



PUBLIC JUSTICE
IMPACT. CHANGE.

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JOB ANNOUNCEMENT

January 2026

LITIGATION PARALEGAL WASHINGTON, D.C. or REMOTE

Public Justice is a public interest legal advocacy organization that takes on abusive corporate power and predatory practices, the assault on civil rights and liberties, and the destruction of the earth's sustainability. We connect high impact litigation with strategic communications and the strength of our partnerships to fight these abusive and discriminatory systems and win social and economic justice.

What We Are Looking For

Public Justice seeks **Litigation Paralegal** to provide legal and administrative support to our team of lawyers and advocates in four project areas. Our four projects are:

The **Access to Justice Project** seeks to make the civil court system a fair, equitable, and effective tool for those with less power to win just outcomes. Primarily through high-impact litigation, we dismantle the procedural and structural barriers between ordinary people and the civil court system, such as forced arbitration, limits on collective actions, overly strict standing requirements, and unwarranted court secrecy.

The **Debtors' Prison Project** fights to end the criminalization of poverty and shrink the carceral system. Working with allies and impacted communities, we use litigation, advocacy, and education to ensure no one is jailed simply because they can't pay and to stop governments and for-profit corporations from treating people impacted by the system as a revenue source.

The **Students' Civil Rights Project** combines high-impact litigation with other advocacy tools to combat discrimination in schools. We strive to create systemic change so all students can learn and thrive, and to secure justice for students who are denied educational opportunities based on their race, national origin, ethnicity, or sex, including sexual orientation, gender identity, and gender expression.

The **Environmental Enforcement Project** goes to court every day to fight climate change, secure environmental justice, and make polluters pay. We utilize the most powerful tools available to citizens by enforcing our Nation's environmental laws in state and federal court. Our experienced litigators win precedent-setting cases that result in meaningful, transformative change. We hold polluters accountable by requiring corporations to clean up their act and comply with our Nation's environmental laws.

RESPONSIBILITIES:

Motion practice and court filings:

- Draft certain motions and pleadings, including pro hac vice motions, under attorneys' supervision
- Cite-check and Bluebook briefs and motions to ensure consistency with sources cited and proper citation style
- Coordinate service of process and courtesy copies
- Prepare properly formatted templates of briefs, motions, and other filings compliant with applicable jurisdictional rules
- Research court rules and procedures to ensure court filings comply with applicable federal or state court rules
- Obtain filings from PACER and state court docket systems
- Proofread briefs, motions, and other filings prior to filing
- Assemble and review appendices and exhibits
- Coordinate printing and delivery of briefs, compliant with applicable jurisdictional rules
- Communicate with clerk's offices at state, federal, and appellate courts
- Electronically file briefs and other materials

Prepare for and attend depositions and court hearings:

- Coordinate deposition/hearing logistics
- Prepare witness files and exhibits to be used at depositions and hearings
- Attend depositions with attorney to take notes, handle exhibits during the deposition, and digest transcripts to summarize highlights of a proceeding
- Organize and track argument preparation materials
- Assist in the courtroom

Prepare for and attend trials:

- Organize and track exhibits, files and all other supporting documents
- Assist attorneys in the courtroom by taking notes and operating courtroom presentation software
- Assist with discovery productions
- Assist in the preparation of witness testimony

General Administrative Support:

- Provide general administrative and clerical support as needed, including maintaining databases and accounts under the Paralegal's supervision, manage case calendaring, and scheduling meetings.

Skills & Experience

Required:

- Bachelor's Degree
- Paralegal certification a plus
- Minimum of 3 years' experience
- Excellent cite-checking, proofreading, and Bluebooking skills
- Knowledge of how to research state and federal court rules and procedures
- Strong legal word processing skills, proficiency with Westlaw and PACER, and ability to learn litigation software and knowledge management platforms (including iManage)
- Ability to juggle multiple tasks at a time and work in a fast-paced environment
- Excellent attention to detail and commitment to follow-through
- Good judgment and ability to maintain confidential information
- Ability to work well with others and diverse groups
- Self-motivation and proven ability to work independently
- Positive attitude and can-do personality
- Strong organizational skills
- Willingness to travel on occasion
- Available to work overtime, as required

Candidates will be asked to cite-check and Bluebook a brief and answer a short questionnaire to screen for the required skills.

Compensation & Benefits

This is a non-exempt position that reports to the VP of Legal Affairs and works closely with the attorneys of the legal projects. The annual salary range is \$70,000 to \$90,000, depending on experience.

Public Justice operates as a remote organization, embracing flexibility and inclusivity that remote work offers. However, recognizing the value of in-person collaboration and the need for physical office space, Public Justice has an office in Washington, DC. Because Public Justice handles litigation, education, and advocacy nationally, the position will entail some travel.

We offer a mission-focused work environment, a teamwork and community-oriented work culture, and a competitive compensation package. We recognize and support healthy work-life balance policies, including operating on a four-day work week year-round. We also offer a generous benefits package, including flexible time off, two weeks of sick leave, all federal and some local holidays, end of the year office closure, employer-paid health, dental, and vision insurance premiums for employees and eligible dependents, and a 401(k) plan.

For more information about Public Justice, please see our website at www.publicjustice.net.

Applications

Interested candidates should submit a:

- Cover letter that conveys how your experience makes you a strong candidate for this position.
- Resume.
- Your school transcript (official or unofficial).
- Contact information for three references.

Please send your application to pjjobs@publicjustice.net. Reference "Litigation Paralegal" in the subject line. Applications will be reviewed on a rolling basis beginning on **February 16, 2026**, until the position is filled.

Public Justice EEO Statement and Diversity, Equity, Inclusion & Access

We recognize that creating a truly equitable, inclusive, and diverse organization is an ongoing journey, and we're proud and excited to share our journey with you. Please read our Diversity, Equity, and Inclusion policy, available [here](#).

Public Justice is an equal-opportunity employer and values a diverse workplace. We are committed to providing an environment of mutual respect where equitable employment opportunities are available to all applicants. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or gender expression, age, national origin, citizenship or immigration status, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. People of color, lesbian, gay, bisexual, queer, transgender and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with disabilities, veterans, and formerly incarcerated individuals are strongly encouraged to apply. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email kbaker@publicjustice.net.

Studies have shown that members of marginalized groups tend to underestimate their qualifications and are less likely to apply for jobs unless they believe they meet every single one of the qualifications in a job description, despite the reality that applicants rarely ever meet 100% of the qualifications. We are committed to building a diverse and inclusive organization and are most interested in finding the best candidate for the role. That candidate may come from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.