

Self Representation Service

PLT POSITION DESCRIPTION

This document outlines the type of work you can expect from a volunteer PLT Placement in the Self Representation Service at Justice Connect. PLT students receive on the job legal training and supervision.

1. Self Representation Service

The Self Representation Service is a service providing unrepresented litigants in the Federal Court and Federal Circuit Court in NSW, Vic, the ACT and Tasmania with discrete legal assistance. On Tuesdays and Thursdays, Justice Connect offers appointments to unrepresented litigants at offices in the Federal Court in Sydney and Melbourne which are dedicated for the Service, or by phone for litigants outside of Melbourne and Sydney, and in the ACT and Tasmania.

The Service is currently assisting in bankruptcy, employment, human rights/discrimination and judicial review matters. More information about the Service is available at www.justiceconnect.org.au/selfrep.

The Self Representation Service team operates in Sydney and Melbourne, and therefore you may carry out work for staff members in either state.

2. What to expect from your placement with the Self Representation Service

As a PLT student within the Self Representation Service, you will receive training and supervision. You will have the opportunity to:

- Assist the paralegal manage client enquiries (including at court) such as obtaining client information (including using the court online resources) and carrying out administrative tasks as required;
- Undertake legal research relevant to client matters;
- Review and organise client documents;
- Contact clients to schedule and confirm appointments;
- Where appropriate, attend and take notes during client appointments;
- Observe court proceedings of Self Representation Service clients;
- Input and maintain accurate client information and communications on the Justice Connect Information Management System - PIMS database;
- Assist in the development and preparation of Self Representation Service precedents and legal education resources, as required;
- Participate in team casework meetings; and
- Draft letters and memorandums.