

Legal Litigation Assistant

Leslie Smith

Professional summary

Detail-oriented and motivated legal assistant eager to support a high-functioning litigation team at Thompson & Associates Law Firm. Seeking to leverage research and organizational skills to contribute to the success of the firm's litigation practice.

Experience

Litigation Assistant (Part-Time)

September 2024 - Now

Chicago Legal Services / Chicago, IL

- Support senior attorneys in managing civil litigation cases.
- Prepare and file court documents including subpoenas and notices of deposition.
- Assist with organizing evidence for trials and hearings.
- Manage scheduling and logistics for depositions and court appearances.
- Draft and proofread legal correspondence and court documents.

Legal Assistant (Intern)

June 2024 - August 2024

Smith & Johnson Law Firm / Chicago, IL

- Assisted attorneys with preparing case files for upcoming trials.
- Drafted legal documents including motions, complaints, and discovery responses.
- Conducted legal research to support case arguments and trial preparation.
- Organized and maintained case files for multiple litigation cases.
- Communicated with clients to gather information and provide case updates.

Volunteer Experience

Court Volunteer

January 2023 - May 2023

Cook County Court System — Chicago, IL

- Assisted with court document preparation for hearings.
- Observed courtroom procedures and assisted attorneys in managing trial logistics.
- Supported the court staff with administrative tasks during trial days.

(312) 555-1234

lesliesmith@email.com

Chicago, IL

Education

Associate of Science in Paralegal Studies

University of Illinois, Chicago, IL

Graduated: May 2025

- Relevant Coursework: Legal Writing, Civil Litigation, Legal Research, Evidence

Certifications

- Certified Paralegal (CP) — National Association of Legal Assistants (NALA) — 2025
- E-Discovery Certification — eDiscovery Institute — 2024

Skills

Legal research and analysis	◆◆◆◆◆
Case file management	◆◆◆◆◆
Drafting pleadings and discovery documents	◆◆◆◆◆
Trial preparation and support	◆◆◆◆◆
Knowledge of Illinois state and federal rules	◆◆◆◆◆
Document management software (e.g., Clio)	◆◆◆◆◆
Strong communication and writing skills	◆◆◆◆◆
Client interaction and service	◆◆◆◆◆