

# Docketing & Court Services Clerk

## Paralegal Department

### Summary:

The Docketing & Court Services Clerk will be responsible for providing first-level support for the Firm's automated docket and calendar system and procedures in the DC Metro Area, including Virginia and Maryland (DMV), and federal cases including routine data entry, daily maintenance, and communications with case teams

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### Qualifications:

- At least two years of docketing or similar litigation calendar database experience at an AMLAW 100 or 200 firm.
- Hands-on experience with a strong working knowledge of the CourtAlert system.
- Working knowledge of DMV and federal court rules, including local rules of the various courts in the DMV.
- Excellent organizational, interpersonal skills, and a strong service orientation; excellent verbal and written communication skills.
- Ability to work under pressure and a willingness to work reasonable overtime as needed.
- Proficiency with Microsoft Office software.
- Prior experience as a paralegal is a plus.
- A degree from an accredited U.S. college or university is required.

### Duties and Responsibilities:

- With guidance and supervision by attorneys, enters docket dates from court documents and correspondence and ensures appropriate maintenance of data in the CourtAlert system.
- Ensures daily preparation and distribution of reports from the docketing system including weekly lawyer deadlines reports and other case-specific reports as needed.
- Provides necessary support and oversight for information workflows related to scheduling, calendaring, and procedures in litigation matters in the DC office, and as needed for Firm lawyers in other offices.
- Evaluates processes and recommends improvements to the current systems and procedures related to docketing for DC cases.
- Responds to requests related to litigation scheduling, court rules, etc., from lawyers and staff working on DC cases.
- Provides first-level support for DMV state and federal ECF, other pleadings and court papers filing, and case record file access and administration.
- As available, provides support for general paralegal tasks in the DC office.
- Performs other duties as assigned by Firm management.

**Status:** Non-Exempt

**Reports To:** Docketing & Court Services Manager

**Workplace Type:** Remote (local to NY office)

Salary range is \$71,000 - \$100,000.

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