

## **Trial and Medical Paralegal**

### **Overview**

Provide support for attorneys with a strong focus on trial preparation and case management. This position will not physically attend trial however, should be ready to attend if needed. This position will also assist the medical paralegal in the medical malpractice department. Both roles require excellent organization, attention to detail, and the ability to work efficiently in a fast-paced, deadline-driven environment.

### **Key Responsibilities**

- **Trial Preparation** — Organize and prepare trial binders, witness files, exhibits, demonstratives, and electronic evidence. Coordinate logistics for final pre-trial and trial, evidence depositions and witnesses.
- **Case Management** — Follow discovery schedules and work with other paralegals to manage document production that will be used as evidence.
- **Legal Drafting and Filing** — Draft and proofread pre-trial documents such as Motions in Limine, Witness Lists, Exhibit Lists, Deposition Designations, Statement of the Case and Subpoenas. E-File documents with courts (State and Federal).
- **Courtroom Support** — Potentially assist attorneys during trial by managing exhibits, taking notes, coordinating witnesses, and handling real-time document or evidence needs.
- **Discovery Support** — Review, summarize, and organize documents; assist with e-discovery platforms and production workflows.
- **Client & Witness Coordination** — Schedule client meetings, coordinate witnesses, and serve as a point of contact for clients, witnesses, experts, and vendors.
- **Medical Review** — Work with the medical paralegal to review, analyze and summarize medical records. Work with the Medical Records Specialist to ensure all records that are needed are requested. Ability to translate complex medical information into clear, litigation-ready summaries.

### **Required Qualifications**

- Bachelor's degree or Associates in Paralegal Studies.
- 1-2 yrs of prior litigation experience; trial experience strongly preferred.
- Experience in personal injury, medical malpractice, or related fields.
- Strong understanding of medical terminology, treatment processes, and common conditions.

- Knowledge of court rules, filing procedures, and litigation workflows.
- Strong writing, communication, and organizational skills.
- Ability to work extended hours during trial periods.

No insurance benefits.

Discretionary bonuses

Two weeks paid vacation

16 Personal Hours

The office is closed between Christmas and New Years.

\$45,000.00/year