

Litigation Paralegal

Location: Madison or Green Bay, WI Area

Baker Sterchi Cowden & Rice LLC, a litigation defense firm with over 200 employees, is seeking a highly motivated and skilled Litigation Paralegal in the Madison or Green Bay, WI area. The ideal candidate is professional in demeanor, detail-oriented, proactive, and enjoys working as a team. Strong organizational skills, the ability to work efficiently under pressure and quickly learn and integrate new technical skills and knowledge are required for success in this position.

At least two years of litigation experience required. This position may be in person, hybrid, or remote based upon candidate location and preferences.

All candidates must understand the importance of upholding firm and client confidentiality.

Please email your resume to resumes@bakersterchi.com.

Duties and Responsibilities

- Manage complex cases throughout the litigation process.
- Assist with fact and witness investigations, including background checks.
- Assist with propounding and responding to discovery, including document production.
- Review and summarize medical records, medical bills, police records, deposition transcripts, and other documents and client files.
- Review and analyze large files to prepare key events, correspondence, and other chronologies to assist with case assessment.
- Assist in juror research.
- Assist with deposition, court hearing, mediation, and arbitration preparation.
- Trial preparation and attendance.
- Communicate effectively, courteously, and professionally with clients, attorneys, and professional staff.
- Efficiently and effectively learn and utilize new and existing firm technology.

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 bakersterchi.com.