

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 â€“ Present

Law Firm 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 â€“ Month YYYY

Previous Law Firm, 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 â€“ Year Completed

CERTIFICATIONS

Certified Paralegal (CP) â€“ 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