



Gwasanaeth Llysoedd  
a Thribiwnlysoedd EM  
HM Courts &  
Tribunals Service

# Canllawiau i Wŷ Rheithgor

## CYFLWYNIAD

Rydych chi'n un o lawer o bobl sydd wedi cael eu dewis ar gyfer gwasanaethu ar reithgor. Fel rheithiwr, fe fyddwch yn chwarae rhan allweddol yn y system gyfreithiol. Mae gwasanaethu ar reithgor yn un o'r dyletswyddau dinesig pwysicaf y gofynnir i unrhyw un ei wneud. Bydd profiadau a gwybodaeth pob person a wysir i wasanaethu yn wahanol, ac eto gofynnir i bob rheithiwr unigol ystyried y dystiolaeth a gyflwynir ac wedyn defnyddio'u synnwyr cyffredin er mwyn penderfynu a yw'r diffynnydd yn euog ai peidio. Y rheithwyr fel arfer sy'n gwrando ar yr achosion troseddol mwy difrifol megis ymosod, byrgleriaeth, twyll neu lofruddiaeth. Cynhelir y treialon hyn yn Llys y Goron.

Pan fydd rheithgor yn dod i benderfyniad, maent, nid yn unig yn gwneud penderfyniad sy'n effeithio ar y diffynnydd unigol, ond hefyd maent yn gwneud penderfyniad sy'n effeithio ar y cymunedau lle maent yn byw. Ychydig iawn o benderfyniadau a wneir gan y cyhoedd sy'n cael gymaint o effaith ar gymdeithas â phenderfyniad rheithgor.

Mae'r llyfryn hwn yn cynnwys nodiadau cyfarwyddyd i'ch helpu i lenwi'ch ymateb i'ch gwys i wasanaethu ar reithgor.

## BETH I'W WNEUD

O fewn 7 diwrnod i'r diwrnod i chi dderbyn eich gwŷ rheithgor, rhaid i chi lenwi pob adran o'r ffurflen 'Ymateb i'r Wŷ Rheithgor', a'i dychwelyd at Swyddfa Ganolog Gwysio'r Rheithgor yn yr amlen amgaeedig. Mae cyfeiriad a manylion cyswllt y Swyddfa wedi'u printio ar y gwŷ rheithgor.

Gallwch ddod i wybod mwy am wasanaeth rheithgor ar wefan Direct Gov yn **[www.direct.gov.uk](http://www.direct.gov.uk)** a gallwch hefyd wyllo DVD 'Eich Rôl fel Rheithiwr' yn **<http://moj.coionline.tv/videos/jurorvideo/video>**.

Os oes gennych unrhyw gwestiynau neu broblemau wrth lenwi'ch ymateb i'r wŷ rheithgor nad yw'r llyfryn hwn na'r wefan yn eu hateb, bydd y Swyddfa Ganolog Gwysio Rheithgor yn hapus i'ch helpu. Os ydych yn ysgrifennu at y Swyddfa, rhowch eich enw a'ch cyfeiriad llawn, eich cod post a'ch rhif rheithiwr.

## NODYN I YDYCH CHI'N GYMWYS I WASANAETHU AR REITHGOR?

Rydych yn gymwys i wasanaethu ar reithgor:

- os byddwch chi yn 18 oed o leiaf ac o dan 70 oed ar y diwrnod y byddwch yn dechrau eich gwasanaeth rheithgor; ac
- os ydych wedi'ch cofrestru fel etholwr seneddol neu lywodraeth leol (**Noder:** er mwyn bod wedi'ch cofrestru i bleidleisio, rhaid i chi fod yn ddinesydd o Brydain, Iwerddon, yr UE neu wlad gymwys o'r Gymanwlad – ewch i [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) i gael mwy o wybodaeth am ddinasyddion cymwys y Gymanwlad); ac
- os ydych wedi byw yn y Deyrnas Unedig neu Ynysoedd y Sianel neu Ynys Manaw am gyfnod o **5 mlynedd o leiaf** ers i chi fod yn 13 oed. (Os oes gennych chi gais yn disgwyl sylw gan Asiantaeth Ffiniau'r DU, cysylltwch â'r Swyddfa Ganolog Gwysio Rheithgor, gan ei bod yn bosibl nad ydych yn gymwys i wasanaethu ar reithgor).

