

Litigation Services Senior Coordinator

PeopleSoft Job Code / Title: 5928 / LitigationServicesSeniorCoord
Department / Subdepartment: Litigation Services
Organizational Relationship: Reports to the Litigation Services Managing Attorney
FLSA Status: Non-Exempt
UCM Level: n/a
Last Updated: June 20,2024

General Summary:

The Litigation Services Senior Coordinator performs a wide array of general litigation research and support functions for Latham & Watkins attorneys, staff, and clients within the Litigation Services framework. They create and maintain a master calendar of all court dates and deadlines by reviewing legal documents and correspondence to identify and calendar important dates and deadlines. They act as a liaison between Latham attorneys, courts, and administrative agencies (and all related personnel), through activities including but not limited to responding to procedural inquiries, conducting legal research, and handling review, service, and filing of legal papers. 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. Assists in active litigation case management, with tasks including but not limited to docketing of all contested matters utilizing a database such as CompuLaw, culminating in the weekly publication of a firmwide litigation department calendar, monitoring case status through manual and electronic means and ensuring the timely retrieval of decisions and orders in all Latham matters
2. Conducts fundamental legal research regarding court rules, procedures, and judicial preferences and tendencies using a variety of databases
3. Drafts and reviews legal documents for conformity with court rules and procedures, including but not limited to Notices of Appearance, Pro Hac Vice Motions, Stipulations, Notices of Appeal, Notices of Motion, Substitutions of Counsel, Subpoenas, Judgments, Affidavits of Service, Certificates of Good Standing and Foreign Service of Process Forms
4. Prepares procedural road maps to guide upcoming filings
5. Leverages technology to streamline monitoring and distribution of cases in state and federal court
6. Develops repository of judicial experience where feasible, updating with prior templates, docket sheets, and transcripts from oral argument
7. Prepares calendar of observation opportunities (court hearings, trials, etc.) for litigators and provide relevant litigation milestones to the Business Team for development of an Experience Database
8. 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 and maintains electronic court filing (ECF) passwords

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9. Obtains exemplars and templates of documents filed in court in response to attorney and staff requests for precedent
10. Coordinates court admissions for the office, communicates with attorneys and staff regarding data collection and verification process and establishes workflow for addressing incoming and departing attorney admissions and obtains certificates of good standing
11. Assists with special projects on various issues as needed, with a primary focus on supporting the Managing Attorney
12. Completes various projects as needed
13. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent required

Work Experience

- A minimum of five years' experience in a law firm/Docket/Calendar/Litigation Services Department required

Knowledge, Skills & Abilities

- Excellent analytical and problem-solving skills with a focus on detail
- Ability to understand legal terminology, court procedures, and litigation processes to accurately calendar related events
- Meticulous attention to detail to ensure all calendar entries are accurate and no deadlines are missed
- Vigilance in tracking changes to court dates and filing deadlines
- Awareness of jurisdictional differences and the ability to adapt calendaring practices accordingly
- Strong leadership, organizational, and communication skills needed to interact effectively with people at all organizational levels of the firm
- Strong time-management skills to maintain an accurate and up-to-date legal calendar in a fast-paced environment where attention to detail is critical for success
- Ability to understand the role that accurate calendaring plays in risk management.
- Confidence and discipline to work independently and provide concise and specific recommendations to attorneys, supervisors and staff
- Solid attention to detail and ability to thrive under pressure; Ability to work in a team environment with a customer-service focus
- Knowledge and proficiency in PC applications, including MS Office and court software, as well as other programs necessary to complete thorough analysis and reports.
- Advanced ability to perceive and analyze problems and develop alternative strategies to solve them
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Advanced legal research, writing and analytical skills
- Manifests high-level customer-service skills; ability to promptly respond to incoming requests and to work effectively with senior management, attorneys and all levels of personnel with tact and courtesy
- Willingness to cross-train Litigation Services team members from sister offices and/or to be cross-trained by them, to ensure seamless collaboration
- Knowledge of Westlaw Edge; Lexis Advance including Lex Machina, CourtLink, and Lexis+ AI; and Bloomberg Law

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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.