ESI 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 appeal materials of all kinds
- Preparing motion, mediation and pre-trial briefs, including hyperlinked and bookmarked versions of all materials
- Arranging and participating in meetings with clients and experts
- Preparing Costs Outlines/ Bills of Costs
- Enforcing judgments, including preparation of all material and electronic Writ filing
- Performing searches of all kinds for corporations, real estate or other government databases
- Trial preparation
- Attendance at trials

Education and Experience:

- High School Diploma and College Diploma or University Degree required
- Minimum 10 years eDiscovery experience
- Strong knowledge of the Ipro suite of document management software and Relativity, or equivalent software

- Strong knowledge of other standard litigation support software
- In-depth knowledge of Rules of Civil Procedure and statutes, in particular the rules relating to discovery
- Law Clerk Diploma or Institute of Law Clerks of Ontario Certificate (or equivalent)
- Professional demeanour and strong organizational, investigative, fact-finding, and problem-solving skills
- Ability to process a high volume of data 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

Qualified candidates are asked to submit their resume and cover letter to Barbara Russell, Director, Human Resources [HERE](#).