

## **PARALEGAL ROLE PROFILES**

This document provides a guide to paralegal roles in each of Legal Aid WA's Divisions. Roles may vary to meet operational requirements.

### **Criminal Law Division**

Paralegals in the Criminal Law Division support lawyers by conducting legal research, drafting documents under supervision, managing cases, communicating with clients, assisting in investigations, preparing matters for court, handling administrative tasks, and assisting with programs.

### **Bail Support Services & Prison Visits Team**

Paralegals in the Bail Support Service are required to triage clients to services within the Criminal Law Division and external legal and non-legal service, take bail instructions, conduct prison visits, interview clients, support clients at Court, conduct home or site visits (in company with a second team member) draft legal documents and relevant correspondence and liaise with external service providers on behalf of a client. Bail Support Service paralegals are also required to case manage clients on bail.

Paralegals in the Prison Visits Team are required to take instructions and provide telephone and face-to-face information and advice (under supervision) on a wide range of legal issues in a prison environment. They are also required to draft documents, triage clients, and engage with internal and external stakeholders.

### **Early Intervention Services (EIS) Division**

The Early Intervention Services Division is responsible for the intake and triage of Legal Aid WA clients through the front counter, information line and our dedicated First Nations referral and call centre. It is also home to our Virtual Office service which assists clients across metro, regional and remote locations across WA, across a range of civil, criminal and family law matters.

Paralegals in this division have the opportunity to complete a diverse range of tasks including the intake and triage of clients, the provision of information and legal advice under supervision, assessment of clients for grants of aid and suitability for Legal Aid's Family Dispute Resolution Service. The role includes liaising with stakeholders to strengthen the strong working relationships for service delivery in WA.

### **Family Law Division**

Family Law paralegals complete a diverse range of tasks including the intake and triage of clients at the duty lawyer services (within Family Court Services, Children's Court (Protection) Services and the Domestic Violence Legal Unit), drafting urgent court documents as well as providing information and legal advice to clients under supervision.

Paralegals may be required to undertake rotations or provide support to other business units within the Division, including providing paralegal support to Family Law Practice Lawyers, assisting with inspecting subpoenas, drafting correspondence/court documents, trial preparation and legal research.

### **Lawyers Engagement Network (LEN) Division**

The Lawyers Engagement Network Division is responsible for the assignment and management of legal aid grants to private practitioners and in-house staff. The division is also responsible for managing the private practitioner panels and the Professional Standards and Integrity program.

LEN Paralegals assess a high volume of applications for legal aid across family, criminal and civil law matters, assisting a wide range of vulnerable clients throughout Western Australia. Duties include; assessing applications for grants of legal aid in accordance with current State and Commonwealth Priority and Eligibility Guidelines, assessing practitioner requests for extensions and disbursements, responding to stakeholder queries in relation to applications for aid; determining client contributions, conducting reviews of decisions.

### **Civil Law Division**

The Civil Law Division provides a diverse range of services to clients across Western Australia. We employ paralegals to support a team of lawyers delivering legal services in the Civil Law Division and in our specialist programs including Elder Rights, the National Disability Insurance Scheme (NDIS) Appeals Service and the Work and Development Permit (WDP) Service.