



# Certificate of Loss of Earnings for self-employed or company directors

Name of Crown Court

Juror's no.

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**You should use this form if you are self-employed or a company director and need to claim for earnings you lose while serving as a juror.**

You cannot claim for a loss of earnings for work at the weekend or a bank holiday, as you will not be serving as a juror when the courthouse is closed, and so will not incur a financial loss during those days.

**You must supply documents as evidence of the amount you would have earned while you served as a juror and evidence that you are registered as self-employed or a salaried company director with HMRC.** See overleaf for a checklist to advise what documents the Court requires to consider your claim. The Court cannot pay any charges from your accountant to provide any information. The Jury Officer/Manager will be able to advise you if your documents and evidence are acceptable to prove your claim.

Each claim will be assessed on a case-by-case basis. If you have any questions about claiming for financial loss in your circumstances, please speak to a member of staff. They can advise you what you are entitled to claim and what evidence you need to provide to make your claim.

**Your name**

**Your profession**

**Which days and hours do you usually work?**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours worked						COURT CLOSED	

**On what date will you return to work?**

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**If you are not required to attend court on a particular day will you be able to return to work?**

For a full day  Yes  No

For a half day  Yes  No

### Declaration

I certify that I normally earn £  (gross) per day and that I have lost/will lose that amount each day.

I certify that the information supplied is correct and I understand that I may be prosecuted if I have given any information, which I know to be false or do not believe to be true.

Signed

Print your name

Date

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# Certificate of loss of earnings checklist

## For jurors who are company directors

Please ensure you have enclosed the following documentation with your certificate of loss of earnings.

- Most recent tax return including calculation used to arrive at the loss of earnings figure you are claiming from the Court

**or**

- Accountants letter confirming your average daily gross income along with HMRC evidence (showing your UTR number) you are registered as a salaried paid company director

If you are unable to provide any of the above evidence please speak to the Jury Officer/Manager who can advise you further.

## For jurors who are self-employed

Please ensure you have enclosed the following documentation with your certificate of loss of earnings.

- Most recent tax return including calculation used to arrive at the loss of earnings figure you are claiming from the Court

**or**

- Accountants letter confirming your average daily gross income along with HMRC evidence (showing your UTR number) you are registered as self employed

**or**

- Official letter from a company that would have provided you work which you have been unable to accept due to jury service confirming what your daily pay would have been along with HMRC evidence (showing your UTR number) you are registered as self employed

If you are newly self-employed and unable to provide any of the above evidence please speak to the Jury Officer/Manager who can advise you further.