

---

## Overview

This standard is about monitoring the progress of daily listings of cases being heard in courts and tribunals in your area of responsibility, taking action where there are significant departures from the arranged schedule. It is intended to apply in courts and tribunals buildings where cases are being held throughout the day.

Cases can be criminal or civil in courts, tribunals or prosecution.

---

## Performance criteria

*You must be able to:*

1. review daily schedules of cases in line with organisational requirements and determine:
  - 1.1 anticipated duration of cases
  - 1.2 cases where duration is uncertain
  - 1.3 reasons for the uncertainty
2. monitor progress of cases in line with organisational requirements and timescales, including:
  - 2.1 those where duration is particularly unpredictable
  - 2.2 those which are heard more quickly than expected
  - 2.3 those that overrun their scheduled duration
3. identify cases that do not start on schedule in line with organisational requirements, and timescales and determine:
  - 3.1 reasons for delays
  - 3.2 when cases may be called
4. notify parties of changes to schedules of cases in line with organisational requirements
5. assess impact on subsequent cases when cases do not follow their schedule in line with organisational requirements
6. identify details of cases to be rescheduled in line with organisational requirements
7. identify options to enable cases to start as close to scheduled times as possible in line with organisational requirements
8. reschedule cases at the earliest available opportunity in line with organisational requirements
9. notify parties of rescheduled arrangements for cases in line with organisational requirements
10. deal with individuals in ways which promote positive behaviour and attitudes 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 rescheduled cases
2. the importance of seeking to maintain planned schedules and implications of rescheduling
3. factors to consider when assessing likely duration of cases
4. personnel required to hear cases for which you are responsible
5. individuals to notify of changes to the schedule of cases, and how to do this
6. factors to consider when rescheduling cases and the importance of balancing the impact on costs against the availability of resources
7. levels of responsibility when rescheduling cases and who to refer to should these be exceeded

---

**Developed by** Skills for Justice

---

**Version Number** 3

---

**Date Approved** February 2018

---

**Indicative Review Date** February 2023

---

**Validity** Current

---

**Status** Original

---

**Originating Organisation** Skills for Justice

---

**Original URN** SFJ DC7

---

**Relevant Occupations** Court Officer; Prosecution Officer; Tribunal Officer

---

**Suite** Courts, Tribunals and Prosecution

---

**Keywords** court; tribunal; case; schedule; monitoring; progression; progress; rescheduling

---