

Bankruptcy Paralegal

Kelley Drye & Warren LLP is seeking a Bankruptcy Paralegal to join our New York office. This role will support our New York-based and nationwide creditor-focused bankruptcy practice.

The Bankruptcy Paralegal will work closely with attorneys to provide comprehensive support on a variety of bankruptcy and restructuring matters, including the filing and service of documents in New Jersey and New York bankruptcy courts, as well as other federal bankruptcy courts; document and claim preparation; claims review and analysis; coordination with claims agents, court staff, and clients; and support for contested hearings; analysis of local rules and procedures; market research, investigation, and fact checking; and closing of bankruptcy and restructuring related transactions.

This is an excellent opportunity for a detail-oriented and experienced professional looking to play a key role in a dynamic and high-profile practice.

Key Responsibilities:

- Prepare, file, and serve pleadings in New Jersey and federal bankruptcy courts nationwide, and monitor and track related deadlines.
- Interpret and apply local court rules, practices, and procedures; assist attorneys with jurisdiction-specific case management requirements.
- Manage case calendars, task lists, and critical date trackers; maintain organized case files for complex Chapter 11 matters, including official committee and individual creditor representations.
- Draft and file proofs of claim; monitor claim activity and support attorneys with the claims reconciliation process.
- Prepare court filings such as retention applications, fee applications, and other case-related pleadings.
- Maintain accurate timekeeping records for billable matters; review billing entries and assist with the preparation of fee applications and supporting documentation.
- Collaborate with attorneys, clients, and external professionals on case developments, project coordination, and client engagement initiatives.
- Monitor and review court dockets; summarize and distribute relevant filings and case updates.
- Coordinate hearing logistics, including arranging attorney appearances and compiling hearing materials.
- Provide support for hearings and trials, including document preparation and logistical assistance.

- Respond to creditor inquiries and assist with client communications.
- Perform additional related duties and special projects as assigned.

Education and Experience:

- Bachelor's degree and equivalent work experience required. Paralegal certificate a plus.
- Minimum of six years of substantive bankruptcy experience, ideally in a law firm or legal services environment.

Knowledge, Skills and Abilities:

- Extensive experience with bankruptcy matters, including familiarity with court pleadings, claims reconciliation, and core bankruptcy principles.
- Proficient in electronic court filings using the CM/ECF system, particularly in New Jersey and other federal bankruptcy courts.
- Strong verbal and written communication skills with the ability to convey complex information clearly and professionally.
- Exceptional organizational skills and keen attention to detail.
- Proven ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Excellent interpersonal skills with the ability to work collaboratively across teams.
- Strong analytical and problem-solving abilities.
- Demonstrated ability to handle confidential information with discretion and sound judgment.
- Proficiency in Microsoft Office Suite, including Excel and PowerPoint.

The salary range displayed is specifically for those potential hires who will work or reside in New York, if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology), for example. New York Salary Range: Low: \$90,000 High: \$130,000.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

[Apply Now](#)