**Nid ydych chi'n gymwys i wasanaethu ar reithgor os ydych chi'n unigolyn a restrir ym Mluch A neu Fluch B.**

**RHYBUDD: efallai y bydd rhaid i chi dalu dirwy os byddwch yn gwasanaethu ar reithgor gan wybod nad ydych yn gymwys i wneud gwasanaeth rheithgor.**

## BLWCH A MECHNÏAETH AC EUOGFARNAU

Nid ydych yn gymwys i wasanaethu ar reithgor os ydych chi ar hyn o bryd ar fechnïaeth mewn achos troseddol.

Mae'r rhestr isod yn ymwneud â dedfrydau a basiwyd yn y Deyrnas Unedig, Ynysoedd y Sianel neu Ynys Manaw. Nid ydych yn gymwys i wasanaethu ar reithgor:

- os ydych chi erioed wedi eich dedfrydu: i garchar, neu i gyfnod o gaethiwed, am 5 mlynedd neu ragor:
  - neu i garchar er mwyn gwarchod y cyhoedd neu i gyfnod o gaethiwed er mwyn gwarchod y cyhoedd;
  - neu i garchar, i gadwraeth neu i gael eich cadw'n gaeth am oes;
  - neu i ddedfryd estynedig dan adran 227 neu 228 Deddf Cyfiawnder Troseddol 2003 neu adran 210A Deddf Trefniadaeth Droseddol (yr Alban) 1995;
  - neu i gael eich cadw yn y ddalfa yn ôl mympwy ei Mawrhydi neu yn ôl mympwy yr Ysgrifennydd Gwladol.
- os ydych chi, yn ystod y 10 mlynedd ddiwethaf: wedi treulio unrhyw rhan o ddedfryd mewn carchar neu dan gaethiwed:
  - neu wedi cael dedfryd ohiriedig o garchariad neu orchymyn cadw;
  - neu wedi cael gorchymyn cymunedol wedi ei osod arnoch (gan gynnwys gorchymyn ailsefydlu cymunedol, gorchymyn cosb gymunedol, gorchymyn cosb ac ailsefydlu cymunedol, gorchymyn trin a phrofi am gyffuriau neu orchymyn cadw-oddi-ar-gyffuriau) neu unrhyw orchymyn cyfatebol dan gyfraith yr Alban a Gogledd Iwerddon.

## BLWCH B ANHWYLDERAU MEDDWL

Nid ydych yn gymwys i wasanaethu ar reithgor:

- os oes gennych yn awr, neu os ydych yn y gorffennol wedi cael unrhyw anhwylder neu anabled meddyliol ac, o ganlyniad i'r cyflwr hwnnw:  
rydych yn byw mewn ysbyty neu sefydliad cyffelyb;  
neu rydych yn derbyn triniaeth reolaidd gan feddyg.
- os ydych chi, am y tro, dan warcheidwaeth adran 7 Deddf Iechyd Meddwl 1983.
- os nad oes gennych y gallu meddyliol, o fewn ystyr Deddf Galluedd Meddyliol 2005, i wneud y penderfyniadau y mae gofyn i unigolyn eu gwneud wrth wasanaethu ar reithgor.

## NODYN 2 CEISIADAU AM OHIRIO AC ESGUSODI

Fel arfer, disgwylir i **bawb** sy'n cael eu gwysio i wasanaethu ar reithgor wasanaethu ar yr adeg pan ofynnir iddynt wneud hynny. Fodd bynnag, derbynir y bydd adegau pan nad yw'n rhesymol i berson wasanaethu ar yr adeg y'i gwysir. Yn yr amgylchiadau hyn rhaid i chi wneud cais i'r Swyddfa Ganolog Gwysio Rheithgor gan ofyn am ohirio'ch gwasanaeth i ddyddiad diweddarach neu ofyn i gael eich esgusodi'n llwyr o wasanaethu ar reithgor.

