

# Docketing & Court Services Clerk

## Practice Systems and Support Department

### Summary:

The Docketing & Court Services Clerk will be responsible for providing first-level support for the Firm's automated docket and calendar system and procedures in CA, including all state and federal cases via routine data entry, daily maintenance, and communications with case teams.

Email resume [Here](#) to apply

### Qualifications:

- At least two years of docketing or similar litigation calendar database experience at an AMLAW 100 or 200 firm in CA preferred.
- Hands-on experience with a strong working knowledge of the Court Alert system preferred.
- Working knowledge of CA and Federal court rules, including local rules of the various courts in CA preferred.
- Excellent organizational, interpersonal skills, and a strong service orientation; excellent verbal and written communication skills.
- Ability to work under pressure and a willingness to work reasonable overtime as needed.
- Proficiency with Microsoft Office software.
- Prior experience as a paralegal a plus.
- A degree from an accredited U.S. college or university is required.

### Duties and Responsibilities:

- With guidance and supervision by attorneys, enters docket dates from court documents and correspondence and ensures appropriate maintenance of data in the CourtAlert system.
- Ensures daily preparation and distribution of reports from the docketing system including weekly lawyer deadlines reports and other case-specific reports as needed.
- Provides necessary support and oversight for information workflows related to scheduling, calendaring, and procedures in litigation matters in the CA offices, and as needed for Firm lawyers in other offices.
- Evaluates processes and recommends improvements to the current systems and procedures related to docketing for CA cases.
- Responds to requests related to litigation scheduling, court rules, etc., from lawyers and staff.
- Provides first-level support for CA state and federal ECF, other pleadings and court papers filings, and case record file access and administration.
- As available, provides support for general paralegal tasks in the CA office.
- Performs other duties as assigned by Firm management.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

**Status:** Non-Exempt

**Reports To:** DCS Manager

**Workplace type:** Remote – pacific time zone hours required (Los Angeles, Palo Alto, San Francisco, DC, Boston)

Salary Range is \$69,000 - \$104,500 dependent on geography and experience level.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.