



Judicial Greffe & Viscount's Department

2014

# Jersey Court Service Annual Report



*Supporting the  
Delivery of  
Justice through  
Professional  
Excellence*



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## **FOREWORD**

This is the twelfth Annual Report for the Judicial Greffe and the Viscount's Department to be produced in combination and is for the year 2014. It records the level of core operational and administrative activity within the Departments and also comments upon Strategic, Management, Human Resources, Information Systems and associated issues. This Report also reviews matters of Performance Management, a tool which continues to be enhanced across the Departments' activities.

## **PURPOSE & ORIGIN OF THE DEPARTMENTS**

### ***Judicial Greffe***

The Judicial Greffe is a Department of the Judiciary responsible for the provision of secretarial, administrative and interlocutory support to the Island's Courts and Tribunals. Associated services are provided to the legal profession and the general public. The Department in its present form was established in 1931 by the "Loi (1931) constituant Le Département du Greffe Judiciaire".

### ***Viscount's Department***

The Viscount's Department is the executive arm of the Island's Courts and of the States. The Department is therefore principally required to execute orders of the Courts. In addition, the Department fulfils the duties of Coroner, administers *Désastre* and similar proceedings (insolvency administration and investigation), serves legal process and enforces fines and judgment debts (court enforcement duties). The Department in its present form was established in 1930 by the "Loi (1930) constituant Le Département du Vicomte". The Department principally functions through two operational sections (the Enforcement and Désastre Sections), administrative support being provided by the Corporate Services and Finance Sections. Within the Enforcement Section a rotating shift system is worked covering the hours 7.00 am to 7.30 pm: this shift system is supplemented by a Duty Officer service which provides cover 24 hours per day, 365 days per year.

In this Report, the Judicial Greffe and Viscount's Department are described collectively as the Court Service.

## **ORGANISATION OF THE COURT SERVICE**

The organisation of the Court Service (comprising 43.1 FTE in the Judicial Greffe and 24.4 FTE in the Viscount's Department), as at 31 December 2014, is as shown in the organisation charts at Appendix A.

## **MANAGERIAL STRUCTURE OF THE COURT SERVICE**

### ***Judicial Greffe Corporate Board***

Mr M Wilkins	Judicial Greffier
Advocate P Matthews	Deputy Judicial Greffier
Mr J Lambert	Director of Services
Mrs C Coleman	Assistant Judicial Greffier (Appellate Section)
Mr D Le Heuzé	Magistrate's Court Greffier
Mrs C Le Sueur	Finance Manager

## ***Judicial Greffe***

As at 31 December 2014, the Judicial Greffe's Management Team comprised the following:

Mr M Wilkins	Judicial Greffier
Advocate P Matthews	Deputy Judicial Greffier
Mrs J O'Sullivan	Registrar, Family Division
Mrs C Canavan	Registrar, Family Division
Mr J Lambert	Director of Services
Mr D Le Heuzé	Magistrate's Court Greffier
Mrs C Coleman	Assistant Judicial Greffier (Appellate Section)
Mr C Thérin	Assistant Judicial Greffier (Royal Court)
Mr A Le Bihan	Registrar of Deeds
Miss M Laurent	Registrar of Probate

## ***Viscount's Department***

As at 31 December 2014, the Viscount's Department Corporate Board and Management Team comprised the following:

Mr M Wilkins	Viscount
Advocate M Harris	Deputy Viscount
Mr J Lambert	Director of Services
Mrs L Allo	Principal Administrator, Désastre Section
Mr P Stephens	Principal Enforcement Officer
Mrs C Le Sueur	Finance Manager
Mrs S Pierce	Corporate Services Officer

## ***SERVICES PROVIDED***

### ***The 84 functions fulfilled by the Court Service***

#### ***Judicial Greffe (49 services)***

##### ***Samedi Section***

- Managing actions pending before the Royal Court
- Taxing of Costs
- Administering the Legal Aid Disbursements Fund
- Processing appeals from the Magistrate's, Youth and Petty Debts Courts
- Registering Doctors and other professional persons
- Registering Deeds Poll
- Registering Foreign Judgments
- Registering Foreign Maintenance Orders
- Conducting *Dégrèvements* (Discumberments of Immovable Property)
- Managing the Electoral College List
- Acting as Postal and Pre-Poll Voting Officer at Public Elections
- Acting as *Greffier Arbitre* (Official Assessor or Arbitrator)
- Drafting Rules of Court
- Holding and depositing monies paid into Court
- Processing Liquor Licences (issued by the Licensing Assembly)
- Processing Gambling Licences (issued by the Gambling Licensing Authority)
- Preparing Petitions of the Superior Number of the Royal Court to Her Majesty in Council

##### ***Public Registry***

- Maintaining the Public Registry of Contracts
- Providing certified extracts from the books of the Public Registry
- Registering and lodging of Wills of Immovable (Real) Property
- Registering Immovable (Real) Property and associated Contracts (*Contrats*)
- Registering and cancelling Judicial Hypothecs (*Reconnaissances*)
- Registering Powers of Attorney
- Registration and indexing of Orders in Council

#### ***Probate Section***

- Granting Probate and Letters of Administration
- Overseeing the Curatorship system

#### ***Family Section***

- Filing petitions and administration of applications for divorce
- Pronouncing decrees of divorce
- Hearing applications for the care of children, maintenance, transfer of property and lump sums in matrimonial cases
- Hearing applications for maintenance and care of children in other family cases
- Preparing applications and administration of adoption hearings

#### ***Interlocutory Services***

- Hearing Summonses and making orders in interlocutory (civil) matters
- Making Orders for service of legal process out of the jurisdiction and for substituted service

#### ***Appellate Section***

- Processing cases on appeal to the Court of Appeal
- Recording and indexing appeals to the Privy Council
- Transcribing Judgments
- Recording and transcribing evidence
- Maintaining the Unreported Judgments Series
- Forwarding Judgments to the Editor of the Jersey Law Reports
- Acting as Secretary to the Prison Board of Visitors

#### ***Magistrate's, Youth and Petty Debts Courts***

- Providing for the operation of the Magistrate's, Youth and Petty Debts Courts
- Providing for the operation of a small claims mediation service

#### ***Intellectual Property Registry***

- Maintaining the Trade Marks, Patents and Designs Registries

#### ***Appeals and Tribunals' Registry***

- Acting as Registrar of Appeals and Tribunals

#### ***Other Services***

- Attending sittings of Courts and Tribunals as Clerk
- Issuing and enrolling Acts of the Court
- Advising on procedural law
- Promoting law reform in the context of the Department's service areas
- Acting as *Autorisé* at public elections

## **Viscount's Department (35 services)**

### **Court Enforcement Functions**

- Collect and enforce fines
- Receipt and payment of Bail moneys
- Arrest and presentation for non-appearance in Court (FTAs)
- Service of legal process
- Collect (and pay) costs and compensation
- Execute and enforce civil Judgments
- Carry out evictions
- Enforce maintenance orders, collecting and paying 'Alimony'
- Enforce Criminal Seizure and Confiscation Orders

### **Assize Jury Functions**

- Prepare the *Tableau Général* (Jury List), and maintain and operate the computerised jury selection system
- Grant exemptions from jury service
- Grant financial assistance to jury members suffering financial hardship as a result of Assize jury service
- Act as jury *surveillant* (custodian)

### **Coroner's Functions**

- Conduct inquests
- Deal with all ancillary matters relating to sudden or unexpected death

### **Insolvency Functions**

- Administer *en désastre* proceedings

### **Other Services**

- Administer oaths
- Administer the Collective Investment Funds Compensation Scheme
- Administer the estates of deceased persons
- Attend sittings of the Courts
- Attend sittings of the States
- Bear the Royal Mace of the Bailiff of Jersey
- Conduct *Vues de Vicomte*
- Convene sittings of the Royal Court and other bodies
- Grant exemptions from payment of Judicial Fees
- Act as Curator for impecunious Interdicts
- Act as *Tuteur* of last resort
- Act as trustee for Criminal Injuries Compensation Awards to Minors
- Promoting law reform in the context of the Department's service areas
- Deal with net proceeds of sale of properties sold by the Housing Minister after defaults on States Loans
- Perform various ceremonial duties
- Receive evidence in Chambers for Jersey Courts
- Act as Usher for children giving evidence via CCTV
- Hold profits from unauthorised deposits under the Banking Business (Jersey) Law 1999 (effect of unregistered deposit taking)
- Applications for *Remise de Biens* (provision of administrative support to Jurats of the Royal Court)



# **OPERATIONAL & ADMINISTRATIVE ACTIVITY, 2014**

*(See Statistical Digest at Appendix C & Appendix D for fuller statistical information)*

## **Judicial Greffe**

### ***Samedi Section***

The Samedi Section is responsible for providing a full support service to the Royal Court and other Tribunals, including: attending sittings as Clerk, issuing and enrolling Acts of the Court and providing advice on Court procedure. Other responsibilities undertaken include: taxing of costs; considering applications for disbursements in support of legally aided litigants; registering and indexing Orders in Council; and supporting the Gambling and Licensing Assemblies.

### ***Acts Produced***

The section produced 2,181 Acts in 2014 (2,148 in 2013) of which 158 related to the registration of medical and associated professionals, 79 related to deeds poll, 64 to company reinstatements, 87 to swearings-in, 38 to inquests, 74 to managers of liquor licences, 358 to criminal or evidence matters and 1,323 to other civil matters.

Of the 1,651 Acts which were issued pursuant to an order of a judge of the Royal Court, 98.7% were within service pledge and of the 530 Acts which were dealt with by a Greffier Substitute, 96.0% were within service pledge. There were 373 new actions brought before the Court and 57 Orders in Council were registered.

The Licensing Assembly sat 6 times (for licensing applications), and heard 47 applications. 6 ex-parte applications were made, 42 licences were granted, 2 were withdrawn, 4 were refused and none were adjourned.

20 Assize trials were ordered by the Royal Court in 2014; 9 Assize trials were completed. (6 of the Assize trials ordered in 2014 are due to take place in 2015 and 6 have subsequently been vacated due to a change of plea or an abandonment of the prosecution.)

Finally, 22 public elections were ordered in respect of Senators, Deputies, Constables, Centeniers and Procureurs du Bien Public.

### ***Taxation of Costs***

In 2014, 73 bills of costs were submitted for taxation by the Judicial Greffe (47 civil and 26 criminal), representing an increase of 22% from 2013. All of these bills were dealt with by the Assistant Judicial Greffier (Royal Court) as Taxing Officer.

### ***Legal Aid Vote***

In 2014, there were 172 new applications for the payment of disbursements from the Legal Aid Vote (96 civil and 76 criminal), representing a 7% decrease from 2013.

### ***Dégrèvement Hearings***

In 2014, there were 6 dégrèvement hearings, all of which took place before the Assistant Judicial Greffier (Royal Court).

### ***Applications for a Remise de Biens***

There were no applications for Remise de Biens during 2014.

## Public Registry

The Public Registry is responsible for the management and protection of all land deeds and associated documents enrolled for the purpose of evidencing title to, or charges against, land.

