

Litigation Clerk Hong Kong

Job Description



Who We Are



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

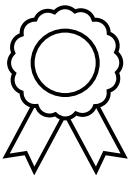
Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



Responsible people make a responsible business

We know what it comes down to - how responsibly we conduct our business is a direct reflection of how responsible we are as people. In other words, only responsible people can run a business responsibly. We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Litigation Clerk

The Role

This role will primarily support fee-earners within the Family, Litigation and Dispute Resolution team within the Hong Kong Office.

Key Tasks and Responsibilities (this is a broad but not exhaustive list)

- Drafting court documents and basic correspondence, preparing court bundles, filing and serving documents
- Conducting basic searches on prospective litigants
- Liaising with external parties (e.g. law enforcement and banks)
- Scanning and filing of pleadings on document management system
- Performing ad-hoc assignment from time to time.

Person Specification

Essential requirements

- Good knowledge of High Court Registry practices, the Rules of the High Court and High Court Practice Directions
- Good knowledge of court applications commonly
- Experience in liaising and dealing with the Probate Registry and the Family Court
- 3-5 years of experience in litigation work in a law firm
- High level of proficiency in English
- Good verbal and written communication skills

- Ability to work independently
- Attention to detail

Desired

- International law firm experience

Contact

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