

Justice Connect PLT Placements – Court Programs, Melbourne

Our Court Programs team is currently recruiting PLT students to work at our Melbourne office to help us provide unbundled legal services to the missing middle - unrepresented litigants who do not qualify for Legal Aid and cannot afford private legal assistance.

The Court Programs team currently operates the Self Representation Service in the Federal Courts in Victoria, Tasmania, NSW and the ACT; a service in the Victorian Supreme- and County Courts; and a Domestic Building Legal Service in VCAT. The Court Programs team delivers pro bono services with assistance of volunteer lawyers from Justice Connect's member law firms and members of the Victorian Bar.

As a PLT student with Court Programs, you can develop practical and procedural legal experience and skills across various jurisdictions and practice areas, including employment law, bankruptcy, human rights, judicial review and domestic building disputes. Further information is available at <https://justiceconnect.org.au/how-we-help/>

We have placements to commence in February and March 2019, to work at least 2 days a week, minimum of 50 days. **Applications will be considered on a rolling basis.**

Through the PLT placement, you will have the opportunity to:

- Take detailed instructions from help-seekers over the phone and in person regarding legal matters
- Assist staff in the Federal Court based office and take instructions from drop in help-seekers
- Undertake legal research relevant to client matters and assist with the preparation of briefs for volunteers
- Sit in, observe and take notes during client appointments with volunteer lawyers and/or barristers
- Review and organise client documents
- Contact clients to schedule and confirm appointments
- Observe proceedings at the Federal Courts, and VCAT
- Support and shadow the Court Programs paralegals, lawyers and manager
- Assist with developing precedents and legal information factsheets

Applications will be assessed on relevant skills and experience as well as a demonstrated interest in and commitment to access to justice.

The Justice Connect Melbourne office is located in the CBD and Court Programs has satellite offices located at the courts. This is an unpaid position.

You must:

- Have completed or be close to completing College of Law, or its equivalent at a participating university;
- Able to work at least 2 days a week; and
- Undertake a minimum of 50 days of practical legal training at Justice Connect.

Applications will be reviewed on a rolling basis and the positions will be open until filled.

Aboriginal and Torres Strait Islander people are highly encouraged to apply.

How to Apply:

Applications should comprise of a single Word or PDF document including; a cover letter and CV.

Please ensure your cover letter includes:

- your available start date, your preferred days, how many days placement you can commit to and the details of your GDLP provider.

Applications should be emailed to plt.recruitment@justiceconnect.org.au as a single Word or PDF file including "PLT Application – Court Programs - Melbourne" in the email subject line.