

SFJCTDB2 - SQA Unit Code F2SH 04

Allocate, list and arrange resources for court/tribunal cases



Overview

This standard is about allocating, listing and arranging resources for cases progressing to hearings. It includes establishing that the relevant facilities and resources are available and that court officials/panel members are notified.

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

There is one element

1. Allocate, list and arrange resources for court/tribunal cases

Target Group

This standard is for individuals whose responsibilities include listing, or scheduling, individual cases.

Performance criteria

- You must be able to:*
- P1 ensure that all necessary information is available to enable cases to be listed, and address any gaps promptly and correctly
 - P2 confirm that a jurisdiction of the case has been identified correctly at registration
 - P3 estimate the likely duration of the case, basing your estimate upon sound reasoning, in line with your organisation's jurisdictional procedures
 - P4 identify and check the availability of relevant personnel for the type of case, its location and anticipated duration
 - P5 identify and determine the availability of the necessary facilities, identifying that these are available for the anticipated duration
 - P6 allocate the resources required to hear the case, including the facilities and personnel, and list the case, in line with your organisation's procedures
 - P7 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
 - P8 notify correctly all relevant internal and external parties of the necessary details of the listed case, where required
 - P9 notify the relevant authority promptly of any barriers identified with respect to the attendance of witnesses and others required to attend
 - P10 communicate clearly, concisely and accurately

Knowledge and understanding

You need to know and understand:

- K1 current organisational requirements and procedures relating to allocating and listing cases
- K2 the importance of allocating and listing cases correctly, and the potential issues arising where this is not carried out
- K3 the jurisdiction of the courts/tribunals for which you are responsible, and the types of cases that they can hear
- K4 factors to consider when assessing the likely duration of a case, according to your organisation's jurisdictional procedures
- K5 those personnel, including judiciary and the other court officials/panel members, required to hear the types of cases for which you are responsible
- K6 relevant timescales within which cases must be heard, within your area of responsibility
- K7 the range of individuals to be notified of the dates of hearings, and how to do this

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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 DB2

Relevant occupations Public Services; Public Service and Other Associate Professionals

Suite Courts and Tribunals

Key words court, tribunal, case, allocate, list, resources, progression, hearings, facilities, resources, panel