

Court Programs

PLT POSITION DESCRIPTION

This document outlines the type of work you can expect from a volunteer PLT Placement with the Court Programs team at Justice Connect. PLT students receive on the job legal training and supervision.

1. Court Programs

The Court Programs team operates the Self Representation Service in the Federal Courts in Victoria, Tasmania, NSW and the ACT and the Domestic Building Legal Service in the Victorian Civil and Administrative Tribunal (VCAT). Pilot self-representation services will commence in the Supreme and County Courts of Victoria in early 2019.

Court Programs provide unbundled legal services to unrepresented litigants with the assistance of volunteer lawyers from Justice Connect's member law firms and members of the Victorian Bar. Appointments with volunteer lawyers and/or barristers are offered to eligible unrepresented litigants at Justice Connect's offices in the Federal Court in Sydney and Melbourne, or by phone for litigants outside of metropolitan Melbourne and Sydney, including those in the ACT and Tasmania. Appointments are also offered at Justice Connect's office in Melbourne, or by telephone, for unrepresented litigants assisted through the Domestic Building Legal Service.

Court Programs is currently assisting with certain domestic building disputes in VCAT, and matters within the jurisdiction of the Federal Courts related to bankruptcy, employment, human rights/discrimination and judicial review, but will expand to include other areas of law when pilot services commence in the Supreme and County Courts of Victoria in early 2019.

More information about the Self Representation Service and the Domestic Building Legal Service is available at <https://justiceconnect.org.au/how-we-help/>.

2. What to expect from your placement with Court Programs

The Court Programs team operates in Sydney and Melbourne, and therefore PLT students may have the opportunity to carry out work under supervision in either state, and develop practical and procedural legal experience and skills across various jurisdictions and practice areas. PLT students may be placed with the Self Representation Service and/or the Domestic Building Legal Service, depending on students' availability and interests, and the needs and priorities of Court Programs.

As a PLT student within Court Programs, you will receive training and supervision. You will have the opportunity to:

- Assist lawyers and paralegals in managing enquiries from clients and help-seekers (including at court) such as obtaining detailed instructions, information about legal proceedings (including using the court online resources) and carrying out administrative tasks as required;
- Undertake legal research relevant to clients' matters and assist with the preparation of briefs for volunteer lawyers and/or barristers;
- Sit in, observe and take notes during client appointments with volunteer lawyers and/or barristers;
- Draft letters and memorandums;
- Assist with client file management, including by reviewing and organising client documents and preparing chronologies to inform briefs and advice;
- Contact clients to schedule and confirm appointments;
- Observe proceedings at the Federal Courts, and VCAT if your placement is in Melbourne;
- Support and shadow the Court Programs paralegals, lawyers and manager;
- Input and maintain accurate client information and communications on the Justice Connect Information Management System - PIMS database;
- Assist in the development and preparation of precedents and legal education resources as required;
- Participate in team meetings and be part of a professional and committed team, using the power of the law to build a fairer society.