

eDiary... the Electronic Diary System for Managing your Courts' programmes



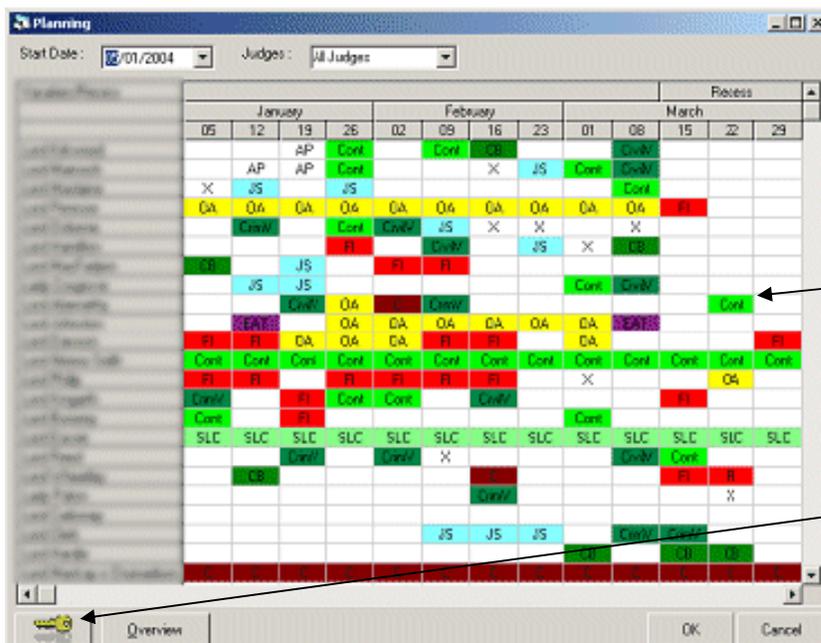
The electronic diary system is a system designed to maintain the programme of court business, record of judge's commitments and produce standard and statistical reports in the Supreme Courts. The system can interface between the main business areas e.g. the Court of Session, the High Court of Justiciary, which includes both Appeals and First Instance and the office of the Keeper of the Roll

Court Diary High Level View

This is a summarised view of the court activities viewed on a weekly, monthly or yearly basis and is primarily used for long term planning. This high level view of the Court Diary allows activities of different types of business to be scheduled for the coming year.

High Level Session View by Judge

This is a graphical display of the Planned Business at a High Level, which gives an indication of the activities allocated to each judge/sheriff on a weekly basis.



If a judge has more than one type of planned activity allocated for a week then only one of the business activities is visible from the view above (this is the activity that occurs first in the week). However, there is an indicator visible to show that there are multiple activities planned. Hovering over the relevant activity with the mouse reveals more detail about the additional planned activities.

Activites

An Activity can be defined as any high-level business within the Courts and can be used to allocate court business. Activities do not have to be case related – an Activity can be used to reserve a courtroom for non-court business or for judge holidays and absences.

Activity Recurrence

Activities can be created so that they can be repeated as many times as required.

Options change depending upon recurrence type

Planned Business Overview

This screen shows the different business types operating each week and the number of courts/judges allocated to those categories.

Week Beginning:	05-Jan	12-Jan	19-Jan	26-Jan
Compliment	32	32	32	32
Temp. Assistance	3	5	6	4
Total	35	37	38	36
Less Appeal Court	9	9	9	9
Total Availability	26	28	29	27
Scottish Law Commission	1	1	1	1
Commercial	3	3	3	3
First Instance Crime	10	13	12	11
Civil Business	0	0	0	0
Leave	0	2	2	1
Judicial Studies	0	0	0	0
Employment Appeals	0	1	0	0
Other Absence	2	1	3	4
Part Availability	1	2	2	1
Continued Business	1	2	2	1
Civil Vacation Judge	0	0	0	0
Criminal Vacation Judge	0	0	0	0
	18	25	25	22
Available for Entire Week	8	3	4	5

Period to advance (Week/Month/Quarter)

Forward/Back by one period

Number of courts allocated

Display breakdown of judges available by Status (Inner, Outer, Retired and Temp)

Session Detail

Cases assigned to the session have an indicator of its progress. For example, cases that have exceeded their allotted time are highlighted in red. Likewise, cases which are approaching their allotted time are highlighted in orange so that the users can be warned that this case may overrun and have a knock-on effect on any subsequent cases allocated to the session.

Modifications to the session filter down to the cases that have been assigned to it. For example, if the allocated courtroom for a session changes, then any cases that are assigned to that session have the courtroom updated accordingly.

