



eDiscovery Paralegal

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife, which is known for its practical, strategic approach to legal and business problems. The firm is recognized and respected by its peers in legal and business publications and was recently named one of BC's Top Employers for 2021. Business in Vancouver also recognized Lawson Lundell LLP as the fastest-growing law firm in Western Canada.

Lawson Lundell LLP is seeking an eDiscovery Paralegal to join our Calgary office.

Primary Responsibilities:

- eDiscovery – Document collection, processing, review (relevance, privilege, redactions) and production of client records, chain of custody; loading all parties productions in Eclipse SE; loading transcripts in Eclipse SE and linking document references to records in Eclipse
- Troubleshoot data issues encountered while working with unstructured data (email, office documents) and structured data (production data)
- Manipulate incoming load files to meet proper specifications
- Preparation of Affidavits of Records
- Create custom data productions that conform to technical specifications
- Electronic organization of Pleadings
- Preparation of key documents for questioning; preparing responses to undertakings and written interrogatories; preparation of undertaking response and exhibit tables
- Create timelines in CaseMap, including linking records from Eclipse SE
- Preparation of Appeal Records, Extracts of Key Evidence; Hyperlinking caselaw and footnote references in Appeal Factums
- Receive, log and prepare responses to incoming litigation matters for Registered Office clients
- Liaise with 3rd party eDiscovery vendors and manage the outsourcing of files
- Prioritize workload assignments and communicate job status and potential issues to internal and external stakeholders
- Perform thorough quality control and validations on all assigned tasks prior to delivery
- Handle multiple projects and priorities in a highly time-sensitive environment
- Proactively contribute to improvements in the work processes, including proper documentation



Skills and Abilities:

- Knowledge of litigation process and record processes
- Knowledge of applicable litigation rules of court and industry guidelines on eDiscovery
- Technical troubleshooting skills to understand and address data file issues, identify and navigate network problems, and diagnose various technical issues
- Attention to detail, strong organization, and client-service orientation skills
- Experience in Eclipse and CaseMap
- Experience using formulas in Excel to manipulate data
- Strong communication skills (written and verbal) in order to interact effectively with coworkers
- Strong interest in technology with excellent problem-solving skills, with an initiative to research and craft creative technical solutions

Requirements:

- Minimum 5 years litigation paralegal experience
- Knowledgeable of litigation support systems and software
- Understand eDiscovery concepts and analytic concepts and implementation of these technologies
- Design, implement, update and maintain litigation databases
- Provide training and support to litigation team, including document searches, review and tagging of records in Eclipse SE
- Knowledgeable of the best practices in eDiscovery and ability to advise legal team, clients and external parties; prepare budgets in relation to matters for eDiscovery
- CEDS certified
- Legal project management skills

If you are a professional, motivated, hardworking team player with a positive outlook and would like to share your expertise with us, please submit your resume with a cover letter to Jordan Gaudet at jgaudet@lawsonlundell.com.

Lawson Lundell LLP is committed to the principle of equal employment and advancement opportunity for all employees and potential employees, along with a discrimination-free and harassment-free workplace environment.

Although we thank all applicants for their interest in Lawson Lundell LLP, only shortlisted candidates will be contacted. No phone calls please.