



Paralegal – BergaLaw, PA

Location: 121 Alhambra Plz, Suite 1500, Coral Gables, Florida 33134

Phone: 305-901-1620

Employment Type: Full-Time

Application Deadline: 9/19/2025

Salary: Will be commensurate with experience

Remote: No

Email Resumes: assistant@bergalaw.com; cberga@bergalaw.com

Overview:

BergaLaw, PA, a business litigation law firm, seeks a skilled Paralegal to support attorneys in delivering exceptional legal services. The ideal candidate thrives in a dynamic environment, with strong organizational skills, proficiency in Florida court procedures, and expertise in case management, billing, and legal technology.

Key Responsibilities:

- Case and Document Management: Organize electronic and physical case files using Adobe Acrobat and Clio; record documents via Florida Courts E-Filing Portal; inventory and Bates stamp documents; prepare privilege logs and electronic binders for hearings/depositions.
- Legal Research and Drafting: Research using Westlaw, LexisNexis, and Florida-specific databases; draft pleadings, discovery requests/responses, deposition notices (e.g., Rule 1.310(b)(6)), non-party subpoenas, and settlement agreements; support judgment enforcement (e.g., garnishments, liens, discovery in aid of execution).
- Discovery and Litigation Support: Manage discovery (interrogatories, requests for production, deposition summaries) using tools like Relativity; prepare trial notebooks and PowerPoint presentations with “punchouts” (preferred skill); coordinate with vendors (e.g., process servers, court reporters).
- Court and Calendar Management: Schedule hearings/trials in Florida courts, track deadlines, and ensure compliance with Florida Rules of Civil Procedure in a fast-paced setting.
- Billing and Technology: Record billable hours using Clio or similar software; maintain proficiency in Excel, Word, PowerPoint, and Adobe Acrobat; manage case management systems and generate reports.

- Client and Administrative Support: Conduct client intake, provide case updates under attorney supervision, and assist with firm marketing (e.g., website content); perform factual investigations (bilingual Spanish skills a plus).

Qualifications:

- 3+ years of paralegal experience in Florida state/federal courts.
- Strong organizational and time-management skills to excel in a fast-paced environment.
- Proficiency in Westlaw, LexisNexis, Relativity, Clio, Excel, Word, PowerPoint, and Adobe Acrobat (PowerPoint presentation skills a plus).
- Knowledge of Florida Rules of Civil Procedure, e-filing, and local court protocols (e.g., Miami-Dade, Broward).
- Experience with billing, judgment enforcement (e.g., garnishments), and discovery in aid of execution.
- Bilingual (English/Spanish) preferred but not required.