



**SUPERIOR COURT OF CALIFORNIA
County of Mendocino**

Is seeking a contract with a

LEGAL RESEARCH ATTORNEY

Work To Be Performed Remotely

**Up to 20 hours per week
\$100.00 per hour**

Deadline April 30, 2025 at 5:00 p.m.

This contract attorney position shall work remotely from the attorney's home or office. The attorney will primarily perform legal research on law and motion matters, motions for summary judgment, and other pleadings in civil, probate and family law matters. On occasion, the attorney may also be asked to review criminal motions. The attorney will analyze legal issues and conflicting legal opinions; review legal authority cited by litigants and conduct self-directed independent research as may be needed to further clarify facts and legal issues to assist judges in preparing their rulings. The attorney will draft comprehensive memoranda detailing relevant legal issues and addressing arguments' strengths and weaknesses and potentially recommending judicial action to judges presiding over these cases. On occasion, the attorney will draft rulings, statements of decision, interim orders and final judgments. Upon request, the attorney will meet with judges, by phone or on Zoom or MS Teams, to discuss pending cases, workload and deadlines.

MINIMUM QUALIFICATIONS:

Possession of a Juris Doctorate degree from an accredited college or university and current active membership in good standing with the State Bar of California. The successful contract attorney will be required to carry malpractice, liability and any other professional insurance policies and

provide certificates of insurance to the court.

Experience:

Equivalent to two years of full-time litigation experience, and/or professional-level legal research experience. Experience with civil litigation is highly desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- principles of civil and criminal law and the California judicial system;
- California codes, statutes and other authorities applicable to civil, criminal, and family law matters;
- rules of evidence and procedure in trial, appellate and United States courts;
- legal research methods and on-line research tools;
- judicial ethics;
- Microsoft Office 365 and legal research software.

HOW TO APPLY:

Interested attorneys should submit a letter of interest, curriculum vitae, a writing sample and professional references by email to the court at court.adminstration@mendocino.courts.ca.gov or by mail or in person to:

**Mendocino Superior Court
Court Executive Officer
100 N. State Street, Room 303
Ukiah, CA 95482**

The deadline for submitting your letter of interest and other documents above is **5:00 p.m. April 30, 2025.**

The court will contact you after reviewing your materials to advise you as to whether you will be invited to meet with judges and court administrators. Please contact the court at the email address above if you have questions.