

# Information Sheet for applicants



## A day in the life of a Court Clerk

Court clerks are usually allocated to a particular magistrate. They begin their day around 8.45am, from then until around 9.30am the court clerks will be preparing work, responding to emails and ensuring that their magistrate has all the relevant information/files they require for that day. This work would have been prepped earlier and provided to the magistrate in advance.

The court generally sits at 10.00am however earlier sessions are common and can commence as early as 9.15am, especially if they are video link courts.

From 9.30am onwards the court clerks are required to set up their court which consists of conducting audio/visual checks of equipment, preparing the court for the magistrate and getting their work and lists ready after speaking to counsel, prosecution and clients. This is all done prior to court commencing at 10.00am.

From 10.00am onwards the court clerk is responsible for co-ordinating the list for the magistrate, they may be required to read charges aloud in open court, swear in witnesses, liaise with security, manage the magistrate's work diary, and most importantly, accurately record the details of orders which are made in court on the court file by hand or electronic means.

During the court session the court clerks are also responding to various enquiries via email, writing up all files, preparing any relevant documents/paperwork all whilst continuing to monitor court proceedings.

The court will continue to sit all morning, depending on the matters which are listed and the individual magistrate. This can consist of long hours in court.

The court will generally adjourn for lunch and re-commence proceedings at 2.15pm for the afternoon session.

At the end of each session the court clerk must ensure all files from the session are written up, documents/orders produced and files distributed.

When court has concluded, the court clerk prepares reports and statistics, prepares future work, responds to enquiries and provides general administrative assistance to the magistrate as well as support to other members of their team.

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