

The role of the Coroners Court Usher (CCU)

The position of Coroners Court Usher (CCU) is an integral role within the coroner service. It is extremely rewarding; the work is continuous and often unpredictable other than to say that it can be pressured and emotionally charge. There are competing demands with the need to constantly problem solve, so you will be resilient and composed when working under pressure.

Once trained the CCUs day to day main duties and responsibilities will include (but are not limited to):

- Ensuring that the courtroom is prepared for the days Inquest listings.
- Greeting those coming to court for hearings such as witnesses, family members or other visitors.
- Ensuring witnesses and all Interested Persons are admitted into court either in person or virtually via Microsoft Teams in a timely manner.
- Directing witnesses in the taking of oaths and swearing in jurors.
- 'Sworn ushers' have a duty to prevent anyone from approaching the jury without permission.
- Ensure all evidence is prepared in advance or handed to the jury or coroner as required.
- Passing messages as directed.
- Keeping public areas disciplined and under control.
- Administrative duties, such as transferring and saving of court recordings and attaching relevant documents and judicial forms onto our computer database.

All case related work in the coroner's court is under explicit or implicit judicial direction from the presiding coroner and subject to chief coroner guidance and other statutory and non-statutory national and local policy and procedure.