



Civil Litigation Paralegal & Case Management Associate

Location: California (In-Office / Hybrid Depending on Experience)

Practice Area: Personal Injury, Civil Litigation, & Complex Litigation

Job Type: Full-Time

Salary: Competitive Salary + Bonus (Both Based on Experience)

Benefits: Health, Dental, Vision, PTO, and More

About Us

Enara Law CA PC is the California extension of Enara Law's growing Southwest regional legal presence. Our California office focuses on personal injury, general civil litigation, and complex litigation matters. We manage a diverse caseload, including both prelitigation and high-level litigation, with a modern, lean, and highly efficient approach.

We are supported by an experienced team of regional administrative staff and committed to building a workplace where talented legal professionals can thrive, contribute meaningfully, and grow long-term.

About the Role

We are seeking a **Civil Litigation Paralegal & Case Management Associate** — a hybrid role combining mid-level paralegal responsibilities with case management support. This is an ideal position for someone who thrives in a dynamic environment and wants to grow alongside a forward-thinking firm. The right candidate will help shape processes and systems, with a clear pathway to a full-time paralegal or operational leadership role as the firm scales.

Key Responsibilities

- Draft legal documents including pleadings, notices, motions, discovery, and correspondence
 - Communicate with clients, providers, adjusters, and opposing counsel
 - Maintain and update medical treatment and billing summaries
 - Assist with court filings and docket management (state and federal)
 - Organize post-hearing notices and track required follow-up
 - Manage and audit internal case workflow systems
 - Track deadlines, update client communications, and ensure compliance
 - Assist with intake logistics and client engagement tasks
 - Support workflow and process improvements (templates, checklists, SOPs)
 - Assist with firm metric tracking, onboarding, and operations support
 - Fill in as needed for administrative overflow tasks
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Qualifications

- 3+ years of California civil litigation or personal injury paralegal/case management experience
 - Familiarity with all stages of a case lifecycle, from intake to trial
 - Prior experience in legal operations or office management is a plus
 - Excellent organizational and independent problem-solving skills
 - Strong verbal and written communication abilities
 - Proficient with Clio or similar legal practice software
 - Experience in a small-firm or startup-style environment is preferred
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Why Join Enara Law CA PC

- A unique hybrid role with room for leadership and growth
 - A voice in firm systems, workflow, and best practices
 - Clear advancement potential into paralegal, operations, or case management leadership roles
 - Flexible structure and collaborative team
 - Competitive compensation and benefits package
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To Apply

Send your **resume** and a **brief cover letter** to:

hannah@enaralaw.com