

LINDS & ASSOCIATES LTD.

Legal Support Recruitment Specialists

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FAMILY LAW CLERK DOWNTOWN TORONTO

Our client, a vibrant, growing law firm located in downtown Toronto is seeking a Family Law Clerk to join its team!

Duties and responsibilities will include:

- Obtain, identify inspect and compile documents for financial disclosure briefs, affidavits of documents, questioning and trial;
- Contact clients to obtain background information and assist in completing financial statements, disclosure briefs, affidavits and pleadings;
- Prepare and review complex financial statements;
- Examine disclosure received for discrepancies, omissions and errors
- Review client's budget and income and input information required for support calculations
- Draft net family property statements and comparative net family property statements;
- Assist with preparation for attendance at court, settlement meetings questionings, mediations and arbitrations;
- Arrange for execution, service and filing of all court documents;
- Complete all documents for uncontested divorce
- Obtain qualification of professionals, including real estate appraisers, business valuers, accountants, actuarial consultants, mediators, arbitrators, assessors, agents and process servers
- Assist with drafting conference briefs, mediation briefs, pleadings, motions affidavits, factums ,briefs of authorities, appeal documents, offers to settle,
- Draft court orders from Judge's endorsements and consents/minutes of settlement.

Education & Experience required:

- Law Clerk Diploma from accredited institution
- 5+ years experience working in a similar role
- Excellent knowledge of relevant statutes, regulations and the Family Law Rules
- Extensive experience using Divorcemate software
- Strong technical skills, Microsoft Office 2007/2010 Word, Outlook and Calendar and Elite docketing software
- Familiarity using a document management system is an asset

This client will consider a lawyer who is interested in working as a Law Clerk!

Apply today to : Sharyn Linds, slinds@lindsassociates.com

If interested in applying for this position, please visit our website and upload your resume at www.lindsassociates.com/candidates.