

Join Our Litigation Team – Litigation Assistant Opportunity

Couch White LLP is looking for a **driven and detail-oriented Litigation Assistant** to join our respected litigation practice. If you thrive in a fast-paced environment, enjoy managing complex cases from start to finish, and want to work alongside experienced attorneys who value collaboration and professional growth, we want to hear from you.

In this role, you'll support two or more litigation attorneys, handling a broad range of responsibilities that are essential to delivering exceptional client service. You'll work both independently and as part of a cohesive team, ensuring deadlines are met and every detail is handled with precision.

What You'll Do:

- Maintain well-organized electronic and physical client files
- Manage attorney calendars, deadlines, and court schedules
- Prepare, format, and proofread pleadings and other legal documents, including tables of contents and authorities
- File pleadings electronically in state and federal courts
- Oversee all stages of the discovery process
- Coordinate meetings, appointments, and court appearances, ensuring accurate calendaring
- Review, sort, and distribute incoming correspondence

What We're Looking For:

- Minimum 3 years' litigation support experience
- In-depth knowledge of state and federal court procedures and timelines
- Strong attention to detail and exceptional organizational skills
- Proficiency in Microsoft Office; experience with legal billing/timekeeping software a plus
- Ability to manage multiple priorities under deadlines without sacrificing accuracy
- A team-oriented mindset with professional communication skills

Why You'll Love Working Here:

At Couch White, we believe our success starts with our people. We offer competitive compensation, a comprehensive benefits package (including health, dental, and vision insurance; 401(k); paid time off; and paid parking), and a supportive work environment that encourages collaboration, professional development, and work-life balance.

How to Apply:

If you're ready to take the next step in your legal career, please submit resume in confidence to the Firm Administrator, Lindsay Perkins, at lperkins@couchwhite.com.