**Reasonable Adjustments** Information Sheet

January 2025

## Applying for Judicial Appointment

The Judicial Appointments Commission (JAC) is responsible for selecting candidates for the majority of judicial appointments in courts and tribunals in England and Wales, and for some tribunals whose jurisdiction is UK-wide. They consider all reasonable adjustment requests from candidates with disabilities and those with long term health conditions, to support them to participate fully in the recruitment and selection processes. This can also extend to those experiencing short term injury or temporary illness.

[Find out more about the JAC’s reasonable adjustment processes.](https://judicialappointments.gov.uk/equality-and-diversity/diversity-and-equality-measures/reasonable-adjustments/)

## New Appointments – Judicial Office Holders

When candidates receive confirmation that they have been recommended for appointment to judicial office, disabled candidates who have been successful will be able to request reasonable adjustments.

The reasonableness of adjustments is decided either by the Lady Chief Justice, Senior President of Tribunals, or the Lord Chancellor, who have responsibility for making these adjustments.

Adjustments can be considered for:

* working practices, deployment or sitting patterns
* alterations of buildings or provision of equipment

When considering the adjustment, they will consider its effectiveness in removing any barrier or reducing any disadvantage as well as the practicalities of making the adjustment – e.g. adjustments to buildings or costs.

When offered appointment, all successful candidates will be asked to contact HMCTS and/Chamber President’s Office as appropriate to request any reasonable adjustments which may be required in advance of sitting at their assigned location. The relevant assessments will be arranged by HMCTS to support Judicial Office Holders (JOHs), and JOHs are encouraged to make use of the Workplace Adjustment Passport and Passport Guidance available. The passport can be used as a record of reasonable workplace adjustment discussions with HMCTS, and to inform requirement. This is particularly useful when JOHs move location or regularly work across different locations.

## For further guidance…

* Relating to the application process: please contact the JAC exercise team for the specific exercise you wish to apply for.
* Relating to appointment: you will receive further information from the Judicial Office on who to contact if you are recommended or selected for appointment.