O 5ed Ebrill 2005 ymlaen, mae'r gyfraith yn pennu bod rhaid i gyflogwyr adael i chi gael amser di-dâl o'ch gwaith i gyflawni gwasanaeth rheithgor. Os ydych chi'n poeni y bydd gwasanaeth rheithgor yn gwrthdaro ag ymrwymadau gwaith, gallwch wneud cais am ohirio neu esgusodiad, i ddechrau. Mae'n debyg y cewch chi gynnig gohiriad, i ddechrau. Ni chaiff eich cyflogwr wneud cais am ohiriad neu esgusodiad ar eich rhan; dim ond yr unigolyn a wysiwyd i wasanaethu ar reithgor gaiff wneud y cais.

### Gohirio

Os credwch na fyddwch yn gallu gwasanaethu ar y ddyddiad ar yr <sup>A</sup>wys, rhaid i chi nodi'ch rhesymau'n glir ac yn llawn ar eich ffurflen ymateb i'r <sup>A</sup>wys rheithgor. Rhaid i chi hefyd nodi unrhyw ddyddiadau eraill yn ystod y 12 mis nesaf pan y **byddwch** yn gallu mynychu er mwyn i'r Swyddfa Ganolog Gwysio Rheithgor aildrefnu eich gwasanaeth rheithgor ar ddyddiad mwy cyfleus.

Cofiwch y bydd y Swyddfa Ganolog Gwysio Rheithgor yn gwneud eu gorau glas i sicrhau y bydd eich gwasanaeth rheithgor yn cychwyn ar ddyddiad cyfleus, ond ni ellir sicrhau hyn bob amser. Dim ond unwaith y gellir gohirio eich gwasanaeth rheithgor.

### Esgusodi

Os credwch na allwch wasanaethu ar reithgor **unrhyw bryd** yn ystod y 12<sup>A</sup> mis nesaf rhaid i chi nodi hynny'n glir ac yn llawn ar eich ffurflen ymateb i <sup>A</sup>wys rheithgor. Mae'n bosib y gofynnir i chi ddangos tystiolaeth i brofi eich hawliad. Bydd y Swyddfa Ganolog Gwysio Rheithgor yn cysylltu â chi os oes angen gwybodaeth ychwanegol arnyn nhw. **Holwch y Swyddfa Ganolog Gwysio Rheithgor cyn cael unrhyw dystysgrif feddygol.**

Cofiwch mai dim ond ar gyfer amgylchiadau eithriadol y bydd cais am esgusodi'n cael ei ystyried. Dan amgylchiadau eraill, cynigir gohirio cyn belled ag y bo hynny'n bosibl.

Mae gennych hawl i gael eich esgusodi rhag gwasanaethu ar reithgor os ydych wedi gwasanaethu ar reithgor, neu wedi mynychu i wasanaethu ar reithgor, yn ystod y ddwy flynedd flaenorol. Gallwch wasanaethu eto os dymunwch, ond gallwch ddewis i ymarfer eich hawl, os oes hawl gennych, trwy lenwi Rhan 3 y ffurflen ymateb i'ch gwys i wasanaethu ar reithgor. Gwnewch yn siŵr eich bod yn darparu manylion am y llys y buoch ynddo, gan y byddwn yn holi ynghylch eich gwasanaeth blaenorol.

### **NODYN 3 PA MOR HIR FYDD GWASANAETH RHEITHGOR YN PARA?**

Fel arfer, bydd gwasanaeth rheithgor yn para am hyd at bythefnos.

