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**Overview**

This standard is about using effective professional judgements and legal information to draft legal documents, whether in whole or in part, which comply with statutory and procedural requirements. To do this you will need to apply relevant facts of the matter and law.

Legal documents must be clear, accurate and relevant to the legal matter.

# SFJ IC5 - H556 04

## Draft legal documents

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### Performance criteria

- You must be able to:*
- P1 agree the purpose, format and content of the legal document to be drafted with relevant parties
  - P2 analyse the precedent and the relevant information from this to draft the legal document
  - P3 select the correct template to prepare the legal document, where available
  - P4 adapt the template, where available, to suit the purpose of the legal matter
  - P5 draft the content of the legal document using accurate, straightforward language in line with legal, organisational and regulatory requirements
  - P6 review and edit your own and others' draft legal document to correct any errors with;
    - P6.1 spelling
    - P6.2 grammar
    - P6.3 syntax
    - P6.4 punctuation
    - P6.5 unnecessary provisions
  - P7 discuss and agree the draft legal document is fit for purpose with relevant parties
  - P8 submit the final legal document to relevant parties, in line with agreed timescales

## Knowledge and understanding

*You need to know and understand:*

- K1 the legal, organisational and regulatory requirements, including timescales for drafting , checking, submitting and storing legal documents
- K2 the different types and purposes of legal documents within your area of responsibility
- K3 the methods used for identifying legal precedents in relation to the legal matter
- K4 how to read and analyse legal precedents to determine the information you need for drafting the legal matter
- K5 the different templates used to draft legal documents and the ways in which these can be adapted
- K6 the structure and content of legal documents and how and when these should be adapted
- K7 the roles and responsibilities of those involved in drafting legal documents
- K8 the different types of errors and unnecessary provisions in legal documents and how to address these

**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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## Draft legal documents

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**Key words** Draft; write; legal document; develop; law; edit; prepare