

Litigation Services Supervising Attorney

PeopleSoft Job Code / Title:	5374 / Litigation Services Supervising Attorney
Department / Subdepartment:	Litigation Services
Organizational Relationship:	Reports to Associate Director Litigation Services
FLSA Status:	Exempt
UCM Level:	
Last Updated:	01/2025

Role Overview

The Litigation Services Supervising Attorney oversees the day-to-day operations of the Texas Litigation Services teams, in collaboration with the Litigation Services Managing Attorney, with a focus on: (1) providing legal and strategic guidance with respect to 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) providing ultimate oversight of the electronic and hard copy court submission process. The Supervising Attorney serves as an active member in professional associations, attends specialized courses, and reviews professional literature. They develop and supervise the Litigation Services team by performing a multitude of responsibilities in the following areas; accounting/finance, human resources, local policy, technology, facilities/operations, and other functions relating to the Litigation Services responsibilities of the office. They also provide guidance and advice to all Managers, Attorneys, and Staff regarding general Litigation Services activities of the office.

Essential Duties and Key Responsibilities

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

- The Supervising Attorney develops and supervises the Texas Litigation Services teams and plays an active role in hiring, assignment, training, and evaluation of the staff – including recommendations regarding salary and bonus administration. They also oversee department accounts, approve expenses, and prepare the budget.
- 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 a 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. 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.
- 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.
- 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 (including attorneys, Litigation Services, and paralegals, where appropriate) in anticipation of upcoming submissions.

- In collaboration with the Litigation Services Managing Attorney, ensures that case deadlines are correctly calculated and calendared and oversees and participates in court and agency filings in paper and electronic formats -- adhering to individual court and judicial procedures and ensuring that applicable deadlines are met.
- Assists in drafting, review, and editing of court documents to ensure compliance with all layers of rule sets and standing orders.
- Assists in the development of Litigation templates and procedural checklists.
- Serves as a liaison between firm attorneys and court personnel, exercising sound discretion in communications with chambers and court clerks.
- Develops and presents Continuing Legal Education sessions for attorneys and staff, with an emphasis on court procedures and strategy.
- Supervises service of subpoenas and the use of process servers, retrieval and filing of court documents in paper and electronic form, and research in court docket databases.
- Completes special projects on various issues as needed.
- Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & 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.
- Excellent leadership skills (i.e., organizing, planning, problem-solving and decision-making) necessary for effective management.
- 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.

Position Specifications

Typical Experience

- Minimum of 5 years' experience in Litigation Services role required or
- Minimum 3 years' experience as a Litigation Associate and/or as a court employee may be considered
- Two (2) years or more experience in a supervisory capacity preferred

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

Working Conditions and Physical Demands

- Requires flexibility to support business needs outside regular hours, including evenings and weekends, with consistent email monitoring and responsiveness

- Frequently move (e.g., walk) around the office
- Travel may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.