



POSITION TITLE: Family Law Clerk

Who We Are

Mann Lawyers LLP is a growing Firm of over 35 lawyers that practice in business law, wills and estates, real estate, litigation, family, employment, and environmental law. We provide clients with top-notch legal services and strive for success, not only in legal terms but also in life. We work hard to ensure that our culture is inclusive of all. We promote authenticity and celebrate diversity.

Our 30+ years of delivering compassionate, intelligent, and thoughtful advice with integrity, demonstrates our unparalleled ability to forge long-term client relationships. That quality of thought and action extends to our clients but also to our team members and out in the communities we feel lucky to be part of.

The Role

The successful candidate will support a busy family law practice, working independently and demonstrating strong attention to detail. Responsibilities include preparing legal documents (such as Domestic Contracts, pleadings, Affidavits, Briefs, Facta, Financial Statements, and court forms), scheduling court attendances and mediations, arranging for service and filing of documents, managing deadlines, liaising with external service providers, organizing files, and handling general file administration, including but not limited to billing, opening files, and cold calls.

In addition to these core responsibilities, the successful candidate will join a respected, well-structured Family Law Department known for its collaborative culture, high professional standards, and commitment to supporting clerks as essential members of the team. We value initiative, professionalism, and the ability to bring calm, clarity, and organization to a fast-paced practice.

The ideal candidate will take ownership of files, work both independently and collaboratively, and demonstrate exceptional attention to detail. This role involves supporting counsel in all aspects of family law litigation and settlement work, with a strong emphasis on proactive file management and anticipating next steps.

Key Requirements

- Minimum 5 years' experience as a Family Law Clerk
- Law clerk diploma or equivalent combination of education and experience
- Solid knowledge of legal procedures and statutes
- Experience with DivorceMate or LEAP Family Law; knowledge of ONE-key, Zoom, Teams, and CaseLines (Case Centre) considered assets
- Excellent written and verbal communication skills

- Strong organizational skills and attention to detail
- Ability to work independently and collaboratively in a fast paced, deadline driven environment
- Ability to take initiative and demonstrate strong file ownership
- Commitment to high-quality work and supporting counsel in delivering exceptional client service
- Professionalism, dependability, discretion and tact
- Ability to multi-task.

Why You'll Love Working With Us

We know that experienced family law clerks are the backbone of a successful practice. We offer:

- A supportive, collaborative team environment where clerks are respected as key contributors
- A department with strong systems, clear processes and leadership that values organization and efficiency
- Opportunities for professional development, mentorship, and ongoing training
- A culture that prioritizes professionalism, respect, and work-life balance
- A stable, well-established practice with a reputation for excellence in family law

Additional Information

- Full-time, permanent position (Ottawa, Ontario)
- In-office work required (some remote work may be possible, based on department needs)
- Health benefits provided; retirement plan available after three months
- The salary range for this role is \$52,000.00 to \$75,000.00, depending on experience

Artificial Intelligence

We do not use Artificial Intelligence in the screening, assessment, or selection of applicants.

Applications & Accommodations

We are committed to creating an inclusive workplace by providing a barrier-free recruitment and selection process. We are happy to provide reasonable accommodations throughout the selection process and while working with us. If you have an accommodation request, require material in an accessible format, or need additional support with the application process, please contact us. We welcome the opportunity to discuss your accommodation request and ensure fairness in our hiring process.

Our Commitment

We are committed to creating and maintaining a positive and inclusive environment for all individuals in the workplace. It is our policy to make decisions on hiring, promotions, rewards and other human resources issues based on merit (including a person's qualifications, ability and performance). We welcome applications from all qualified candidates.

Interested candidates should submit their application, in confidence, to recruiting@mannlawyers.com. Only candidates considered for the position will be contacted.

Thank you for your interest in Mann Lawyers LLP.