

Family Law Clerk

Dhillon Murthi Law Professional Corporation

Job ID

41464

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LOCATION	DATE POSTED	EXPIRY DATE	
7895 Tranmere Dr Ste 220, Mississauga, ON Ontario	28-10-2026	26-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$37.00 / Hour	2 years to less than 3 years	College/CEGEP

Job Details

About Us

Dhillon Murthi Law Professional Corporation is a Mississauga-based law firm serving clients from diverse backgrounds and life experiences. We recognize that every client's circumstances are unique and that family law matters often involve sensitive personal, financial, and emotional challenges.

Our lawyers and staff are committed to providing thoughtful, strategic, and high-quality legal services tailored to each client's individual needs. We approach every matter with professionalism, integrity, and a strong commitment to protecting our clients' interests while navigating the complexities of family law.

We are seeking a highly experienced and organized Family Law Clerk to join our Family Law Practice. This position is ideal for a knowledgeable, proactive professional who can independently manage complex family law files, provide comprehensive litigation support to multiple lawyers, and contribute to the development and training of junior team members.

Job Description

Key Responsibilities

- Independently manage a full caseload of family law matters, including high-conflict and litigation files, from intake through resolution.
- Handle complex, contested, and high-conflict matters involving divorce, separation, parenting arrangements, decision-making responsibility, parenting time, child and spousal support, property division, equalization, and related family law issues.
- Draft and prepare court documents, financial statements, briefs, and other family law materials with minimal supervision.
- Ensure that documents are properly formatted, executed, commissioned where required, and ready for filing or service.
- Review and organize financial disclosure and supporting documentation; identify gaps and follow up with clients directly.
- Manage court dates, filing deadlines, service requirements, and procedural obligations across multiple concurrent matters.
- Prepare hearing and conference materials, including document briefs, exhibits, and other supporting records.
- Communicate professionally and compassionately with clients regarding document requests, disclosure requirements, appointments, deadlines, and procedural updates.
- Coordinate with court staff, opposing counsel, process servers, and other service providers as required.

- Prepare and file court documents through online filing platforms and coordinate service where required.
- Provide practical guidance, training, and day-to-day support to junior family law clerks and administrative staff.
- Record billable time accurately, consistently, and promptly in the firm's practice management system.

Qualifications

- Minimum 2 years to less than 3 years of experience as a family law clerk, preferably within the GTA.
- Law Clerk diploma or equivalent education is asset
- Strong working knowledge of Ontario family court rules, procedures, and filing requirements.
- Proficiency with DivorceMate, Clio Manage, and Microsoft 365 preferred.
- Demonstrated ability to manage high-conflict, high-volume files with minimal oversight.
- Excellent written and oral communication skills.
- Mature, professional demeanor with sound judgment under pressure.

To Apply

Please submit your resume and cover letter to DhillonMurthi@outlook.com with the subject line "Family Law clerk". Only candidates selected for an interview will be contacted.