Gall natur achosion troseddol amrywio'n fawr, ac efallai y bydd yn rhaid i chi wasanaethu am fwy na'r bythefnos arferol. Os bydd achos yn debygol o bara mwy na hynny, gofynnir i chi yn y llys a fydd hyn yn anodd i chi. Mae'n bosib y gofynnir i chi ddangos prawf o'ch anhawster. Bydd y llys yn ceisio bodloni'ch gofynion cyn belled ag y bo modd.

### **NODYN 4 STAFFY SYSTEM CYFIAWNDER TROSEDDOL (SCT)**

Os ydych yn cael eich cyflogi gan un o'r Heddluoedd, Gwasanaeth Carchardai EM neu unrhyw awdurdod erlyn, dylech roi manylion eich swydd, eich cyflogwr a lleoliad eich gweithle yn Rhan 1 Cwestiwn D.

Ym mhob achos, cynghorir staff y System Cyfiawnder Troseddol i wirio polisi Adnoddau Dynol y sefydliad ynglŷn â gwasanaeth rheithgor.

### **NODYN 5 YNGHYLCH ANABLEDD**

Dan Ddeddf Cydraddoldeb 2010, mae'n ofynnol i GLITEM ofyn a oes gennych anabledd neu angen arbennig dan adran 4 y Gwys Rheithgor. Gwneir hyn er mwyn ein galluogi i wneud trefniadau cyn eich gwasanaeth rheithgor i'ch cynorthwyo yn y llys. Efallai y bydd hefyd yn bosibl trefnu ymweliad â'r Llys cyn i'ch gwasanaeth rheithgor ddechrau er mwyn i chi gael asesu'r cyfleusterau. Cysylltwch â'r Swyddfa Ganolog Gwysio Rheithgor os hoffech drefnu ymweliad. Bydd y Swyddfa Ganolog Gwysio Rheithgor yn hysbysu'r Llys am unrhyw anabledd neu anghenion rydych chi wedi'u nodi yn Rhan 4 'Eich Ymateb i Wys Rheithgor'.

### **NODYN 6 CADARNHAU GWASANAETH RHEITHGOR**

Unwaith y bydd eich ymateb i'r wys rheithgor wedi'i brosesu, anfonir pecyn cadarnhau atoch. Bydd y pecyn yn cynnwys yr holl wybodaeth y bydd ei hangen arnoch ar gyfer diwrnod cyntaf eich gwasanaeth rheithgor, a bydd yn cynnwys gwybodaeth i'ch helpu wrth i chi wasanaethu ar reithgor. Cofiwch ddod â thudalennau 1 a 2 eich gwys rheithgor gyda chi gan y byddant yn cael eu defnyddio i wirio pwy ydych chi.

Os yw eich manylion personol ar y wŷs hon wedi newid o gwbl, darparwch **gopi** o'r ddogfen sy'n cadarnhau'r newid, megis tystysgrif priodas, trwydded yrru neu filiau gwasanaethau cyhoeddus. Peidiwch ag anfon dogfennau gwreiddiol; mae copi o'r ddogfen yn ddigonol.

## **NODYN 7 MWY O WYBODAETH**

Os ydych yn dal yn ansicr sut i lenwi eich ymateb i'r wŷs rheithgor, neu os oes gennych unrhyw gwestiynau eraill ynghylch gwasanaethu ar reithgor, ewch i wefan Direct Gov yn **[www.direct.gov.uk](http://www.direct.gov.uk)**

Ar gyfer unrhyw ymholiadau eraill, cysylltwch â'r Swyddfa Ganolog Gwysio Rheithgor ar 0845 803 8003 (cyfradd leol) neu 020 7202 6800, neu drwy e-bostio [jurysummoning@hmcts.gsi.gov.uk](mailto:jurysummoning@hmcts.gsi.gov.uk).





