



Claim for loss of earnings during jury service

Only use this form if you're an employee and your employer is not paying you during jury service.

We can reimburse you up to £64.95 per day for loss of earnings during the first 10 days of jury service. For longer trials, check the rates on the allowances sheet or at www.gov.uk/jury-service.

When this form is completed, bring it with you on your first day of jury service

1. Your details

1.1 Your full name

1.2 Your juror number

1.3 Your employer's company name

1.4 Your job title

1.5 Employer's address

Building and street

Second line of address

Town or city

County (optional)

Postcode

Your employer must complete this section

Enter your staff member's net daily earnings

Enter their net earnings for each day they work over a typical 2 week period. Net daily earnings means the amount they take home after income tax, National Insurance and all other deductions.

	Week 1	Week 2
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

For weekends or bank holidays, the court is closed and we cannot reimburse your employee for these days.

If your employee is not needed at court can they return to work?

- Yes, they can return
- For a full day
 - For a half day
 - Before the end of 2 weeks
- No

Employer declaration

- I confirm that the information I've given is correct. I also understand that I may be prosecuted if I've given false or misleading information.

Find guidance for employers on GOV.UK
www.gov.uk/giving-staff-time-off-jury-service

Print your name

Date

Day

Month

Year

Your job title

Phone number

Email address

We may contact you to check details about your employee's earnings