

# SFJCTDD1 - SQA Unit Code F2SK 04

## Coordinate the provision of jurors



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### Overview

This unit is about ensuring that there are sufficient jurors available for the schedule of cases. It includes issuing the summons to attend for jury service and monitoring responses.

#### **There are two elements**

- 1 Summon sufficient numbers for jury service
- 2 Monitor the response to summons issued

#### **Target Group**

This unit is for individuals whose responsibilities include summoning members of the public to attend for jury service.

### Performance criteria

#### Summon sufficient numbers for jury service

*You must be able to:*

- P1 identify the schedule of cases and the consequent number of potential jurors required, taking account of the jury selection procedure
- P2 generate the required number of names and addresses of those to be summoned for jury service
- P3 ensure that the names identified are eligible for jury service
- P4 issue a summons to each eligible name identified within agreed timescales, setting out correctly the date and time when their jury service will begin
- P5 include all relevant information, including the contact details for any queries that those summoned may have regarding their jury service

#### Monitor the response to summons issued

*You must be able to:*

- P6 monitor responses to the jury summons
- P7 ensure that relevant details are issued correctly regarding the location of the court which the person is to attend, together with information upon what the person can expect
- P8 address correctly requests for special arrangements by future jurors, including those relating to their gaining access
- P9 identify and address correctly applications to be excused from jury service, or for jury service to be deferred
- P10 notify individuals of the outcome of their application to be excused, or for their jury service to be deferred, stating clearly the reasons for the decision
- P11 respond, and issue relevant information, within agreed timescales

### Knowledge and understanding

*You need to know and understand:*

#### Summon sufficient numbers for jury service

- K1 organisational requirements and procedures for generating the names of those to be summoned for jury service, and for issuing the subsequent summons to each individual selected
- K2 factors affecting eligibility for jury service
- K3 selection procedures for jurors at court
- K4 the role and responsibilities of jurors
- K5 the procedures for receiving jurors at court and what jurors can expect
- K6 expenses that can be claimed by jurors and the process for claiming and reimbursing these expenses
- K7 the information to be included with a summons for jury service

#### Monitor the response to summons issued

*You need to know and understand:*

- K8 organisational requirements and procedures for monitoring responses to summons issued, including the actions relevant to dealing with late responses
- K9 factors to consider, and the criteria to be met, when considering applications to be excused from jury service, or to have jury service deferred
- K10 timescales within which applications have to be addressed
- K11 procedures for dealing with applications to be excused from jury service where these are made on the day of the hearing

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**Relevant occupations** Public Services; Public Service and Other Associate Professionals

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**Suite** Courts and Tribunals

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