



Revised guidance on Lay Assessors

Target audience: All civil staff

Further information:

Further information can be found on the intranet at:

http://libra.lcd.gsi.gov.uk/hmcts/policies_and_procedures/civil/civil-guides.htm

Contact:

If you have any queries please email the Civil Operations Team at:
Civil&FamilyBusinessSupport@hmcts.gsi.gov.uk

Summary:

The guidance on Lay Assessors for discrimination cases in county courts has been revised to assist staff with requests from the judiciary to appoint a Lay Assessor. The guidance has been revised, as a number of courts are using an incorrect procedure.

All staff must ensure they familiarise themselves with the revised guidance. Staff must also ensure they follow the correct procedure when appointing an Assessor through the relevant Personal Secretary to the Regional Employment Judge.

The guidance also includes important information about data protection and handling sensitive documents, for example a Lay Assessor's CV.

Line managers should notify the judiciary of the revised guidance document for staff.