



**Title** IP Litigation Paralegal Mid-Level

**Status:** Full-Time; FLSA – Non-Exempt

### **Description**

Leason Ellis is seeking a full-time mid-level intellectual property litigation paralegal with 3+ years of experience to join our talented team of intellectual property professionals.

Leason Ellis is an established IP boutique law firm headquartered in White Plains, New York. We launched in 2008, and now house over 30 patent, trademark, and copyright attorneys under our roof. We are one of only four firms listed in the IAM Patent 1000 New York section recommended on each of the prosecution, litigation and transactions tables.

As a litigation paralegal working at our Firm, you will gain valuable, real-world legal experience by working alongside attorneys during all phases of a legal dispute. Litigation paralegals are the backbone of the litigation team, coordinating the thousands of details that must be accomplished before, during, and after trial, and provide invaluable support to the attorneys during the litigation process.

### **The successful candidate must have the demonstrated ability to:**

- assist with all phases of litigation
- work both independently and also contribute professionally and positively in a team environment and in collaboration with other team members
- effectively prioritize and manage a full workload to meet practice group, client and/or Court imposed deadlines
- articulate clearly and effectively in verbal and written communications with a strong focus on accuracy and proper grammar usage
- incorporate exceptional organizational and savvy computer skills into all assignments and responsibilities
- think outside of the box and plan ahead
- be proactive in terms of scope of assignments and what might be coming next
- learn quickly and be a self-starter
- successfully multi-task in a fast-paced client service environment
- support multiple litigation attorneys, as well as internal and external clients



- comprehend and follow through with assignments, instructions and deadlines, as well as ask well thought out questions when clarity is needed.

### **Duties and Responsibilities (Investigation through Appeal)**

- Court filings and deadline docketing
  - Work with attorneys in the preparation, filing, and service of all court documents, including, briefs, exhibits, and appendices
  - Pull relevant documents, proofread papers, organize exhibits and create document indices in the preparation of filings
  - Research, calculate, and docket case deadlines
- Organize documents and coordinate document productions
  - Under the guidance of an attorney, categorize documents by subject matter, prepare a chronology of facts, and create production logs
  - Conduct the review, identification, redaction, duplication, and indexing of documents
  - Create, organize, and maintain files
  - Coordinate e-discovery with external vendors
- Prepare for court appearances
  - Assist attorneys to prepare for court appearances by pulling relevant documents, creating outlines and binders
  - Organize exhibits, files, and all other supporting documents
  - Review judge's local rules for specific procedures
- Prepare materials for depositions
  - Under attorney supervision, gather and prepare documents relevant to the deponent, organize exhibits, take notes and handle exhibits during the deposition and digest transcripts to summarize highlights of a proceeding
  - Organize interview memos, digests and other relevant documents for attorney review and case preparation
- Conduct various document searches and factual research
  - Create and maintain internal case databases
  - Run searches on internal and external document databases and systems
  - Cull relevant information from a variety of resources such as newspapers, magazines, libraries, case documents and trade associations



## Qualifications and Requirements

- Paralegal certification and/or college graduate with 3+ years of litigation experience
- Federal Court experience is required
- e-Discovery and/or Relativity is preferable but not required
- Federal Court docketing experience required. Experience using docketing software is a plus
- Proficiency in MS Office Suite
- Client service mind set
- Strong organizational skills with the ability to prioritize and communicate re: deadlines and related conflicts and/or issues
- Strong attention to detail and accuracy

## Apply

Please submit your resume and cover letter (detailing your desired compensation range and relevant experience) to [careers@leasonellis.com](mailto:careers@leasonellis.com). Leason Ellis is an EOE/M/F/D/V/SO. We offer a competitive compensation and benefits package, and a dynamic, diverse and "remote flexible" work environment. *Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.*

Pay range: \$55,000 - \$70,000 per year.

## About

Leason Ellis is a full-service intellectual property law firm with a deep bench of professionals and a collaborative, hands-on approach. We're big enough to handle any intellectual property issue that our clients may face. Yet we're small enough to coordinate efficiently when evaluating our clients' issues, identifying practical and creative solutions for their business needs, and putting our insights to work on their behalf.