



MARKS & PELLEGRINO

PROFESSIONAL LAW CORPORATION

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103-121 KENDALWOOD ROAD, WHITBY, ONTARIO L1N 2E9

PHONE: 905-240-7797
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We are looking for an experienced Family Law Clerk who is looking to join our team. We pride ourselves on having a positive work environment where you enjoy work-life balance and grow your career.

Job Description

- Interface with clients with respect to matters, via telephone, electronic and in person means in a professional and confidential manner;
- Conducting and reviewing client interviews and documents, preparing family court documents and summaries of any meetings, court dates, client drafted documents, materials received from opposing counsel, etc. and reviewing same with the lawyer;
- Drafting and filing documents required on all family law files;
- Drafting routine correspondence and preparing drafts of family court forms and other documents;
- Complete steps necessary to complete family law files, including review of agreement, noting critical dates, submitting court documents/filings, correspondence for lawyers etc.
- Keeping track of limitation periods and changes in court processes;
- Assess and resolve client issues with the lawyers, including analyzing and summarizing steps to be taken for the next event, review with the lawyer, as required;
- Handle complex and/or sensitive situations and multiple simultaneous responsibilities relating to family law files and client needs.
- Maintain and update current file correspondence; memorandums or notes of conversations; meetings; or telephone calls arranged chronologically, substantive memorandums and investigations, original documents, including all current client identification, retainer agreement or engagement letter, statements of account and billing information, legal research and undertakings
- Ensure undertakings are followed up with correspondence to client and memos to lawyer.
- Directly Communicate with Court
- Manage information in DivorceMate.
- Such other roles and responsibilities that may be required from time to time
- Knowledge of all family court forms and preparation of the same

We are offering a salary range of \$57,000 to \$75,000 but pay will be determined on your experience.

If this role interests you please send your application to sarah@marksandpellegrino.ca on or before June 5th 2026.