

Litigation Case Manager

Location: Kansas City, MO

Baker Sterchi Cowden & Rice LLC, a litigation defense firm with over 200 employees, is seeking an experienced Litigation Case Manager. The successful Litigation Case Manager will have **3-5 years of litigation experience** and be **organized, responsive, proactive, accountable, client-focused**. This individual must be able to manage a busy litigation practice, understand what is outstanding and what is coming next, and ensure matters are consistently followed through to completion. The ability to collaborate effectively across teams and provide executive support to a busy litigation team is essential for success in this role.

All candidates must understand the importance of maintaining **firm and client confidentiality**. Please email your resume to resumes@bakersterchi.com.

Duties and Responsibilities

- Manage and coordinate high-volume email correspondence, ensuring messages are reviewed, routed, addressed, and followed through to completion.
- Manage a heavy caseload/high-volume litigation desk with multiple priorities and deadlines.
- Maintain regular client communication, including status updates, document requests, scheduling, and follow-up.
- Monitor litigation dockets, calendars, deadlines, hearings, depositions, discovery dates, and other case events.
- Track outstanding assignments, attorney requests, client deliverables, discovery obligations, and upcoming deadlines.
- Review incoming correspondence, pleadings, and notices for deadlines and required action.
- Proactively follow up with attorneys, clients, staff, experts, vendors, and other parties.
- Coordinate discovery, depositions, hearings, mediations, expert activities, and other litigation events.
- Maintain organized and accurate case files and matter information.
- Escalate urgent deadlines, unresolved issues, and potential problems to the responsible attorney.
- Close the loop on outstanding requests and assignments and anticipate upcoming case needs.

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 401K matching.

Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil defense litigation and trial law firm with offices in Missouri, Kansas, Illinois, Washington, Oregon and Wisconsin. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit www.bakersterchi.com.