### Breakdown of Public Registry – Stamp Duty Received

	2011 (£)	2012 (£)	2013 (£)	2014 (£)
Contracts & Wills	15,250,000	12,816,000	11,456,000	18,930,000
Judicial Hypothecs	2,664,000	2,132,000	2,265,000	2,760,000
<b>Total</b>	<b>17,914,000</b>	<b>14,948,000</b>	<b>13,721,000</b>	<b>21,690,000</b>

### Value of property transactions registered

The value of property transactions registered in the Public Registry during 2014 amounted to £833 million, compared to £595 million in 2013 and £598 million in 2012. However, these figures do not include the value of properties which were transferred by Deeds of Gift or bequeathed in Wills of Immovable Estate, for which stamp duty was also received.

### Number of documents registered in the Public Registry

In 2014, there were 4,332 (compared with 4,287 in 2013) documents registered in relation to Contracts, Wills and Judicial Hypothecs.

### Public Registry Online

The Public Registry computerised database, *Public Registry Online*, which became available for general use in 2007, continued to provide full access to Public Registry documents over the Internet at all times. Total downtime for the system during the year amounted to less than 17 hours, or an availability rate 99.81% (99.96% in 2013).

In December 2013 the new internet input database (Pride Phase 4) was implemented. With the new software, the Public Registry was able to accept certain documents for registration by electronic transmission in 2014.

## Family Section

The Family Section is responsible for providing a comprehensive service to the Royal Court for Family proceedings. These include causes for the termination of marriage (including nullity), dissolution of civil partnership, judicial separation cases, ancillary matters, and applications relating to children. In addition there are children cases where the parties are not married.

The Family Section also deals with applications relating to the legitimacy of children, adoption proceedings, care orders and child abduction. In 2014, there were 64 free standing private children applications filed.

Reciprocal Enforcement of maintenance cases are also dealt with by the Family Section, involving liaising with foreign Courts. In addition the Family Section deals with applications for the recognition and enforcement of Children Orders made in the UK.

The Children (Jersey) Law 2002 and accompanying Rules came into force on 1 August 2005, as did Amendment 11 of the Matrimonial Causes (Jersey) Law 1949. The Matrimonial Causes Rules were rewritten and came into force on 1 August 2005. The

Child Custody (Jurisdiction) (Jersey) Law 2005 came into force on 1 January 2006, together with accompanying Rules. The Civil Partnerships (Jersey) Law 2012 came into force on 2 April 2012.

Summons heard and orders made in 2014	
Preliminary directions hearing	217
Case review hearing	269
Summons heard (half day or more)	39
Family/children Acts issued	347
Adoptions (2 Orders per child)	8
Nisi Acts issued	170
Matrimonial Acts issued	599
Reciprocal Orders	7
Parental Responsibility Agreements	48

183 decrees absolute of divorce were granted in 2014, compared with 168 in 2013. Of the petitions filed with the Court during 2014 31% were on the grounds of Unreasonable Behaviour and 31% were on the grounds of 1 Year's Separation.

### Interlocutory Services

Dates were fixed for 94 summonses to be heard in 2014. 116 were heard including 22 which were adjourned from 2013.

The number of Acts (including consent orders) produced in 2014 was 320, with 23 relating to service out of the jurisdiction or substituted service, 11 relating to Planning Appeals (whether dealt with under the ordinary or modified procedure) and 3 were appeals adjudicated 'on the papers'. One Appeal was withdrawn.

Of 29 reasons written, all were made into judgments and subsequently published, 1 of which was reserved to 2015. 7 case reports were produced in 2014.

The present Master took conduct of mediations at the Magistrate's Court Greffe with effect from April 2014. A total of 54 mediations took place. 37 were resolved at mediation or shortly thereafter, a success rate of 68.5%.

<b>Types of Summons heard in 2014</b>	
Additional Parties	1
Adjournment/Date Change	0
Amendment of Pleadings	4
Costs	6
Directions (including stays for mediation)	75
Disclosure	1
Dismissed	0
Extension of Time	1
Further and Better Particulars	1
Interlocutory	1
Representations	0
Security for Costs	6
Specific Discovery	3
Strike Out Applications	10
Summary Judgment	5
Taxation	0
Unless Orders	1
Vue de Vicomte	1
<b>Total</b>	<b>116</b>

Of the 75 actions heard by the Master in 2014, 21 settled or discontinued.

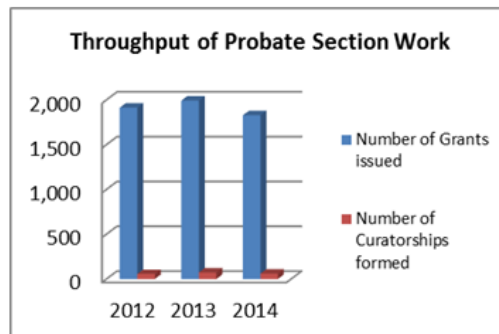
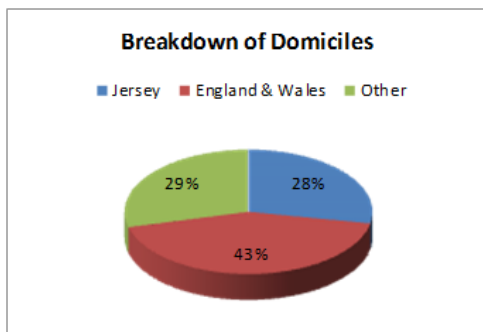
The breakdown of types of summonses in relation to which hearings took place is shown in the table.

### Probate Section

The Probate Section is responsible for examining, validating and granting the right to lawyers, trust corporations and members of the public to recover or receive any part of a Jersey estate. During 2014, applications for Grants of Probate and Letters of Administration involved persons who died domiciled both in Jersey and in 69 other jurisdictions worldwide.

1,827 Grants were made in the year (1,991 in 2013), representing a total estates value of £594,778,936.

The Section is also responsible for overseeing the administration of Curatorships, 59 new Curatorships being formed in 2014.

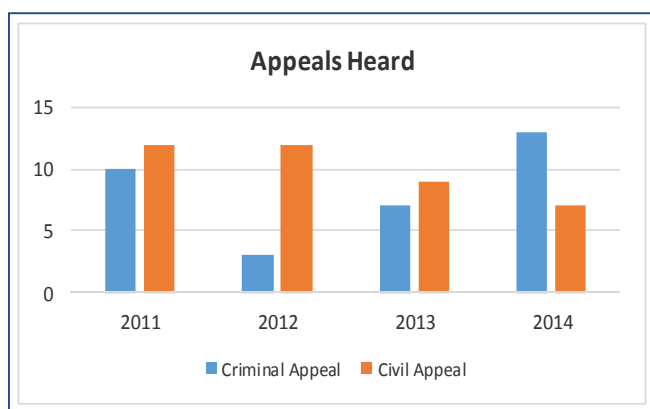


## ***Appellate Section***

The Appellate Section is responsible for all the administrative arrangements for the Court of Appeal and the Court of Appeal Judges; this includes arranging the annual sitting rota, the listing of all appeals received and the preparation of documentation for each sitting.

The Assistant Judicial Greffier for the Court of Appeal acts as Clerk to the judges, attends all sittings as Greffier, drafts the Acts of Court and provides procedural advice to the Judges of Appeal, members of the legal profession and litigants in person.

During 2014, two of the longest serving Judges of Appeal retired. The Hon Michael Beloff QC was sworn in on 23 October 1995 and had been the senior Judge of Appeal since 2005; his contribution to the Court of Appeal in Jersey has been invaluable. Sir John Nutting was sworn in on 15 April 1996 and was the leading expert in criminal matters for many years. George Bompas QC was sworn in on 22 September 2014 and specialises in Chancery/Commercial, commercial dispute resolution, Financial Services law and professional negligence litigation. A further three judges are due to be sworn in during 2015.



The Court of Appeal has 6 scheduled sittings each year; the Appellate Section will arrange any additional special sittings that are necessary and is responsible for any appeals to the Superior Number of the Royal Court against sentences passed by the Inferior Number. In 2014, the Court of Appeal sat 7 times, heard 13 criminal appeals and 7 civil appeals. The Superior Number did not sit to hear any appeals against sentence in 2014 and a single judge sat on 9 occasions to decide interlocutory or administrative matters.

In addition to the administration of the Court of Appeal, the Appellate Section is responsible for the publishing and maintenance of the Unreported Series of judgments on the Jersey Law website and for the verbatim transcription of Court proceedings when required.

### ***Prison Board of Visitors***

The Appellate Section provides a secretarial service to the Prison Board of Visitors. There were 10 ordinary meetings of the Board of Visitors and two meetings between the Prison Board and the Home Affairs Department. These were attended by the Home Affairs Minister, Assistant Minister and Chief Officer of Home Affairs.

### ***Intellectual Property Registry***

The Judicial Greffe is responsible for maintaining the Registers of Trade Marks, Patents and Designs. The Registry houses the three registers, and provides advice and associated services to industry specialists and members of the public. During 2014, 42 new trade marks were registered and 323 certificates were produced for updating registered marks. 29 patents were registered or updated and there were 2 registered or updated applications for designs.

### ***Appeals and Tribunals' Registry***

The Tribunal Service within the Judicial Greffe is responsible for the administration of the Jersey Employment and Discrimination Tribunal, the Social Security Income Support Tribunal, the Social Security Medical Tribunal, the Long Term Incapacity Tribunal, the Mental Health Appeals Tribunal and the Health and Safety Tribunal. In September 2014, the Discrimination (Jersey) Law came into force and the Jersey Employment Tribunal became the Jersey Employment and Discrimination Tribunal.

In 2014, the Employment and Discrimination Tribunal received 173 applications, resulting in 138 case management meetings, 16 interim hearings and 66 full hearings.

There were 33 applications to the Social Security Tribunals, of which 11 were still pending at the end of the year. There were 11 full hearings of which 4 were before the Income Support Tribunal, 4 before the Long Term Incapacity Tribunal and 3 before the Medical Tribunal.

There were 32 applications to the Mental Health Appeals Tribunal, 9 of which went to full hearings, and there was one Health and Safety Tribunal hearing.

### ***Magistrate's, Youth and Petty Debts Courts***

In 2014, the Magistrate's Court started the immense task of overhauling the sentencing guidelines for the lower court. The style of the new guidelines will be in a form similar to the UK Sentencing Council's guidelines, but taking cognisance of the particular requirements of Jersey and the guidance contained within Royal Court Judgments. The current Road Traffic Offences Sentencing Guidelines are in the process of being completed with the guidelines regarding excess alcohol, no insurance, failing to provide a specimen, failing to stop and report an accident, and driving whilst disqualified already reviewed and in force. The complete road traffic offence guidelines will be in operation by early 2015.

Advocate Falle finally stepped down from judicial duties when he retired as a Relief Magistrate in November. Advocate Falle stepped into the position of Acting Magistrate in 2008 for a period that lasted almost 5 years. He subsequently agreed to remain available as a Relief Magistrate when he stepped down from his appointment as Acting Magistrate in 2013. Advocate Falle has been unstinting in his approach to his duties throughout his tenure as Acting Magistrate and Relief Magistrate, and a tireless champion of the Magistrate's Court.

