

Court duty officer's responsibilities (Wednesday Youth Court)

Tuesday afternoon:

- liaise with business support officer and go through court list to ascertain how busy the court list is on Wednesday
- liaise with back up court officer (identified on duty rota) to ascertain if in theory the court lead can go to court on their own, providing there are no overnights
- the business support officer will do all the pre-court work and liaise with any out of borough YOT in relation to pre-court preparation
- the business support officer will liaise with the Harrow YOT administrator in relation to the court list and which cases Barnet YOT will be responsible for and which cases will be dealt with by Harrow YOT.
- if there are any young people on the court list which are known to Barnet YOT, court lead to liaise with young person's YOTO and the duty manager in relation to potentially dealing with the young person at court to avoid a PSR if this is deemed suitable (only if not at risk of custody)
- court lead to take court bag to court
- court lead to make sure that he/she has access to the court computer/laptop and that their VPN (remote access) is working.

Wednesday (Court day)

- call the police station by 9am to see if there are any overnights and liaise with back up officer to ascertain if he/she is needed at court
- even if there are no overnights and back up duty can remain in the office, he/she may still be called to court later on if there are late custodies or unexpected extras
- arrive at court by 9am
- liaise with the cell staff to ascertain if there are any other overnights, apart from Colindale Police Station
- liaise with Harrow court officer to ascertain who is dealing with what matter (go through court list together to make sure that no young people have been missed, discuss any potential issues). Generally Barnet deals with any Colindale matters and Harrow will deal with the Harrow matters; any out of borough young people will get shared out between the two YOT's
- discuss any overnights/extras with the Harrow court team and ascertain who will deal with which young person
- if a young person is in the cells liaise with CPS to ascertain if they are opposing bail. If bail is being opposed, follow the '*court bail and remand process*'
- if there are any young people at court for sentencing, give PSR's to the clerk so the magistrates can read the reports in advance
- make sure that all young people have a solicitor and if they don't have one, speak to the usher to ascertain who the duty solicitor is and refer the young person to the duty officer
- the court officer is responsible for updating CW (contacts) with the court outcomes, this includes who attended court with the YP and that they were seen after court and if a first appointment was given
- Court officer to give court paperwork including completed allocations sheet to business support officer by close of day or first thing on Thursday morning
- Court officer to let the business support officer know if we are running out of forms, so he can copy more for the following week.