



# Litigation Paralegal

**Location:** Scottsdale & Phoenix, Arizona (In-Office | Hybrid Based on Experience)

**Job Type:** Full-Time

**Salary:** Competitive, Based on Experience

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

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## About Us

Enara Law is a rapidly growing law firm based in Arizona with offices across multiple states. We are committed to providing aggressive, transparent, and client-centered representation in high-stakes litigation. Our team values collaboration, integrity, and meaningful impact. We're currently seeking a Litigation Paralegal to join our Arizona office and help support attorneys on complex cases from intake through trial.

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## Key Responsibilities

- Draft, review, and manage pleadings, discovery, and subpoenas
  - Organize and maintain case files from intake through trial preparation
  - Coordinate document production and prepare trial materials
  - Assist attorneys with depositions, mediations, and court appearances
  - Communicate with clients, courts, experts, and opposing counsel
  - Conduct legal research, build case timelines, and prepare summaries
  - Manage litigation calendars and deadlines
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## Qualifications

- 2–3+ years of litigation paralegal experience (Arizona preferred)
  - Strong knowledge of Arizona court procedures and e-filing
  - Proficient in Clio, Adobe, Microsoft Office, and legal case management software
  - Detail-oriented, highly organized, and able to manage deadlines independently
  - Paralegal certification or degree preferred
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## Why Join Enara Law

- Work with a collaborative and experienced legal team
  - Handle cases that create real impact in the community
  - Opportunities for growth, mentorship, and leadership
  - Stable, structured, and positive work environment
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## To Apply

Email your resume, a brief cover letter, and salary expectations to:

[hannah@enaralaw.com](mailto:hannah@enaralaw.com)