
eDiscovery Case Manager



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Lenczner Slaght is widely recognized as Canada's leading litigation practice. We are currently seeking an eDiscovery Case Manager to join our Litigation Support Department.

As the eDiscovery Case Manager, your core responsibilities are to provide technical support and advice to all lawyers and law clerks in the area of document discovery. Reporting to Discovery Counsel; you are confident in dealing with people at all job levels and will use your strong technical, communication and interpersonal skills to address and resolve technical issues. You thrive in the fast-pace of a busy law firm, keep up-to-date with changes in the eDiscovery industry, and take pride in delivering excellent customer service on tight deadlines.

RESPONSIBILITIES:

- Provide technical advice and guidance to counsel and law clerks respecting eDiscovery, data collection, and analysis
- Compile, process, and prepare information for discovery using litigation support software
- Utilize analytics and technology assisted review to assist in document review
- Conduct thorough searches within eDiscovery tools using Boolean techniques and other syntax and analyze metadata in the context of legal proceedings
- Analyzing data and reporting on data analysis
- Providing advice on defensible document collection
- Track and manage eDiscovery requests to completion, keep counsel and law clerks apprised of developments, manage discovery/document requests
- Create and maintain litigation support databases and data repositories
- Participate in custodian interviews as required for the collection of electronic data
- Data management including import/export of data for a variety of Litigation Support systems
- Liaise with external vendors on hosted eDiscovery projects
- Perform data archiving in accordance with firm protocols
- Supporting the firm's litigation standards and best practices

EDUCATION AND EXPERIENCE:

- Degree or diploma in computer sciences, engineering, or similar technical fields
- 2-5 years of litigation support experience with an emphasis on technical support in either a legal or vendor environment
- Working knowledge and practical expertise working with the industry's leading litigation document management and support systems, including Eclipse, eCapture, Clearwell, Relativity and Ringtail
- Certification in litigation support software or ACEDS an asset

KEY COMPETENCIES REQUIRED:

- Ability to program an asset
- Proficient using Excel

- Proficiency in the understanding of law firm structures and experience supporting lawyers and Law Clerks in best practices for eDiscovery and Litigation Support
- Excellent understanding of the practical requirements of eDiscovery, legal concepts and procedures, industry guidelines and rules
- A strong aptitude for litigation support software, the administration of databases, knowledge of imaging, scanning, OCR, electronic data production, harvesting of electronic data and database load files
- Comprehensive understanding of the Electronic Discovery Reference Model (EDRM) as it pertains to the defensible and cost-effective handling of evidence in line with case strategies and legal team needs
- This role requires:
 - Exceptionally strong technical and communication skills
 - High degree of creativity, initiative, flexibility, adaptability and energy
 - In-depth understanding of how to optimize the use of technology at each stage of a matter by using project management techniques

KEY SKILLS:

- Ability to multi-task and manage competing priorities in a fast-paced environment
- Calm demeanor under pressure
- Strong client service skills
- Collaborative, team-oriented approach
- Proactive approach to problem-solving
- Solid communication skills
- Strong presentation skills
- Detail-oriented
- Professionalism
- Reliable
- Strong work ethic
- Very well-organized
- Ability to meet deadlines and multi-task
- Ability to interact professionally with lawyers, clients and outside vendors.
- Strong project management skills and attention to detail
- Strong trouble shooting and problem solving skills

Qualified candidates are asked to submit their cover letter and résumé [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 to:

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