

**Overview**

This standard is about preparing and supporting jurors at court during jury service. It includes introducing and preparing them for the courtroom and then supporting them while part of the jury.

## Manage jurors and protect their integrity at court

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### Performance criteria

#### *You must be able to:*

1. present information to jurors, including court proceedings and codes of conduct and behaviour and:
  - 1.1 encourage questions
  - 1.2 check for understanding
  - 1.3 provide clarification
2. use appropriate communication techniques to put jurors at ease
3. answer queries in line with organisational requirements
4. address requirements by jurors for special arrangements in line with organisational requirements, including:
  - 4.1 access to courtrooms
5. confirm jurors are aware of the location of facilities in buildings
6. deal with individuals in ways which promote positive behaviour and attitudes
7. identify the number of jurors required at each court within your area of responsibility according to schedules and progress of cases
8. confirm that potential jurors are available for each case
9. refer applications for excusal from jury service in line with organisational requirements
10. record actions to be taken in relation to non-attendance of jurors in line with organisational requirements
11. carry out jury selection
12. confirm jury keepers are in place in line with legislative requirements
13. inform jurors of the charges being addressed by the court they are attending in line with organisational requirements
14. monitor the needs of individual jurors in court
15. address the needs of individual jurors in line with organisational requirements
16. ensure jurors not selected are advised of the next stages in the process
17. keep information secure in line with organisational and legislative requirements
18. monitor and maintain the safety and security of jurors

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### Knowledge and understanding

- You need to know and understand:*
1. current organisational requirements and procedures for preparing, supporting and addressing the needs of jurors
  2. court proceedings for which you are responsible, including principal roles of court officials
  3. the role and responsibilities of jurors
  4. types of special arrangements that may be required by jurors and how to provide these
  5. the range of facilities available to jurors in court buildings
  6. expenses claimed by jurors and processes for claiming and reimbursing expenses
  7. procedures for selecting jurors for different courts in your area of responsibility
  8. the schedule of those cases for which you are responsible for providing jurors
  9. the importance of monitoring progress against schedules and how to do this
  10. the importance of ensuring jurors are aware of the charges being addressed in the court cases which they are attending, and how to do this
  11. breaches of jury integrity and how to deal with these, including the need for jurors not to communicate with members of the public during cases
  12. the importance of monitoring the safety and security of jurors and how to do this, including;
    - 12.1 procedures for evacuating court buildings
    - 12.2 roles and responsibilities in the event of emergencies

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**Originating Organisation** Skills for Justice

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**Relevant Occupations** Court Officer; Prosecution Officer; Tribunal Officer

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**Suite** Courts, Tribunals and Prosecution

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