Development of the DAISy Court Management system has continued with the completion of the Royal Court Module. This enables a seamless transfer of information from the Charges Office to the Royal Court. DAISy is now recognised as an essential IT element of the overall Criminal Justice System, linking numerous departments together electronically.

The number of cases completed within the Magistrate's Court increased by 12% over 2013, but with the parking cases predominantly causing this increase. Without the parking cases, there was a slight decrease by 6% compared with the number of cases completed in 2013.

In the Petty Debts Court, there has been a decrease in actions tabled of 15%, with a corresponding decrease of 18% in the value of actions brought before the Court. The number of trials has increased by a third compared with 2013.

The Magistrate's Court dealt with 1,152 non parking cases, which represents a decrease of approximately 5% compared with 2013, and a corresponding decrease by 3% in the number of individuals being presented before the Magistrate. This continuing trend means that 2014 saw the lowest number of non-parking cases brought before the Magistrate over the last 10 year period.

The number of cases committed to the Royal Court has also decreased, with 131 cases committed compared to 163 last year (a decrease of 20%). The number of defendants committed decreased by 37 (a decrease of 25%).

The total number of Arrest Orders issued increased to 1,390, an increase of 18% compared with 2013. This increase is mainly driven by the increased number of parking cases being presented to the Magistrate's Court (an increase of 175 compared with 2013). Parking cases are determined by the number of summonses sent out by the Parish of St Helier.

The overall workload in the Magistrate's Court increased significantly in 2014, with 6,193 cases, committals, remands and Arrest Orders being handled this year compared with 5,436 in 2013 (an increase of 14%).

### ***Youth Court***

The Youth Court appointed of 3 new Panel Members in August (Mrs Cross, Mrs Cunningham and Mrs Moore).

The recent drop in youth crime has apparently reversed, with a significant rise in the number of cases brought before the Youth Court. This is mainly due to a small number of repeat offenders (15% of the offences were committed by one individual) and a few cases involving a number of youths. Therefore, taking these factors into account and the relatively small numbers involved, the case load is not returning to the levels seen in 2004 and 2005. Overall, the number of Youth Court cases increased to 108, compared with 62 in 2013 (an increase of 74%). The number of cases which were remanded off for various reasons increased to 111 (a 32% increase compared with last year).

The overall workload within the Youth Court increased by 48% compared with 2013, but this still reflects a significant decrease compared to numbers seen in previous years, and indeed a number of scheduled Youth Court sittings were cancelled as there were no cases to hear.

### ***Petty Debts Court***

The Petty Debts Court is subdivided into 3 divisions:

- Civil Claims Division
- Tenancy Division
- Family Division

In 2014, there was a decrease of 16% in the number of actions tabled compared with 2013. This was reflected in the value of claims decreasing to a total value of £6,747,977 compared to £8,274,733 in 2013. This is a significant decrease and even more so when compared with 2010 when the total value of claims was over £10m.

Stamp Duty income decreased to £106,928 from £137,896 in 2013, reflecting both the decrease in the number of actions and the decrease in the value of the actions.

### ***Taxation of Costs***

In 2014 the Magistrate's Court Greffe taxed 60 criminal Bills of Costs.

### ***Court Usage***

The Magistrate's Court building is in constant daily use with a mixture of Adult Remand Courts, Youth Courts, criminal trials, civil trials and Petty Debts Courts all being catered for. In addition, the Royal Court and the Court of Appeal used the premises during 2014 on a number of occasions, dealing with both criminal and civil matters.

The Magistrate's Court Greffe also provides a weekly mediation session for claims that fall within the Petty Debts Court jurisdiction and ad-hoc sessions for other mediation requirements. Mediation sessions are scheduled for Tuesday afternoons and Friday mornings and each one lasts approximately an hour. In 2014, a total of 76 sessions were conducted before the Master of the Royal Court sitting as a Relief Magistrate. A total of 111 cases were sent direct to Mediation of which 75 were settled, representing a 68% success rate.

### ***Receiving Evidence in Chambers***

The volume of work in 2014 (33 hours) was higher than in 2013 (26 hours). The Deputy Judicial Greffier carried out 3 hearings and the Deputy Viscount carried out 2 hearings.

## ***Public Elections***

In 2014, for the first time, the election of all Senators, Connétables and Deputies to the States Assembly took place on the same day. Voters were able to cast a pre-poll vote at St Paul's Centre (see below) in the two weeks leading up to polling day on Wednesday 15 October 2014, and "home visits" were arranged so that those persons who were not able to cast a pre-poll vote or attend the polling station on polling day were able to exercise their right to vote. For the first time, pre-poll voting was available on the two Saturdays preceding polling day at temporary polling stations in St Brelade and Trinity. The total number of persons casting pre-poll or postal votes in the 2014 election was 2,472 (compared with 2,841 in the 2011 election). The extension of pre-poll voting facilities combined with "home visits" resulted in significant resource implications for the Judicial Greffe which largely utilises existing staff to provide the service.



## ***Viscount's Department***

### ***Court Enforcement Functions***

#### ***Collect and Enforce Fines***

The rate of enforcement in this area continues to be high. The success rates of 99% by number, and 90% by value of fines for which time to pay was granted, reflect the close monitoring that is carried out, greatly enhanced by the computer processing system devised for this field of work. During the year, a total of 1,167 fines were imposed by the courts and a total of £428,977 was collected (2013: 1,081 fines and £437,519 collected).

#### ***Receipt of Bail Moneys***

There were 182 active bails as at 31 December 2014, the sum held totalling £127,453 (2013: 158 active bails and sum held £87,954).

#### ***Arrest and Presentation for Non-appearance in Court (FTAs)***

There were 5,415 arrest orders for people who had failed to appear in Court, active and under enforcement with the Department at the end of 2014, 3,467 for parking related matters and 1,941 for other offences (2013: 5,277 arrest orders).

#### ***Service of Legal Process***

In 2014, 1,447 items of legal process were served, equating to £47,080 (2013: 1,624 served).

#### ***Collect (and Pay) Costs and Compensation***

The Courts awarded costs following prosecution in 15 cases during 2014 (2013: 10 cases).

There were 110 orders for compensation imposed by the courts during the year involving the sum of £88,060 (2013: 108 orders and £244,761).

#### ***Execute and Enforce Civil Judgments***

The Department received 1,389 judgments for enforcement during 2014, collecting £769,845 on behalf of creditors (2013: 1,421 judgements and £3,612,872 collected).

### ***Carry out Evictions***

In 2014, 8 eviction orders were dealt with. As in previous years, this difficult and sensitive area of work was completed without incident or publicity (2013: 4 evictions).

### ***Enforce Criminal Seizure and Confiscation Orders***

During 2014 there was 1 new Drug Trafficking *Saisie Judiciaire* (freezing orders), value collected £11,154.09. (2013: 2 cases and £41,625).

There were 19 local and no external new Non-Saisie Drug Trafficking Confiscation Orders in 2014, involving £15,586 (2013: 16 cases and £1,500,660).

During 2014, the amount of £1,174,671 was transferred to the Drug Trafficking Confiscation Fund relating to 21 Drug Trafficking Confiscation Orders (2013: 19 cases and £155,605).

In 2014, new Proceeds of Crime *Saisies Judiciaires* (freezing orders) involved £1,415,039 in 7 cases, including foreign currencies and assets held by external trustees (2013: 8 cases involving £7,904,224).

2 Proceeds of Crime Confiscation Orders were effected in 2014, amounting to £6,456,591, which was transferred to the Criminal Offences Confiscation Fund during the year (2013: 4 cases and £1,993,618).

In 2014 there was one property restraint order effected under the Civil Asset Recovery (International Co-operation) (Jersey) Law 2007, involving £173,685,404.

### ***Enforce Maintenance Orders, collecting and paying 'Alimony'***

21 maintenance orders were under enforcement at the year end. Of these, 19 involved reciprocal enforcements for other jurisdictions (2013: 14 maintenance orders, of which 13 involved reciprocal enforcement).

### ***Assize Jury Functions***

The computerised jury selection system was called upon 14 times in 2014, although only 9 trials were completed, taking up 32.5 days. This entailed the warning of 721 jurors and 122 witnesses.

### ***Coroner's Functions***

The Inquests and Post-Mortem Examinations (Jersey) Law 1995 continued to work effectively. It is noted that a revised law for coroners in England and Wales was brought into force in 2014, the Coroners and Justice Act 2009. It will be interesting to see how that Law is put into practice. There may be scope in the future to revise the Jersey Law accordingly. Good liaison continued with the UK and other Coroners. The Department continued to be responsible for certain organ transplant cases, authorising reburials, inter-jurisdictional transfer of bodies and certain cremation documentation.

### ***Deputy Viscount's Input***

Coronial duties continued to be predominantly borne by the Deputy Viscount, who acts as de facto Coroner, assisted by the Relief Coroner, Dr Margaret Bayes. Two new Relief Coroners were appointed during 2014 and commenced induction and in-house training: Advocate Cyril Whelan and Mr Osman El-Gazzar (a retired general surgeon). Together with the two new Relief Coroners, the Deputy Viscount attended coroner training in England organised by the Judicial College. The Deputy Viscount also attended the Annual Conference and AGM of the Coroners' Society of England and Wales.

18% of registered deaths in Jersey during 2014 were officially reported to the Deputy Viscount, with a further 15% of registered deaths in Jersey (unreported cases) resulting in approvals for doctors to issue medical certificates of fact and cause of death. There were 38 inquests concluded in the year; the Viscount conducted 3, the Deputy Viscount conducted 31, Dr Bayes conducted 2, Advocate Whelan and Mr El-Gazzar each conducted 1 inquest.



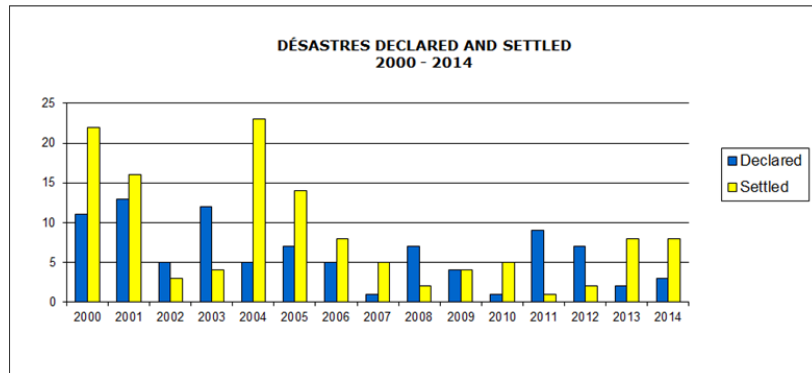
The categories of verdicts reached are shown in the statistical digest at Appendix D. In terms of time spent, most of the work relates to cases that do not reach inquest. A stand-by arrangement is in place with the Police and the General Hospital for the Coroner to be available outside of working hours to give directions in difficult cases, including organ transplant cases.

