



Australian Government

BSBLEG303 Deliver court documentation

Release: 1

BSBLEG303 Deliver court documentation

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes skills and knowledge required to organise court documents for delivery, plan a schedule of delivery, deliver documents to the appropriate courts and return proof of document lodgement.

It applies to individuals who provide services to support legal practitioners, while under supervision. This unit underpins all units of competency in the Legal Services stream.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Administration – Legal Services Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Organise self or other to copy and collate court/tribunal documents	1.1 Identify documents for the same courts/tribunals 1.2 Organise self or other to copy and collate documents according to court requirements and a firm's policies and procedures 1.3 Attach file/matter number to copies of all relevant documents where appropriate 1.4 Appropriately file copies of all documents to be delivered
2. Plan court/tribunal delivery schedule	2.1 Establish times of delivery to ensure court/tribunal timelines are met 2.2 Selected appropriate delivery method 2.3 Prepare monies for court filing fee and record disbursement

ELEMENT	PERFORMANCE CRITERIA
	appropriately
3. Organise self or other to deliver documents	3.1 Transport documents securely to court/tribunal 3.2 Hand over documents and monies if necessary for court filing fees to appropriate court official 3.3 Seek and record information regarding deficiency from court official if documents are deficient and cannot be lodged 3.4 Collect and file proof of lodgements and any associated documents appropriately 3.5 Appropriately resolve difficulties with lodgement or refer to designated person as appropriate

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1	Recognises and interprets textual information to identify relevant information according to job requirements
Writing	2.3, 3.3	Records information according to requirements
Numeracy	2.1, 2.3, 3.2	Makes mathematical calculations to record periods of time, to calculate expenditure and to establish timelines
Navigate the world of work	1.2	Identifies and follows required policies and procedures
Get the work done	1.1-1.4, 2.1, 2.2, 3.1-3.5	- Plans, organises and implements tasks to achieve required outcomes in a timely fashion - Responds to routine problems directly related to own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLEG303 Deliver court documentation	BSBLEG303A Deliver court documentation	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBLEG303 Deliver court documentation

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Performance Evidence

Evidence of the ability to:

- collate and lodge documentation for each court, with correct number of copies, signatures if necessary, and relevant attachments according to the firm's policies and procedures and the court's requirements
- maintain communication with designated person/s regarding actions, activities and outcomes
- plan court delivery schedule to accommodate agreed timelines, closing times of courts and the number of documents to be lodged
- prepare monies for court filing fees
- maintain records of all activities, actions, outcomes, time and costs in accordance with firm's policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline scope of legal practitioner/support role and own responsibilities and obligations to provide legal advice, complete or sign off on legal work and/or appear in court as described by relevant jurisdiction(s)
- discuss the firm's policies and procedures in relation to handling of court documentation
- explain accepted codes of conduct including those relating to:
 - privacy and confidentiality
 - use of company property
 - duty of care
 - ethical behaviour
 - non-discriminatory practice

- conflict of interest
- compliance with reasonable direction
- provide an overview of relevant; court processes, current legislation, legal processes and required documentation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the legal services administration field of work and include access to:

- office equipment and resources
- appropriate legislation and regulations relevant to common legal matters
- background information on courts, their jurisdiction and behavioural requirements
- people with expert knowledge.

Assessors must satisfy NVR/AQTF assessor requirements.

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