

Do I need to confirm my appointment with the Registry?

No. On the morning of your appointment, a student from the Service will call you on the phone number you provided to the Call Centre to confirm that you can still attend your appointment.

What time should I arrive for my meeting with the Service? Where should I go?

It is best to arrive about 5 minutes early, so that the students can be notified of your arrival and so that the meeting can start on time.

You will need to go to the Civil Registry of the Magistrates Court. You can ask for directions at the Information Desk. Students will meet you at the Registry and then take you to an available meeting room.

What should I bring on the day of my first meeting with the Service?

It is very important to bring along all the documents you have that relate to your problem. For example:

- court documents
- contracts or quotes
- receipts
- letters
- photographs
- witness statements
- any other documents you might have



Can I bring someone along to help me or provide me with some support?

Yes, you are very welcome to bring a friend, relative or partner to help you or give you some support. It is especially helpful to bring someone along if you find the experience a bit daunting.

However, please make sure that you only bring along someone you really trust. This is because if they come into the meeting room with you they will be able to hear information that is confidential and might be very private.



The students at the Service find that helping people with their legal disputes is an excellent learning experience for their future career. They take their responsibility very seriously, and act professionally at all times.

The students thank you for your interest in the Service. We hope to see you at the Service soon!



**This pamphlet was produced by:
The Magistrates Court Legal Advice
Service**

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law.adelaide.edu.au/connect/free-legal-clinics/magistrates-court-legal-advice/

Free Legal Advice

Minor Civil Claims

Adelaide Magistrates Court
Legal Advice Service



What is the Magistrates Court Legal Advice Service?

The Service is a free advice service staffed by final year law students from the University of Adelaide Law School.

Qualified legal practitioners supervise the Service. This means that an experienced lawyer checks all of the advice that the Service provides.

The Service follows all professional rules and guidelines that every law firm and legal practitioner must follow.

Where do we operate?

We operate in the Adelaide Magistrates Court, Victoria Square.

What sort of advice can the Service give me?

The Service only deals with disputes that fall within the minor civil claims jurisdiction. This is any civil dispute that is worth up to \$12,000.

The Service deals with matters including:

- fencing disputes
- building disputes
- claims in negligence
- contractual disputes
- and other types of matters
- property
- debt recovery

The Service does not deal with:

- criminal matters
- civil disputes worth in excess of \$12,000
- family law
- personal injury claims

Is the Service 'confidential' like other lawyers?

Yes. Your contact with the Service is confidential, and so is any advice that the Service gives you. Your matter can only be discussed between the student(s) who staff the service, and the qualified lawyers who supervise the students.

What does it mean when you say that the Service is 'free'?

The Service is free for its clients because there is no charge or fee for the work that the students do for you. This means that any interviews you have, any advice you receive, and any legal research that the students do to provide you with legal advice is free of charge.

However, the Services does not pay for any expenses that you may incur as a result of undertaking or defending a dispute in the Magistrates Court. This means that you will have to pay your own Court fees, and other costs that arise as a result of your dispute.

Do students from the Service come and represent me in Court?

No. The Service cannot act as your legal representative, and cannot go to Court with you or for you. The Magistrates Court minor civil claims jurisdiction does not allow parties to have legal representation, so you will need to represent yourself in Court. The Service can help you get ready for Court, and can help you find other ways to sort out your dispute.

What can the Service do for me?

The Service can:

- give advice
- prepare documents
- write letters
- do legal research
- draft pleadings
- help with 'discovery'
- explain Court procedures
- explain Alternative Dispute Resolutions, such as mediation
- advise about settling your case

What days can I visit the Service?

During university semesters the Service usually operates:

- Wednesday
- Thursday

The Service operates on reduced hours during university holidays.

The Call Centre has details of when we are open.

How do I make an appointment to visit the Service?

Telephone (08) 8204 2444. The Service schedules appointments in Adelaide on the hour at 10am, 11am, 12pm and 1pm.

When making an appointment, it is important to provide the Call Centre with your full name and your best contact number.