

Disputes Lawyer – Elite Global Practice Jobs In Dubai | Taylor Root

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Civil litigation/dispute resolution solicitors issue court proceedings and deal with disclosure and drafting witness statements. They instruct Counsel to attend the trial, prepare trial bundles and all the documentation required by the court both pre- and post-trial.

Responsibilities:

Conduct pre-claim investigation, legal research and initial case assessments

Draft pleadings, motions and appellate documents and file them with the court

Perform administrative duties (calendar hearings and deadlines, organise case files, manage logistics etc)

Maintain pleadings and discovery indexes

Organize exhibits, documents, evidence, briefs and appendices

Aid attorneys with interrogatories and other discovery requests

Gather relevant information from a variety of sources

Liaise between trial teams and internal/external third parties

Help with voir dire, jury selection and witnesses preparation

Provide assistance with case settlements

Requirements:

Proven working experience as a Litigation Paralegal

Applicable knowledge of motions, discovery, evidence, litigation documentation, court rules and procedures, practices etc

Highly organised with ability to juggle multiple deadlines in a fast-paced environment

Strong writing and communication skills along with attention to detail

Extensive computer and database expertise

Paralegal associates degree or other relevant certification

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