



## **Litigation Paralegal - Personal Injury**

**Milford, CT**

**Full-time**

The Carter Mario Law Firm has been helping personal injury victims throughout Connecticut for over 30 years. Our professional legal team provides compassionate, client-focused legal help to those who are hurt through no fault of their own. Our efforts to go above and beyond have resulted in countless successful results. This position supports the litigation attorneys and provides world-class service to clients.

### **Responsibilities:**

- Draft summons, discovery/inspection, notice to produce, depositions, and motions
- Adhere to CT civil procedure being mindful of critical timelines such as statute of limitations and notice deadlines
- Prepare files for jury trials including preparation of exhibits and scheduling of expert witnesses
- Prepare mediation and arbitration notebooks
- Update case information with lien amounts, medical treatment, and prepare correspondence
- Maintain the litigation calendar including but not limited to scheduling depositions, short calendar, pre-trials, and trial dates
- Deliver world-class service in response to a client's questions and concerns. Return all phone calls promptly per standard operating procedure.
- Utilize the Needles system for data entry, checklists, documentation, and interoffice communication
- Timely, professional communication with clients, providers, courts, attorneys, and insurance carriers
- Timely communication with attorneys regarding the status of cases

### **Qualifications:**

- 3 + years of experience as a personal injury litigation paralegal
- Strong knowledge of Connecticut civil procedure
- Attention to detail
- Highly organized with ability to balance multiple deadlines in a fast-paced environment
- Paralegal certification or an equivalent combination of legal experience and education
- Extensive experience interacting directly with clients
- Excellent written and verbal communication skills
- Strong automation skills to navigate various software programs
- Proactive results-focused work ethic

We foster a team culture in which our staff members are encouraged and supported. Talent is recognized and rewarded in an environment with continuous learning and challenging work. Our benefit options include medical, dental, vision, life insurance, short-term and long-term disability, an employee assistance program, paid time off bank, and a 401(k) plan with employer matching.

COVID-19 considerations: We follow CDC and Connecticut guidelines to ensure the health and safety of all staff. To apply, please forward your cover letter and resume to [humanresources@cartermario.com](mailto:humanresources@cartermario.com).