

## **Family Law Paralegal**

**Location:** Paramus, New Jersey (In-Office Only)

**Position:** Full-Time

**Firm:** Torchin Martel Orr, LLC

### **Position Overview**

We are seeking an experienced Family Law Paralegal with New Jersey experience to join our Paramus, NJ office on an in-office basis only. This role supports attorneys in a fast-paced, family-law practice and requires strong familiarity with NJ procedures, financial disclosures, communication skills, and court filing systems and deadlines.

**This position is in-office only. Remote or hybrid arrangements are not available.**

### **Key Responsibilities**

- Help Draft and prepare New Jersey family-law pleadings and correspondence, including:
  - Complaints, Answers, and Counterclaims
  - Motions, Certifications, and proposed Orders
  - Case Information Statements (CIS) and supporting schedules
  - Discovery demands and responses
- Assist with divorce, custody, parenting-time, support, equitable distribution, and post-judgment matters
- Prepare, organize, and review financial documentation (tax returns, pay stubs, bank and investment statements)
- Coordinate filings and service through NJ eCourts / JEDS
- Track Family Part deadlines, motion cycles, discovery schedules, and court dates
- Communicate professionally with clients, court staff, and opposing counsel
- Assist with mediation scheduling, Early Settlement Panel (ESP), and trial preparation
- Maintain accurate electronic and physical client files
- Enter and manage matters in the firm's case-management system (LEAP)
- Perform other paralegal-level tasks under attorney supervision

### **Required Qualifications**

- 2-5+ years of New Jersey family-law paralegal experience
- Strong experience preparing and reviewing Case Information Statements (CIS)
- Working knowledge of NJ Family Part rules and procedures
- Excellent drafting, organizational, and communication skills
- Ability to manage confidential and emotionally sensitive matters in a professional manner
- Proficiency with Microsoft Office; case-management software experience preferred
- Ability to work in-office in Paramus, NJ during regular business hours

### **Role Parameters**

- This is a paralegal support role, not an attorney or decision-making position
- All legal strategy and final work product remain under attorney supervision
- Reliability, accountability, and respect for firm procedures are essential

### **Compensation & Benefits**

- Competitive compensation based on experience

- **Benefits and Retirement available**