

Legal Assistant – Litigation

DMG Advocates LLP, a dynamic and growing boutique law firm in Toronto specializing in commercial litigation, is seeking a highly organized and detail-oriented Litigation Legal Assistant to join our team. The ideal candidate will have experience in litigation and thrive in a fast-paced environment. Our firm offers a collaborative and supportive work environment, opportunities for professional development and growth, and a competitive compensation and benefits package. The ideal candidate will be a self-starter who takes initiative and integrates well into our collegial team.

Position Details:

- **Position:** Legal Assistant
- **Type:** Full-time, Permanent
- **Location:** In-Office (Downtown Toronto, ON)
- **Schedule:** Monday to Friday (hours to be agreed upon)
- **Target Salary Range:** Commensurate with experience (\$55,000.00- \$65,000.00)

As a Legal Assistant with us, you will play a pivotal role in supporting our legal team with the following responsibilities:

- Provide legal administrative support to lawyers and paralegals in civil litigation matters
- Prepare, revise, format, and finalize correspondence, pleadings, court forms and other legal documents for matters before the Ontario Superior Court of Justice, Court of Appeal, Supreme Court of Canada, Small Claims Court and other administrative boards and tribunals
- Assist with the preparation and compilation of motion and application records, mediation briefs and pre-trial briefs
- Assist with court filings, including electronic filing and service of documents
- Maintain calendars including deadlines, limitation dates, and court appearances
- Open, organize, and maintain physical and electronic files
- Assist with document management, scanning, saving, and filing
- Communicate professionally with clients, court staff, opposing counsel, process servers, and other external parties
- Support legal team with scheduling, file organization, follow-ups, and general practice management
- Assist the Office Manager with accounting-related tasks, including prebills, billing, and invoice preparation
- Assist with issuing, recording, and depositing cheques
- Support office mailings, courier arrangements, scanning, copying, and other administrative tasks as required
- Greet clients and visitors upon arrival at the office, as required
- Perform general administrative duties to support the efficient operation of the office

Qualifications and Experience:

- Legal experience as a litigation legal assistant is preferred
- Completion of a Legal Assistant or other related post-secondary diploma is an asset
- Strong knowledge of litigation procedures, including familiarity with the *Rules of the Small Claims Court*, *Rules of Civil Procedure*, *Courts of Justice Act* and regional practice directions
- Experience with court filings using the OCPP, JSO and Case Center
- Excellent computer skills, including proficiency with:
 - Microsoft Word, Outlook and Excel
 - Legal document formatting and word processing
 - Adobe Acrobat/PDF editing
 - Electronic file management
 - Sharepoint
- Experience with Automated Civil Litigation (ACL), Soluno and iManage are an asset
- Experience assisting with legal billing, prebills, cheque processing, deposits, or related office accounting tasks is an asset
- Strong attention to detail and accuracy
- Excellent organizational and time-management skills
- Ability to multi-task and manage competing priorities in a fast-paced, deadline-driven environment
- Professional communication skills, both written and verbal
- Ability to work independently and collaboratively in an office environment

How to Apply:

Interested candidates are invited to submit a resume and cover letter by no later than October 27, 2026 to admin@dmgadvocates.com.

All applications will be treated in confidence. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

DMG Advocates is committed to fostering an inclusive and accessible workplace. Candidates are encouraged to advise us of any accommodation needs throughout the recruitment process so that appropriate arrangements can be made.