



Nottingham, United Kingdom | rebecca.yates@gmail.com | +44 7519 302 481

Rebecca Yates

COURT USHER

PROFILE

Court usher at Nottingham Crown Court with 4 months of courtroom experience and 14 months as a receptionist at a magistrates' court. Managing 3 courtrooms, processing 18 cases per day, and sworn in over 200 witnesses. Trained on the Common Platform digital case management system and experienced in jury management, witness coordination, and court security procedures.

EDUCATION

BA (Hons) in Law

Nottingham Trent University, Nottingham

Sep 2021 – Jun 2024

A-Levels in Law (B), Sociology (B), English Language (C)

Bilborough College, Nottingham

Sep 2019 – Jun 2021

SKILLS

- Courtroom Management & Case Calling
- Witness Swearing-In & Oath Administration
- Common Platform (Digital Case Management)
- XHIBIT Courtroom Display System
- Jury Panel Management
- Vulnerable Witness Coordination
- Court Security Awareness
- Fine Payment Processing
- Public Enquiry Handling
- Microsoft Office & Email Communication

LANGUAGES

- English (native)

REFERENCES

Sandra Cooper

Court Manager, HMCTS – Nottingham Crown Court

sandra.cooper@justice.gov.uk, +44 7700 900 188

EXPERIENCE

Court Usher, HM Courts & Tribunals Service – Nottingham Crown Court, Nottingham *Jun 2025 – Present*
Managing courtrooms and supporting the smooth running of Crown Court hearings at a busy court centre.

- Managing **3 courtrooms**, processing an average of **18 cases per day** across trials, sentencing hearings, and plea and trial preparation hearings (PTPHs)
- Sworn in over **200 witnesses** and administered oaths and affirmations to jurors on 8 jury panels
- Coordinated interpreters for **12 cases** involving non-English speaking defendants, liaising with the listing office to confirm interpreter attendance
- Managed witness waiting areas for **4 vulnerable witness cases**, ensuring separation from defendants and coordinating video link evidence with the court clerk

Court Receptionist, HM Courts & Tribunals Service – Nottingham Magistrates' Court, Nottingham *Apr 2024 – May 2025*

Front desk reception at a busy magistrates' court, handling public queries and administrative tasks.

- Assisted an average of **65 court users per day** including defendants, solicitors, witnesses, and probation officers
- Checked case listings on the **Common Platform** and directed court users to the correct courtrooms, waiting areas, and legal aid desks
- Processed **fine payments** and enforcement enquiries, handling up to £3,200 in daily transactions

CERTIFICATIONS

Counter Terrorism Security Awareness (HMCTS), HM Courts & Tribunals Service *Apr 2024*

Safeguarding & Vulnerability Awareness, HMCTS Learning & Development *May 2024*

Enhanced DBS Check (Adults), Disclosure and Barring Service *Mar 2024*

EXTRA CURRICULAR ACTIVITY

Citizens Advice Nottingham – Volunteer Adviser *Jan 2024*

Volunteer one Saturday morning per month at the local Citizens Advice bureau, assisting walk in clients with benefits queries, debt advice, and housing issues. Advised 48 clients over 12 months.