



The Opportunity:

Litigation Paralegal (Flexible Hybrid) – Insurance Recovery Group

We have an excellent opportunity for a litigation paralegal with prior experience in insurance/risk management to join our renowned Insurance Recovery Group. Farella's Insurance Recovery Group works exclusively with policyholders, helping them maximize the value of their insurance, resolve coverage disputes, structure insurance programs, and draft policy language tailored to their business needs. Insurance coverage work sits at the intersection of contract interpretation, sophisticated commercial litigation, and high-stakes risk management. Our clients face complex coverage disputes across a wide range of industries and policy types.

This position is based in San Francisco, CA but is a flexible hybrid position working in-person and remotely. Expectation is to work at least three days in the office for the first six months, and at least two days per week, or more as needed, thereafter.

The Day to Day

Insurance-specific Paralegal Tasks:

1. Insurance Coverage Analysis:

- Reviews client insurance policies, pleadings, document productions to determine the scope of coverage.
- Converts policy information into visual charts in Excel and/or PowerPoint.

2. Claims Reporting/Tracking:

- Prepares and tenders claims to insurance companies, tracks acknowledgments, and analyzes coverage positions.
- Prepares bordereau reports.

3. Invoice Submission/Tracking:

- Prepares submission of defense invoices, tracks payments, and calculates outstanding amounts. Reviews audits/discrepancies and prepare responses if needed.

- Calculates for variances such as fee adjustments, discounts, interest.

General Litigation Paralegal tasks:

- 4. Commencement of Action:** Compiles and organizes case materials. Drafts summons and routine complaints. Drafts or assists in drafting form answers to complaints.
- 5. Case Information Management:** Coordinates the organization of case materials and files to meet the unique needs of each case. Assembles files, pleadings, transcripts and document summaries into comprehensive information management systems. Prepares abstracts, chronologies of events, casts of characters and statistical reports using the case materials. Coordinates and works with the Practice Support Department as needed.
- 6. Discovery:** Assists in all phases of discovery.
 - **Interrogatories:** Assists in the preparation of interrogatories. Reviews responses from other parties and checks for completeness.
 - **Requests for Admission:** Assists in the preparation of requests for admission. Reviews responses from other parties and checks for completeness.
 - **Depositions:** As requested, arranges depositions, preparing notices, subpoenas or subpoenas *duces tecum*. Retrieves and organizes case materials relevant to each witness who is to be deposed and prepares witness files or binders for the attorney(s). Identifies potentially relevant documents to use as exhibits. Attends certain depositions to handle exhibits and take notes. Tracks deposition transcript corrections and witness signatures.
 - **Document Productions – Propounding Requests:** Assists in the preparation of notices to produce documents. Drafts subpoenas *duces tecum* to obtain relevant documents from non-parties. Coordinates with the Practice Support Department as needed to review document productions. Based on the documents received, prepares and/or updates chronologies, fact summaries and witness files as warranted.

- **Document Productions – Responding to Requests:** Coordinates document collections with the Practice Support department. Under supervision of case attorney(s), screens documents for relevance, privilege and work product, as well as for compliance with the document requests. Assembles and maintains privilege and document production logs.

- 7. Motions, Briefs and Legal Memoranda:** Cite checks and proofreads documents, confirming quotations and the validity and form of citations. Formats documents, finalizing the tables of authorities and tables of contents. Drafts or assists in drafting motions and stipulations regarding extensions of time, dismissal, and other procedural issues. Prepares documents for filing with the court. Paralegals are familiar with Blue Book and Yellow Book procedures, and skilled at using Westlaw and/or Lexis software for all cite checking related duties.
- 8. Expert support:** Transmits documents to expert witnesses; maintains logs of documents shared with experts.
- 9. Settlements:** Assists in the preparation of materials and data for settlement conferences. Assists in the preparation of releases, motions and stipulations for dismissal, motions regarding jury fee refunds, settlement sheets, affidavits, and other settlement-related documents.
- 10. Trial, Hearing, Arbitration and Mediation:** Prepares and organizes exhibits and drafts exhibit roster. Organizes trial/arbitration/mediation notebooks and binders. Assists in preparing witness lists, subpoenas, pre-trial orders, and jury instructions. Arranges witnesses' attendance. Assists in preparing trial motions and pleadings by retrieving cases, drafting factual portions of briefs, finding references from deposition transcripts and other documents, cite checking and proofreading, and filing the brief. Coordinates or assists in the preparation of visual aids and supporting documentation. Attends the trial, hearing, arbitration or mediation and takes notes, coordinates and monitors exhibits and exhibit roster, and monitors objections. Sets-up and coordinates any on or off-site trial facilities.



