

Family Law Paralegal

Bassford Remele is seeking an experienced **Family Law Paralegal** to join our Minneapolis office and support our growing Family Law practice.

This is an excellent opportunity for an experienced paralegal who enjoys being an integral part of a legal team and taking meaningful ownership of their work. Our Family Law team handles sophisticated and often complex matters, and we are looking for someone who is organized, proactive, detail-oriented, and comfortable managing multiple priorities in a busy litigation practice.

The ideal candidate will have at least five years of paralegal experience, preferably with significant family law experience, and will be comfortable supporting matters through all stages of litigation—from initial case development and discovery through mediation, settlement, trial, and post-decree proceedings.

What You'll Do

As a Family Law Litigation Paralegal, you will work closely with attorneys and clients on a variety of family law matters, including divorce, custody and parenting time, child support, spousal maintenance, property division, and post-decree proceedings.

Responsibilities will include:

- Assist attorneys with all phases of family law litigation, including discovery, motion practice, mediation, settlement, hearings, trial preparation, and post-decree matters.
- Draft and prepare pleadings, correspondence, discovery requests and responses, affidavits, financial documents, exhibits, and other case materials for attorney review.
- Manage discovery, including gathering and organizing financial records, preparing document productions, tracking outstanding requests, and assisting with discovery responses.
- Review and organize financial information, including tax returns, bank and investment statements, retirement accounts, business records, property documentation, and other financial records.
- Assist with preparation of marital balance sheets, asset and debt summaries, and other financial analyses.
- Maintain case calendars and proactively monitor court, discovery, mediation, hearing, and other important deadlines.
- Assist attorneys with preparation for depositions, mediations, settlement conferences, hearings, and trials.
- Organize exhibits, witness materials, trial notebooks, and other litigation materials.
- Communicate directly with clients regarding documents, case information, deadlines, and procedural matters while providing responsive and professional client service.
- Coordinate with courts, opposing counsel, experts, financial professionals, evaluators, and other third parties.

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- Electronically file documents with state courts and ensure compliance with applicable filing requirements and court rules.
- Maintain organized and accurate electronic case files.
- Anticipate case and attorney needs, identify upcoming deadlines and missing information, and help keep matters moving forward.
- Accurately record billable and non-billable time in accordance with firm expectations.

What We're Looking For

- **Five or more years of paralegal experience**, with significant family law experience strongly preferred.
- Substantive litigation experience, including discovery, motion practice, hearing and trial preparation, and electronic court filing.
- Experience reviewing, organizing, and working with financial records and other complex case information.
- Excellent organizational skills and the ability to effectively manage multiple cases, deadlines, and competing priorities.
- Strong written and verbal communication skills.
- Exceptional attention to detail and commitment to producing accurate, high-quality work.
- A proactive approach and the ability to work independently while collaborating effectively with attorneys and other members of the legal team.
- Sound judgment, professionalism, and discretion when handling confidential and sensitive information.
- Strong interpersonal and client-service skills, particularly when working with clients navigating challenging or emotional circumstances.
- Proficiency with Microsoft Office and legal technology; experience with document management, timekeeping, and electronic filing systems is preferred.
- Paralegal certificate, bachelor's degree, or equivalent combination of education and relevant legal experience preferred.

Why Bassford Remele?

At Bassford Remele, our people are at the center of our success. We offer the opportunity to work alongside talented attorneys and legal professionals in a collaborative environment where experienced staff members are trusted, valued, and encouraged to take ownership of their work. We are committed to providing our employees with meaningful work, opportunities for professional growth, and a supportive workplace that recognizes the importance of life outside of work.

In addition to a competitive compensation package, Bassford Remele offers a comprehensive benefits package and additional benefits designed to support our employees, including:

- **Firm-paid parking in downtown Minneapolis for paralegals**
- **Firm-paid cell phone**
- Competitive medical, dental, and other employee benefits
- **401(k) plan with firm matching contributions**
- **Profit-sharing program**

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- Paid time off and paid holidays
- Professional development and continuing education opportunities

If you are an experienced litigation paralegal who enjoys working as part of a team, building strong relationships with attorneys and clients, and helping move complex matters forward, we'd love to hear from you.