

Litigation Services Coordinator

PeopleSoft Job Code / Title: 5700 / Litigation Svcs Coordinator
Department / Subdepartment: Litigation Services
Organizational Relationship: Reports to the Litigation Services Managing Attorney
FLSA Status: Non-Exempt
UCM Level: 2
Last Updated: June 9, 2025

General Summary:

The Litigation Services Coordinator is responsible for performing and coordinating, with minimal supervision, one or more major functions of the Litigation Services Department and for providing support for all other functions as needed. Among the functions performed and coordinated are calendaring and monitoring of active cases; court services and court filings; and court admissions.

Essential Duties and Responsibilities:

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

1. Acts as a resource regarding all types of calendaring and court rule questions for Litigation Services staff, attorneys, and other users, both in the office and throughout the firm; manifests expert knowledge of the department's calendaring program and standards; resolves court rule questions, and ensures that the calendaring system functions properly and accurately
2. Coordinates all facets of the court services functions of the department, which can include the review of court and agency filings before they are delivered,, service of process and subpoenas, processing court fees, court rules updates, court and litigation forms, selection and use of attorney services companies, and transmitting the filings to courts and agencies
3. Maintains familiarity with e-filing procedures in all court's relevant for the office's litigation practice; arranges for e-filing training for Litigation Services staff and attorneys, and participates in the e-filing process at the request of attorneys
4. Coordinates the court admissions for the office, coordinating communications to attorneys and secretaries, coordinating the data collection and verification process, and establishing workflows for addressing incoming and departing attorney's admissions
5. Develops and administers training programs for Litigation Services staff and other users of Litigation Services Department resources; provides mentoring for junior Litigation Services staff in other offices
6. Transacts complex research utilizing online databases for docket information and other litigation subjects
7. Provides administrative support for department operations, including bill paying, advice regarding budget and expenses, space management and allocation of resources
8. Trains and directs junior staff, assigns and oversees work, and contributes to performance reviews at the request of the Supervisor or Manager
9. Coordinates with other areas / departments of the firm where overlap exists to develop efficient procedures / communications to streamline processes and satisfy various department needs
10. Assists with special projects on various issues as needed

11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree required
- Four years' experience may be considered in lieu of a Bachelor's degree

Work Experience

- A minimum of three years' relevant law firm or court experience required
- A J.D. or other relevant advanced degree may be considered in lieu of one year relevant experience

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills; ability to effectively interface with attorneys, management, support staff and outside contacts
- Ability to work in a team environment with a customer service focus
- Advanced communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to perceive and analyze complex problems, and a capacity to make or recommend sound decisions
- Advanced organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Demonstrates knowledge of calendaring systems for active cases, and electronic filing processes of all relevant courts
- Knowledge and proficiency in PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports

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.