

SFJ IC6 – SQA Unit Code H55L 04

Prepare and submit files for legal matters



Overview

This standard focuses on the preparation and submission of legal files.

In preparing legal files you are expected to establish the current status of the legal matter, distinguish between different types of case materials (e.g. that likely to assist the prosecution or defence).

You must submit files for legal matters to internal departments and colleagues, relevant external parties and respond to any requests for further action. In addition, you will need to ensure that all documentation and actions have been completed correctly.

There are two elements

- 1 Prepare files for legal matters
- 2 Submit files for legal matters

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Performance criteria

You must be able to:

Prepare files for legal matters

- P1 establish the current status of legal matters
- P2 address all relevant issues with legal matters in accordance with legal, organisational and regulatory requirements
- P3 accurately record, retain and disclose material in accordance with legal, organisational and regulatory requirements
- P4 select the information for files from different types of material and in line with legal, organisational and regulatory requirements
- P5 document all decisions and actions in accordance with current legal, organisational and regulatory requirements
- P6 present files for legal matters ethically, promptly, logically and acting in the clients' best interests

Submit files for legal matters

You must be able to:

- P7 submit all files promptly to the relevant parties in line with legal, organisational and regulatory requirements
- P8 liaise with the relevant parties for advice and information as required and ensure that any requests for further actions are responded to promptly
- P9 complete all the documentation and actions in line with legal, organisational and regulatory requirements
- P10 take the necessary remedial action with files for legal matters where documentation or actions have not been completed correctly

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Knowledge and understanding

You need to know and understand:

- K1 current, relevant legal, organisational and regulatory requirements for preparing and submitting files for legal matters
- K2 how to establish the current status of a legal matter
- K3 how to select material for incorporation into legal files
- K4 the reasons for distinguishing between different types of information
- K5 how to record, retain and disclose material
- K6 the required content and format for different types of legal files
- K7 the procedures for submitting files for legal matters
- K8 the range of organisations with whom you must liaise
- K9 those with whom the contents of files for legal matters can be shared
- K10 how to ensure that all relevant documentation has been correctly completed, is accurate, logical and fit for purpose and why this is important
- K11 the actions that may be required relating to the submission of files for legal matters
- K12 the remedial action to be taken where relevant documentation or actions have not been completed correctly

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Glossary

Client

The person you are working with or on behalf of. Depending on the organisation and nature of your job role this may include one or more of the following:

- 1 external clients or customers
- 2 internal colleagues

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

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