



## About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

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### Job Title

Paralegal

### Location

Remote

### Client

Undisclosed

### Job Summary

We are seeking an experienced Bankruptcy Paralegal to join our team. The ideal candidate will have extensive experience handling Chapter 7 and Chapter 13 bankruptcy cases and be familiar with procedures in the Southern, Middle, and Northern Districts of Florida. This role requires exceptional attention to detail, strong organizational skills, and the ability to manage multiple cases efficiently.

## **Responsibilities**

- Prepare and file bankruptcy petitions, schedules, statements, and other related documents.
- Assist in drafting motions, objections, and other legal correspondence.
- Conduct case research and maintain up-to-date knowledge of bankruptcy rules and local court procedures.
- Communicate with clients, trustees, and court personnel to facilitate case progress.
- Monitor case deadlines, hearings, and trustee meetings.
- Review financial documents and compile necessary information for filings.
- Ensure compliance with federal and local bankruptcy laws.

## **Qualifications**

- Minimum 2+ years of experience as a bankruptcy paralegal, specializing in Chapter 7 and Chapter 13 cases.
- Experience handling cases in the Southern, Middle, and Northern Districts of Florida is highly preferred.
- Proficiency with bankruptcy software (e.g., Best Case, CINcompass, or similar).
- Strong understanding of bankruptcy law, procedures, and filing requirements.
- Excellent communication and client management skills.
- Detail-oriented with strong time management and organizational abilities.
- Ability to work independently in a fast-paced environment.
- Experience in bankruptcy litigation or adversary proceedings.
- Familiarity with e-filing systems for Florida bankruptcy courts.
- English proficiency required (C1 or above)

## **Apply to this position**

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