## **Insolvency Functions**

### **Cases Declared and Settled**

There were 3 *désastres* declared in 2014, and 8 cases were brought to closure during the year. A caseload of 8 *désastres* remained outstanding at the end of the year. Save in exceptional circumstances, the Section targets completion of *désastre* cases within 2 years of declaration.

Incoming cases are surprisingly low given the advent of the global recession in late 2008. However, response to economic circumstances can be delayed (the so-called ripple effect); there is no room for complacency given that the mean declaration rate between 1990 and 2014 remains in the region of 20.



Additionally, at the end of 2014, 11 personal cases were under review awaiting discharge applications.

### **Assets Realised**

£8,585 (against liabilities of £785,930) was realised for creditors in the year.

### **Discharges**

During 2014, no discharges from personal bankruptcy were granted.

### **Désastre Checks**

A total of 11,794 *désastre* checks (confirming whether declarations *en désastre* have in fact been made) were carried out during the year, compared with 10,011 in 2013. A charge continues to be levied for this service (income generated in 2014: £60,095 compared to £50,545 in 2013), other than where users access such information via the Department's website.

### **General Enquiries**

During 2014, a total of 71 enquiries (compared to 83 in 2013) were received as to the management of cash-flow, liquidity and related issues. A total of 41 hours was recorded in dealing with these enquiries (compared to 48 hours in 2013).

### **Delegation of Case-Work**

As in previous years, delegation of *désastre* case work to forensic accountants was maintained on a selective basis, and legal advice was obtained from local and external lawyers where necessary.

### **Désastre Management Information System (DMIS)**

DMIS is now the principal computing package against which *désastre* administrations are managed. This system guides the user through the steps of administering a case and supports the management of case information, thus enabling a more efficient, accurate and auditable way of working.

### ***International and Cross-Border Dimensions***

The Royal Court rendered assistance to foreign courts in insolvency matters on a number of occasions during the year, principally pursuant to the enabling provision provided by Article 49 of the Désastre Law or by way of Comity: in such circumstances the Désastre Section reviews the appropriateness of applications on behalf of the Court.

In furtherance of the promotion and protection of the Island's external image as an international finance centre, being committed to the provision of a first class insolvency service, and fully conversant with cross-border issues and practice, during the year the Section's staff:

- Contributed to the work of the International Association of Insolvency Regulators (IAIR);
- Contributed to the work of INSOL Europe (formerly the European Insolvency Practitioners Association).

During 2014, a supplement to the text book "Jersey Insolvency and Asset Tracking 4th Edition" issued, the co-authors Advocate Anthony Dessain and the Viscount recognising the importance of maintaining and extending its content to what is already considered to be an invaluable reference source, used by practitioners and the Royal Court.

### ***International Association of Insolvency Regulators***

The International Association of Insolvency Regulators (IAIR) was formed by six countries in Hong Kong in 1995, Jersey being one of the six founder-members. The purpose of IAIR is for the Viscount's counterparts around the world to exchange information and learning across jurisdictions. IAIR now has a membership of about 30 countries including the USA, Australia, Canada, Russia and the UK. The 2014 conference was held in Washington, where 19 countries were represented.

The meeting of the regional group of IAIR, known as the 5 Nations, was hosted by Jersey in 2014.

British and Irish regional members of IAIR are:

- The Insolvency Service of England and Wales
- Account in Bankruptcy (Scotland)
- The Insolvency Service (Northern Ireland)
- Office of the Director of Corporate Enforcement (Ireland)
- The Insolvency Service of Ireland
- Viscount's Department



### ***Disclaimers***

No disclaimers were issued under the provisions of Article 15 of the Désastre Law in respect of onerous movable property.

### ***Other Functions***

#### ***Attend Sittings of the Court***

During 2014, Officers from the Department, principally the two Court Officers, serviced 341 of the Magistrate's Court Sittings (2013: 336), 113 Royal Court and Court of Appeal sittings (2013: 111), and 49 of the Youth Court sittings (2013: 34).

#### ***Attend Sittings of the States***

The Viscount attended 8 sittings of the States during 2014 and the Deputy Viscount attended 32 sittings.

#### ***Bear the Royal Mace of the Bailiff of Jersey***

During 2014, in addition to the sittings of the States, the Bailiff's Mace was borne on 12 other occasions by the Deputy Viscount, including Liberation Day, Remembrance Sunday, the Assize D'Héritage and various swearings-in.

### ***Convene Sittings of the Royal Court and other Bodies***

Convening Notices were issued on 18 occasions in 2014. Most notices are now sent electronically.

### ***Act as Curator for Impecunious Interdicts***

There were 18 cases under administration at the year end, a net decrease of 3 over the year. Steps continue to be taken, in liaison with the Law Officers' Department, to restrict the number of cases under administration and to provide for the long-term allocation of such cases. A working group, of which the Principal Administrator, Désastre Section is a member, was set up to assess the prospect of creating an official Curatorship service. This matter remains under review.

### ***Grant Exemptions from the Payment of Judicial Fees***

During 2014, 201 Exemptions from the payment of judicial fees were granted (2013: 180).

### ***Act as Trustee for Criminal Injuries Compensation Awards to Minors***

There were no new cases during 2014.

### ***Conduct Vues de Vicomte***

The *Vue de Vicomte* is a process which can be used when there is a dispute in relation to the boundary between two adjoining properties which are therefore in need of delimitation. For present purposes, the Viscount therefore becomes engaged in contested proceedings by virtue of an Act of the Royal Court. The Viscount presides; the parties produce their deeds and evidence (notwithstanding any difficulties, such as interpreting contracts, the *Vue* is obliged to effect the demarcation); a panel of six experts (conveyancing professionals drawn from unconnected law firms) makes the demarcation assisted by an *arpenteur public* (public surveyor); a record of demarcation is drawn up and registered in the rolls of the Royal Court; and the costs of the procedure are allocated.



There were two *Vues de Vicomte* conducted during 2014. The photograph shows part of an original stone wall being located during the course of one of the *Vues* conducted during 2014.

### ***Remise de Biens***

The *Désastre* Section assists the Jurats of the Royal Court in performing functions relating to applications. However, no applications were received during 2014.

### ***Corporate Services***

The Corporate Services Section provides an administrative service for the entire Viscount's Department as and when required.

The Section is particularly responsible for:

- supporting the Viscount, Deputy Viscount and Relief Coroners in their duties;
- supporting the establishment of assize juries;
- overseeing human resources matters which included overseeing the secondment, retirement and recruitment of staff; and
- providing other specialist secretarial, administrative and IT services.

## **LAW REFORM**

During the year, the Court Service identified and/or commented upon changes required in primary and subordinate legislation affecting the operation of the Courts or the Core Services provided by the Court Service. In particular, work on or review of the following items of legislation was undertaken.

- Attended stakeholder workshops in connection with revision of the Mental Health Jersey Law and proposed new Capacity Law
- Royal Court (Amendment No. 17) Rules 2014 – Social Security Hypothecs (Jersey) Law 2014
- Royal Court (Amendment No. 18) Rules 2014 – Personal service of a document on a Minister
- Practice Direction RC15/01 – Service Out of the Jurisdiction
- Practice Direction RC15/02 – Applications for a *Dégrévement* and Schedule
- Practice Direction RC15/03 – Summary assessment of costs in interlocutory proceedings before the Judicial Greffier/Master
- Practice Direction RC15/04 – Freezing Orders and standard wording
- Practice Direction RC15/05 – Search Orders and standard wording

## **STRATEGIC ISSUES**

### ***Investors in People***

Accreditation against the Investors in People standard was maintained in 2014. The Court Service holds the Gold Award (the highest level achievable under the standard), and continues to be recognised as an Investors in People Champion, acknowledging the commitment of the organisation to promoting and supporting Investors in People through best practice activities. Having made the commitment in 2013 to achieve the Customer Service Excellence standard, the Court Service continued in 2014 to work towards achieving this. In January, the Court Service was honoured to be presented with the Investors in People Gold award by the Chief Minister, Senator Ian Gorst.



### ***Risk Register***

In 2012, the Court Service underwent an intensive risk analysis programme, and the 2014 Business Plan contained a schedule of identified risks which continued to be actively managed by risk owners in 2014. The Risk Register is comprised of 18 key risks (classified high, medium or low) and associated mitigation.

### ***Public Sector Reform***

The States of Jersey continued to undertake a programme of public sector reform in 2014. The Court Service participated in various associated initiatives, including meetings with the Chief Minister's Department, attending employee workshops and Lean training.

### ***Business Plan***

The Judicial Greffe and Viscount's Department have both issued annual Business Plans for a number of years. Within those plans all activities interface with the strategic objectives of the States, and success in achieving Business Plan objectives is monitored and acted upon across the Court Service. For the eleventh time in 2014, the Judicial Greffe and Viscount's Department issued a joint, Court Service Business Plan.

## ***Annual Report***

The Annual Report for 2003 was the first combined report for the Court Service; this report for 2014 is therefore the twelfth of such reports covering both the Judicial Greffe and Viscount's Department.

### ***Jersey Legal Information Board***

During the year, the Court Service continued to support the work undertaken by the Jersey Legal Information Board (JLIB). JLIB is essentially the research and development arm of the Courts and as such its strategy is principally (but not exclusively) to exploit technology in order to facilitate the supply and dissemination of legal information.

The links between the Court Service and JLIB extend to personnel in that two members of the Court Service Corporate Board sit on JLIB and the Appellate Section is also responsible for the publishing of all unreported judgments on the JLIB website.

In its role as the research and development arm of the Court Service, JLIB has this year been working with Public Registry to streamline processes and in 2015 will be working with the Viscount's Department, Probate Section and Treasury to replace Court Stamps with more up to date methods of payment for services.

JLIB has also worked with the Law Officers' Department to produce translations of French Laws and publish them on the [www.jerseylaw.je](http://www.jerseylaw.je) website. These are designed to assist the public in understanding statutory Law, but are not official translations for court purposes.

In May, the Programme Director together with the Director of Services gave a paper at a conference in Harrogate which was well received, and in October the Programme Director gave a presentation ("Impacts and Effects of Publishing Legal Information in a Small Jurisdiction: Privacy v Open Justice") to the Free Access to Law Movement at its annual conference. This year saw many new members attending for the first time, including Lesotho, Swaziland and the Seychelles. New members were grateful and appreciative to have the benefit of a mature organisation's experience and asked many questions.

### ***Integrating the Court Service***

During the year, the Court Service developed various initiatives in conjunction with other related Departments, designed to provide for improved integration of generic services. A formal officer level Integration Group, comprising the Court Service, Bailiff's Chambers and Law Officers' Department, meets periodically.

### ***Family Mediation Jersey***

In 2014, the Court Service continued a funding arrangement with the newly re-vitalised Family Mediation Jersey to provide ongoing funding of the service from the Court and Case Costs vote (with the approval of the Treasurer of the States).

