

# SFJCTDB4 - SQA Unit Code F2SJ 04

## Collate and provide papers for individual court/tribunal cases



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### Overview

This standard is about ensuring that the papers required by officials ahead of a court/tribunal case are prepared and made available. Cases can be either criminal or civil in courts.

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#### **There are two elements:**

- 1 Ensure that the required information and papers are complete
- 2 Make required papers available

#### **Target Group**

This standard is for individuals whose responsibilities include collating and preparing relevant documentation required by court officials/panel members in readiness for hearings.

### Performance criteria

#### Ensure that the required information and papers are complete

##### *You must be able to:*

- P1 determine those papers and information required by court/tribunal officials and other relevant parties attending the hearing
- P2 identify correctly any papers outstanding, and the parties responsible for their provision
- P3 request correctly and promptly any papers and information outstanding, in line with the scheduled hearing date and your organisation's requirements
- P4 ensure that your requests for papers and information set out clearly what is sought and a timescale for its provision
- P5 identify correctly any issues requiring research and discussion, and address these correctly, notifying, where relevant, the necessary parties and setting out clearly and accurately the information sought
- P6 record correctly requests made for information
- P7 chase responses where issues remain outstanding, where necessary
- P8 collate and record all information gathered
- P9 keep confidential information secure

#### Make required papers available

##### *You must be able to:*

- P10 collate files correctly, containing all relevant documentation, according to the requirements of the court/tribunal officials attending the hearing
- P11 refer any difficulties in collating the files promptly and accurately to the relevant person
- P12 issue the appropriate files to the correct individuals in time for the hearing and according to an agreed schedule
- P13 make information available promptly to those who need it and who have a right to it
- P14 highlight and discuss key points with the relevant court/tribunal officials, where required

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#### Knowledge and understanding

#### Ensure that the required information and papers are complete

*You need to know and understand:*

- K1 current organisational requirements and procedures for the collation and preparation of papers for hearings, within your area of responsibility
- K2 the documents required for the types of cases dealt with by those courts/tribunals for which you are responsible, including which types of officials/panel members require which documents and information
- K3 the timescales within which information is to be collated and made ready

#### Make required papers available

*You need to know and understand:*

- K4 the importance of ensuring that the information is distributed correctly, and how to do this
- K5 the importance of maintaining confidentiality and how to do this
- K6 your levels of responsibility, and to whom to refer should these be exceeded
- K7 procedures for dealing with exceptions and any unauthorised information

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