- 11. Post-Trial Activities:** Assists with the preparation of any post-trial motions and appellate documents, and coordinates and works with outside vendors who are providing related trial support services.
- 12. Cooperates with Team Efforts:** Demonstrates effective teamwork and provides assistance to other Paralegals as time permits. Works cooperatively and collaboratively with other departments and individuals in the firm. Attends Paralegal Department meetings, as well as Practice Group meetings in the appropriate practice area.
- 13. Productivity:** Prepares and submits time sheets on a timely basis. Paralegals are expected to log 1640 client-billable hours per year. Time logged to certain assigned practice development and *pro bono* matters may be credited towards this billable hour requirement. Paralegals are expected to work overtime as required.
- 14. Professional Development:** Paralegals are responsible for complying with the continuing education and other requirements set forth in the California Business and Professions Code, Section 6450 *et seq.* Paralegals are required to complete a self-evaluation and a professional development plan each year, using the Professional Development Checklist as a guide.
- 15. Other:** Prepares correspondence as needed. Prepares billing memorandum narratives. In class action cases, monitors general status of class members and coordinates class-action correspondence. Performs other related duties as assigned.

Requirements:

Experience:

At least two years of experience as a litigation paralegal working on insurance coverage or risk management cases. Applicants with other relevant insurance industry experience would also be considered.

Education:

Bachelor's Degree required. A certificate from an ABA-approved Paralegal training program shows a commitment to the profession but is



not required and does not take the place of case clerk/paralegal work experience.

Knowledge, Skills and Abilities:

- Demonstrated knowledge of the procedures, terminology and documents relating to complex litigation matters.
- Substantive knowledge regarding the provisions of insurance policies relating to property, officers and directors, and product liability.
- Excellent analytical skills and the ability to understand and summarize case-related documents.
- Excellent communication skills, both written and verbal.
- Ability to work effectively within a team environment.
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently; ability to work proactively.
- High attention to detail, excellent organizational abilities, and strong written and verbal communication skills.
- Assist with litigation filings, depositions, and trial/ADR preparation
- Proficiency in the use of Microsoft Office software, LEXIS, Westlaw, and code-based retrieval systems.
- Strong Excel, PowerPoint, and other software for information tracking and calculations.
- Familiarity with eDiscovery and file sharing platforms (e.g., iConect, Sharefile, Box, Relativity, etc.), court e-filing systems (PACER/ECF), deposition and cite checking platforms (Westlaw, Lexis).
- Ability to leverage AI to review and summarize key documents.

To apply, please submit a cover letter, resume, and complete the application at: <https://us242.dayforcehcm.com/CandidatePortal/en-US/farella>

What We Provide:

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides



competitive salary and excellent benefits including comprehensive, medical, dental, vision, generous PTO, educational reimbursement and charitable contribution matching. The annual base compensation range for this California position is expected to be between \$80,000 and \$120,000. Placement within the salary range depends upon a number of factors including years of experience and professional skills required for this role. Additional compensation may include a discretionary bonus, health and welfare benefits, PTO, leave, paid holidays and retirement plan benefits.

At Farella, we recognize that the contributions, individuality and diversity of all our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for many years been named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*. In 2026, we ranked 2nd place in our size companies. We are ranked on the Best Midsize Law Firm to Work For in the United States list by Vault.

Who We Are:

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands have driven our growth and evolution. Nimbleness and opportunistic management have propelled our success for over 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high-quality work.



Commitment to Diversity, Equality + Inclusion

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

Our Commitment to the Community in Which We Live and Work

Since our inception over 60 years ago, Farella Braun + Martel has actively participated in our local communities. Through pro bono work, charitable giving, and participation in charitable and civic organizations, we have strived to honor our core principle of giving back to the community. We annually participate in firmwide community service events including Rebuilding Together San Francisco, BASF's Head Start Holiday Gift Program, BASF's Food from the Bar Campaign benefiting the SF/Marin Food Bank, and Chapter One Online Literacy Tutoring Program with local elementary schools.

Recognition

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List and is named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*.

Green Business

Farella Braun + Martel became the first major law firm in San Francisco to obtain certification as a green business from the San Francisco Green Business Program in 2006. The program recognized the firm for meeting its stringent environmental standards. We received our fifth Green Business certification in 2024.

Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship,



marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Farella is an Equal Opportunity Employer