

SFJ IC7 – SQA Unit Code H557 04

Provide papers for legal matters



Overview

This standard is about ensuring papers are prepared and made available to those progressing legal matters in line with relevant legal, organisational and regulatory requirements.

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Performance criteria

- You must be able to:*
- P1 obtain all papers and information required for legal matters in accordance legal, organisational and regulatory requirements
 - P2 request any outstanding papers and further information from the relevant parties responsible for their provision, in line with appropriate timescales
 - P3 monitor and action any requests for information in line with organisational procedures
 - P4 collate papers for legal matters that are complete, accurate and correct
 - P5 refer any difficulties in collating papers promptly to relevant parties
 - P6 provide papers to relevant parties within appropriate timescales
 - P7 record all papers in accordance with legal, organisational and regulatory requirements

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Knowledge and understanding

You need to know and understand:

- K1 current legal, organisational and regulatory requirements for the preparation of papers for legal matters
- K2 the responsibilities of those involved in providing information for papers for legal matters
- K3 the different types of papers required for legal matters, within your area of responsibility
- K4 the different parties who provide and require papers for legal matters
- K5 current legal, organisational and regulatory requirements for making papers for legal matters available, including format and timescales
- K6 the importance of ensuring that the papers are distributed correctly, and how to do this
- K7 the ways in which papers are recorded and how to do this
- K8 the limits of your authority, and to whom you should refer where this is exceeded
- K9 the types of problems that may occur when providing papers for legal matters and how to address these

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Glossary

Relevant parties

The people or organisation(s) that are entitled to information or need to be consulted with. This could be one or more of the following:

- 1 external clients or customers
- 2 internal colleagues or supervisors
- 3 external organisations such as courts & tribunals

Papers

Any information that is relevant to the legal matter. This could also be referred to as:

- 1 documentation
- 2 electronic information or documents

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Suite Providing Legal Services

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