



Interested in working for one of Hawaii's Best Places to Work?
Chun Kerr LLP is proud to be recognized by Hawaii Business Magazine as one of the Best Places to Work for two years in a row and to be the only law firm represented amongst the list of 76 local organizations!

Chun Kerr LLP (the "Firm") is a mid-sized Honolulu-based law firm, specializing in real estate and finance; business transactions and organizations; financial recovery, foreclosure, insolvency and bankruptcy; business, commercial and real estate litigation; select tax services; and complex trust and estate planning and is seeking an experienced litigation paralegal. Duties are as assigned, primarily supporting the litigation area, which includes bankruptcy and financial recovery, but may also be required by other practice groups.

Essential Duties and Responsibilities, include but are not limited to

1. Conduct legal research; gather relevant facts, documents and information.
2. Track, index, and analyze information and materials obtained in discovery.
3. Draft legal documents, including initial pleadings, discovery requests, deposition notices, subpoenas, responses to written discovery requests, pre-trial statements, trial subpoenas, jury instructions, motion in limine and trial briefs.
4. Assist in preparing procedural, discovery, and dispositive motions.
5. Prepare for and participate in settlement and/or mediation proceedings.
6. Compile, organize, and prepare exhibits and witnesses for trial/arbitration.
7. Assist with post-trial and appellate work; prepare post-trial motions, bills of costs, fee requests, notice of appeal, appellate briefing, and excerpts of record.
8. File and serve documents electronically and conventionally to Federal and State courts.
9. Other essential duties may be assigned to meet departmental or firm needs.
10. Work a standard work week. Monday through Friday, 8 hours per day, with the ability to work evenings and/or weekends on occasion, as needed.

Minimum Requirements

1. Bachelor's degree or equivalent combination of work experience and education
2. 5-years' working experience as a litigation paralegal (preferably involving real estate and/or other commercial matters in Hawaii)
3. Demonstrated understanding of the civil litigation process and fundamentals (complaint and answer, motions practice, discovery and pre-trial, trial and judgment, appeals, and enforcement)
4. Experience preparing and/or writing litigation documents, including pleadings, summonses, discovery requests, deposition notices, subpoenas, motions, and responses
5. Strong understanding of Hawaii and Federal court rules and filing procedures
6. Exceptional written and verbal communication skills with attention to detail



7. Excellent organization and time management skills with the ability to prioritize multiple tasks, meet deadlines, and be resourceful
8. Expert ability to adapt to changing priorities in a fast-paced environment
9. Client-focused team player, willing to be held accountable for individual actions
10. Excellent problem solving skills with ability to develop and implement practical and creative solutions
11. Proficient in Adobe Acrobat, Microsoft Word, and eDiscovery platform(s)
12. Experience with practice management software, document management systems, and court filing systems

Preferred/Desirable Education/Experience

1. Paralegal certificate from ABA-approved program
2. Experience with Coyote Analytics and Worldox
3. Project management experience
4. Experience, or familiarity, with remote court proceedings

Benefits:

1. Medical, Dental, Vision and Drug insurance - 100% firm paid
2. 401(k) Profit Sharing Plan - guaranteed annual profit sharing contributions
3. Annual cash bonus, subject to firm profitability and employee performance
4. Transportation/Parking Stipend
5. 15-days PTO
6. Paid Parental Leave
7. Flexible Spending Accounts
8. Voluntary Insurance
9. Employee Referral Program
10. Employee Assistance Program (EAP)
11. Professional Development Subscription
12. Calm App Subscription