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- Must be professional, organized and pro-active with excellent verbal and written communication skills
- Must be a fast-learner, team-oriented, articulate and calm under pressure
- Must manage confidential information with professionalism and unquestionable integrity
- Must possess excellent case management and planning skills
- Must be proficient with computer applications, including Microsoft Office and litigation applications such as Concordance, CaseMap, TextMap and Lexis/Nexis
- Assist with trial preparation, including jury instructions, trial exhibits and trial binders

Prepare and serve subpoenas, pleadings and discovery

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