

# MAGISTRATES' COURTS LEGAL INFORMATION ARCHIVING SERVICES FACTFILE

## BACKGROUND

There is still a bewildering array of practices and disciplines in place around the various **Court Administrations** in England and Wales to **archive** the official records and results of hearings and to store these in the form of **Registers**. Likewise, **legal information** to support the Magistrates and Legal Executives subscribed to, such as Justice of the Peace, JP Reports, Family Court Reporter, Family Law, Children Law & Practice etc. is often **under valued**. This is usually because there has been little or no maintenance of collections (libraries) by way of binding the loose issues to form **bound volumes**. Typically, either money has been wasted by overpaying for the publisher's binding service or a lack of finance means that unbound parts of these publications have been lost or damaged.

This Factfile is intended to provide Court Administrators, Team Leaders, Librarians and Officers with useful answers to frequently asked questions and positive, cost effective modern solutions to emerging archiving challenges.

### THE BINDING OPTION WILL RETAIN IMPORTANCE FOR MOST COURTS

**OUR BINDING SERVICES ARE DESIGNED TO HELP YOU  
SAVE MONEY, MAKE THE BEST INVESTMENT CHOICES TO MAXIMISE LIFE & USE OF  
LEGAL INFORMATION STOCK ASSETS & TO MEET CURRENT GOVERNMENT  
LEGISLATION**

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## CURRENT PRACTICES FOR COURT REGISTERS

Practices and disciplines vary greatly across the different Magistrates' Courts Committees and even from court to court depending on information technology (IT) available and best practice policies adopted. A few courts still rely on hand written entries as the Verified Register, others key results in to computerised systems and output Registers on to unwieldy continuous computer listing paper whilst some courts are already printing records on to A4 loose sheets.

Storage on site of the Registers also varies with some courts utilising a hanging suspension filing system, others boxing and/or shelving and some using a variety of binding methods either in-house or out-sourced.

## LIBRA PROJECT

For some time, the **Libra Project Team** of the Lord Chancellor's Department have been developing a unified, standardised approach to accounting as well as recording/processing all court case hearings utilising a common computer system. A pilot programme to roll out the '**Libra Core**' management system to courts started with trials in the summer of 2001 in Suffolk. This should involve the output of printed records to form the Court Registers in a standard format on to A4 sized paper for subsequent filing and storage. It remains likely that until agreement can be reached with archivists and the Public Record Office about the acceptance of electronic records, from a preservation and access point of view, that such paper based Registers will therefore form the long term archive of courts.

**A binding option will consequently retain importance for most courts.**

## WHAT DO BLISSETT BOOKBINDERS OFFER TO SUPPLY?

### OUT-SOURCED SEWN OR GLUED BINDING

If continuous computer listing paper, we will burst perforations to separate sheets and, depending on margins available, can remove the sprocket holes. Separate sheets will either be sewn or glued usually along the short edge and trimmed before binding in to waterproof cloth covered hard boards. Spines are lettered appropriately with details of contents such as the name of the court, dates and/or case numbers. Different coloured cloths can be used to file registers for Adult, Youth, Family Proceedings, Licensing etc.

The advantages of binding are that the pages remain clean and free of dust or dirt, are much easier to use and reference, will not be susceptible to damage by tearing and will take up less space to store. Costs will of course vary slightly according to your exact requirements and volume of registers but usually will range from about **£17-£23.50** per volume up to 3" (75 mm) thick. Approximately 500-700 sheets can be accommodated in each bound volume.

### JOURNAL BINDING

Our binding service for legal information published in loose issues provides a very **cost-effective** method of safeguarding the back copies in volume form. Again, these bound volumes are much easier to house and use in the courts, preventing vital information from being lost or mislaid and protecting your investment. We can match the appearance of publisher's bound volumes if required and annual costs are invariably lower than publisher's rates. Prices, if independently using our bindery for binding your loose issues, normally range from about **£18-£28** per volume depending on size. For more information ask for a copy of our **Journal and Magazine Binding Factfile** or ask us for a quotation to compare your costs with any existing arrangements subscribed to from the publishers.

### SECURE OVERNIGHT COLLECTION & DELIVERY

We can provide secure boxes and containers for transporting the registers or unbound journal parts. We'll also arrange for secure overnight carriage of your binding work by our dedicated contracted courier. This facility is usually provided free of charge. Pre-addressed packing labels are also provided.

### RAPID TURNAROUND TIMES

**Court Registers** can be bound in just **10-14 working days** so that vital information is not off your premises for weeks on end. **Journal binding** is usually completed in just **3-4 weeks**.

### FREE & CONFIDENTIAL CASE INFORMATION RETRIEVAL

Should any **defendant details** be required from **Verified Registers** we can provide a confidential search service and deliver this information to you within a maximum of **2 hours** from such a request. No charge is made for using this facility.

### WHERE DO YOU BEGIN?

All the above binding services are **greatly enhanced** if we can spend some time with you prior to them being started. In our experience the best way to begin is for our local **Binding Consultant** to briefly hold a meeting with the relevant staff who will be dealing with the binding administration of Court Registers or Legal Journals.

At this meeting full details of your needs and working practices can be obtained and instructions taken. All of your questions can also be answered directly with help provided to solve any outstanding problems or issues you have. Quotations for current costs of binding will be given.

### FINALLY

For more information on our legal binding service please contact us:

**TEL: 020 8992 3965**

**FAX: 020 8993 1815**

**E-MAIL: [admin@blissetts.com](mailto:admin@blissetts.com)**

**WEB: [www.blissetts.com](http://www.blissetts.com)**