

SFJ IC8

Conclude legal matters



Overview

This standard is about concluding a legal matter which can involve internal and external clients. It involves communicating the outcome and closing and archiving legal files.

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Performance criteria

You must be able to:

- P1 review all work accurately in preparation to conclude legal matters
- P2 identify the appropriate outcomes in relation to legal matters for the relevant parties
- P3 assess the impact of the outcomes for the relevant parties and how these should be communicated
- P4 agree and prepare appropriate communication for relevant parties in line with legal, organisational and regulatory requirements
- P5 communicate the outcomes and the implications for the relevant parties in line with legal, organisational and regulatory requirements
- P6 close and archive the legal matter in accordance with legal, organisational and regulatory requirements
- P7 decide what documentation and recorded information relating to the legal matter should be destroyed in accordance with legal, organisational and regulatory requirements
- P8 provide feedback to relevant parties in accordance with legal, organisational and regulatory requirements

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Knowledge and understanding

You need to know and understand:

- K1 the different outcomes of legal matters and the implications of these for the relevant parties
- K2 the parties who can/cannot be informed of the outcome of a legal matter
- K3 the information that can/cannot be given in relation to the outcome of a legal matter
- K4 the different methods of communicating outcomes of a legal matter to relevant parties
- K5 how to close and archive a legal matter in line with legal, organisational and regulatory requirements
- K6 how to store and destroy legal information in line with legal, organisational and regulatory requirements
- K7 the importance of storing and destroying legal information 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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