## ***CORPORATE MANAGEMENT OBJECTIVES***

The principal values adopted in pursuit of the Court Service's objectives are to:

- Ensure that traditional standards of integrity and honesty are preserved.
- Maximise efficiency at minimum cost having regard to, and interfacing effectively with, the States' strategic objectives and the need to provide for an integrated Court Service.
- Ensure that the Court Service and its staff function in a business-like and professional manner.
- Complete all work quickly and efficiently.
- Foster co-operative and flexible attitudes amongst staff.
- Encourage staff to think corporately and with awareness of what functions the Court Service exists to provide.

- Provide for the training and development of members of staff, having regard to the personal needs of every individual and the needs of the Court Service and the States as a whole.
- Selectively exploit technology.
- Promote high morale amongst staff; ensuring that their conditions of employment, remuneration, and working environment are as good as can be achieved within parameters set centrally.
- Provide for the ready and supportive interaction of the Court Service with other States' departments.
- Promote public relations and have pride in the Public Service.
- Provide for the continuation of structured Corporate Management, Management, Section and staff meetings.
- Maintain the Departments' Business Continuity and Risk Management Policies.

In addition, during 2014, the Court Service continued to develop and enhance a series of managerial initiatives and documents. These included the following:

- Development and enhancement of Procedures Manuals.
- Maintenance of an Archives Policy.
- Development of the use of document imaging technology.
- Development of Working Groups with other related departments.
- Enhancement of cost centres and the improvement of financial information and reporting by way of monthly variance analyses.
- Improvement of asset management, allowing for equipment replacement on a rolling basis.
- Development of internal service standards across the Court Service.
- Attendance at Court User Group meetings.
- Enhancement of Business Continuity and Risk Management Policies.
- Participation in the Criminal Justice System Board and the work-streams emanating therefrom.

## ***HUMAN RESOURCES***

### ***Performance Review and Appraisal***

The Court Service continues to have a strong and effective performance review and appraisal system in place which is fully compliant with States Policy. To ensure consistency, the system is monitored closely and regularly discussed at the biannual Managers' Workshop.

The system facilitates the measurement of individual performance, and discussion of career development, whilst also ensuring competency for all aspects of each job.

At a Manager's Workshop it was decided to amend the timing of the annual appraisals to take place in November/December so that staff objectives could be set in conjunction with planning for the Jersey Court Service Business Plan.

98% of staff undergo a formal performance review and appraisal.

### ***Training and Development***

During 2014, staff attended 148.5 training days, averaging 2.1 per member of staff. These courses were largely sponsored by the States and were as follows:

- States Corporate Induction
- Dealing with Challenging Customer Behaviour
- First Aid at Work, Refreshers and Defibrillator training
- Handling Difficult Conversations
- Outlook 2010
- Advanced Word
- Effective Business English
- The Effective Supervisor
- Maintaining Wellbeing in a Stressful Environment

- Ashridge Strategic Leadership Programme
- Leading and Managing Change
- Freedom of Information
- Workload Planning
- Chartered Institute of Arbitrators - Module 1 - Mediation Training
- First Impressions - Customer Service Training
- Planning Ahead for Retirement
- Managing Recruitment & Selection - Update Session
- Yellow Belt Training
- Capacity Law, Expert Dialogue Workshop
- Family Division training with David Briggs
- Modern Manager Programme – level 7

### ***Managers' Training***

Managers and Senior Managers are now given the opportunity to attend the Modern Manager Programmes, which takes up to 18 months to complete. During 2014, two Court Service Senior Managers, James Lambert and Mark Harris, completed the Modern Manager Level 7 programme.

Managers are also encouraged to attend the various individual courses provided by the States, which relate specifically to management training. This engages all managers in managing their own learning and development in a structured and systematic way. The feedback from these courses indicates that they enhance existing good practice and help to hone current skills.

### ***French***

For the tenth year, staff who have identified the requirement to have a second language to be able to carry out their role have attended French lessons with *Alliance Française*.

### ***Training Evaluation***

The Court Service continues to have a specific training evaluation process. All managers receive complete reports on all courses attended and these are discussed at the monthly Team Meetings. All training is evaluated to ensure that objectives are met, and that events attended meet the Departments' and individuals' needs. In general, it has become possible to cross-reference training benefits with service level improvements, as measured by performance data, principally Service Pledges (see Appendix B).

All new employees receive a Court Service Induction Programme, the content of which is reviewed annually. In addition to ensuring that new staff have to hand sufficient information to enable them fully to understand the workings of the Court Service, the Programme includes the possibility of creating individual Personal Development Plans.

### ***Other Human Resource Issues***

#### ***Conferences***

Members of staff attended conferences throughout the year. Maintaining and expanding involvement in the work of appropriate international bodies has proved to be invaluable for the individual and for the development of the Court Service's wider and external profile. Conferences attended were:

- Resolution Family Conference
- Domestic Abuse
- Domestic Abuse-Dynamics & Best Practice
- Vulnerable & child Witnesses
- Children Law Conference
- Association of Lawyers for Children
- CI GIS User Conference 2014
- Judicial College Continuation Training Seminar
- Modernising Justice Through Technology

- Criminal Justice Management 2014
- Coroners' Society of England and Wales Annual Conference and AGM
- Jersey Institute of Law Conference - The Enforcement of Creditors' Rights in the Channel Islands: Issues in Asset Security and Insolvency
- International Association of Insolvency Regulators (IAIR) Annual General Conference
- IAIR 5 Nations Regional Group
- United Nations Office on Drugs and Crime (UNODC) Experts Group Meeting
- Law and Society Association
- Law via the Internet 2014

#### ***Sick Leave, Flexi-time and Overtime Monitoring***

Sick leave, flexi-time and overtime continued to be monitored and analysed in the Court Service throughout 2014. Sick leave reports are produced monthly for both Departments, broken down by section and analysed by application of the Bradford Factor formula. The Court Service data for 2014 produced a combined absence figure of 4.71% (average percentage of working time lost per full-time employee), compared with 1.60% in 2013. The average number of days of absence per staff member was 11.87.

#### ***Jersey Employers' Network on Disability (JEND)***

During 2014, the Court Service continued to be recognised as an equal opportunities employer and maintained its membership of JEND.

#### ***Chief Officer***

As previously reported, the Viscount was also seconded to the post of Judicial Greffier in 1997. This arrangement continued during 2014.

## **INFORMATION SYSTEMS**

In relation to Information Systems, in 2014 the Court Service:

- Commenced work to upgrade and/or renew the "Phoenix" financial and data computer software programme in the Viscount's Department.
- Continued to use digital audio recording in all of the courts.
- Maintained Internet websites and investigated creation of Court Service Intranet site in conjunction with redevelopment of SoJ Intranet.
- Maintained development of the use of document imaging facilities.
- Continued to develop opportunities to share electronic information with sister departments.
- Promoted further use of portable computer equipment.
- Continued to use video-conferencing facilities.
- Continued to use a digital audio dictation system.
- Continued the electronic archiving of Samedi records.
- Implemented and developed use of E Court system for Court of Appeal.
- Maintained development of the Désastre Management System known as DMIS.

#### ***Information Systems Groups***

During 2014, the Court Service was represented on the following Information Systems groups:

- States of Jersey Internet Content Managers Group.
- Jersey Legal Information Board.
- Criminal Justice Working Group.

## **COMMUNICATIONS, PRESENTATIONS & PUBLIC RELATIONS**

#### ***Communications***

During 2014, the Court Service continued to improve communications in-house by exploiting electronic mail (both internally and externally); developing staff, section and management meetings; maintaining the series of in-house presentations; and developing the use of videoconferencing.



## ***Presentations***

### **Viscount**

In April 2014, the Viscount attended the United Nations Office on Drugs and Crime (UNODC) Expert Group Meeting on Confiscated Assets Management with counterparts in Italy. The Viscount co-presented an address on the management, use and disposal of Frozen, seized and confiscated assets.

### **Deputy Viscount**

In addition to several presentations to new Police recruits about the reporting of sudden deaths and the role of the coroner, the Deputy Viscount co-presented a lecture about Death Certification to General Medical Practitioners and Hospital Doctors as part of the Postgraduate Medical Education Programme on 2 May 2014.

### **Director of Services**

The Director of Services presented the paper (“Implications of Publishing Legal Information in a Small Island State: Privacy v Open Justice”) to the Law and Society Association annual conference on 31 May 2014, and to the British and Irish Association of Law Librarians annual study conference on 12 June 2014.

### **Principal Enforcement Officer**

The Principal Enforcement Officer gave a talk to members of the Employment Tribunal about enforcement of orders and judgments on 12 November 2014.

### **Principal Administrator, Désastres**

A presentation was made to members of the IAIR 5 Nations Regional Group by the Principal Administrator, providing an insight into the proposed Viscount’s Remission Order.

### **Senior Administrator, Désastres**

A PowerPoint presentation was made to the members of the IAIR 5 Nations Regional Group, demonstrating the Désastre Management Information System (DMIS).

## ***Monthly Team Meetings***

Departmental team meetings continued to be open to all staff in both Departments during 2014. Quarterly joint departmental meetings are also held to improve integration. In addition, minutes of all meetings, including the minutes of Corporate Board meetings, are circulated electronically and made available to all staff.

## ***Public Relations***

A number of initiatives were maintained in 2014 to foster an increasingly professional and positive working relationship with users and members of the public. These included promotion of the Court Service Client Charter and the Court Service code of corporate governance.

## **FINANCE & RESOURCES**

As indicated elsewhere, the Court Service is responsible for levying a variety of fees, which are generally collectable in the form of Stamp Duty. The majority of this income arises from fees levied for the purchase of property, the creation of mortgages and leases, and registering wills of immovable property; as such, these duties are effectively a form of taxation, and the income is attributed directly to the States' Treasury (not to the Departments). This income is principally derived from activities in the Public Registry and Probate Section.

Fees levied in 2014 totalled £24,422,000 of which £21,690,000 was attributable to Public Registry activity and £2,732,000 was attributable to Probate levies. Total fees levied for the year compare with figures of £16.2 million in 2013 and £19.0 million in 2012.

### **Departmental Expenditure**

Departmental expenditure for 2014 (as financed through the annual budget of the States and exclusive of Court and Case costs) was as below.

#### **Judicial Greffe**

	2013 (£)	2014 (£)
Manpower costs	2,511,390	2,648,065
Supplies & services	103,798	142,025
Administrative costs	292,185	310,818
Premises & Maintenance	505,685	496,723
Grants and Subsidies	130,000	100,000
Depreciation	19,404	19,404
Total	3,562,462	3,717,035
Less attributable income	981,582	1,036,259
Net expenditure	2,580,880	2,680,776

#### **Viscount's Department**

	2013 (£)	2014 (£)
Manpower costs	1,130,436	1,218,888
Supplies & services	86,608	91,782
Administrative costs	125,879	50,216
Premises & Maintenance	277,271	271,420
Grants and Subsidies	0	30,000
Depreciation	21,251	40,729
Total	1,641,445	1,703,035
Less attributable income	498,393	743,948
Net expenditure	1,143,052	959,087

## MISCELLANEOUS

### ***Distinguished Visitors***

Sir Ronald McIntosh and party were received by the Bailiff and Viscount before visiting the Royal Court and States' Chambers on 17 March 2014.

