



150 W. Main Street | Suite 1500 | Norfolk, VA 23510
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Position: Litigation Paralegal

Crenshaw, Ware & Martin, PLC seeks paralegal with minimum four years' experience to support fast-paced practice involving complex civil litigation in federal and state courts. Bankruptcy and creditors' rights experience a plus. Candidate must possess skills to independently manage civil discovery process under federal and state rules, including drafting of routine pleadings and management of document production and ESI. Demonstrated skills with ECF, PACER, Case Map, and Text Map desired. Candidate should have mastery of Microsoft Office Suite 2010 or later, including MS Word, Excel, PowerPoint, Outlook, as well as Adobe Professional. Applicants may be required to demonstrate proficiency. Bachelor's degree and paralegal certificate preferred. We offer competitive salary/benefits package and positive, professional work atmosphere. Qualified candidates may respond by sending resume and salary requirements. EOE.

For consideration, please send resume to:

Shirley Beacham, Firm Administrator
Crenshaw, Ware & Martin, P.L.C.
150 W. Main Street, Suite 1500
Norfolk, VA 23510

or

Email - sbeacham@cwm-law.com

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