Gwasanaeth Llysoedd  
a Thribiwnlysoedd EM  
HM Courts &  
Tribunals Service

# Guide to Jury Summons

## INTRODUCTION

You are one of many people who have been chosen for jury service. As a juror, you will play a vital part in the legal system. Jury service is one of the most important civic duties that anyone can be asked to perform. The experiences and knowledge of each person summoned to serve will differ, yet each individual juror will be asked to consider the evidence presented and then apply their common sense in order to determine whether or not the defendant is guilty. Jurors usually try the more serious criminal cases such as assault, burglary, fraud, or murder. These trials take place in the Crown Court.

When a jury reaches a verdict, they are not only making a decision that affects the individual defendant, they are also making a decision that affects the communities in which they live. Few decisions made by members of the public have such an impact upon society as a jury's verdict.

This booklet contains guidance notes to help you complete your reply to your summons for jury service.

## WHAT TO DO

Within 7 days from the day on which you received your jury summons, you are required to complete all sections in the form 'Reply to the Jury Summons', and return it to the Jury Central Summoning Bureau in the enclosed envelope. The Bureau's address and contact details are printed on the jury summons.

You can find out more about jury service on Direct Gov website at **[www.direct.gov.uk](http://www.direct.gov.uk)** and you can also view the Your Role as a Juror DVD at **<http://moj.coionline.tv/videos/jurorvideo/video>**.

If you have any questions or difficulties when completing your reply to the jury summons that either this booklet or the website do not answer, the Jury Central Summoning Bureau will be pleased to help you. If writing to the Bureau, please supply your full name and address, post code and juror's number.

## NOTE 1 ARE YOU QUALIFIED FOR JURY SERVICE?

You are qualified for jury service if:

- you will be at least 18 years old, and under 70 years old, on the day that you start your jury service; and
- you are registered as a parliamentary or local government elector (**Note:** in order to be registered to vote you must be a British, Irish, EU or qualifying Commonwealth citizen visit [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) for further information on qualifying Commonwealth citizens); and
- you have lived in the United Kingdom, or the Channel Islands or the Isle of Man for any period of **at least 5 years** since you were 13 years old. (If you have any outstanding application with the UK Border Agency, then please contact the Jury Central Summoning Bureau as you may not be eligible for jury service).

**You are not qualified for jury service if you are someone listed in Box A or Box B**

**WARNING: you may have to pay a fine if you serve on a jury knowing that you are not qualified for jury service.**

### BOX A BAIL AND CONVICTIONS

You are not qualified for jury service if you are currently on bail in criminal proceedings.

The following list relates to sentences passed in the United Kingdom, the Channel Islands or the Isle of Man. You are not qualified for jury service if:

- you have ever been sentenced to: imprisonment, or a term of detention, of 5 years or more;
  - or imprisonment for public protection or detention for public protection;
  - or imprisonment, custody or detention for life;
  - or an extended sentence under s227 or s228 of the Criminal Justice Act 2003 or s210A of the Criminal Procedure (Scotland) Act 1995;
  - or be detained during Her Majesty's pleasure or during the pleasure of the Secretary of State.
- you have in the last 10 years: served any part of a sentence of imprisonment or detention;
  - or received a suspended sentence of imprisonment or a suspended order for detention;
  - or been subject to a community order (including community rehabilitation order, community punishment order, community punishment and rehabilitation order, drug treatment and testing order or a drug abstinence order) or any corresponding order under the law of Scotland or Northern Ireland.



## BOX B MENTAL DISORDERS

You are not qualified for jury service if:

- you currently have, or have had in the past any disorder or disability of the mind and, because of that condition:
  - you are resident in a hospital or other similar institution;
  - or you regularly attend for treatment by a medical practitioner.
- you are, for the time being, in guardianship under section 7 of the Mental Health Act 1983.
- you lack the mental capacity, within the meaning of the Mental Capacity Act 2005, to make the decisions required of a person serving as a juror.

## NOTE 2 APPLICATIONS FOR DEFERRAL AND EXCUSAL

The normal expectation is that **everyone** summoned for jury service will serve at the time for which they are summoned. However, it is recognised that there will be occasions where it is not reasonable for a person to serve at the time for which they are summoned. In these circumstances, you must apply to the Jury Central Summoning Bureau and ask to be deferred to a later date or excused from jury service altogether.