### ***Corporate Social Responsibility***

In 2014, the Court Service continued to maintain its formal Corporate Social Responsibility.

The Court Service contributed to a number of charities throughout 2014 by various fund raising efforts, including dress-down days, sponsored walks, and collections. Organisations which have benefited include Breakthrough Breast Cancer, Jersey Hospice, Headway, Comic Relief and Cancer Relief.

During 2014, the Court Service continued to provide a work placement for a foundation degree student on the FdA Business & Management degree course at Highlands College.

The Court Service continued to support the Eco-Active States environmental accreditation scheme in 2014 and the Magistrate's Court Greffe won the Eco-active "Best Environmental Award for Small Offices 2014".

### ***Promotions***

#### ***Judicial Greffe***

Ursula Kent                      Assistant Registrar of Probate

#### ***Viscount's Department***

Elaine Syvret                      Curatorship Case Officer  
Julie Widdowson                      Court Officer

#### ***Magistrate's Court***

Lydie Le Veziel                      Assistant Magistrate's Court Greffier (Civil)  
Andy Dingle                      Court Information Officer

### ***New Staff***

#### ***Judicial Greffe***

Chantelle Vibert                      Probate Officer  
Lynn Cummins                      Court Usher  
Maggie Turner                      Registrar of Appeals & Tribunals

#### ***Viscount's Department***

Gudrun Bjarnadottir                      Accounts Assistant  
Jayne Parentheon                      Clerical Assistant/Receptionist

### ***Leavers and Retirements***

#### ***Judicial Greffe***

Julie Widdowson                      Accounts Assistant  
Jenny Lidster                      Assistant Registrar of Probate  
Louise Cave                      Registrar of Appeals & Tribunals

#### ***Viscount's Department***

Jennifer Le Cocq                      Curatorship Administrator

### ***Magistrate's Court***

David Mallet

Assistant Magistrate's Court Greffier (Civil)

The annual employee turnover rate for the Court Service as a whole was 2.8%.

### ***Academic Achievements***

#### ***Judicial Greffe***

Alana Brunton

Jersey Law Course (Law of Immovable Property and Family Law modules)

Advocate Paul Matthews

Diplôme d'études en langue Française, niveau B2

Katie Ridley

Jersey Legal System and Constitutional Law exam prize (Jersey Law Course)

### ***Sport and Social***

In June 2014, the "Mastershots" team consisting of Matthew Thompson, Bridget Shaw, Mark Harris and Sheila Pierce took part in the charity Supershot Challenge 2014. Magistrate Bridget Shaw presented the prizes.

### ***Data Protection***

The Judicial Greffe and Viscount's Department are fully compliant with all data protection legislation and principles. The Deputy Judicial Greffier is the in-house adviser on data protection for the Court Service.

## ***CONCLUSION***

The Annual Report for 2014 is the Court Service's twelfth combined report. This was another busy year with heavy operational activity in every Section. The Departments' shared business objectives, culture, and values drive a continuing pursuit of service excellence across the organisation, and contribute to maintaining the Investors in People standard. Benchmarking the organisation against this standard, as well as the performance standards of similar organisations in other jurisdictions, continues to play an important part in our programme of self-assessment and self-evaluation.

The organisation's performance management system is critical to its success, and its results are summarised in the Appendices to this report. The balanced score card has also been included at Appendix E; this has become a key tool for monitoring strategic and functional focus, and for driving performance management.

I would like to congratulate all staff on the dedication and enormous amount of work that they have put in to meet our targets – an achievement of which we can be justly proud.

On behalf of the Management Teams

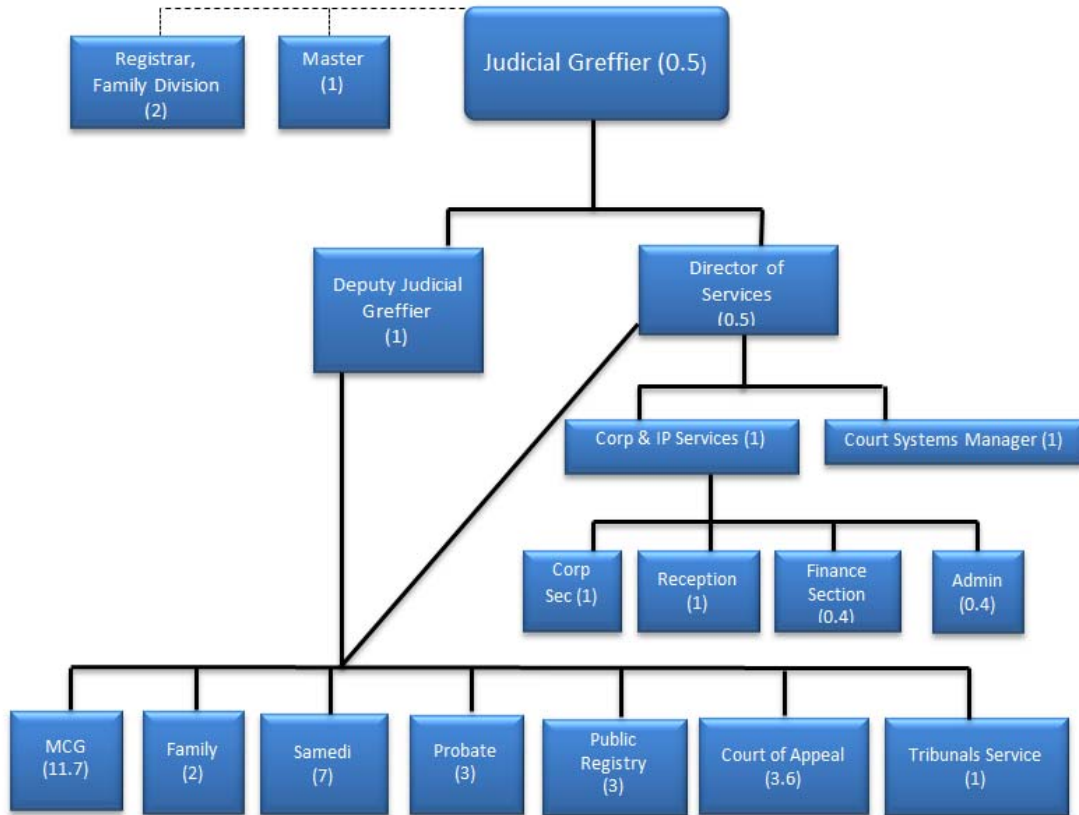
James Lambert, Director of Services  
31 March 2015

# APPENDIX A

## ORGANISATION CHARTS

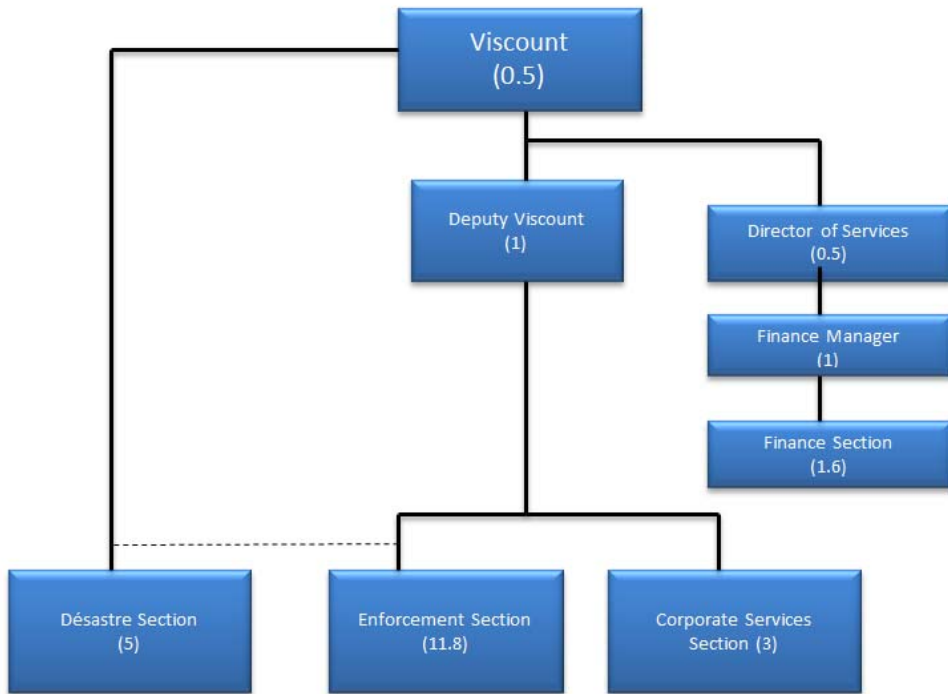
The Court Service employs a total of 65.5 full time equivalent staff organised to deliver services as follows:

### Judicial Greffe – Functional Organisation (41.1)



----- Judicial appointees

**Viscount's Department – Functional Organisation (24.4)**



## APPENDIX B

### SERVICE PLEDGES, TARGETS & RESULTS

#### Acts of the Court

Acts of the Court will be issued following the making of any Order by a Court, as follows:

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
• Samedi & General:			
Act ordering Public Election	Next working day	95%	90%
Convening Acts	Next working day	95%	100%
Company Acts	5 working days	95%	100%
Acts of the Royal Court	5 working days	95%	99%
Minutes of Prison Board of Visitors	10 working days	95%	100%
• Issue of Liquor & Gambling Licences:	Within 10 working days of grant	95%	100%
• Court of Appeal:	Next working day	95%	100%
• Family Matters:			
Date fix directions	5 working days	95%	100%
Other Acts	15 working days	95%	100%
Decrees nisi	10 working days	98%	100%
Decrees absolute	10 working days	98%	100%
• Interlocutory Matters:	3 working days	95%	98%
• Magistrate's Court:			
Arrest Orders	2 working days	98%	100%
Acts of Committal	2 working days	98%	100%
Acts of Court completed	1 working day	98%	100%
• Orders in Council:	Next working day	98%	100%
• Petty Debts Court:	3 working days	98%	100%
• Probate:			
Acts of Probate Division	5 working days	95%	100%
Curatorship (Acts of Appointment)	5 working days	95%	100%
Curatorship (Acts of Jurats' Appointment)	5 working days	95%	100%
Issue of Grants of Probate & Letters of Administration	5 working days	98%	100%

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
• Public Registry:			
Judicial Hypothecs	5 working days	95%	100%
Wills of Immovables	7 working days	98%	100%
Public Service & Water Notices	7 working days	98%	100%
Powers of Attorney	7 working days	98%	100%
• Intellectual Property Registry:			
Intellectual Property Certificates	3 working days	93%	90%
Certificates of Eligibility	3 working days	93%	100%

