



## **Law Clerk – Criminal and Family Law**

**Location:** Oshawa, Ontario

**Position Type:** Full-Time in Office

**Start Date:** Immediate

**Experience Level:** Entry-Level to Intermediate

### **About Us:**

Richter Grewal Di Lorenzo LLP is a dynamic and client-focused law firm specializing in Criminal and Family Law. We are committed to providing compassionate, strategic, and results-driven representation. As our caseload continues to grow, we are looking for a dedicated Law Clerk to join our team and assist with the day-to-day management of legal files in both practice areas.

### **Key Responsibilities:**

- Drafting, reviewing, and filing legal documents, including pleadings, affidavits, disclosure requests, court forms, and correspondence.
- Managing client files and ensuring they are organized and up to date (physical and digital).
- Scheduling court dates, client meetings, and case conferences.
- Attendance at Court via Zoom to remand matters.
- Communicating with clients, court staff, and opposing counsel in a professional and timely manner.
- Conducting legal research and summarizing case law.
- Preparing materials for court appearances and assisting in trial preparation.
- Supporting lawyers with administrative and clerical tasks as needed.

### **Qualifications:**

- Law Clerk diploma or equivalent legal education.
- 1–2 years of experience in a legal setting (Criminal and/or Family Law preferred, but new grads will be considered).
- Strong knowledge of court rules and procedures in Ontario.
- Excellent written and verbal communication skills.
- Ability to multitask and work efficiently under pressure.
- Strong organizational skills and attention to detail.
- Proficiency in legal software (e.g., DivorceMate, Caselines, Soluno, PDF) and MS Office Suite.

**Why Join Us:**

- Opportunity to work closely with experienced lawyers and gain hands-on experience.
- Exposure to a wide variety of cases in both Criminal and Family Law.
- Supportive and respectful team environment.

**How to Apply:**

Please submit your resume and a cover letter detailing your qualifications and interest in the position to Audra Hawkins at [audra@justicelawyers.ca](mailto:audra@justicelawyers.ca). We look forward to hearing from you!

**RGD LLP** is an Equal Opportunity Employer and encourages applicants from all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.