



Royal Court of Jersey
Judicial Greffe & Viscount's Department

2025 Business Plan – COURT SERVICE

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Information on department purpose, context and structure can be found on www.courts.je.

Judicial Greffe Key Objectives

Our key objectives for 2025 are:

Court Administration

Provide an efficient and effective administrative service to the Royal Court, the Court of Appeal, the Family Court, the Magistrate's Court, Youth Court, Petty Debts Court and the Tribunals Service.

Judicial Functions

Perform Judicial and administrative functions in relation to Family Proceedings, Interlocutory Matters and other Judicial functions of the Judicial Greffier.

Management of Registries

Provide a Public Registry, Intellectual Property Registry and Probate Registry.

Improve Accessibility and Efficiency

Strive to increase accessibility and efficiency across the courts including through the Court Digital Programme.

Viscount's Department Key Objectives

Our key objectives for 2025 are:

Enforcement and seized asset management

Efficiently and effectively execute and enforce Court orders, including those made with respect to the seizure and management of property.

Coroner Service

Provide an efficient Coroner service that, working together with our partners, delivers the effective and timely investigation of sudden and unexpected deaths.

Insolvency

Conduct efficient and effective bankruptcy proceedings, giving procedural advice to the Courts and external parties, maintain a register of approved liquidators and investigate complaints about their conduct.

Delegates

Deliver delegate services (property and affairs) as required by the Royal Court to Islanders in need and provide oversight of decision making by other delegates and attorneys to assist the Court to make timely and appropriate decisions in their best interests.

Management of Juries

Operate the jury selection procedure and manage requests for exemption from potential jurors and the jury empanelled for each assize trial in accordance with the law.

Service Performance Measures

Judicial Greffe

Our Service Performance Measures for 2025 are:

Court Administration

Implement a new Case Management System in the Royal Court for criminal cases.

Implement a new Document Management System in the Family Court.

Develop and implement new online payment forms.

Update and test Business Continuity Plans including running a cyber security exercise.

Draft and/or implement Rules of Court for: Family Division Registrar (Change of Status and Title) Law, the Children's and Civil Status Law, Assisted Dying Law and the Tax Tribunal.

Review fees for the Probate and Protection Division and amend related legislation.

Respond to legislative changes.

Conduct building security review in conjunction with the Bailiff's Chambers.

Judicial Functions

Identify and implement steps to enhance the smooth running of the Court for the benefit of all users and stakeholders.

Identify and implement improvements to the date fixing process in conjunction with the Bailiffs Chambers.

Issue new and updated Practice Directions where required.

Management of Registries

Respond to amendments in legislation including the Wills and Successions Laws and Stamp Duties Law.

Review Practice Directions and Codes of Practice in relation to review of the Capacity and Self Determination Law.

Implement updates to the Public Registry Pride Database.

Accessibility and Efficiency

Enhance the information provided on www.courts.je to ensure it is comprehensive and user-friendly.

Develop and implement new online payment system.

Implement new Complaints Policy and process.

Identify appropriate Management Information metrics to be delivered by the new Case Management System.

Implement outcomes of Strategic Workforce Planning initiative.

Viscount's Department

Our Service Performance Measures for 2025 are:

Across the Department

Modernise our website on www.courts.je and provide more comprehensive and user-friendly information to the public about both the delivery of our functions and career opportunities in the Department.

Update and test Business Continuity Plans including running a cyber security exercise.

Respond to legislative changes and initiatives including the drafting of Rules for the management of Treasure Inquests.

Implement outcomes of Strategic Workforce Planning initiative.

Enforcement

Efficiently enforce and execute Court Orders while identifying and implementing any changes to our enforcement processes that are required to respond to changes in legislation or other circumstances.

Manage seized assets in an appropriate way that enables the Court's Orders to be effectively executed.

Coroner Service

Implement a new Case Management System for coroner cases.

Together with the Government of Jersey Police and other partners, develop working practices that enable the efficient and timely delivery of inquests.

Contribute to Government policy and legislative development in this area and the management of deaths generally.

Insolvency

Conduct efficient and effective bankruptcy proceedings.

Maintain a register of approved liquidators and conduct and conclude timely investigations into any complaints received about their conduct.

Contribute to Government policy development in relation to legislation concerning consumer credit and legislation developing or introducing new insolvency procedures such as Administration.

Delegates

Continue to provide delegate services (property and affairs) to a steadily increasing number of Islanders in need as appointed by the Royal Court.

Effectively and expeditiously investigate representations made about the conduct of delegates and attorneys and present information to the Royal Court to enable it to make timely and appropriate decisions in Islanders' best interests.

Management of Juries

Operate the jury selection procedure to ensure a Jury is empanelled for each scheduled assize trial in accordance with the law.

Manage and respond to requests for exemptions from Jury service from potential jurors in a way that is fair and lawful.

Explore options for the replacement of the Jury selection software with a more modern and efficient system.