

Overview

This standard is about maintaining records relating to hearings in courts and tribunals. It includes keeping a record of case proceedings, preparing subsequent papers and keeping records and evidence secure.

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

Performance criteria

You must be able to:

- 1.maintain records in line with organisational and legislative requirements
- 2.enter proceedings and outcomes of cases onto systems in line with organisational and legislative requirements
- 3.check court documentation is signed and recorded in line with organisational requirements
- 4.refer queries outside your expertise or authority to relevant people in line with organisational requirements
- 5.notify parties of outcomes of cases in line with organisational requirements
- 6.identify emergency and immediate orders in line with organisational and legislative requirements
- 7.issue emergency and immediate orders in line with organisational requirements
- 8.identify documentation and evidence to be collated and retained in line with organisational and legislative requirements
- 9.retain documentation and evidence in line with organisational and legislative requirements
- 10.keep documentation and evidence secure in line with organisational and legislative requirements
- 11.make information available to those who need it and have a right to it in line with organisational and legislative requirements

Knowledge and understanding

You need to know and understand:

1. current organisational requirements and procedures for recording case proceedings and the importance of following these correctly
2. the importance of maintaining accurate records of outcomes of cases and how to do this
3. parties to notify of outcomes of cases and information they are entitled to
4. circumstances requiring the issue of emergency and immediate orders and how to do this
5. the limits of your authority and who to refer to if these are exceeded
6. organisational requirements relating to case documentation and evidence, including:
 - 6.1 retention
 - 6.2 storage
 - 6.3 release
 - 6.4 validation
 - 6.5 authorisation
7. the importance of maintaining confidentiality of information, and how to do this

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Maintain court and tribunal records



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