### Court Enforcement

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
• Enforcement of Royal Court & Petty Debts Court Judgments for Debt:	Enforcement procedure instigated within 2 working days of Act being lodged & registered	90%	100%
• Service of Process:	Priority action ensuring that service is effected within the relevant statutory time period allowable (as below) prior to the first available court date		
Order of Justice	Personal service allowing 4 clear working days to court date	90%	100%
Order of Justice (Héritage Division)	Personal service allowing 15 clear days to court date	90%	100%
Family Division (petition for divorce or judicial separation)	Personal service prior to closing date of setting down of current list	90%	100%
Separation & Maintenance (summons for local order)	Personal service allowing 4 clear working days to court date	90%	100%
Expulsion summons to Petty Debts Court	Personal service allowing 4 clear working days to court date	90%	100%
Witnesses to a Royal Court action	Service allowing 2 clear working days to court date	90%	100%
Witnesses to a Petty Debts Court action	Service allowing 2 clear working days to court date	90%	100%
All other Service of Process	Within relevant statutory time period applicable to the specific process (document/s)	90%	100%
• Enforcement of Fines:	Payment completed in full or imprisonment imposed in lieu	95%	99%



Assize Jury

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
• Service of summons to respective jurors:	Respond to queries regarding the duties of a juror within 24 hours Respond to requests for exemption from jury service within 24 hours	95%	100%
• Jury <i>surveillant</i> duties:	Provide support & guidance to jury members for the duration of the trial	100%	100%

Insolvency

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
• Secure premises:	Within 1 working day	100%	100%
• Arrange for inventory of valuables & disposal of perishables:	Within 2 working days	95%	100%
• Notice of Désastre declaration in Jersey Gazette:	Publication in Gazette Section within 3 working days of the declaration	98%	100%
• Questionnaires to directors or personal bankrupts:	Sent within 3 working days of declaration & chased up after 7 days to arrange an appointment to discuss	95%	100%
• Circulars to banks & identified UK creditors:	Notice of declaration sent within 7 days of declaration, follow up letter sent to banks after 21 days	95%	100%
• Enter debtors' details in DMIS & proceed to recover funds owing:	Within 21 days of declaration – if no response, follow up letter after 14 days – disputed accounts to be copied to directors for comments	95%	100%
• Filing of claims:	Logged & acknowledged within 3 working days, production of substantive response within 10 working days	95%	100%
• Désastre search enquiries (free access to website at <a href="http://www.viscount.gov.je">www.viscount.gov.je</a> ):	By telephone: Immediate response By post: Response within 3 working days By e-mail: Response within 1 working day	98%	100%
• Completion of first & second level Désastre (social & non-complex cases)	First level: within 18 months of declaration Second level: within 24 months of declaration	90%	100%

Curatorship

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
• Notification of appointment of Curator to identified parties:	Within 2 weeks of receipt of Act of Court	90%	100%
• Compilation of inventory of both real & personal property:	Within 90 days of the date of appointment	100%	100%
• Production of annual accounts:	Within 30 days of the expiration of the period of 12 months from the date of appointment & upon each successive period of 12 months thereafter	100%	100%
• Final accounts:	Within 30 days of cessation of the curatorship	100%	100%
• Payment of accounts:	Pass to Accounts Section for payment prior to month end	100%	100%
• Periodic contact with carers of interdicts:	Minimum quarterly or more frequently if the needs of the interdict require it	90%	100%
• Enquiries:	By telephone: Immediate response By post: Response within 3 working days By e-mail: Response within 1 working day	90%	100%

Coroner

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
• Review Police reports of sudden death, giving instructions for any necessary further enquiries:	Working days: Same day	100%	100%
	Other days: Within 12 hours	100%	100%
• Be available to give guidance to Police:	Every day: Same day	100%	100%
• Order post-mortem examination or make other arrangements for clearance of the case after receipt of final Police report:	Every day: Post-mortem cases - in time for next post-mortem examination session at the General Hospital Other cases - attempt contact with relevant doctor(s) on same day (NB Post-mortem examinations are normally only carried out on working days)	100%	100%

Coroner (continued....)

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
<ul style="list-style-type: none"> <li>Determine next step after post-mortem examination:</li> </ul>	Cases requiring basic post-mortem examination only - be available to speak to Consultant Pathologist after completion of examination: Working days: Same day Other days: Within 12 hours	100%	100%
	Cases requiring forensic, histological, toxicological or other additional examination - consider results of such examination: Working days: Same day Other days: Within 12 hours	100%	100%
<ul style="list-style-type: none"> <li>Clear non-inquest cases after oral report from Consultant Pathologist, releasing the body:</li> </ul>	Every day: Notify mortuary & funeral directors within same day	100%	100%
<ul style="list-style-type: none"> <li>Be available to discuss borderline or difficult cases with Medical Officer of Health, GPs &amp; hospital doctors:</li> </ul>	Every day: Within same day	100%	100%
<ul style="list-style-type: none"> <li>Issue body importation &amp; exportation permits:</li> </ul>	Working days: To meet reasonable needs of funeral directors Every day: Emergency cases only - to meet reasonable time limits on same day	100%	100%
<ul style="list-style-type: none"> <li>Consider requests for organ donation:</li> </ul>	Every day: Within 3 hours	100%	100%
<ul style="list-style-type: none"> <li>Release bodies in inquest cases:</li> </ul>	Every day: Release within half a day of meeting of all legal requirements Working days: Actively review & pursue every case every day when a body has not been released Unlawful killing Meet local (Bailiff's Chambers) cases: & national (MoJ) target for release of body within 1 month	100%	100%
<ul style="list-style-type: none"> <li>Set dates for inquest openings:</li> </ul>	Working days: Same day as need is identified & required preconditions met, set date to ensure no delay in cremation	100%	100%
<ul style="list-style-type: none"> <li>Set dates for full/concluding inquest hearings:</li> </ul>	Working days: Subject to families' wishes & legal requirements, within 3 weeks of receipt of all reports set date for earliest date all witnesses are available	90%	100%
<ul style="list-style-type: none"> <li>Issue post-inquest documentation:</li> </ul>	Working days: Within 2 days (sooner if cremation authorisation is urgently required)	100%	100%
<ul style="list-style-type: none"> <li>Sign Registers of Death:</li> </ul>	Working days: Within 2 days of request by Registrar	100%	100%

Service Requests

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
<ul style="list-style-type: none"> <li>Processing applications for Legal Aid disbursements &amp; payments by Judicial Greffe:</li> </ul>	Within 5 working days of application (for forwarding to Treasury)	95%	100%
<ul style="list-style-type: none"> <li>Issuing certificates of exemption from payment of judicial fees:</li> </ul>	Actioned within 1 working day	95%	100%

Appointments

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
<ul style="list-style-type: none"> <li>Interlocutory Services:</li> </ul>			
<ul style="list-style-type: none"> <li>Appointment to fix date for a hearing before Greffier Substitute</li> </ul>	Within 3 working days of request	98%	100%
<ul style="list-style-type: none"> <li>Public Registry:</li> </ul>			
<ul style="list-style-type: none"> <li>General</li> </ul>	Open access	100%	100%
<ul style="list-style-type: none"> <li>Cancellation of Acts</li> </ul>	Within 4 working days of request	98%	100%

Administrative Services

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
<ul style="list-style-type: none"> <li>Cheque payments for suppliers, lawyers &amp; compensation beneficiaries:</li> </ul>	Cheques available for collection or posted within 48 hours of scheduled payment date	90%	98%
<ul style="list-style-type: none"> <li>Payment to lawyers &amp; litigants in person following enforcement of Royal Court &amp; Petty Debts Court judgments:</li> </ul>	Payment will be made within 15 days of clearance of funds	90%	100%
<ul style="list-style-type: none"> <li>Holding of bail moneys of £1,000 or more on interest-bearing deposit account:</li> </ul>	Sums of £1,000 or more to be held on interest-bearing deposit accounts	100%	100%
	Instructions issued to bank to place bail of £1,000 or more on deposit within 5 working days of receipt of bail	98%	68%
	Bail sums deposited on interest-bearing accounts will be paid out within 5 working days after maturity, following request from bailor	98%	50%
<ul style="list-style-type: none"> <li>Processing of suppliers' accounts for Désastre &amp; Curatorship matters:</li> </ul>	Accounts will be settled by the end of the first week of the month following receipt of the invoice	90%	100%

Administrative Services (continued....)

<b>Function</b>	<b>Service Pledge</b>	<b>Target</b>	<b>Result</b>
<ul style="list-style-type: none"><li>• Processing of suppliers' accounts (all sections):</li></ul>	Within 7 working days of receipt (for forwarding to Treasury)	98%	100%
<ul style="list-style-type: none"><li>• Opening hours:</li></ul>	Both Departments will be staffed between 8.45am & 5.15pm (Mon-Thurs), 8.45am & 4.45pm (Fri); Judicial Greffe reception closed 1.00pm to 2.00pm	100%	100%

## APPENDIX C

### JUDICIAL GREFFE STATISTICAL DIGEST

Judicial Greffe	2012	2013	2014	Percentage Change 2013 to 2014
<b>Samedi Section</b>				
<b>Actions before the Royal Court</b>				
New Actions	437	483	373	-23%
Placed on the Pending List	75	71	44	-38%
Acts of Court issued	1,953	2,148	2,184	2%
Number of Court Sittings	945	1,017	928	-9%
Orders in Council registered	51	38	57	50%
<b>Magistrate's Court Appeals</b>				
Lodged	17	9	7	-22%
Heard	12	8	5	-38%
<b>Legal Aid Disbursements</b>				
Occasions granted (invoices paid)	802	750	784	5%
Legally aided litigants	158	183	172	-6%
Public Expenditure	£3,809,762	£2,689,236	£1,140,112	-58%
<b>Liquor Licences</b>				
Licenses Granted	72	55	42	-24%
Managers Registered	96	81	74	-9%
<b>Public Registry</b>				
<b>Documents Registered/Cancelled</b>				
Contracts	1,882	1,952	2,105	8%
Procurations	1,247	1,390	1,424	2%
Obligations	2,295	2,335	2,227	-5%
Cancellations	2,364	2,396	2,640	10%
Stamp Duty received	£14,948,000	£13,721,000	£21,690,000	58%
<b>Probate Section</b>				
Number of Grants issued	1,912	1,991	1,827	-8%
Number of Curatorships formed	55	72	59	-18%
Stamp Duty received	£4,068,500	£2,514,000	£2,732,025	9%
<b>Family Section</b>				
Decrees Absolute filed	194	168	183	9%
Petitions filed	199	191	212	11%

Judicial Greffe	2012	2013	2014	Percentage Change 2013 to 2014
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### Interlocutory Services

Summonses fixed	116	104	94	-10%
Summonses heard (half days)	82	111	116	5%
Acts issued	300	349	320	-8%
Case reports produced	13	49	7	-86%

### Appellate Section

Appeals lodged with Court of Appeal	11	17	23	35%
Superior Number Appeals	1	1	0	-100%
Court of Appeal sittings (days)	18	27	27	0%
Number of Unreported Judgments	278	305	323	6%
Pages transcribed for transcripts of hearings	9,283	6,075	8,492	40%
Transcripts of evidence - transcripts produced	111	104	106	2%
CD's of hearings produced	95	97	87	-10%

### Trade Marks, Patents and Design Registries

#### Intellectual Property Registrations

Trade Marks Registrations	78	57	42	-26%
Patents (Registrations & Updates)	15	49	29	-41%
Designs (Registrations & Updates)	1	5	2	-60%
Trade Marks Updates	283	341	323	-5%

