



**THREE CROWNS LLP**

**ROLE PROFILE: PARALEGAL / CASE EXECUTIVE**

**LOCATION: LONDON**

### **Three Crowns overview**

Three Crowns was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign states. The firm has grown significantly in each of its offices – London, Paris, Washington, DC and Bahrain – and now comprises 12 partners and over 100 total employees.

The firm seeks to hire a Paralegal / Case Executive committed to a career in international arbitration. Our paralegals / case executives provide support to specialist arbitration lawyers working with premium clients and work on ground-breaking international cases.

### **The role**

It is a founding aspiration of Three Crowns to build an environment in which the arbitration leaders of tomorrow will be identified and mentored. In order to do this, our paralegals play a crucial team role. They provide vital support to fee earners on a daily basis, with case management, assistance with filings and hearings, taking responsibility for legal research, document management and review. The support aspect of the role can involve direct training – including on technology that qualified lawyers are not familiar with such as e-discovery platforms.

Given the international nature of the firm, flexibility both in terms of hours and travel is vital.

Responsibilities will include:

**Case Management:** Paralegals will manage the underlying day-to-day aspects of the case through the implementation of procedures for maintaining materials/documents received from clients, indexing these materials, or organising for their upload to database – for eventual review by the associate team. Correspondence on disputes will be managed in a similar way.

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**Document Review:** With respect to document review, unless contracted externally, paralegals will work with trainee lawyers and interns to conduct first level reviews with the second level review conducted by the associate team.

**Filings:** During filings of submissions, paralegals will organise the exhibits that support the written work of associates and ensure pre-determined styles are applied consistently across documents. Paralegals will also organise the logistics of these filings by coordinating the distribution of materials with other support staff to external recipients.

**Hearings:** During the hearings, paralegals will work closely with associates on opening/closing presentations, typically creating PowerPoint documents drawn from partner/associates' written work. With respect to cross-examination of witnesses, paralegals are responsible for ensuring materials referred to are available during the hearings. This can involve preparation of bundles.

Paralegals will coordinate the logistical arrangements of hearings, which typically involves negotiating contracts with transcribers, interpreters, and hearing venues.

### **Skills and knowledge**

Ideal candidates will currently be working as a paralegal or legal assistant at a leading international dispute resolution practice on high value, complex disputes – commercial litigation, international arbitrations (commercial or investment treaty / state to state) or PIL, with at least 1-2 years' experience.

Competitive candidates will possess:

- An excellent academic background; educated to degree level and either have a law degree or have studied law in some other capacity (e.g. Legal Practice Certificate, Graduate Diploma in Law).
- Excellent verbal and written English – additional language skills would be an advantage (particularly Spanish).
- Strong organisation and time management skills, the ability to work to strict deadlines and prioritise competing demands.
- The ability to work with minimal supervision when required and provide proactive support to fee-earners. A self-starter with high levels of energy and drive.





- Professionalism and confidence in dealing with senior stakeholders including both partners and clients and with colleagues in other offices, including co-counsel.
- Integrity and discretion when handling confidential information.
- Excellent attention to detail and able to produce work to the highest standard of accuracy.
- Experience of complex diary management and scheduling. Can exercise judgement with regard to priorities / urgency and resolve conflicting appointments as needed.
- Technical proficiency in the use of the firm's software programs (including Word, Excel, PowerPoint, Outlook) and office equipment (such as printers, scanners and photocopiers).
- Experience of undertaking research and document production. Specific knowledge of LexisNexis, Westlaw or equivalent would be helpful. Some experience of e-discovery or case management databases would be helpful.