

SFJDB4

Prepare and provide papers for individual court, tribunal and prosecution cases



Overview

This standard is about ensuring papers required by officials ahead of courts, tribunals and prosecutions are prepared and made available.

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

Performance criteria

You must be able to:

1. identify papers and information required by officials and other parties attending hearings in line with organisational requirements
2. identify outstanding papers and information in line with organisational requirements
3. request outstanding papers and information from those responsible for their provision in line with organisational requirements
4. identify issues with papers and information and seek clarification in line with organisational requirements
5. record and store requests for information in line with organisational requirements
6. chase responses where issues remain outstanding in line with organisational requirements
7. prepare files according to the requirements of officials attending hearings in line with organisational requirements
8. refer difficulties preparing files to relevant people in line with organisational requirements
9. provide files to individuals in line with organisational requirements
10. make information available in line with organisational and legislative requirements
11. keep information secure in line with organisational and legislative requirements

Knowledge and understanding

You need to know and understand:

- 1.current organisational requirements and procedures for preparation of papers for hearings, within your area of responsibility
- 2.documents required for cases dealt with by courts and tribunals for which you are responsible
- 3.documents and information required by different officials
- 4.timescales within which information is to be prepared and ready
- 5.the importance of ensuring that information is distributed correctly and how to do this
- 6.the importance of maintaining confidentiality and how to do this
- 7.your levels of responsibility and who to refer to should these be exceeded
- 8.procedures for dealing with any unauthorised information

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