



JUDICIAL OFFICE

THE JUDICIAL WORK SHADOWING SCHEME: GUIDANCE FOR APPLICANTS

The Benefits of the Scheme for you

1. Thank you for your interest in the Judicial Work Shadowing Scheme. The scheme has been developed to give practitioners a chance to find out what life as a Judicial Office Holder is like before deciding whether or not to apply for appointment. Under the scheme, you can request to shadow a Circuit Judge, a District Judge (either civil or of the Principal Registry of the Family Division), a District Judge (Magistrates' Courts) or a tribunal member.
2. Participants will be able to see many of a judge's main duties, such as preparing for trial or hearing, case management, presiding over court proceedings, hearing actions or applications, sentencing, determining applications and giving decisions. If your objectives for work shadowing are more specific you can indicate your preferences on the application form and every effort will be made to meet your needs.
3. In addition to the invaluable experience the Judicial Work Shadowing scheme provides, participants can also use the time spent on the scheme to claim CPD hours – currently 12 hours are awarded by the Law Society and 2 hours by the Bar Council. Participants wishing to claim CPD hours should contact their respective governing bodies for advice.

The application form

4. You can download an application form which, if you choose to apply, you should complete and return to

Work shadowing scheme
11th Floor Thomas Moore Building
Royal Courts of Justice
Strand
London WC2A 2LL

or by emailing workshadowing@judiciary.gsi.gov.uk. When completing the form please ensure that you complete all sections of the form and remember to sign it. Incomplete forms will be returned and so delay the processing of your application. You can also download an ethnic monitoring questionnaire, which we ask you to complete and return along with your application form. You are not, however, under any obligation: if you choose not to return it will not in any way prejudice your application, which is for statistical purposes only. Information you provide is strictly for the purposes of the DCA's annual statistics. It will not be passed on to the court or tribunal with your application form.

5. You can apply to work shadow **one judicial office holder only** per application on this scheme for up to three days. You will note from the application form that you have a number of options for which type of judicial office holder you could shadow, and where.
6. Due to the increasing popularity of the scheme it can take several months to be offered a placement. Please consider this when applying. If you are able to offer more than one location then the time you have to wait to be placed may be reduced. Also, when deciding in which area to shadow, care should be taken to minimise any potential conflicts of interest. For example, it would be unwise for someone to shadow a case where his or her firm was representing one of the parties.

Please be aware that you will be responsible for any costs you incur during the period of work shadowing.

7. You will see on the application form that you can specify whether you wish to be contacted using your professional or private contact details. We will of course respect any request you make in this respect. It would be helpful, however, to provide details at which we can easily contact you during normal business hours, otherwise it may result in delays to your application.

What will happen to your application

8. On receipt of your completed application to shadow a Circuit Judge or District Judge (Civil), a member of staff from the Judicial Office will forward your details to the Court Area Director's Office which is nearest to the location you have requested. The court will then identify the nearest available authorised participating judge, subject to any particular requirements or specific objectives you might request, and contact you directly to make the necessary arrangements.
9. Applications for shadowing a District Judge (Magistrates' Courts) are forwarded to the Senior District Judge's office who co-ordinate the shadowing in this jurisdiction in all areas. Shadowing a District Judge (Magistrates' Courts) usually takes place at one of the multiple courthouses in London, Liverpool, Manchester or Birmingham so that participants get to see a wide variety of work.
10. Applications for shadowing a tribunal member are forwarded to the appropriate tribunal office who will contact you direct to make the appropriate arrangements.
11. When you are contacted by the court or tribunal office, please try to be as flexible as possible when it comes to arranging dates. We ask also that you do not cancel a fixed date once it has been arranged unless it is absolutely necessary. Once you have been offered a date you will need to take up the placement within a period of 6 months. After this period you will need to reapply.

Queries

12. If you have any further questions about how the Scheme operates, please contact the Judicial Office on 020 7073 1621.