
Overview

This unit is about preparing and supporting jurors at court during their jury service. It includes introducing and preparing them for the courtroom, and addressing their general needs and enquiries.

There are two elements

- 1 Identify and prepare jurors attending court
- 2 Address the needs of jurors at court

Target Group

This unit is for individuals whose responsibilities include welcoming and recording the presence of jurors, and subsequently supporting them within the court buildings.

Performance criteria

Identify and prepare jurors attending court

You must be able to:

- P1 identify jurors arriving at the court building, recording their arrival, and determining correctly their relevant details and the time and court where their jury service is to start
- P2 record correctly jurors attending at each court within your area of responsibility
- P3 ask jurors to ensure that any electrical devices including mobile telephones are switched off
- P4 identify requirements by individual jurors for special arrangements, including those affecting access to the courtroom, and address these correctly
- P5 explain the location of those facilities available to jurors within the court/tribunal building
- P6 present information clearly, concisely and accurately
- P7 answer queries clearly and accurately
- P8 deal with individuals in an ethical manner, recognising their needs with respect for race, diversity and human rights

Address the needs of jurors at court

You must be able to:

- P9 monitor the needs of individual jurors at court and address these correctly, in line with court proceedings
- P10 monitor and maintain the individual security of jurors
- P11 address indications of any breaches of jury integrity promptly and correctly, where necessary
- P12 ensure the safe departure of jurors as they leave the court
- P13 keep confidential information secure

Knowledge and understanding

You need to know and understand:

Identify and prepare jurors attending court

- K1 current organisational requirements and procedures for preparing, supporting and addressing the needs of jurors whilst they are in the court buildings
- K2 court proceedings within the courts for which you are responsible, including the principal roles of those court officials present
- K3 the role and principal responsibilities of jurors
- K4 the principal types of special arrangements that may be required by jurors and how to provide these
- K5 the range of facilities within the court building available to jurors, including, for example, toilets, assembly area, refreshment area, telephones and fire exits
- K6 expenses that can be claimed by jurors and the process for claiming and reimbursing these expenses
- K7 emergency procedures for evacuating the court building and your role and responsibilities in the event of an emergency

Address the needs of jurors at court

You need to know and understand:

- K8 the types of emergency or requirements for security that might affect individual jurors, and how to deal with these
- K9 potential breaches of jury integrity and how to deal with these, including the need for jurors not to communicate with members of the public during a case
- K10 the importance of monitoring the safety and security of jurors and how to do this

SFJCTDD2 - SQA Unit Code F2T3 04

Support jurors at court

Developed by Skills for Justice

Version number 1

Date approved July 2009

Indicative review date July 2011

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN SfJ DD2

Relevant occupations Public Services; Public Service and Other Associate Professionals

Suite Courts and Tribunals

Key words court, case, jurors, jury service, courtroom, enquiries