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## Overview

This standard is about dealing with pre-hearing matters, for example those that arise leading up to court or tribunal hearings and which are sometimes referred to as interlocutory matters. It includes dealing with difficulties associated with times and places for hearings and addressing queries from parties.

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

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## Performance criteria

*You must be able to:*

1. identify pre-hearing matters to be addressed in line with organisational and legislative requirements
2. identify actions required to process pre-hearing matters in line with organisational and legislative requirements
3. assess the impact of pre-hearing matters upon cases in line with organisational and legislative requirements, including:
  - 3.1 the effects on scheduled hearing dates and locations
4. refer pre-hearing matters outside your responsibility to authorities in line with organisational requirements, including:
  - 4.1 your reasoned recommendations regarding actions to take
5. resolve pre-hearing matters in line with organisational and legislative requirements
6. notify parties of agreed actions in line with organisational and legislative requirements, and:
  - 6.1 make information available to those who need it
7. keep information secure in line with organisational and legislative requirements
8. maintain records of all actions agreed in line with organisational requirements

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## Knowledge and understanding

### *You need to know and understand:*

1. current legislative and organisational requirements and procedures relating to addressing pre-hearing matters
2. the importance of addressing pre-hearing matters and implications of not doing so
3. types of pre-hearing matters and actions appropriate to address them
4. levels of responsibility for dealing with different pre-hearing matters, and who to refer to if outside of your level of responsibility
5. parties to inform of outcomes of pre-hearing matters
6. when rescheduling cases is necessary and how to do this
7. the importance of keeping information secure
8. the importance of keeping accurate records in accordance with organisational requirements

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Address pre-hearing matters relating to court, tribunal and prosecution cases



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