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## Overview

This unit is about processing court documentation to ensure that individuals held in custody appear in court when required. You need to keep accurate and up-to-date records of when individuals must appear in court. Accuracy, timeliness and confidentiality are critical in this area of work.

### **There is one element**

Process court documentation

### **Target Group**

This unit applies to experienced administrators working in the custodial care sector who have to process court documentation for the appearance of individuals at courts.

# SFJCHCC062

## Process court documentation

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### Performance criteria

*You must be able to:*

- P1 maintain **systems** to record court documentation and the dates when individuals must appear in **courts**, in line with organisational requirements
- P2 ensure court documentation is served on individuals in custody and record this, according to legal and organisational requirements
- P3 confirm with the **courts** which individuals are required to be produced on which day
- P4 identify whether the individuals could be released from court, or whether they must return to the establishment
- P5 update records promptly, if there are changes to the requirements of **courts**

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### Knowledge and understanding

*You need to know and understand:*

- K1 current, relevant legislation, policies, procedures, codes of practice and practice advice for processing court documentation
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 manual and computerised systems for recording dates when individuals must appear in courts, and how to use these systems
- K5 organisational requirements for making arrangements for the movement of individuals to courts, other custodial establishments and other environments
- K6 the types of court documentation that may be served on individuals in custody, and the legal and organisational requirements relating to these
- K7 the circumstances under which individuals must return to the establishment and how to identify if this is the case
- K8 the types of documentation which must be completed and how to complete it correctly

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### Additional Information

#### Scope/range related to performance criteria

1. **systems**
  - 1.1. manual
  - 1.2. computerised
  
2. **courts**
  - 2.1. criminal
  - 2.2. civil
  - 2.3. martial

#### Links to other NOS

This unit links to all the other administration units in the custodial care framework.

It also links closely with Unit CC021 Receive and discharge individuals and property into and out of the custodial establishment and Unit CC027 Maintain security whilst escorting individuals to courts and other environments.

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

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**Suite** Custodial Administration

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