
Overview

This standard is about allocating, listing and arranging resources to progress cases to hearings. It includes establishing that facilities and resources are available and officials are notified.

Cases can be either criminal or civil in courts, tribunals or prosecutions.

Performance criteria

You must be able to:

1. check information is available to list cases in line with organisational requirements
2. address gaps in information in line with organisational requirements
3. confirm that the jurisdiction of cases has been identified in line with organisational requirements
4. record and maintain information in line with organisational requirements
5. estimate the duration of cases in line with jurisdictional procedures
6. identify requirements of cases in line with organisational requirements including:
 - 6.1 personnel
 - 6.2 location
 - 6.3 anticipated duration
7. confirm the availability of resources in line with organisational requirements including:
 - 7.1 facilities
 - 7.2 personnel
8. list cases in line with organisational requirements
9. allocate required resources to hear cases in line with organisational requirements including:
 - 9.1 facilities
 - 9.2 personnel
10. confirm listing dates for cases are in line with required timescales
11. notify internal and external parties of any potential difficulties in meeting required timescales in line with organisational requirements
12. notify internal and external parties of details of cases in line with organisational requirements
13. notify authorities of barriers to the attendance of witnesses and relevant others in line with organisational requirements
14. communicate in ways which promote understanding in line with organisational requirements

Knowledge and understanding

You need to know and understand:

1. current organisational requirements and procedures relating to allocating and listing cases
2. the importance of allocating and listing cases correctly, and the issues arising when not carried out
3. jurisdictions of courts and tribunals within your area of responsibility and the types of cases they can hear
4. factors to consider when assessing the duration of cases
5. different personnel and resources required to hear cases for which you are responsible
6. required timescales within which cases must be heard
7. individuals to be notified of dates of hearings, and how to do this
8. organisational requirements for recording and maintaining information

SFJDB2

Allocate, list and arrange resources for court, tribunal and prosecution cases



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Suite Courts, Tribunals and Prosecution

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