

Litigation Services Attorney

Department: Litigation Services

Organizational Relationship: Reports to the Litigation Services Managing Attorney

FLSA Status: Exempt

Last Updated: May 20, 2024

General Summary:

The Litigation Services Attorney is responsible for providing high-level legal analysis with respect to complex procedural and strategic issues in state and federal court, reviewing filings as to form and procedural content, preparing procedural road maps for upcoming court filings, and advising members of the Litigation & Trial Department on all matters of court rules, civil procedure, filing protocol, and the calculation of deadlines. The Litigation Services Attorney performs legal research and analysis across several jurisdictions, prepares procedural roadmaps leading up to court filings, interprets court analytics, reviews drafts for procedural compliance, electronically files court documents, calculates litigation deadlines, and reviews transcripts through a procedural and strategic lens. The Litigation Services Attorney also assists with mentoring and training new attorneys and staff and pilots emerging litigation technologies (including the harnessing of AI for litigation research).

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Uses Westlaw, Lexis products (including Lexis+ AI, CourtLink, and Lex Machina), and other research platforms to provide high-level legal research with respect to procedural and strategic issues across many jurisdictions
2. Prepares roadmaps to guide attorneys through procedural and logistical elements of complex court filings, flagging procedural intricacies, highlighting strategic opportunities, and providing best practices based on judicial preferences
3. Conducts judicial research to develop profiles and analytics on specific judges, including the review of transcripts
4. Provides advice to litigation attorneys regarding forms of pleadings and interpretation of court rules in local and remote jurisdictions
5. Oversees and performs court services functions, which may include some or all of the following: researching and retrieval of court documents in paper and electronic databases; reviewing and filing of client and firm court documents in paper and electronic form; and processing daily litigation mail; coordinates the use of process servers for the office
6. Maintains an awareness through the case calendar and other means of upcoming filing deadlines, communicating the deadlines to the litigation team in advance, assisting the

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Litigation Services Managing Attorney in coordinating the staff and resources needed for timely filing, confirming confidential material has been redacted, reviewing the filing for both content and format compliance with court rules, recommending corrections to the responsible attorneys, submitting a correct filing to the court, and completing the process with the distribution of courtesy copies, communications to the litigation team and other procedures

7. Maintains familiarity with e-filing procedures and vendors for all courts relevant for the office's litigation practice; arranges for e-filing training for Litigation Services staff, and participates in the e-filing process at the request of attorneys
8. Coordinates court admissions for the office, communicating to attorneys and secretaries, directing the data collection and verification process, and establishing workflows for addressing incoming and departing attorney's admissions; maintains electronic court filing (ECF) passwords
9. Oversees and performs calendaring functions, which may include some or all of the following: maintains a calendar of litigation deadlines for all contested matters utilizing a firm-approved calendaring program, and regularly communicates deadlines to firm-wide litigation teams using the best available means; prepares additional calendar reports upon request; adheres to firm wide best practices in calendaring
10. Reviews daily court filing alerts for client and business development purposes; coordinates a daily email notice of new filings
11. Researches and communicates new developments concerning court rules and procedures
12. Drafts court forms and routine documents such as Notices of Appearance, Notices of Substitution and Applications for Admission Pro Hac Vice
13. Obtains rules and forms, both in print and online; communicates with court clerk offices when necessary to confirm current rules and procedures
14. Works with firmwide Litigation Services to develop and present attorney and staff training programs; participates in orientation of new local office attorneys and staff
15. Coordinates with other areas and departments of the firm where overlap exists to develop efficient procedures and communications which streamline processes and satisfy various department needs
16. Completes special projects on various issues as needed
17. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- J.D. degree from an ABA-accredited law school required
- Current bar admission in relevant state required

Work Experience

- A minimum of two years' experience as a practicing litigation attorney and/or attorney in a Docket/Calendar/Litigation Services environment required

Knowledge, Skills & Abilities

- Advanced knowledge of applicable court rules and procedures And the ability to apply court rules in multiple jurisdictions quickly, efficiently, and in a manner which instills confidence and ensures risk management
- Ability to articulate complex court rules and calendaring issues in a comprehensible, accurate, confident, and concise manner
- Analytical skills needed to correctly comprehend and convey complex legal principles
- Excellent verbal and written communication skills; ability to present ideas in a clear and concise manner
- Advanced legal research skills
- Ability to respond in a flexible manner and maintain a composed presence in a fast-paced, high-pressure legal environment
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- High-level customer service skills; ability to promptly respond to incoming requests and work effectively with senior management, attorneys, and all levels of personnel with tact and courtesy
- Strong project management and organizational skills including the ability to establish an appropriate timeline and manage deadlines.
- Ability to prioritize between multiple work assignments and complete projects under time constraints
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to take initiative and work independently
- Proven leadership skills (i.e., organizing, planning, problem-solving and decision-making)
- Proficiency in using Westlaw and Lexis to research complex procedural issues
- Proficiency in PC applications, including MS Office
- Proficiency with CompuLaw
- Ability to learn the nuances of PTAB/IPR filings and procedures

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.