SFJCTDB3 - SQA Unit Code H4R7 04

Progress requests for the rescheduling/adjournments of court/tribunal cases

Overview

This standard is about progressing requests for the rescheduling, or adjournments, of cases, which can include postponements as well as adjournments. It includes notifying relevant personnel and allocating, listing and arranging resources so that postponed or adjourned cases can be reconvened at the earliest appropriate opportunity.

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

There is one element

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Target Group

This standard is for individuals whose responsibilities include progressing postponed and/or adjourned cases.

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Performance criteria

You must be able to:

P1 identify requests to reschedule cases, and where necessary, refer these to the relevant internal and external authority

P2 ensure that all necessary information is available to enable cases to be rescheduled, and address any gaps promptly and correctly

P3 take all relevant actions to alert promptly the required external and internal parties of the rescheduling

P4 identify when the case might next be scheduled in line with your organisation's procedures

P5 estimate the likely duration of the case when it is next heard, basing your estimate upon sound reasoning, in line with your jurisdictional procedures

P6 identify and check the availability of relevant personnel for the rescheduled case, its location and anticipated duration, in line with your jurisdictional procedures

P7 identify and determine the availability of the necessary facilities, identifying that these are available for the anticipated duration of the rescheduled case

P8 ensure that arrangements are made to reschedule cases correctly and at the earliest appropriate date, and to rebook the required resources, including facilities and personnel, in line with your organisation's procedures

P9 ensure, where relevant, that the date for the case is within required timescales, notifying promptly relevant internal and external authorities of any potential difficulties in meeting such timescales

P10 notify promptly and correctly all relevant personnel of the dates of cases that are rescheduled

P11 notify the relevant authority promptly of any barriers identified with respect to the attendance of witnesses and others required to attend

P12 communicate clearly, concisely and accurately

P13 maintain accurate and up to date records

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Knowledge and understanding

You need to know and understand:

K1 current organisational requirements and procedures relating to rescheduling cases

K2 the principal reasons why different parties may seek to reschedule cases which have been listed

K3 the types of reasons where rescheduling is justified

K4 the importance of allocating and listing rescheduled cases correctly and at the earliest appropriate opportunity, and the potential issues arising where this is not carried out

K5 the jurisdiction of the courts/tribunals for which you are responsible, and the types of cases that they can hear

K6 factors to consider when assessing the likely duration of a case

K7 those personnel, including judiciary and the other court officials/panel members, required to hear the types of cases for which you are responsible

K8 relevant timescales within which cases must be heard, within your area of responsibility

K9 the range of individuals to be notified of rescheduled cases, and of the dates of rescheduled hearings, and how to do this

K10 the limits of your areas of responsibility, and to whom to refer should these be exceeded

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