Paralegal / Lawyer - (California, USA Law degree Required)

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Company: JK Residential Services

Location: India

Category: other-general

J.K. Residential Services Inc. (JKRSI) currently manages over 55+ Properties consisting of 2,000 + units throughout Southern California with a concentration in South Bay, San Fernando Valley, and Greater Los Angeles. The company creates and executes a definite business plan for each individual asset that it manages identifying key operational elements of the property that need improvement. We are looking for Para Legal/Lawyer who had done Law from California, United State, who can work from India on virtual mode.Pre-Litigation:Demand Letters (AI demands)Medical ExhibitsLitigation :Form & Draft Complaints.Subpoenas & NoticesMotionsMediation BriefsDefault JudgementMinor's CompromiseDiscovery :PropoundingResponsesDiscovery Response ShellsResponse SummariesMeet & ConferMotion to CompelTrial Presentation :Visual Medical TimelineTrial Opening SlidesTrial :Trial Documents - Joint Exhibit List - Joint Statement of Case, Verdict Form, Jury Instructions etc.,Electronic Trial BindersFinal Status Conference preparationExhibits Organization and preparationSummarization :Medical Records Summary and Howeli ChartsDeposition SummariesTrial and hearing transcripts and summariesAdministrative :Audio TranscriptionE-mail managementCalendaringCloud-based case management tools handling

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