

380 Lexington Avenue, Suite 2112

New York, NY 10168

212.661.2323 [t]

212.450.7301 [f]

info@alanyc.org [e]

www.alanyc.org [w]



New York City *Chapter*

Job Description: Litigation Support Manager/Paralegal Manager

Overall Description:

Responsible for converting paper documents and electronic data obtained from or produced by clients and third parties as part of the litigation discovery process into searchable databases for purposes of deposing witnesses and preparing for trial; and for other tasks associated with the use of technology in the firm's practice of law.

General Duties or Tasks:

- To convert pages of discovery documents produced in paper form into computerized images by using in-house and vendor scanning resources.
- To make the images of discovery documents scanned by the firm or produced by other parties retrievable and sometimes searchable by employing a variety of indexing techniques as appropriate, including optical character recognition, manual abstracting or coding, and software-generated coding, using both in-house and vendor resources.
- To assist in the preparation for the testimony of witnesses both at deposition and at trial.
- To select, install, maintain, and upgrade the document and transcript management software and systems used by the firm.
- To coordinate with the firm's billing department to ensure that all billable items or cost items that are properly billed through to clients are charged accordingly.
- To direct the creation of graphical material for use as trial exhibits, in conjunction with the lawyers and paralegals directly responsible for the cases.
- To assist in the selection, procurement and use of trial presentation software and hardware; and select, train, and manage trial presentation specialists who operate the hardware during trial.
- To provide training for the lawyers and paralegals in the firm on the use of document and transcript management software.
- To assist the firm in designing document management systems for non-litigation functions such as in-house legal research/brief bank applications, binder catalogs, records index, etc.

- To consult in personnel decisions regarding hiring, termination and promotions of temporary and permanent litigation paralegal staff.
- To manage every aspect of document production from scanning and coding to final production phase.
- To consult in creation of and design and develop databases for use in litigation.
- To draft substantive issue scanning/coding procedures and guidelines on scanning/coding projects.
- To coordinate and assist with the development of trial site war rooms including the installation and use of computers, printers and servers as well as arrangements for local vendors.
- To coordinate the development of trial exhibits including computer animations and other graphical material such as charts, graphs and photos.
- To manage and train paralegals to operate trial presentation software and hardware at trial.
- To consult with and supervise use of outside trial support vendors and trial presentation specialists.
- To "burn" data and images to CD for discovery.
- To draft user guides and train firm employees on various software applications including MS Word, Excel, Access and PowerPoint as well as litigation support applications.
- To serve as firm's e-filing coordinator. To become familiar with federal, state and local rules regarding electronic filing and docketing. To disseminate changes in e-filing rules and guidelines to attorneys.
- Maintain firm's attorney e-filing database containing user name and password information for all court jurisdictions.
- Organize and supervise firm calendar using Microsoft Outlook. To train calendar clerk on firm calendar procedures.

Required Knowledge:

Familiar with litigation process, including all phases of discovery and trial (pleadings, document requests, depositions, interrogatories, requests for admissions, trial examination of witnesses and admission of exhibits).

Familiar with following categories of hardware and software:

- Operating systems, e.g. Windows 7, Windows ME, Windows XP,
- Production Scanning and OCR Systems, e.g. IPRO, Paperport and Omnipage

- Production Software for Abstracting or Coding Documents e.g. Access, Concordance, Summation.
- Litigation Support e.g. Concordance, Summation, RealLegal
- Trial Presentation e.g. Microsoft PowerPoint, Sanction
- Desktop and laptop PC's and printers
- Image scanners set-up around firm
- Trial presentation monitors and projectors (e.g.; ELMO, LCD)

Interacts With:

- All attorneys within the firm
- All paralegals within the firm
- IS Department
- In-house lawyers with clients
- Litigation paralegals employed by client
- Litigation support personnel employed by co-counsel
- Hardware vendors (PC's, servers, printers, copiers)
- Software vendors (document management, database management, full-text retrieval, transcript management, trial presentation)
- Trial support vendors (graphics, video, court reporting)
- Document conversion vendors (copying, image capture, OCR, document coding,)
- Accounting/Billing Department

Skills:

- Ability to work effectively with others under short deadlines in high pressure situations.
- Able to give clear and concise verbal and written directions.
- Able to manage large document cases.
- Able to exercise independent judgment within broad parameters as determined by the lawyers managing the different cases
- Able to concentrate or stay focused for long periods of time

- Ability to convert data from one format to another
- Ability to allocate human and technical resources to meet competing demands.
- Assists with maintenance of litigation support databases.
- Manages coding and scanning projects either in-house or through Litigation Support vendors.
- Manages coding/scanning of documents in-house as required.
- Manages/supervises/performs quality control of coding and imaging data.
- Tests software applications used by litigation group and provides feedback on potential use by Litigation group.
- Development of training materials for Litigation group.
- Creates customized report formats and generates report with the various Litigation Support software applications as requested.
- Performs searches and prints documents as requested by Litigation team.
- Review document collections before shipment to scanning vendor, including page checking, removing bindings and general organization of box contents. Ship boxes for scanning.
- Maintain scanning and coding logs and CD storage.
- Create and copy data storage media.