The screenshot shows the 'Session Detail' dialog box with the following fields and controls:

- Date:** 10/01/2005
- Duration:** 20 day(s)
- End Date:** 04/02/2005
- Start Time:** 09:00
- Remaining:** 7d, 0h, 0m
- Location:** Court
- Session Type:** General Trial
- Judge:** Lord Collins
- Remarks:** (empty text area)
- Loading:** Time Base (selected), Slot Based
- Table:**

Case	Start From	Start To	Duration
17/01/2005	17/01/2005	19/01/2005	5(+2) Days
IN35/04 - HMA -v- Catherine McDonal	10/01/2005	10/01/2005	6 Days
IN33/04 - HMA -v- Barry Thomas And			
- Buttons:** New Session, Delete, Display, Cancel, OK

Callout boxes provide the following explanations:

- Allows the Judge for the session and allocated cases to be instantly reallocated to another judge** (points to the Judge field)
- Session Duration** (points to the Duration field)
- Free time remaining in session** (points to the Remaining field)
- For a time-based session, the size of the time bands are determined by the Session Type** (points to the Session Type field)
- Dates that a floating trial should start between will appear here.** (points to the Start From column in the table)
- Navigate though session** (points to the navigation arrows at the bottom)

Loading Types

The loading type determines how many diets/events can be allocated to a session. A session can be either Time Based or Slot Based.

The number of diets/events allocated to a Time Based slot are determined by the estimated duration of the diets and the duration of the session and the time-based loading factor. This is a period (eg 4 hours) based on the session business type and is the amount of additional time that can be added to the session by with additional diets.

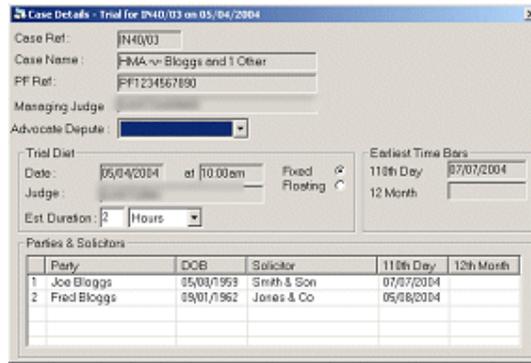
For a Slot Based session, the number of cases cannot exceed the loading factor – a number based on the session business type. The loading factor is typically a number of diets/events much higher than can be expected to be heard during the session. The majority of these cases will not be heard in court as they will settle out of court.

Case Level Detail

It is possible to drill down to Case Level detail from the Session Level Diary by double clicking on the case. The information provided changes based on the case type, criminal or civil.

The Case Level detail screen includes: -

- The parties for the case including dates of birth, time bars, solicitors names
- Information regarding the event/diet in the session
- Relevant Case References such as PF Reference, Police Reference
- Estimated duration for the diet



Virtual Courts

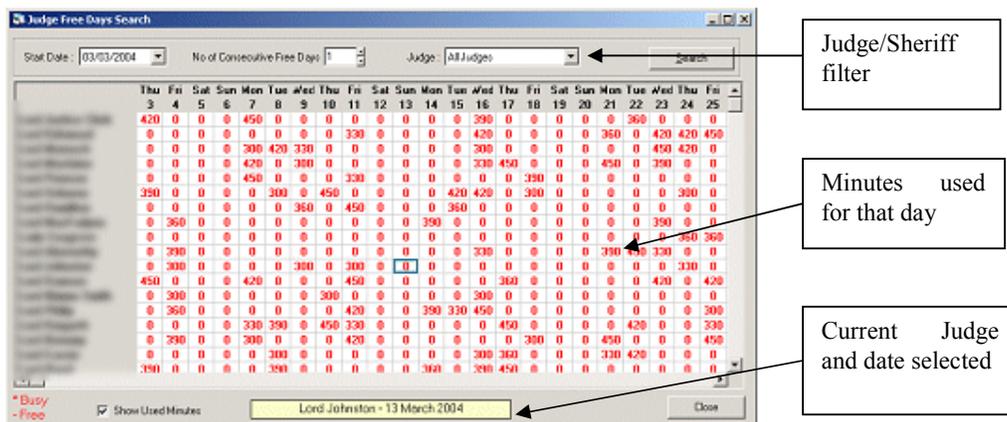
Virtual Courts are special sessions where potentially only the date for the session is known. These sessions are allocated to a courtroom that does not physically exist (for example Court 99). This will allow the Virtual Court to appear in the Session Level view. Cases can be allocated to a virtual court with the knowledge that on that day most cases will settle out of court, but if that is not the case they will be allocated to an actual courtroom and judge when they become available.

Searching

The search takes into account judges not being available due to non-court business such as holidays or other absences.

Search for Judge by free time

The availability of each judge may be viewed from here. A judge filter allows the search to be restricted for occasions when a specific judge is required for a diet/event.



Search for Session

This is used when specific session types are required, eg a session is required for a proof and the judge allocated to the session is not important.

Case Reference and Case Description for current case or free-entry (CMS only)

If slot-based, this will display free slots.

