

CFABAB111 SQA Unit Code FN77 04

Administer Legal Files



Overview

Open, maintain and administer a file, review and close a file, prepare final bills and store and arrange for files to be archived.

Links: BAB112 – Build Case Files; BAB113 – Manage Case Files

Specific skills:

1. organising
2. problem solving
3. checking
4. communicating

CFABAB111 SQA Unit Code FN77 04

Administer Legal Files

Performance criteria

You must be able to:

Open a file

- P1 carry out checks and searches as appropriate and report on outcomes to the fee earner
- P2 receive money on account from clients as instructed and process in line with organisational requirements
- P3 open a file and enter matter information
- P4 generate client care letters
- P5 maintain and administer a current file
- P6 produce and amend correspondence and documents as instructed
- P7 make sure all relevant timescales and dates are entered in appropriate diaries
- P8 carry out research as instructed and report back to fee earner
- P9 report progress to clients as instructed by fee earner
- P10 make sure all costs and disbursements are recorded accurately
- P11 make sure all file management activities conform to house-style and organisational requirements
- P12 make sure all time spent on the matter is recorded accurately
- P13 generate bills as requested, in accordance with instructions

Receive instructions to close a file

- P14 review the file and identify any outstanding issues and unbilled disbursements
- P15 report outstanding issues to the fee earner for resolution
- P16 where necessary, deal with reimbursements
- P17 check with the fee earner whether any documents, knowledge or data needs to be added to the organisation's precedent, knowledge or data bank
- P18 ensure the file is complete for preparation of the final bill
- P19 if appropriate, prepare the final bill

Close and archive a file

- P20 complete file closing documentation and check that the account shows a nil balance
- P21 notify relevant people that the file is closing
- P22 sort the file, removing unnecessary material, and check with the fee earner on the appropriate distribution of documents
- P23 make sure that hard copies of electronic communications are in the file
- P24 prepare a schedule of the file contents so that they can be readily retrieved
- P25 correctly label files for storage and amend records to show that the file is closed

CFABAB111 SQA Unit Code FN77 04
Administer Legal Files

P26 arrange for the file to be archived

CFABAB111 SQA Unit Code FN77 04

Administer Legal Files

Knowledge and understanding

You need to know and understand:

- K1 the administrative services that you are responsible for and the limits and scope of your responsibilities and authority in providing these services
- K2 where and when to refer matters beyond your authority
- K3 the organisation's policies, procedures and constraints that affect administrative services in your area of responsibility
- K4 the duty of confidentiality that applies when dealing with client information
- K5 the specialist software used by the organisation for the recording and processing of legal cases
- K6 the importance of accuracy and attention to detail when dealing with information in a legal context
- K7 the type of legal work that the department is involved in (e.g. conveyancing, family law, commercial, litigation)
- K8 the particular legal terminology that is associated with different types of legal work
- K9 the organisation's house-style for the presentation of files and documentation
- K10 how to prioritise work and work to other people's priorities
- K11 the different checks and searches that are required and how to carry these out
- K12 the organisation's procedures for opening files
- K13 the contents and purpose of a client care letter and how to prepare one
- K14 the types of documents that are required and how to prepare them
- K15 how to carry out research required by the fee earner
- K16 how to report progress to clients
- K17 how to record costs and disbursements
- K18 how time spent on a matter is monitored and recorded
- K19 the range of activity and documentation that needs to be noted within a file
- K20 how and when to generate bills
- K21 the types of documents, knowledge or data that might need to be added to the organisation's precedent, knowledge or data bank
- K22 the organisation's procedures for closing and archiving files
- K23 how to sort a file and identify materials that do not need to be kept

CFABAB111 SQA Unit Code FN77 04

Administer Legal Files

Developed by CFA Business Skills @ Work

Version number 1

Date approved April 2010

Indicative review date April 2012

Validity Current

Status Original

Originating organisation CFA Business Skills @ Work

Original URN BAB111

Relevant occupations Business, Administration and Law; Law and legal services; Legal Professionals; Administration and Secretarial Occupations; Legal Associate Professionals

Suite Legal Administration 2010

Key words administration, legal files, case files, legal administration, business and administration