

SFJDD1



Coordinate the provision of jurors

Overview

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

Performance criteria

You must be able to:

1. identify the number of potential jurors required for the schedule of cases in line with organisational requirements, and:
 - 1.1 take account of the jury selection procedure
 2. generate required number of names and addresses to be summoned for jury service in line with organisational requirements
 3. ensure names identified are eligible for jury service in line with organisational requirements
 4. issue summons to those eligible for jury service in line with organisational requirements, including:
 - 4.1 locations of courts to attend for jury service
 - 4.2 dates and times jury service will begin
 - 4.3 what potential jurors can expect when attending for jury service
 - 4.4 contact details for queries regarding jury service
 5. monitor responses to jury summons in line with organisational requirements
 6. record details of potential jurors able to attend
 7. address requests for special arrangements by potential jurors in line with organisational requirements
 8. action applications for excusals or deferments of jury service in line with organisational requirements
 9. notify individuals of outcomes of applications for excusals or deferments in line with organisational requirements, and:
 - 9.1 state reasons for decisions
 10. take action if number of potential jurors falls below level required in line with organisational requirements

Knowledge and understanding

You need to know and understand:

- 1.organisational requirements and procedures for generating names of those to be summoned for jury service
- 2.organisational requirements and procedures for issuing summons to selected individuals
- 3.organisational requirements and procedures for monitoring responses to summons, including:
 - 3.1actions for dealing with late responses
 - 3.2factors affecting eligibility for jury service
 - 3.3information to be recorded
 - 3.4actions for dealing with requests for special arrangements
- 4.selection procedures for jurors at courts
- 5.roles and responsibilities of jurors
- 6.procedures for receiving jurors at court and what jurors can expect
- 7.expenses that can be claimed by jurors and the process for claiming and reimbursing them
- 8.information to be included with summons for jury service
- 9.factors to consider and criteria to be met when considering excusal or deferment applications, including:
 - 9.1timescales
 - 9.2applications made on the day of hearings

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