

**Dutton Brock LLP** is a mid-size Commercial Insurance litigation and Insurance Defence firm, dedicated to providing exceptional legal services to all our clients. We offer an excellent work environment with a competitive compensation package.

We are looking for an **Insurance Defence Law Clerk** with 5+ years of experience. The ideal candidate will demonstrate a solid understanding of the Rules of Civil Procedure. The role requires an individual with a professional attitude who will provide support to their lawyer(s) and team with an emphasis on delivery of excellent service to our clients. To succeed in this role you will need the ability to manage multiple priorities and deadlines with minimal supervision as well as demonstrate discretion with strong organizational and communication skills.

**Responsibilities:**

- Prepare correspondence and court documents, including pleadings, judgments, orders, statement of defence, cross-claims, third-party claims, motion materials, and ensure that all parties are served.
- Prepare briefs, summaries of evidence and bill of costs.
- Review and organize new file materials from client.
- Review and summarize transcripts of examinations for discovery for undertakings, refusals and assembly of answers to undertakings.
- Correspondence with all counsel to ensure that all productions are received including liability productions from co-defendants and damage productions from plaintiffs.
- Summarize productions, organize and brief documents.
- Draft affidavits of documents including review of all parties' affidavits of documents to ensure that all productions are included, organized, and summarized for examinations for discovery.
- Act as liaison between the client and lawyer for communication of day-to-day matters.
- Maintain knowledge and comply with the firm's practice and file management policies and procedures.
- Docket time and billings accordingly.
- Effective management of deadlines and priorities.
- Administrative duties, as required.

**Skills/Knowledge/Experience Required:**

- 5+ years' experience in a Law Clerk role with a focus on Insurance Defence litigation
- College Law Clerk Diploma or Institute of Law Clerks Ontario Certificate
- Strong knowledge and understanding of the Rules of Civil Procedure and court forms.
- Excellent communication skills, both verbal and written.

- Highly organized with strong time management skills with the ability to multi-task and prioritize deadlines.
- Excellent ability to take direction and work independently.
- Ability to process a high volume of documentation with excellent attention to detail.
- Knowledge of ACL, ProLaw, Kofax PDF, Word, Excel and Outlook
- Flexible and dependable with ability to work in a fast-paced environment with changing priorities.
- Professional and team-oriented with strong interpersonal and client service skills.

**Respond to:**

Interested applicants should submit their resume by email to [careers@duttonbrock.com](mailto:careers@duttonbrock.com). Please use the subject line “**Insurance Defence Law Clerk**”. We appreciate the interest of all applicants, however only those under consideration will be contacted.

**Dutton Brock LLP** is committed to providing accommodations throughout the recruitment process in accordance with the Accessibility for Ontarians with Disability Act, 2005. If you require accommodations, please notify us and we will work with you to meet your needs. We are proud to be an equal opportunity employer.

NO AGENCIES PLEASE.