### Magistrate's, Youth and Petty Debts Courts

#### Magistrate's Court

Non parking cases completed	1,630	1,208	1,152	-5%
Cases committed to Royal Court	138	163	131	-20%
Parking cases completed	870	809	1,150	42%
Total completed cases	2,638	2,180	2,433	12%

Non parking persons	1,358	993	963	-3%
Persons committed to Royal Court	123	148	111	-25%
Parking persons	457	362	493	36%
Total persons	1,938	1,503	1,567	4%

Non parking arrest	194	134	175	31%
Parking arrest	1,189	1,040	1,215	17%
Total arrests	1,383	1,174	1,390	18%

Total remands	2,167	2,082	2,370	14%
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Total volume of case work	6,188	5,436	6,193	14%
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Judicial Greffe	2012	2013	2014	Percentage Change 2013 to 2014
<b>Youth Court</b>				
Total cases	71	62	108	74%
Total Youths	55	51	71	39%
Royal Court committals	1	2	0	-100%
Remands	56	84	111	32%
Arrests	0	1	2	100%
<b>Petty Debts Court</b>				
Actions	5,487	5,324	4,473	-16%
New actions	3,749	3,366	2,860	-15%
Judgments	2,725	2,552	2,081	-18%
<b>Contested cases</b>				
Direct to mediation	131	148	111	-25%
Direct to pleadings	12	11	12	9%
<b>Mediation</b>				
Settled	63	70	75	7%
<b>Trials</b>				
Trials	26	12	16	33%
Tenancy	28	20	20	0%
Family	7	3	3	0%
Total Value	£8,934,330	£8,274,733	£6,747,977	-18%
Stamp Duty	£158,099	£137,896	£106,928	-22%



## APPENDIX D

### VISCOUNT'S DEPARTMENT STATISTICAL DIGEST

Viscount's Department	2012	2013	2014	Percentage Change 2013 to 2014
<b>Fines imposed and amounts collected</b>				
Number imposed	1,486	1,081	1,167	8%
Amount collected	£565,380	£437,519	428,977	-2%
Success rate - by number	99%	99%	99%	0%
Success rate - by value	94%	96%	90%	-6%
<b>Receipt of bail moneys</b>				
Persons bailed	121	158	182	15%
Money received	£14,273	£87,954	£127,453	45%
<b>Arrest Orders</b>	5,099	5,277	5,415	3%
<b>Service of Process</b>	1,542	1,624	1,447	-11%
<b>Costs</b>				
Number imposed	30	10	£15	50%
Value imposed	£32,596	£217,800	£48,198	-78%
Success rate - by number	94%	66%	93%	41%
Success rate - by value	61%	99%	99%	0%
<b>Compensation Orders</b>				
Number imposed	192	108	110	2%
Value imposed	£133,303	£244,761	£88,060	-64%
Rolling 3-year success rate - by number	100%	99%	97%	-2%
Rolling 3-year success rate - by value	100%	99%	99%	0%
<b>Judgments received and processed</b>				
Number received	1,514	1,421	1,389	-2%
Number processed	1,507	1,421	1,389	-2%
Amount collected	£831,842	£3,612,872	£769,845	-79%
<b>Evictions carried out</b>	7	4	8	100%
<b>Maintenance Orders under enforcement</b>	7	14	21	50%
<b>Drug Trafficking - and confiscations</b>				
<b>New cases:-Saisies judiciaires</b>				
Local	*	*	1	
External	*	*	0	
Total			1	

Viscount's Department	2012	2013	2014	Percentage Change 2013 to 2014
Approximate value of assets arrested			£11,154.00	
<b>New cases:- Non-Saisie Confiscation Orders</b>				
Local	*	*	19	
External	*	*	0	
Total			19	
Approximate value of assets arrested			£15,586	
<b>Total Saisie Judiciaires &amp; Confiscation Orders</b>				
Local	15	15	20	33%
External	0	3	0	-100%
Total	15	18	20	11%
Approximate value of assets arrested	£147,764	£1,542,285	£26,740	-98%
<b>Confiscations (concluded cases):- Drug Trafficking</b>				
Number	14	19	21	11%
Value (net)	£21,581	£155,605	£1,174,671	655%
Cases discharged	0	1	0	-100%
<b>Cases carried forward into following year:-</b>				
Local	7	1	5	400%
External	2	1	3	200%
Total	9	2	7	250%
Approximate asset value	£2,500,240	£1,386,697	£1,415,039	2%
<b>Proceeds of Crime - Saisies judiciaires</b>				
<b>New cases:-</b>				
Local	1	1	3	200%
External	3	7	4	-43%
Total	4	8	7	-13%
Approximate value of assets arrested	£4,781,775	£7,904,224	£15,597,537	97%
<b>Confiscations (concluded cases):- Proceeds of Crime</b>				
Number	6	4	2	-50%
Value (net)	£6,217,462	£1,993,618	£6,456,591	224%
Cases discharged	2	1	3	200%

Viscount's Department	2012	2013	2014	Percentage Change 2013 to 2014
<b>Cases carried forward into following year:-</b>				
Local	2	1	3	200%
External	16	19	18	-5%
Total	18	20	21	5%
Approximate asset value	£38,194,538	£45,594,842	£32,943,189	-28%

## Civil Asset Recovery

### New cases:-

Local	*	*	0
External	*	*	1
Total	*	*	1
Approximate value of assets arrested			£173,685,404

### Confiscations (concluded cases):- Civil Asset Recovery

Number	*	*	0
Value (net)	*	*	£0
Cases discharged	*	*	0

### Cases carried forward into following year:-

Local	*	*	0
External	*	*	1
Total	*	*	1
Approximate asset value	*	*	£173,685,404

*Note – Spaces marked with \* are where previous years statistics were amalgamated under other headings.*

## Assizes

Trial process started	13	12	5	-58%
Trials abandoned	1	16	10	-38%
Trials completed	7	4	9	-125%
Days	24.5	13.5	32.5	141%
Juror exemptions	262	200	273	37%
Jury summonses	686	642	721	12%
Witnesses	78	86	122	42%
Jurors given financial assistance	0	1	0	-100%

## Coroner

### Deaths reported:-

Inquest cases	30	46	36	-22%
Cleared after autopsy	49	45	40	-11%
Cleared by doctor's cert etc	59	50	46	-8%
	138	141	122	-13%

Deaths reported as % of all registered deaths	18%	20%	18%	-10%
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Viscount's Department	2012	2013	2014	Percentage Change 2013 to 2014
Approvals for doctor to issue cert (unreported)	95	68	101	49%
Permits for import/export of bodies	28	42	43	2%
<b>Inquests concluded:-</b>				
Suicide	9	7	7	0%
Accident	11	19	13	-32%
Open	3	2	5	150%
Natural causes	6	16	11	-31%
Industrial disease	1	0	1	100%
Unlawful killing	0	6	1	-83%
Total number of inquests held	30	50	38	-24%
Inquest cases carried forward to following year	24	23	23	0%

### Désastres

Declared	7	2	3	50%
Settled	2	8	8	0%
Total liabilities	£471,281	£8,198,445	£785,930	-90%
Assets realised	£34,446	£2,968,773	£8,585	-100%
Average dividend paid (pence in the £)	7p/£	36p/£	1p/£	

### Discharges of personal bankrupts:-

Granted	2	3	0	-100%
Deferred	0	0	0	
Disclaimers of onerous property	0	1	0	100%

### Sales of realty:-

Number	2	3	2	-33%
Value	£1,560,000	£1,375,000	£878,000	-36%
Letters produced by the Section	1,253	765	886	16%

### Checks made:-

Number	10,136	10,011	11,794	18%
Charges invoiced	£46,560	£50,545	£60,095	19%

### Court sittings attended

Royal Court and Court of Appeal	117	111	113	2%
Magistrate's Court	375	336	341	1%
Youth Court	40	34	49	44%
Total	532	481	503	5%

### States' sittings attended

Viscount	9	6	8	33%
Deputy Viscount	68	24	32	33%
Principal Enforcement Officer	0	0	0	0%
Total	77	30	40	33%


































Viscount's Department	2012	2013	2014	Percentage Change 2013 to 2014
Convening notices issued	18	15	18	20%
Exemptions from the payment of judicial fees	191	180	201	12%
<b>Curatorships</b>				
Appointments	1	0	0	
Under administration at year end	22	21	18	-14%
<b>Corporate Services Section workload</b>				
Summonses	151	163	234	44%
Sundry	2,421	1,342	1,775	32%
Letters	386	457	263	-42%
	(Note 1)			
Notices	3,194	1,559	4,577	194%
	6,152	3,521	6,849	95%

*Note 1 - this now does not include e mails*

**APPENDIX E**

**COURT SERVICE BALANCED SCORECARD  
FOR PERIOD 1 JAN 14 TO 31 DEC 14**

Previous reporting period figures shown in brackets

<b>CUSTOMER</b>		<b>STRATEGY</b>	
	Number of complaints received: 2 (1)		Investor in People standard maintained (Gold Award)
	Number of compliments received: 33 (29)		Maintenance of interface with the executive arm of government
	Number of page views (per quarter) on JLIB website: 368,046 (326,738)		Maintenance of strategic and business plans, and annual report
	100% user group, other meetings, & public consultations, held as scheduled (100%)		75% progress against Law Reform action plan (72%)
	100% suppliers' accounts paid within service pledge (100%)		Progress against JLIB projects
	100% Legal Aid disbursements paid within service pledge (100%)		Procedures manuals in place
<b>PERFORMANCE</b>			
	98% Acts of Court issued within service pledge (99%)		100% Royal and Petty Debts Court judgments for debt processed within service pledge (100%)
	100% Decrees issued within service pledge (100%)		99% fines paid in full or imprisonment imposed in lieu within service pledge (98%)
	100% Judicial Hypothecs and Contracts registered within service pledge (100%)		100% inventories of valuables/disposal of perishables completed within service pledge (100%)
	100% arrest orders issued within service pledge (100%)		100% Désastre circulars sent to banks and identified UK creditors within service pledge (100%)
	100% Petty Debts Court Acts issued within service pledge (100%)		100% police reports of sudden death reviewed within service pledge (100%)
	100% Grants of Probate issued within service pledge (100%)		100% registers of death signed within service pledge (100%)
<b>STAFF</b>		<b>MONEY</b>	
	3% employee turnover rate (3%)		£244,100 (£423,700), 6.5% (10.2%) underspent on profile
	Average days sickness lost per member of staff: 11.9 (4.0)		£1,034,900 (£486,400), 23.6% (11.1%) underspent on projected year end position (Court & Case costs)
	100% of employees who received an appraisal (98%)		-£1,205,000 (-£6,743,000), -4.7% (-29%) Stamp Duty under achieved on projected year end position
	1.15 (0.69) FTEs of overtime costing £52,960 (£22,636)		100% (100%) of Internal Audits assessed at 3 or above
	Average training days per member of staff: 2.1 (2.0)		



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