

Overview

This standard is about processing outcomes of hearings. It includes processing the actions agreed by courts and tribunals and receiving outcomes relating to enforcement proceedings, processing these and where relevant, notifying the appropriate authorities to undertake agreed actions.

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

Performance criteria

You must be able to:

- 1.record outcomes of courts and tribunals in line with organisational requirements
- 2.prepare documentation relating to outcomes in line with organisational requirements
- 3.prioritise cases requiring the issue of emergency and immediate orders and directions in line with organisational requirements
- 4.issue emergency and immediate orders and directions in line with organisational requirements
- 5.refer aspects relating to the processing of outcomes which are outside your area of expertise or authority in line with organisational requirements
- 6.notify parties of outcomes of cases in line with organisational and legislative requirements
- 7.keep information secure in line with organisational and legislative requirements
- 8.ensure case records are maintained in line with organisational requirements

Knowledge and understanding

You need to know and understand:

1. current organisational requirements and procedures relating to processing outcomes of court and tribunal hearings
2. the importance of identifying and processing emergency and immediate orders and directions and how to do this where this is relevant to your area of operations
3. current organisational requirements and procedures for processing appeals, including:
 - 3.1 qualifying grounds upon which appeals can be granted
 - 3.2 time limits for processing outcomes
4. levels of your authority and who to refer to should this be exceeded
5. organisations relevant to courts and tribunals within the scope of your responsibility and their different areas of activity and levels of authority
6. organisational requirements for maintaining case records

Process outcomes of court and tribunal hearings

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Suite Courts, Tribunals and Prosecution

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