Selecting one of the sessions and clicking Allocate will automatically assign the case to the session (CMS only)

Start Date	Session	Court Ro...	Judge	Availability
20/04/2004	Fixed Trial	LM3	Lord Beecham	4 Days starting 22/04/2004
20/04/2004	Fixed Trial	SM4	Lord Colvill	4 Days starting 22/04/2004
20/04/2004	Fixed Trial	PH11	Lord Perrow	3 Days starting 22/04/2004
23/04/2004	Fixed Trial	PH2	MS Thomson	2 Days starting 25/04/2004
25/04/2004	Fixed Trial	SM3	Sherril H Math...	3 Days starting 27/04/2004
25/04/2004	Fixed Trial	PH7	Lord Justice OJ	3 Days starting 27/04/2004
28/04/2004	Fixed Trial	PH12	Lord Sutherland	5 Days starting 30/04/2004
29/04/2004	Fixed Trial	PH2	Lord Woolf JG	5 Days starting 01/05/2004

Diary Message Notice board

A notice board system allows messages to be passed between users of the Court Diary so that important information about courtroom availability and session availability can be communicated.

Mark messages as read

Message Filter

Messages from users including timestamp and shortened user name

New messages entered here

Select message recipients

Diary Notes

A notes system allows notes for each day or week to be recorded. These notes are visible from the High Level View and the Session Level View and will display information that has been entered for the relevant time frame being displayed.

Week Notes

Notes for week commencing 03/05/2004

Day Notes

Date	Judge	Notes
03/05/2004	Dr. [Name]	CI Forum
04/05/2004	Lord [Name]	Appointments Board
04/05/2004	Glasgow	
05/05/2004		Fire Alarm being tested 10AM

Additional Notes

Student on Work Experience

Buttons: Add Note, OK, Cancel

Callouts:

- Accumulation of Day Notes from Daily Business List for the relevant week (points to the table)
- Additional notes for the week (points to the text area)
- Create a new note (points to the Add Note button)

Court Time and Court Business

Court Time

Date: 05/04/2004 Court Location: Dunfermline High Court Court Room: Court 1

Sitting Cases | Miscellaneous Cases | Non-Court Time

SITTING CASES

Judge: [Dropdown] Clerk: [Dropdown]

Sitting Start Date: 05/04/2004

	Start	End	Category
IN43/04 HMA -v- [Name]	10:00	11:30	Trial Adjourned
IN43/04 HMA -v- [Name]	13:00	14:00	Trial Adjourned
IN44/04 HMA -v- [Name]			

If court sat for less than 3 hours enter the reason: [Text Field]

Buttons: Help, Close

Clicking on the “Non-Court Time” tab on the screen above allows time to be recorded for non-court business.

Judge: [Dropdown]

Category	Start Time	End Time	Notes
Preparation Time	1:00	1:30	
Writing Time	2:00	3:30	
*			

Modify Categories...

Court Diary Search

The Web Diary allows sessions to be searched and displayed via a Web Browser. The session types to be displayed is configurable so that only certain aspects of Court business is displayed. Cases that are allocated to the Diary can be viewed instantly via the web.

High Court - Microsoft Internet Explorer

High Court :

Week Commencing :

Legend	
Free All Day	Up to 1 Hr Free
Up to 3 Hrs Free	Up to 5 Hrs Free
Fully Booked	Slot Based

High Court for week beginning 26/09/2005

	Mon (26)	Tue (27)	Wed (28)	Thu (29)	Fri (30)
SM NORTH	Court Holiday	▶Crim Prel Hrg◀	▶Crim Prel Hrg◀	▶Crim Prel Hrg◀	▶Crim Prel Hrg◀
SM SOUTH	Court Holiday				
SM3	Court Holiday	Criminal Trials ▶Adjourned Diet◀	Criminal Trials	Criminal Trials ▶Adjourned Diet◀	Criminal Trials◀
SM4	Court Holiday	▶Criminal Trials	Criminal Trials	Criminal Trials	Criminal Trials◀
SM5	Court Holiday	▶Criminal Trials	Criminal Trials	Criminal Trials	Criminal Trials◀
SM6	Court Holiday	▶Criminal Trials	Criminal Trials	Criminal Trials ▶Adjourned Diet◀	Criminal Trials
VC GL CRIME	Court Holiday	Criminal Trials Criminal Trials ▶Adjourned Diet◀ ▶Crim Prel Hrg◀	Criminal Trials Criminal Trials	Criminal Trials Criminal Trials	Criminal Trials Criminal Trials
	Mon (26)	Tue (27)	Wed (28)	Thu (29)	Fri (30)

Electronic Noticeboards

Real time electronic noticeboards are used to cycle through each courtroom to display it's business. One noticeboard is used to cycle through each courtroom for the Criminal Court and the second for Civil Business.

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