

Family Law Paralegal (Full-Time; Remote)

We are a family law litigation firm handling divorce, custody, support, domestic violence, post-judgment and non-dissolution matters, as well as child abuse and neglect cases. Our work focuses on supporting individuals and families through some of the most challenging moments in their lives. We are committed to protecting families and advocating for the well-being of children.

We are seeking an experienced, full-time Remote Paralegal with **strong family law experience** to join our team and support these efforts.

Key Responsibilities:

- Manage client communications, scheduling, and case management
- Prepare, organize, and maintain litigation documents and evidentiary materials
- Draft Case Information Statements and assist with discovery
- Prepare motions in consultation with attorneys
- Conduct legal research and retrieve relevant documents
- Assist in preparing materials for depositions and trials

Qualifications:

- **3-5 years of hands-on family law experience required (divorce, custody, support, etc.)**
- Bachelor's degree or equivalent experience required; paralegal certificate preferred
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Excellent communication and collaboration skills
- Ability to work independently in a remote environment while remaining a strong team contributor
- Proven ability to meet annual billable hour requirements is a must

About the Firm:

Family law is fast-paced and emotionally impactful work. We value a collaborative, supportive team environment where professionals work together to achieve the best outcomes for our clients. This role is best suited for someone who thrives in a team-oriented setting.

Compensation & Benefits:

We offer a competitive salary commensurate with experience, along with a comprehensive benefits package including medical, dental, vision, FSA, 401(k) with employer match, and additional voluntary benefits.

This position is primarily remote, with limited in-office requirements (approximately 3–4 times per year).

All inquiries will be kept strictly confidential.

Please note: We do not accept unsolicited inquiries or submissions from search firms or staffing agencies.

Job Type: Full-time

Pay: \$60,000.00 - \$78,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Paid sick time
- Paid time off
- Vision insurance
- Work from home

Schedule:

- 8-hour shift
- Monday to Friday

Experience:

- Paralegal: 5 years (Required)
- Family law: 3 years (Required)

Work Location: Hybrid remote in Parsippany-Troy Hills, NJ 07054