

# Legal Research Assistant Job Description

---

- Conduct in-depth research projects based on attorney requests to uncover case law precedents, rulings, contracts, and other legal items relating to cases
- Search legal libraries and proprietary databases like Westlaw for relevant judicial decisions, statutes, verdicts and regulatory actions
- Verify case details, attorney credibility qualifiers, citations and case outcomes through cross-referencing
- Prepare comparative analyses detailing how attorneys successfully utilized key laws, arguments and evidence to sway verdicts in similar past cases
- Read through case law, briefs, motions and contracts to identify relevant facts, precedential patterns and winning case strategies
- Catalog pertinent case details, precedent relevance rankings and summary findings in centralized databases for attorney access
- Draft memorandums conveying most applicable statutes, past verdicts, evidentiary procedures and case law discoveries to attorneys
- Create chronologies and histories detailing seminal case evidence, dates, rulings and lawsuit events
- Review pending legislation and new court rulings to identify changes possibly affecting current cases
- Attend trials, hearings and lawyer meetings to collect pertinent case documents, exhibits and records
- Index physical case evidence such as contracts, photos, videos, journals, receipts or weaponry logged for trials
- Prepare comprehensive mistrial reports outlining potential precedent-setting impacts on other active cases
- Generate weekly litigation trend reports covering the latest verdicts, settlements and emerging legal tactics within focus areas

- Interview plaintiffs, defendants and subject-matter experts to gather background details for case preparation
- Contact reputable secondary sources such as medical experts, financial analysts or engineers to obtain analysis of evidence, reports or evaluations
- Organize mountains of case evidence into easily searchable formats for analysis and document production
- Oversee rotating legal interns, delegating research items and training them on proprietary legal search tools
- Develop new internal knowledge management protocols for properly logging, tagging and safeguarding critical case documents
- Craft custom search algorithms, boolean phrases and databases filters allowing lawyers to quickly access past verdict info
- Score incoming judicial opinions, laws and regulatory changes on potential usefulness for current cases
- Verify citation references across legal journals, case law databases and court records for accuracy
- Sit in on client meetings, depositions or settlement proceedings to identify unanswered aspects that require more research
- Compare notes with other legal teams to identify different approaches, oversights or new sources overlooked
- Continuously hone proprietary tools, shorthand techniques and legal search tactics to boost research efficiency
- Train new department hires on ideal information gathering, database usage and analysis best practices.