

# Legal Case Manager Job Description

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- Conduct research to investigate the facts of a case in order to obtain useful information
- Prepare legal documents and articles required for a case preparation
- File appeals, exhibits and briefs with a court clerk or opposing legal counsel
- Manage and organize legal information by ensuring proper archiving or storage on electronic-filing systems
- Collect, arrange, and preserve evidence and other useful document required for a legal proceeding
- Oversee the drafting of client and legal correspondence documents such as mortgages and contracts
- Contact clients to update them on the progress of a case as well as reply their enquiries or forward to an attorney
- Oversee the delivery of subpoenas and court summons to witnesses and other concerned individuals
- Schedule and arrange client meetings with attorney
- Notify an attorney or law firm of the time frame or deadlines for a case preparation
- Establish good working relationship with clients in order to obtain vital information required in preparing for a case
- Respond to clients and obtain their correspondence in absence of an attorney
- Review trial transcripts, take notes during legal proceedings and handle exhibits
- Organize and manage legal volumes to ensure they are up-to-date
- Prepare case summaries and other documents which support a case preparation.