

Law Clerk – Family Law & Litigation

Firm: Martin Sheppard Fraser LLP

Location: Niagara Falls, Ontario

Type: Full-time, Permanent (in-office with hybrid flexibility after 3 months)

About Martin Sheppard Fraser LLP

With over 130 years of service in Ontario's legal sector, Martin Sheppard Fraser LLP is a respected full-service firm rooted in Niagara Falls. Our practice areas include family law, civil litigation, estate planning, real estate, commercial law, insurance claims, personal injury, and more. We are known for professionalism, integrity, and dedication to our clients.

We are currently seeking an experienced Law Clerk with a strong background in family law and litigation to join our growing team.

Why Join Us:

- Steady and reliable compensation
- Extended health, and dental
- Paid time off (vacation and sick leave)
- Full-time in-office position, with the option to work from home 1–2 days per week after 3 months
- Supportive and collegial workplace with a strong team culture
- Opportunities to grow your skills and contribute meaningfully to client outcomes

Position Summary:

The successful candidate will support our lawyers in family law and litigation matters, assisting with case preparation, client communication, and file management. This role requires excellent organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

Key Responsibilities:

- Draft and prepare legal documents including pleadings, affidavits, financial statements, and court materials
- Manage litigation and family law files from intake to resolution, including scheduling, filings, and document preparation
- Communicate professionally with clients, opposing counsel, and court staff
- Assist lawyers with preparation for mediations, discoveries, trials, and hearings
- Maintain accurate and organized electronic and paper files
- Ensure all deadlines are met with accuracy and efficiency
- Perform legal research and support case strategy as needed

Qualifications:

- 3+ years of experience as a Law Clerk in family law and litigation
- Completion of a recognized Law Clerk Diploma or equivalent relevant experience
- Strong knowledge of the Family Law Rules and Ontario litigation procedures
- Proficient with MS Office; experience with legal software (Clio, DivorceMate, or similar) is an asset
- Excellent drafting, organizational, and time management skills
- Strong interpersonal and communication abilities
- High degree of discretion and professionalism when handling confidential matters

How to Apply:

If you are a detail-oriented, motivated Law Clerk with experience in family law and litigation, we would love to hear from you. Please submit your resume and cover letter to peters@msflawyers.com.

We thank all applicants for their interest, however only those selected for an interview will be contacted. Martin Sheppard Fraser LLP is committed to inclusive hiring practices; please advise us of any accommodation needs during the hiring process.