

Family Law Attorney

Job Description

Holstrom Sissung & Block is looking for an experienced family law attorney to join our firm. This position is expected to be able to research and develop case information, evidence, and settlement options; track cases; handle trial preparations with senior attorney; and work with paralegals/legal assistants.

Primary responsibilities:

Keeps cases on track with organized files; monitoring calendars; meeting deadlines; documenting actions; researching case law; inputting information into file database and case management software; confirming case status with support staff and communicating regularly with clients.

- Executes case strategy with senior attorneys, paralegals, clients and support staff.
- Manages high level/high asset cases by maintaining contact with people involved in the case; preparing for depositions; reviewing standard court documents; drafting letters; writing and reviewing discovery; dictating responses to opposing counsel; generating status reports.
- Keeps clients informed by maintaining contact; communicating case progress.
- Maintains case costs by verifying outstanding balances with clients, and essential staff.
- Supports case planning by preparing case summaries and materials for mediation conferences; preparing pleadings; monitoring discovery responses; organizing materials for team case review.
- Is involved with trial proceedings working with support staff in organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready/prepared when needed.
- Attends business development and networking functions with firm leadership and solo.

Education/Training:

Undergraduate & J.D. Required—Certified Family Law Specialist a plus.

Required Skills:

Working as a family law attorney at Holstrom Sissung & Block requires strong organization and communication skills. Attention to detail is extremely important. This position may be required to perform occasional heavy lifting of file boxes and documents. Reporting, research, legal administration, litigation knowledge, client

relations, organization, planning, attention to detail, confidentiality, and dependability are all a must.

Required Experience:

4+ years' experience in family law required. Must be currently active with the California State Bar Association without disciplinary actions. Please submit cover letter and resume to mdelaney@hsbfamilylaw.com.

HSB has offices in Irvine and Corona. To learn more about our firm please visit www.hsbfamilylaw.com.