



## Litigation Paralegal

### FIRM OVERVIEW

Berger Montague PC is a nationally renowned civil litigation firm consisting of over 100 attorneys. The Firm pioneered the use of class actions in antitrust and securities litigation, and since then, has expanded the use of class actions in the fields of consumer, employment, environmental, and insurance litigation, as well as in the areas of civil and human rights.

Berger Montague offers a competitive salary and attractive benefits package, including health insurance, vision insurance, dental insurance, HRA contribution, disability insurance, life insurance, 401(k) contribution, profit sharing, and pretax transportation benefits.

We welcome applications from **experienced litigation paralegals** to work in any of the firm's offices, Philadelphia, Washington DC, Minneapolis, Chicago, San Diego, and San Francisco. The firm is currently in a hybrid work setting (i.e., two days working in the office and three days working remotely), with a long-term plan to maintain a hybrid work environment.

### PRIMARY RESPONSIBILITIES

- Provide case support to assigned attorneys throughout all phases of litigation
- Prepare written materials, including memos, correspondence, e-mail, reports, and other documents
- Conduct legal and factual research
- Proofread briefs, check cites, prepare exhibits and table of authorities
- File documents in state and federal court
- Organize documents for deposition preparation
- Provide support for trial and appeals
- Organize and maintain both physical and electronic files

### QUALIFICATIONS

- Must have experience in federal court; minimum 3 years of litigation experience in complex federal cases, ideally including class actions
- Ability to manage high volumes of discovery, coordinate complex filings, and file electronically
- Experience cite-checking documents and strong attention to detail
- Proficiency using Westlaw, iManage, and Everlaw
- Open to working late on occasion as needed to finish time-sensitive assignments
- Highly organized, self-motivated, and able to excel in a fast-paced environment
- Excellent time management skills in handling multiple deadlines simultaneously
- Ability to work well independently and as part of a team, including personnel in other law firms
- Professionalism in interactions with clients, attorneys, staff, and others
- Excellent oral and written communication skills
- Strong computer skills, including proficiency in Microsoft products (such as Word, Outlook, and Excel)



**TO APPLY**

To be considered, please submit a cover letter and resume to [careers@bm.net](mailto:careers@bm.net). Please include "Litigation Paralegal" in the subject line.

Berger Montague PC is an equal opportunity employer committed to promoting a diverse workplace. All qualified and interested candidates are encouraged to apply.