

---

## Overview

This standard is about the maintenance of records relating to hearings within courts/tribunals. It includes keeping a record of case proceedings, preparing the appropriate subsequent papers, and keeping such records as well as articles of evidence secure.

Cases can be either criminal or civil in courts, or tribunal cases.

### **There are two elements**

- 1 Record and process proceedings
- 2 Maintain the integrity of court/tribunal documentation and articles of evidence

### **Target Group**

This standard is for individuals whose responsibilities include keeping official records of proceedings within courts/tribunals.

### Performance criteria

#### Record and process proceedings

*You must be able to:*

- P1 record proceedings and the outcomes of cases clearly and accurately, noting all necessary details correctly, and ensure that these are entered promptly on to the relevant system(s), in line with your responsibility and organisation's procedures
- P2 record accurate and complete details of all relevant parties
- P3 where a case is adjourned, or is subject to an appeal, record all relevant details correctly, in line with your organisation's procedures
- P4 ensure that all necessary court documentation is signed and recorded correctly
- P5 refer any queries, which are outside your area of expertise or authority, promptly to the relevant person(s)
- P6 ensure that all relevant parties are notified correctly of the outcomes, where applicable
- P7 identify correctly circumstances requiring the issue of emergency/immediate orders, and process these correctly and promptly, where relevant
- P8 keep confidential information secure
- P9 act within the limits of your authority

#### Maintain the integrity of court/tribunal documentation and articles of evidence

*You must be able to:*

- P10 ensure that case records are accurate, up to date and processed correctly
- P11 obtain correctly the proper authorisation and validation for records of cases, where necessary
- P12 identify correctly the documentation and supporting evidence to be collated and retained regarding cases, and ensure that the necessary originals, or copies where these are acceptable, are retained
- P13 keep all documentation and articles of evidence secure
- P14 make information available promptly to those who need it and have a right to it

### Knowledge and understanding

*You need to know and understand:*

#### Record and process proceedings

- K1 current organisational requirements and procedures for recording case proceedings, and the importance of following these correctly
- K2 the importance of maintaining accurate records of the outcomes of cases and how to do this, including the use of relevant paper and electronic systems for recording outcomes
- K3 those parties to be notified of the outcomes of cases, and the information to which they are entitled, including for example, such parties as case progression officers, litigants and their representatives, the press and relevant enforcement agencies
- K4 circumstances requiring the issue of emergency/immediate orders, and how to do this, including, where relevant to your area of responsibility, the action to take against jurors who fail to attend court/tribunal
- K5 the limits of your authority and to whom to refer if these are exceeded

#### Maintain the integrity of court/tribunal documentation and articles of evidence

*You need to know and understand:*

- K6 organisational requirements relating to the retention, storage and release of case documentation and any supporting articles of evidence
- K7 organisational requirements relating to the processing of case records relating to those hearings within your area of responsibility
- K8 those papers requiring validation and authorisation and how to do this
- K9 the importance of maintaining confidentiality of information, and how to do this

## SFJCTDC5 - SQA Unit Code F2SN 04

### Maintain court/tribunal records

---

**Developed by** Skills for Justice

---

**Version number** 1

---

**Date approved** July 2009

---

**Indicative review date** July 2011

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Skills for Justice

---

**Original URN** SfJ DC5

---

**Relevant occupations** Public Services; Public Service and Other Associate Professionals

---

**Suite** Courts and Tribunals

---

**Key words** court, tribunal, case, records, hearings, proceedings, papers, evidence, security