With effect from 5th April 2005 employers are required by law to let you have unpaid time off work to complete jury service. If you are concerned that jury service will conflict with work commitments, you can apply for deferral or excusal at first. You are likely to be offered deferral in the first instance. Your employer cannot apply for deferral or excusal on your behalf, only the person summoned for jury service can apply.

### Deferral

If you believe that you will not be able to serve on the date summoned you must clearly state in full your reasons why on the reply to your summons for jury service form. You must also state what other days during the next 12 months that you **will** be able to attend so that the Jury Central Summoning Bureau can rearrange your jury service to a more convenient date.

Please remember that while the Jury Central Summoning Bureau will make every effort to ensure that your jury service begins on a convenient date, this cannot always be guaranteed. Your jury service can only be deferred once.

### Excusal

If you believe that you cannot serve as a juror at **any time** during the next 12 months you must clearly state in full, your reasons why on your reply to the jury summons form. You may be asked to provide evidence to verify your claim. The Jury Central Summoning Bureau will contact you if they need additional information. **Please check with the Jury Central Summoning Bureau before obtaining any medical certificate.**

Please note that applications for excusal will only be considered for exceptional circumstances. In all other circumstances, deferral will be offered as far as is possible.

You have the right to be excused from jury service if you have served as a juror, or attended to serve on a jury, during the previous two years. You can serve again if you wish, but can choose to exercise your right, if you have it, by completing Part 3 of the reply to your summons for jury service form. Please ensure you provide details of the court you attended, as we will check your previous service.

### **NOTE 3 HOW LONG WILL JURY SERVICE LAST?**

Jury service usually lasts for up to two weeks.

The nature of criminal cases can vary greatly, and you may be required to serve for longer than the usual two weeks. If a trial is likely to last longer you will be asked at the court if this will be difficult for you. You may be asked to provide proof of your difficulty. The court will try to meet your requirements as far as is practicable.

### **NOTE 4 CRIMINAL JUSTICE SYSTEM (CJS) EMPLOYEES**

If you are employed by any Police Force, H M Prison Service or any prosecuting authority, then you should provide details of your occupation, your employer and your workplace location in Part 1 Question D.

In all cases, Criminal Justice System staff are advised to check their organisation's HR policy regarding jury service.

### **NOTE 5 ABOUT DISABILITY**

Under the Equality Act 2010, HMCTS is required to ask whether you have a disability or special need under section 4 of the Jury Summons. This is so arrangements to assist you whilst at court can be made in advance of your jury service. It may also be possible to arrange a pre-service visit to the Court before your jury service commences for you to assess their facilities. Please contact the Jury Central Summoning Bureau if you wish to arrange a visit. The Jury Central Summoning Bureau will notify the Court of any disability or needs that you have indicated in Part 4 of 'Your Reply to Jury Summons'

### **NOTE 6 CONFIRMATION OF JURY SERVICE**

Once your reply to the jury summons has been processed, you will be sent a confirmation pack. This pack will enclose all the information you need for your first day of jury service and will contain information to assist you while you are serving on a jury. Please remember to bring pages 1 and 2 of your jury summons as this will be used to verify your identity.

If any of your personal details on this summons have changed please provide a **copy** of the documentation to confirm the change, such as a marriage certificate, driver's licence or utility bills. Please do not send original documents, only a copy of the documentation is required.

#### **NOTE 7 FURTHER INFORMATION**

If you are still unclear how to fill in your reply to the jury summons, or if you have any other queries regarding your jury service, please visit Direct Gov website at **[www.direct.gov.gov.uk](http://www.direct.gov.gov.uk)**

For any other queries please contact the Jury Central Summoning Bureau on 0845 803 8003 (local rate) or 020 7202 6800, or by e-mail at [jurysummoning@hmcts.gsi.gov.uk](mailto:jurysummoning@hmcts.gsi.gov.uk)

