

Overview

This standard is about progressing requests for rescheduling cases. It includes notifying relevant personnel, allocating, listing and arranging resources so that cases can be reconvened at the earliest appropriate opportunity.

The term rescheduling includes cases which have been adjourned or postponed.

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

Performance criteria

- You must be able to:*
1. identify requests to reschedule cases in line with organisational requirements
 2. check all information is available to enable cases to be rescheduled in line with organisational requirements
 3. inform all parties of rescheduling in line with organisational requirements
 4. identify dates for rescheduling cases in line with adjournment decisions
 5. confirm dates for cases meet required timescales in line with organisational requirements
 6. estimate the duration of cases in line with organisational requirements
 7. identify relevant personnel to hear rescheduled cases in line with organisational requirements
 8. confirm availability of resources for rescheduled cases in line with organisational requirements, including:
 - 8.1 facilities
 - 8.2 personnel
 9. reschedule cases in line with organisational requirements, including:
 - 9.1 arranging facilities
 - 9.2 arranging personnel
 10. notify internal and external parties of potential difficulties in meeting required timescales in line with organisational requirements
 11. notify authorities of availability of witnesses and relevant others in line with organisational requirements
 12. maintain accurate and up to date records in line with organisational requirements

Knowledge and understanding

You need to know and understand:

1. current organisational and legislative requirements relating to rescheduling cases in your area of responsibility
2. jurisdiction of courts and tribunals within your area of responsibility and types of cases they can hear
3. reasons why cases are rescheduled
4. the importance of allocating and listing rescheduled cases correctly and at the earliest opportunity
5. factors to consider when assessing the likely duration of cases
6. different personnel required to hear cases for which you are responsible
7. timescales within which cases must be heard
8. parties to be notified of dates of rescheduled hearings and how to do this
9. the limits of your responsibility and who to refer to should these be exceeded
10. organisational requirements for creating and maintaining records

Progress requests for rescheduling court and tribunal cases

Developed by	Skills for Justice
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Version Number	3
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Date Approved	February 2018
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Indicative Review Date	February 2023
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Validity	Current
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Status	Original
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Originating Organisation	Skills for Justice
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Original URN	SFJ DB3
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Relevant Occupations	Court Officer; Prosecution Officer; Tribunal Officer
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Suite	Courts, Tribunals and Prosecution
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Keywords	court; tribunal; case; progress; progression; adjournment; reschedule; postponement; allocation; allocating; listing; resources
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