

SFJDC7

Monitor progress of court and tribunal cases and review case schedules



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:
 - 1.1anticipated duration of cases
 - 1.2cases where duration is uncertain
 - 1.3reasons for the uncertainty
- 2.monitor progress of cases in line with organisational requirements and timescales, including:
 - 2.1those where duration is particularly unpredictable
 - 2.2those which are heard more quickly than expected
 - 2.3those that overrun their scheduled duration
- 3.identify cases that do not start on schedule in line with organisational requirements, and timescales and determine:
 - 3.1reasons for delays
 - 3.2when 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

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