

JUNIOR LITIGATION LAW CLERK, TORONTO

Torys LLP is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We focus on maintaining long-term relationships with Canadian and international clients who demand the best advice and service from their outside counsel. We believe that our continuing success over many years has come from adherence to our core values of excellence, client service, collaboration, long-term thinking and utmost professionalism and integrity. Dedication to professional excellence and outstanding client service is Torys' hallmark. Of equal importance is our commitment to maintaining a collegial working environment – one that brings together individuals with diverse backgrounds, personalities and styles in an atmosphere of friendship and team spirit. As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

The ideal candidate will have at least 2-3 years' experience working as a litigation law clerk at a large law firm. We are seeking an ambitious, self-driven law clerk to join our litigation team in the Toronto office. This is an excellent opportunity for a proactive team player with excellent communication skills, strong multitasking and organizational abilities. You must be able to process a high volume of documentation with excellent attention to detail. You must be dedicated to quality client service and be able to work outside of regular business hours with the team where the needs dictates.

SKILLS & EXPERIENCE

- At least 2-3 years' experience as a litigation law clerk, including exposure to some or all of the following:
 - in-depth knowledge of the Rules of Civil Procedures
 - organizing and coordinating the procedural aspects of litigation files from start to finish with minimal supervision
 - coordinating the document discovery process
 - preparing litigation hold memos/document preservation notices
 - assisting clients with document preservation considerations
 - maintaining audit and chain of custody logs
 - document production including preparing affidavits of documents, witness briefs, mediation and pre-trial briefs, motion materials and correspondence on a broad range of commercial litigation matters
 - assisting counsel with examinations for discovery
 - assisting with electronic data for discovery process and trial
 - assisting with document review teams both internally and externally
 - assisting with projects with external eDiscovery vendors to ensure projects are completed in a cost effective manner
 - reviewing and summarizing transcripts and preparing discovery summaries
 - assisting with undertakings and refusals
 - arranging and participating in meetings with clients and experts
 - preparing bills of costs and costs outlines
 - enforcing judgments, including preparation of all material and electronic writ filing
 - trial preparation



- technical proficiency with Relativity or any other industry standard litigation support software
 - knowledge of the Tax Court would be an asset
- Possess a law clerk diploma or have successfully completed the Institute of Law Clerk Ontario courses.

Interested candidates should forward their resume in confidence to Kimberly Sheldrake-Head at ksheldrake@torys.com. We foster an inclusive and accessible environment and are committed to providing support to applicants and firm members with disabilities. If you require immediate accommodation at any time during the recruitment process, please contact Kimberly Sheldrake-Head, Senior Manager, Professional Resources.