



LITIGATION PARALEGAL/LEGAL ASSISTANT

Well established law firm in Nashua NH has an immediate opening for an experienced Litigation Paralegal / Legal Assistant to work with our Family Law team. Familiarity with Family Law is preferred but will consider litigation experience in other practice areas. Knowledge of the Family Law practice area including preparation of child support and alimony guidelines and Uniform Child Support and Alimony Orders, preparation of pleadings, obtaining and review of financial disclosures and discovery from clients and opposing parties, preparation of financial affidavits and asset and debt spreadsheets and preparation of follow-up letters and pleadings to obtain missing disclosures or discovery from clients and opposing counsel, and assistance in preparation for trial including organization of exhibits is a plus. Will consider part-time hours.

We offer competitive pay and benefits. Please e-mail your resume to Attn: Veronica Hamilton at vhamilton@lawyersnh.com