

**Goodwin Procter, LLP**  
San Francisco, CA

**Job Title: Docketing and Calendaring Clerk**

**Department: Litigation**

**Reports to: Managing Attorney – Court Procedures**

**Responsibilities:** The Docketing & Calendaring Clerk is responsible for assisting in the administration and maintenance of the Litigation Department's Compulaw Docketing & Calendaring system for federal and state matters. In that role, the Docketing & Calendaring Clerk is one of the central Court Procedures Team informational resources for litigation-related calendar inquiries. Day to day responsibilities include: opening and closing matters; adding and removing attorneys from matters; customizing case calendars on the timekeeper and matter level; assisting in auditing the calendar queue; troubleshooting timekeeper issues; updating the calendaring knowledge repository; and generating and distributing weekly timekeeper and matter reports. The Docketing & Calendaring Clerk is also called upon to be a fully-trained participant in the day to day execution of several functions of the Court Procedures Team, including: rules compliance review; service and filing of documents in federal and state jurisdictions throughout the U.S.; docket research and document retrieval; assistance in the preparation, issuance and service of process and subpoenas; assistance in the initiation of actions both electronically and manually in federal and state courts; and participation in the Litigation Department's CM/ECF electronic filing rotation by assisting in the maintenance and oversight of the CM/ECF registration process, coordination of the electronic filing workload, and staffing the Court Procedures Team's e-filing desk and execution of daily court runs to local federal and state courts. In addition, the Docketing & Calendaring Clerk, on an as needed basis, in conjunction with the Managing Attorney - Court Procedures participates in the Firm's Knowledge Management initiatives and projects.

**Requirements:** Bachelor's Degree required with 2-5 years relevant experience in a law firm setting. Candidates should have a working knowledge of federal and state court rules, courts' structures, procedural legal research, litigation support and MS Office experience. Two years' experience with CompuLaw Vision Program is required and experience with other litigation calendar software products strongly preferred. Ability to train and supervise junior staff essential. Candidates must also possess a professional demeanor, superior oral and written communication skills, strong client service skills, and the ability to work in a fast-paced professional environment. EOE.

**Please apply by clicking on the link below:**

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