

SFJCTDC7 - SQA Unit Code F2SS 04

Monitor the progress of court/tribunal cases and review case schedules



Overview

This standard is about monitoring the progress of cases as they are being heard within the court(s) in your area of responsibility, and taking the necessary action where there are significant departures from the arranged schedule. It is intended to apply within those court/tribunal buildings where cases are being held concurrently through the day.

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

There are two elements

- 1 Monitor the progress of cases against schedule
- 2 Address significant departures from the schedule of cases

Target Group

This standard is for individuals whose responsibilities include managing the daily listings of cases in courtrooms and/or tribunals where there are several cases being heard according to an agreed schedule.

Performance criteria

Monitor the progress of cases against schedule

You must be able to:

- P1 identify the daily schedule of cases and determine the anticipated duration of each case
- P2 identify any cases where their duration is particularly unpredictable, and the reasons for such uncertainty
- P3 monitor the ongoing progress of cases with a regularity appropriate to managing the daily schedule, reviewing closely the progress of those where the duration is particularly unpredictable
- P4 identify promptly any cases that do not start on schedule, the reasons for the delay and assess when the case may be called
- P5 identify promptly those cases which are heard more quickly than expected, and also those that overrun their scheduled duration
- P6 notify all relevant parties promptly and correctly of any changes to the schedule of cases

Address significant departures from the schedule of cases

You must be able to:

- P7 where cases do not follow their schedule, assess correctly the impact upon subsequent cases, including the impact upon the availability of both facilities and court officials/panel members
- P8 identify correctly the relevant details of cases to be rescheduled, including their type, the facilities and resources required
- P9 assess the available options towards allowing cases to start as close to their scheduled time as possible, including transferring them to other available and suitable rooms
- P10 reschedule cases, where required, for the earliest available opportunity, ensuring that all of the required facilities and resources are available
- P11 notify relevant parties promptly of the rescheduled arrangements for their case and the reasons for the change, confirming that these arrangements are convenient
- P12 respond quickly to changes in the scheduled duration of cases with a positive course of action
- P13 remain calm in difficult or stressful situations
- P14 act within the levels of your authority, referring any instances outside these levels promptly to the relevant person

Knowledge and understanding

Monitor the progress of cases against schedule

You need to know and understand:

- K1 current organisational requirements and procedures relating to allocating and listing cases, including those relating to their rescheduling due to unforeseen differences in the anticipated duration of earlier cases
- K2 the importance of seeking to maintain planned schedules and the implications of rescheduling
- K3 factors to consider when assessing the likely duration of a case
- K4 those personnel, including judiciary and other court officials/panel members, required to hear the types of cases for which you are responsible
- K5 the range of individuals to be notified of changes to the schedule of cases, and how to do this

Address significant departures from the schedule of cases

You need to know and understand:

- K6 current organisational requirements and procedures relating to rescheduling cases due to previous cases departing from their scheduled duration
- K7 the factors to take into account when rescheduling cases, and the importance of balancing the impact upon costs with the availability of resources
- K8 your levels of responsibility when rescheduling cases, and to whom to refer should these be exceeded
- K9 the range of individuals to be notified of the revised schedule for their case, and how to do this

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