

REGISTRY AND DATA COLLECTION SYSTEMS STUDY

Court data

1. What information do you record about cases?
 - a. Date/year of filing
 - b. File numbers
 - c. Action / crime / substance of claim
 - d. Amount claimed (where applicable)
 - e. Last listing date
 - f. Last result
 - g. Future listing date
 - h. Reason for listing
 - i. Type of Action/charges
 - j. Parties by party type including contact details
 - k. Counsel and contact details
2. How often is this data entered?
3. Do you use a computer or paper ledger to record case information?
4. Who enters the data?
5. Is it checked by anybody else?
6. Who uses the data collected?
7. Is there a reporting structure in place about the cases?
8. Assigning cases
 - a. Are individual cases assigned to individual judges?
 - b. Do they move to other judges between filing and disposition?
 - c. If so, when and how many times?
 - d. How is file movement between judges recorded?
9. Who has access to case files?

Registry

Functions

1. What functions does the registry perform for the judges specifically in relation to;
 - a. Registrations?
 - b. Updates?
 - c. Listings?
 - d. Results?
 - e. Finalisations?

- f. Enquiries?
2. What functions do the Chief and Senior Registrars perform?
3. Are there other registrars? How many? What do you they do?
4. Are there any further functions the registry could do for the judges?
5. Can you please provide details of all registry staff and the functions they perform? (It would be helpful if the Registry Structure could also be explained in a diagram)
 - a. What sort of enquiries do you deal with from litigants?

Resources

6. What staff and facilities do the judges have available to them, specially in relation to:
 - a. Research?
 - b. Interpreters?
 - c. Secretariat?
 - d. Recording of cases
7. What staff and facilities do the registry staff have available to them, specifically in relation to:
 - a. Legal matters?
 - b. Operational matters?
8. How do you communicate with other courts, the public, court users, and executive government?
9. Who (judges/registry staff) have received any training in the past 3 years?
10. Did the training include an understanding of the importance of each person within the registry?
11. Do staff feel a sense of self-worth and satisfaction from their jobs?
12. What was the training about and what did participants do differently now in their job?
13. What other training needs do you think there are?
14. Are all staff who deal with the public aware of the distinction between legal advice and legal information?

Processes

15. What system do you use to list cases?
16. Who does the listing?
17. What records are kept of listings?

Types & volume of cases

18. What is the nature of the cases filed in your court? (e.g. civil, criminal, family, land and other)

19. How many cases are filed in your court each week, month and year?
20. Do you have a backlog of cases? If so, at which court levels do these backlogs exist?
21. If so, how many?
22. Have you undertaken a call over? If so, at which court levels has a call over been undertaken?
23. What was the outcome in terms of;
 - a. Court delays?
 - b. Party delays?

Governance and compliance

24. Please provide a copy of the Magistrates Court's rules.
25. Please provide copies of any court forms.
26. Who enforces the rules and how?
27. What processes are there for changing the rules?
28. Do you have time limits / benchmarks for the finalisation of activities and final disposition of cases?
29. If so, what are they?
30. What reporting systems are in place so the Chief Justice and Chief Registrar have an up to date understanding of the status of all cases filed in the court?