

# LITIGATION PARALEGAL

Full Name City, State ZIP Phone: (xxx) xxx-xxxx Email: email@example.com LinkedIn: linkedin.com/in/username

## PROFILE

Detail-oriented Litigation Paralegal with X years of experience supporting attorneys in all phases of litigation. Proficient in legal research, case management, document preparation, and trial support. Adept at coordinating discovery, managing deadlines, and maintaining client confidentiality in fast-paced law firm environments.

## PROFESSIONAL EXPERIENCE

**Litigation Paralegal** Month YYYY – Present

*LawFirm Name, City, State*

Support multiple attorneys in civil/commercial litigation cases from inception through resolution.  
Draft pleadings, subpoenas, discovery requests/responses, and correspondence.  
Coordinate all aspects of document production, including e-discovery and review.  
Assist in trial preparation, including exhibit organization and witness preparation.  
Conduct legal research and summarize findings for attorney review.

**Paralegal (Litigation)** Month YYYY – Month YYYY

*Previous LawFirm, City, State*

Managed case files and tracked litigation deadlines using case management software.  
Filed court documents electronically and coordinated service of process.  
Communicated with clients, witnesses, and experts to gather information.  
Prepared trial notebooks, deposition summaries, and case chronologies.

## EDUCATION

**Paralegal Certificate / Associate's Degree / Bachelor's Degree**

*School Name, City, State – Year Completed*

## CERTIFICATIONS

Certified Paralegal (CP) – National Association of Legal Assistants  
Other relevant certification

## SKILLS

Legal Research	Case Management	Litigation Support	Discovery & E-Discovery	Document Drafting
Court Filings	Trial Preparation	Relativity/Concordance	Westlaw/LexisNexis	Clio/ProLaw

## PROFESSIONAL AFFILIATIONS

Member, National Association of Legal Assistants (NALA)  
Member, [State] Paralegal Association