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MARIA SANTI  
ANNE UNDERWOOD  
VIRGINIA JIJON-CAAMANO  
BROOKE WILSON

## Family Law Attorney Job description

We are seeking an Attorney with a focus in Family Law to join our talented team assisting clients with legal matters involving families and family relationships. Divorce, child custody, alimony, paternity, child emancipation, and adoption. The successful candidate will have at least 5 years of experience as a family law attorney. The ideal candidate should be adept at preparing necessary legal documents in connection with prenuptial agreements, initiating and finalizing divorces, alimony, child support/child custody, and real estate.

### Responsibilities:

- Engage in strategy review sessions with our clients to understand the facts and goals to prepare a case plan for each client
- Communicate with clients and discuss options, strategies and solutions at key junctures of their case so they understand their options and make informed decisions
- Prepare Family Law documents/pleadings; such as, petitions, responses, judicial forms, summons, declarations and affidavits (client, third party, attorney), divorce decrees, temporary and final orders, parenting plans, child support orders, child support worksheets, motions, replies, mediation and/or trial briefs/letters, trial preparation, etc.
- Prepare clients for hearings and trials
- Attend hearings, and trials
- Provide top-quality customer service
- Comfortable with handling a high volume of cases
- Highly developed organizational ability

### Required Skills:

- Minimum 5+ years of experience as a family law attorney
- Licensed to practice in the state of Texas
- Comfortable using or learning to use Case Management Software
- Ethical, accountable, professional, and compassionate

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Job Type: Full-time

Salary: Structured Commission

Benefits:

- 401(k) Benefit
- No minimum Billable Hour Requirement
- Medical, Vision and Dental insurance
- Flexible schedule
- Professional development assistance

Ability to commute/relocate:

- Arlington, TX 76010: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Attorney with a focus in family law: 5+ years (Required)

Work Location: Hybrid remote in Arlington, TX 76010