

SAVERI

LAW FIRM

Job Title: Litigation Paralegal
FLSA Status: Non-Exempt/Full-Time

About Us

Saveri Law Firm, LLP is a purpose-driven plaintiffs' firm dedicated to challenging powerful corporations — from Big Tech to dominant industry players — through precedent-setting antitrust and competition litigation on behalf of consumers, workers, and creators. We are at the forefront of emerging issues, including generative AI, no-poach agreements, wage-suppression collusion, price-fixing, and other anticompetitive and exploitative business practices.

Since our founding in 2012, we have built a reputation as one of the nation's leading plaintiffs' firms and are appointed time and again as lead or co-lead counsel in significant, complex cases in federal and international forums. To date, our attorneys have obtained over \$5 billion in settlements and successful resolutions for their clients.

Our work has been repeatedly recognized by leading independent legal-industry peers and ranking organizations. Highlights include high rankings by Chambers & Partners in its "Antitrust: Plaintiff" categories, and recurring praise from the Legal 500, Best Lawyers, Benchmark Litigation, the Global Competition Review, the American Antitrust Institute, and other well-respected organizations.

We are not just litigators, we are advocates for fairness, competition, and accountability. We want to make an impact, bring creativity to difficult challenges, and value high-caliber work. If you are passionate about using the law to challenge the status quo — your work here will truly matter.

About the Role

The Litigation Paralegal is a litigation support professional, assisting attorneys and case teams with the day-to-day management of complex class action litigations. This role supports cases through all phases of litigation by handling case administration, document preparation, discovery support, and court filings. The Litigation Paralegal maintains strict confidentiality and works closely with attorneys and case teams to ensure matters move forward efficiently and in accordance with firm standards.

What You Will Do

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- Manage complex cases through all phases of litigation, serving as the primary contact for case administration including maintaining case files, tracking deadlines, and coordinating with attorneys.
- Proofread and cite-check documents in compliance with Bluebook citation standards, adapting to jurisdiction-specific requirements as needed.
- File and serve legal documents in Federal court, including uploading to ECF, and ensuring all procedural requirements are met.
- Maintain and manage all case calendaring, including tracking court deadlines, hearing dates, deposition schedules, and response windows, ensuring attorneys are timely informed of upcoming obligations.
- Manage e-discovery processes end-to-end, including document collection, database management, and document productions.
- Lead deposition preparation, including organizing exhibits, preparing witness materials, coordinating logistics, and providing real-time support to attorneys during depositions, hearings, and trials.
- Prepare, format, and revise documents including pleadings, motions, briefs, and discovery using firm templates and style guides.
- Conduct factual investigations and legal research under attorney supervision, as needed.
- Collaborate with attorneys and firm staff to ensure all deadlines are met and document output meets professional and jurisdictional standards.

About You

- Exceptional attention to detail and strong organizational and time management skills in a fast-paced, deadline-driven environment with competing deadlines.
- Proactive, resourceful, and solutions-oriented, with ability to take ownership of assigned projects from inception to resolution.
- Comfortable working independently on assigned tasks while contributing effectively within a team.
- Calm and adaptable under pressure in a fast-paced, deadline-driven setting.
- Professional, discreet, and trustworthy with sensitive and confidential information.
- Excellent written, verbal, and interpersonal communication skills, collaborating effectively with attorneys, firm staff, clients, and court personnel.
- Dependable team player willing to work extended hours to support case demands.

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Qualifications

- Minimum 3 years of experience as a litigation paralegal, with demonstrated experience in complex, high-volume litigation.
- Paralegal certification or equivalent training and experience.
- Firm understanding of litigation procedure and document types, with working knowledge of Bluebook citation standards and the ability to adapt to jurisdiction-specific requirements.
- Experience filing and serving litigation documents in Federal courts, with working knowledge of procedures and filing requirements.
- Advanced proficiency in Microsoft Word and Adobe, with experience in document management systems and litigation platforms (e.g., NetDocuments, Tabs3, Everlaw, Westlaw).
- Strong grammar, proofreading, and editing skills, with the ability to produce accurate and polished work.

Reporting Relationship

- Reports directly to the Paralegal Manager.

Work Schedule

- The position is eligible for hybrid work (4 days in-office, 1 day remote).
- Standard office hours are Monday through Friday, 8:30 a.m. to 5:30 p.m.

How to Apply

Please submit your application by emailing careers@saverilawfirm.com with the job title as the subject line or apply directly on our website. Your application must include:

- Resume
- Cover letter

Saveri Law Firm is proud to be an Equal Opportunity Employer committed to building a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, and/or other protected status as required by applicable law.