

Litigation Law Clerk Position

Willis Business Law | Windsor, Ontario
Full-Time | In Person | Monday to Friday

About Willis Business Law

Willis Business Law offers legal expertise across a broad spectrum of practice areas, including corporate and commercial law, real estate, employment/labour law and commercial litigation. Located in the heart of Windsor, we provide personalized legal solutions to our clients. Our lawyers and staff work collaboratively to ensure each matter is handled with care and precision. We take pride in our commitment to excellence and our ability to navigate complex legal challenges with confidence and clarity.

Job Description

As a Litigation Law Clerk, you will be an integral member of our litigation team. Your responsibilities will include assisting lawyers with matters before all levels of court and administrative tribunals, including preparing legal documents, and coordinating the procedural and administrative steps needed to keep litigation files moving.

Key Responsibilities

- Prepare and draft legal correspondence and documents under counsel's direction, including pleadings, motion records, affidavits of documents, affidavits, pre-trial and mediation briefs, releases, notices of discontinuance, minutes of settlement and dismissal orders.
- Ensure documents and forms are served and filed in accordance with applicable court requirements, track deadlines and support counsel in all aspects of case preparation.
- Coordinate examinations for discovery, including arranging dates, preparing and serving notices, organizing electronic productions and tracking undertakings.
- Take initiative in identifying the next steps on litigation files, maintain organized and confidential records, and follow up with clients, opposing counsel and service providers as appropriate.

Compensation and Benefits

We offer a competitive compensation, bonus and benefits package, commensurate with experience and qualifications.

Application Process

Interested candidates should submit a résumé and cover letter outlining their qualifications and experience to Dina Mejalli-Willis, Managing Partner, at hr@willislawfirm.ca.

We appreciate the interest of all applicants. Only candidates selected for an interview will be contacted.