

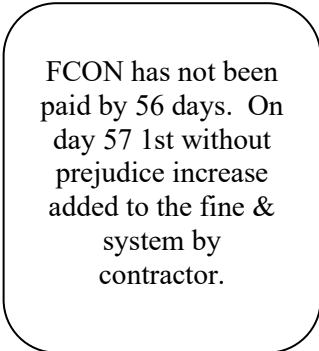
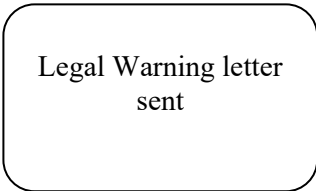
# Kildare County Council Court Management Process

## Overview

This document outlines the steps involved in the management of the courts process, from Day 56 onwards.

KCC = Kildare County Council

LSP = Kildare County Council's Legal Services or Legal Service Provider

| Step | Description                                                                         | Party Responsible             | Controls                                                                        |
|------|-------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------|
| 1/   |    | Contractor                    |                                                                                 |
| 2/   |  | Contractor & KCC              | Process triggered once a week by diary.                                         |
| 3/   |  | Legal Services Provider (LSP) | Letters generally sent 2/3 days after process initiated at day 56 (once a week) |

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| Step | Description                                                                                                                                                                                                                                                                   | Party Responsible     | Controls                                                                                                                      |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 4/   | <div> <p>Contractor Wardens must be made aware and must be available for all court dates prior to year start. KCC Wardens notified of Court dates.</p> </div>                                                                                                                 | KCC & Contractor      | <p>KCC - On issuing of instructions to KCC Legal Tracking/Legal Services.</p> <p>Contractor - Before each year commences.</p> |
| 5/   | <div> <p>List of summons applications with court date generated and sent to LSP. LSP to generate summons. Director's Order generated by KCC and signed prior to issue of summons. On day 95 2nd without prejudice increase added to fine and system by contractor.</p> </div> | KCC, LSP & Contractor | Generated on day 95.                                                                                                          |
| 6/   | <div> <p>Summons issued for specific court dates and served. S103's generated and sent to KCC. 2nd non statutory increase added to the parking system.</p> </div>                                                                                                             | LSP & Contractor      | Day 95.                                                                                                                       |

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| Step | Description                                                                                                                                                                       | Party Responsible | Controls                                                                                                                                                                                                                                                                                                                 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7/   | <div> <p>List of Summons lodged. Pre-court list plus adjourned list sent to KCC &amp; Contractor.<br/>Contractor to use this pre-court list to DRAFT white court list.</p> </div> | LSP & Contractor  | Three weeks prior to court date.                                                                                                                                                                                                                                                                                         |
| 8/   | <div> <p>Tax Certs requested from KCC for inclusion in evidence</p> </div>                                                                                                        | Contractor        | Process triggered by diary 3 weeks before court                                                                                                                                                                                                                                                                          |
| 9/   | <div> <p>Warden Evidence Packs prepared in advance of Court</p> </div>                                                                                                            | Contractor        | <p>Process triggered by diary 3 weeks before court.</p> <p>Evidence Pack contains:</p> <ul style="list-style-type: none"> <li>• Copy of original FCON</li> <li>• FCON details</li> <li>• Customer contact history</li> <li>• Photos of the offence</li> <li>• Warden pocketbook</li> <li>• Completed Tax form</li> </ul> |
| 10/  | <div> <p>Solicitor Court Packs Finalised</p> </div>                                                                                                                               | LSP               | Approximately one week in advance of the Court date (when we are in receipt of the Tax Certs).                                                                                                                                                                                                                           |

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| Step | Description                                                                                                                                                                                                                                                   | Party Responsible    | Controls                                                                                                                                                                                                                                         |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/  | <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> District Courts<br/>Service Preliminary<br/>Court List sent to<br/>LSP </div>                                                                                  | LSP                  | <p>Generally received from District Court 4 days before sitting</p> <p>No Preliminary List Recd. Will follow up with Court Office and enquire if they wish us to furnish them with our pre court list three weeks in advance to assist them.</p> |
| 12/  | <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> Final Court List<br/>received from<br/>relevant District<br/>Court and<br/>distributed to all<br/>parties. </div>                                              | Court Services & LSP | <p>Generally received from District Court 1 day before sitting.</p>                                                                                                                                                                              |
| 13/  | <div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> Review carried out on<br/>Final Court List and<br/>Adjournments List by<br/>Contractor. <b><u>*removing<br/>any FCON where<br/>payment received</u></b> </div> | Contractor & KCC     | <p>Completed up to and including the morning of court.</p> <p><b><i>*FCON not to be removed from the List in circumstances where papers have already been filed in Court and will be listed.</i></b></p>                                         |

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| Step | Description                                                                                                                                                                                                                                                 | Party Responsible        | Controls                                                                                                                                                                                                           |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14/  | KCC & LSP to analyse the court list & deal with public queries and payments. KCC to give final instructions to LSP. Contractor Rep briefed of the analysed list prior to court by KCC. Contractor Rep to brief Wardens. Wardens deliver evidence as needed. | KCC, LSP & Contractor    |                                                                                                                                                                                                                    |
| 15/  | Court sitting results sent to KCC & Contractor indicating outcome of each case (including adjourned cases)                                                                                                                                                  | LSP                      | After Court sitting                                                                                                                                                                                                |
| 16/  | Diary systems updated with details of any new court sittings (including adjournment-only sittings)                                                                                                                                                          | LSP<br>KCC<br>Contractor | Process triggered by receipt of court results from LSP.<br><br><i>Three diary systems operate independently of each other. All systems include reminders and/or automatic triggers for any key tasks or dates.</i> |