



Title: Litigation Law Clerk (Toronto)

Practice Group: Construction and Infrastructure Practice Group

Location: 150 King Street West, Toronto, ON M5H 1J9

Contact: Stephen Hinds, Director, Human Resources

Singleton Urquhart Reynolds Vogel LLP is recognized as a leader in construction and infrastructure, insurance, commercial litigation, real estate and business law. Founded in 1982, with its roots in construction litigation, the firm has grown to include business law services including corporate commercial, commercial real estate, and labour and employment law.

Operating on a national platform, Singleton Reynolds is positioned as a new best-in-class law firm offering legal services and a long-standing reputation in dispute resolution.

With 60 lawyers operating in Vancouver and Toronto, the Firm provides a wide range of legal services including the following key practice areas:

- Construction and Infrastructure Law
- Commercial Litigation
- Professional Liability
- Insurance
- ADR
- Commercial Real Estate
- Corporate Commercial
- Workplace Law
- Business Immigration
- Entertainment Law
- Wills & Estates

#### **THE ROLE OVERVIEW**

Singleton Reynolds is seeking an experienced Litigation Law Clerk to join our team in Toronto. The ideal candidate is a highly motivated legal professional that thrives when working on major mandates that are interesting and complex.

A minimum of 5 years' experience as a litigation law clerk with e-Discovery expertise. The ideal candidate works well within a team setting and will thrive while using and applying litigation support software and technology to their practice.

This is a permanent, full time position working with our lawyers in our Toronto and Vancouver offices. The Firm offers a work culture that is welcoming and inclusive.

## THE ROLE

The incumbent will assume the following responsibilities:

- Organizes complex, multi-party construction files and commercial litigation matters.
- Facilitating the Document Discovery process, including data import/export data from various sources.
- Answering production requests from third parties.
- Compiling Affidavit of Documents.
- Preparing materials and documents required for trials and discoveries.
- Utilizing e-Discovery tools to scan and objectively code documents.
- Coding documents for relevance and identifying potential privilege issues.
- Coordinates, reviews, and interprets required evidence.
- Drafting lists of documents through analytical software.
- Drafting correspondence and pleadings.
- Coordinating examinations for discovery and trial dates.
- Preparing all necessary court documents, including but not limited to motion materials and bills of costs.
- Executes corporate and real estate searches or other necessary legal research.
- Performs other duties in line with the position.

## KEY QUALIFICATIONS and EXPERIENCE

- Completion of a Law Clerk Diploma/Certificate from an accredited post-secondary institution.
- At least 5 years' experience as a Law Clerk in Construction and/or Commercial litigation setting, or an equivalent combination of training, education, and experience.
- Proficiency with litigation support software, such as Summation eDiscovery, Ipro EclipseSE, Relativity and CaseMap.
- Working knowledge of: MS Word, MS Excel, MS Outlook, and iManage Filesite.
- Experience managing documents, sorting document inventory and imaging, coding and preparing electronic reports.

## SKILLS & ATTRIBUTES:

- Exceptional ability to organize complex, multi-party construction files with large volumes of documents.
- Strong ability to run complex files independently.
- Strong ability to review and list documents using required litigation software.
- Highly organized with an exceptional eye for detail and a high degree of accuracy in work product.
- Skilled in using technology and adapts to new technological advancements.
- Strong independent work ethic and initiative.

- Ability to work well within a team environment as well.
- Excellent communication skills, both written and verbal.
- Sound business judgment including the ability to handle sensitive and confidential information.
- Knowledgeable in construction, insurance, directors & officers matters.
- Exceptional time-management and follow up skills.
- A proven ability to thrive in a fast-paced deadline-driven environment.

#### KEY COMPENSATION

A competitive salary and benefits package together with opportunities for personal and professional growth. We offer an annual education/tuition reimbursement program, fitness subsidy, and ongoing educational seminars as part of our employee experience program.

#### KEY CONTACT

To pursue this employment opportunity, candidates are invited to submit their applications to:

Singleton Urquhart Reynolds Vogel LLP  
Attention: Stephen Hinds  
925 West Georgia Street, Suite 1200  
Vancouver, BC  
V6C 3L2

Email: [jobs@singleton.com](mailto:jobs@singleton.com)

Singleton Reynolds is committed to the principle of equality in employment standards and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those short-listed and selected for interviews will be contacted.