

Prepare court and tribunal rooms for proceedings

Overview

This standard is about preparing court and tribunal rooms for cases. It includes ensuring that facilities are available for use.

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

Performance criteria

- You must be able to:*
1. identify rooms to be used and the facilities required in line with organisational requirements
 2. identify those likely to be present in the court and tribunal rooms in line with jurisdictional and organisational requirements
 3. check seating arrangements or facilities are in place in line with jurisdictional and organisational requirements
 4. check that rooms and facilities are in good repair in line with organisational requirements
 5. report damaged and faulty facilities in line with organisational requirements
 6. make available, the necessary number of glasses and filled water jugs
 7. check recording equipment is ready for use in line with manufacturers' instructions and organisational requirements
 8. determine where special arrangements are required in line with organisational requirements
 9. ensure relevant equipment and facilities in relation to special arrangements are provided in line with organisational requirements
 10. ensure rooms are prepared in time to allow proceedings to begin on schedule in line with organisational requirements

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Knowledge and understanding

You need to know and understand:

1. current organisational requirements and procedures relating to preparing court and tribunal rooms for hearings within your area of responsibility
2. seating layout and facilities required for different types of hearings within your area of responsibility
3. who to contact to arrange for rooms to be serviced
4. who to contact to arrange for general maintenance and repair of facilities
5. types of special arrangements
6. procedures for making special arrangements

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Suite Courts, Tribunals and Prosecution

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