

Legal Clerk Job Description

- Maintain organized, current case files, including legal documents, correspondence, and evidence
- Research laws using online databases or a law library and other resource facilities to support attorneys and other legal staff in the efficient performance of their duties
- Under the attorney's supervision, draft legal documents; this could include contracts, pleadings, motions, briefs, etc.
- Proofread and review legal documents to ensure accuracy, completeness, and form compliance
- File legal documents with courts, government agencies, and other appropriate parties
- Write-up and organization of exhibits, exhibits, and other support materials for trials, hearings and depositions
- Assist to attorneys in preparation of a trial by witness location, gathering, and organizational aspects for evidence, witnesses' statements, and legal research
- Maintain accurate and up-to-date the database of clients and their records
- Arrange appointments, hearings, and depositions with clients, attorneys, and other parties having interest in the legal proceedings
- Liaise with clients, attorneys, and other legal professionals for effective and efficient exchange of information and various documents
- Perform administrative duties such as document management, data entry, and filing
- Arrange and co-ordinate travel for attorneys and legal staff as may be required
- Assist with preparation of invoices, billing, and maintaining proper payment records
- Maintain a record of filings with courts, appearances in court, and all other important deadlines

- Appears for court, hearings, and depositions to provide support to attorneys and to take all necessary notes
- Maintain absolute confidentiality and ethical standards of professional practice
- Stay updated with changing procedures, regulations, and computer software through continuing education, training, and workshops
- Handles administrative tasks, such as photocopying, faxing, and correspondence management on behalf of attorneys and other legal professionals
- Order court reporters, interpreters, and other legal support services
- Assist in preparing evidence and exhibits for trials and hearings.