

Litigation Services Consulting Attorney

Department: Litigation Services

Organizational Relationship: Reports to the Associate Director of Litigation Services

FLSA Status: Exempt

Last Updated: June 3, 2025

General Summary:

The Litigation Services Consulting Attorney oversees the strategic element of Litigation Services offerings with a focus on: (1) providing legal guidance and analysis with respect to the most complex procedural matters, (2) developing judge and court analytics, (3) reviewing transcripts and prior judge precedent to identify relevant trends, (4) contextualizing layers of court rules with case law and secondary sources, (5) preparing procedural road maps for attorneys in advance of major filings; (6) reviewing documents for form and procedural compliance, (7) navigating complicated deadline calculations, (8) assisting with high stakes business development-related legal research. The Consulting Attorney serves as an active member in professional associations, attends specialized courses, and reviews professional literature.

Essential Duties and Responsibilities

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

1. The Consulting Attorney uses Westlaw Edge, Lexis+, Courtlink, Lex Machina, and other research platforms to provide high level legal research and analysis with respect to procedural issues across many jurisdictions. Where appropriate, serves as the primary resource for strategic legal analysis relating to general litigation procedure and rule interpretation, remaining abreast of legal trends to ensure comprehensive and current guidance to attorneys and staff.
2. Demonstrates an advanced knowledge of applicable court rules and procedures. Applies court rules in multiple jurisdictions quickly, efficiently, and in a manner which instills confidence and ensures risk management.
3. Develops repository of judicial insight, including: (1) review of transcripts to identify themes relevant to pending matters, (2) compilation of case precedent, recent decisions of interest, reversal rates, motion timing analytics, and judicial biography with notable cases and lawyer commentary, and (3) tracking attorney experience before applicable judges.
4. Prepares procedural road maps in advance of major court filings to flag applicable rules and requirements, identify areas of concern (such as preservation of confidentiality), offer relevant templates and precedent, and streamline collaboration with all team members

LATHAM & WATKINS

(including attorneys, Litigation Services, and paralegals, where appropriate) in anticipation of upcoming submissions.

5. Assists in drafting, review, and editing of court documents to ensure compliance with all layers of rule sets and standing orders.
6. Assists in the development of Litigation templates and procedural checklists.
7. Develops and presents Continuing Legal Education sessions for attorneys and staff, with an emphasis on court procedures and strategy.
8. Assists with thought leadership projects and knowledge management-related initiatives.
9. Promotes effective work practices, works as a team member, and shows respect for all co-workers.
10. There is an expectation that the above-referenced duties will be performed not only during traditional business hours, but also during off hours and weekends, as circumstances dictate. Frequent e-mail monitoring and a quick response time are necessary in this fast-paced office setting, where customer service is paramount.

Position Specifications

Education

- J.D. degree from an ABA-accredited law school required.
- Current bar admission in the state of the practice office or its main jurisdiction of litigation required.

Work Experience

- Seven (7) years or more experience working in Litigation Services role.
- Five (5) years or more experience as a Litigation associate and/or as a court employee may be considered in lieu of the above.
- Three (3) years or more experience in a supervisory capacity desired.

Knowledge, Skills, and Abilities

- Excellent in oral and written communication skills.
- Ability to articulate complex court rules and calendaring issues in a comprehensible, accurate, confident, and concise manner.
- Well developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the Firm.
- Ability to work in a team environment with a customer service focus.
- Strong project management and organizational skills including ability to establish an appropriate timeline and manage to deadlines.
- Exhibits an advanced ability to perceive and analyze problems, plan and develop alternatives, and implement solutions.
- Demonstrates initiative, self-motivation and an ability to work independently.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Excellent legal research skills.
- Knowledge and proficiency in PC applications, including MS Office.
- Writing ability - drafting professional writing, well researched, cohesive arguments, etc.
- Demonstrates a composed presence in a fast-paced, high pressure legal environment.

LATHAM & WATKINS

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.