

# Litigation Services Analyst

**PeopleSoft Job Code / Title:** 5864 / Litigation Services Analyst  
**Department / Subdepartment:** Litigation Services  
**Organizational Relationship:** Report to the Litigation Services Managing Attorney  
**FLSA Status:** Exempt  
**UCM Level:** 3  
**Last Updated:** June 9, 2025

## General Summary:

The Litigation Services Analyst performs a wide array of general litigation research and support functions for Latham attorneys and staff. Their responsibilities include, but are not limited to, calendaring of deadlines, responding to complex procedural inquiries, conducting research, and handling review and filing of legal papers. They initiate and oversee special projects undertaken by Litigation Services staff members to enhance the communication and delivery of Litigation Services to the firm's attorneys. They also assist with mentoring and training new attorneys and staff.

## Essential Duties and Responsibilities:

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

1. Performs research and analysis of applicable court rules and procedures and acts as a dedicated resource for Latham attorneys, both in the office and throughout the firm, on calendaring, procedure, and related court matters
2. Prepares roadmaps to guide attorneys through procedural and logistical elements of complex court filings, flagging procedural nuances and providing strategic pointers where applicable
3. Oversees and performs major facets of the court services of the department, which can include the review of court and agency filings before they are delivered or transmitted, analysis and application of judicial court, and adversary analytics, creation of judicial profiles, transcript review, service of process and subpoenas, processing correct fees, court rules updates, court and litigation forms, selection and use of attorney services companies, and transmitting the filings to courts and agencies
4. Researches and communicates new developments in litigation and court procedure, in an effort to keep all Latham & Watkins' attorneys abreast of rule/policy changes and new developments in court procedures
5. Reviews legal documents as to procedural form including but not limited to Stipulations, Notices of Appeal, Substitutions of Counsel, Subpoenas, Judgments, Affidavits of Service, and Foreign Service of Process Forms
6. Electronically files a wide range of court papers, remaining current in the nuances of electronic filing rules to ensure successful submissions; coordinates with court personnel and process servers as needed
7. Assists in active litigation case management, with tasks including but not limited to calendaring of contested matters as requested by attorneys, culminating in the weekly publication of a firm-wide litigation department calendar, monitoring case status through manual and electronic means, and ensuring the timely retrieval of decisions and orders in all firm matters
8. Assists with maintenance of the Court Admission Database for the office; ensures that attorney renewals are timely processed, communicating with attorneys and secretaries,

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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. Initiates and oversees special projects undertaken by Litigation Services staff to enhance and improve the communication and delivery of Litigation Services to Latham attorneys
10. Assists in preparation for and provides support during trials, as needed
11. Works with firmwide Litigation Services to develop and present attorney and staff training programs.; participates in orientation of new local office attorneys and staff and assists in training junior team members within Litigation Services
12. Promotes effective work practices, works as a team member, and shows respect for co-workers

## **Position Specifications**

### *Education*

- Bachelor's degree or equivalent required
- J.D. degree from an ABA-accredited law school preferred

### *Work Experience*

- A minimum of three years' experience in a law firm required

### *Knowledge, Skills & Abilities*

- Advanced research, writing, and analytical skills
- Ability to exercise independent judgment to resolve complex procedural issues that arise in court context
- Well-developed and professional interpersonal skills; ability to effectively interface with attorneys, management, support staff and outside contacts
- Advanced written and verbal communication skills; ability to consolidate analysis into easy-to-understand documents and presentations
- Ability to work independently and provide concise and specific recommendations to attorneys, supervisors, and staff
- Solid attention to detail and ability to maintain composure under pressure
- Ability to work in a team environment with a customer service focus
- Ability to handle confidential and sensitive information with the appropriate discretion
- Advanced organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- 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
- Advanced ability to perceive and analyze complex problems and develop alternative strategies to solve them
- Knowledge of calendaring systems and electronic court filing processes
- Knowledge and proficiency in PC applications, including MS Office, CompuLaw, Lex Machina, Westlaw Edge, Lexis+, and other programs necessary to complete thorough analyses and reports
- Strong Excel and PowerPoint skills

### *Physical Demands*

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

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## *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.