



Jury Summons

YOUR JUROR'S NUMBER:

- You have been selected for jury service.
- Your name was randomly selected from the electoral register.

You must attend for jury service at:

Starting on:

at:

usually for up to two weeks.

During your jury service you may be required to go to another court nearby.

WHAT THE JURY SUMMONS MEANS

Jury service is an important public duty. You will be asked to consider the outcome of a criminal trial in the Crown Court. You will be among many people chosen each year for jury service and you will have an opportunity to influence decisions affecting your local community.

- Pages 1 and 2 of this form are your **Jury Summons**. This tells you where and when to start your jury service.
- Pages 3 and 4 are the form **Reply to the Jury Summons**. The information you provide will assist the Jury Central Summoning Bureau when processing your form.

WHAT TO DO NOW

- It is important to read the enclosed leaflet '**Guide to Jury Summons**'.
- You **must complete, detach and return pages 3 and 4** to the Jury Central Summoning Bureau by referring to the section '**How to Reply to your summons for Jury Service**' on page 2.

WARNING

You **may be committing a criminal offence punishable by a fine of up to £1,000** if:

- You do not attend for jury service without a good reason
- You are not available to be a juror when your name is called
- When your name is called, you are not fit to serve because of drink or drugs.

This form and other juror literature is available in large print and Braille formats on request from the Jury Central Summoning Bureau (details on page 2).

HOW TO REPLY TO YOUR SUMMONS FOR JURY SERVICE

- Before completing the form **Reply to the Jury Summons (pages 3 and 4)**, please read the enclosed **Guide to Jury Summons** leaflet. This leaflet explains who, by law, can and cannot be a juror and contains information that will help you complete the form **Reply to the Jury Summons**.
- Please also read the enclosed **Allowances** leaflet, which tells you what expenses you may claim.
- The information you give in the form **Reply to the Jury Summons** will help the Jury Central Summoning Bureau to process your summons more efficiently.
- **Pages 3 and 4** – the form **Reply to the Jury Summons** – must be returned to the Jury Central Summoning Bureau within 7 days from the day you received this summons, and returned in the envelope provided.
- Please **detach pages 1 and 2 of this form and keep them in a safe place** as you need to bring them with you on your first day of service. Alternatively, you may bring your confirmation letter (see Note 6, page 6 in the **Guide to Jury Summons** leaflet).

WHAT HAPPENS AFTER YOU HAVE REPLIED TO YOUR SUMMONS

- When your form has been processed, the Jury Central Summoning Bureau will write to you confirming the **date and time of your first day** of jury service.
- You will also receive an information pack explaining **what is expected of you as a juror**, together with information about your local court.
- If the Jury Central Summoning Bureau decide that you **cannot** be a juror on this occasion, they will also write and tell you.
- After your first day of jury service, a court official will tell you when to arrive.
- Jurors may also be needed to serve in a civil case though this does not happen often. When it does, the trial will usually take place in the High Court or a county court.

IF YOU NEED ADDITIONAL HELP OR INFORMATION

If, after reading the **Guide to Jury Summons** leaflet, you need further help to fill in the form **Reply to the Jury Summons**, the Jury Central Summoning Bureau will be pleased to assist you. Their details are shown below. You can also contact the Welsh Language Helpline on 0800 212368.

Further information is available on the GOV.UK website at <https://www.gov.uk/jury-service>.

CONTACTING THE JURY CENTRAL SUMMONING BUREAU

The Jury Central Summoning Bureau is located at:

JURY CENTRAL SUMMONING BUREAU
HM COURTS & TRIBUNALS SERVICE
POCOCK STREET
LONDON
SE1 0BJ

Please always quote your juror's number from page 1 in any contact with this office

Email: jurysummoning@hmcts.gsi.gov.uk

Telephone: 0300 456 1024 or 020 7202 6800

Office hours: 9am – 5pm, Monday to Thursday; 9am – 3pm Friday

If you need to contact the Jury Summoning Officer, please have your juror's number ready in case they need it.

This appears underneath your name and address on page 1 of this summons.

Issued on _____ Date plus 2 working days by the Jury Central Summoning Bureau with the authority of the Lord Chancellor.

REPLY TO THE JURY SUMMONS

- Please read this form and the accompanying Guide to Jury Summons leaflet carefully before completing it.
- It is a criminal offence, and on conviction you may have to pay a fine of up to £1,000, if you refuse to provide information to determine whether you are qualified to be a juror, or you, or somebody on your behalf, give false information, to evade jury service.
- Please use a blue or black pen only, and write in BLOCK CAPITALS.
- Where you are asked for information, please do not write outside of the area given.
- Tick boxes as appropriate. If you make a mistake, shade in that box, initial it, and mark the correct box.

PART 1 About you

A Juror Number

B This section asks for further information which you should give.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	(please specify) <input type="text"/>
Telephone number	Home <input type="text"/>		Work <input type="text"/>			
Please give any telephone numbers where we can contact you between 9.00 am and 5.00 pm		Mobile <input type="text"/>				
Date of birth	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>			

C This section should only be completed if your name and address details are different from those printed on Page 1. If you have changed address, your jury service may be transferred to the nearest court to your new address.

Full Name Please put all your names	
Address Please include your post code. This will make sure that letters from the court reach you quickly	
Post code: <input type="text"/>	Email address: <input type="text"/>

FOLD
HERE
AND
RETURN
IN THE
ENVELOPE

D Please see Note 4 on page 5 of the guidance leaflet. If you are, or have been in the last 5 years, employed by any Police Force, HM Prison Service, the National Crime Agency or any prosecuting authority, please state your occupation, your employer and workplace location. **We may need to contact you about this.**

Occupation:
Your employer:
Workplace:

PART 2 Are you qualified for jury service? See the 'Guide to Jury Summons' Note 1, Page 2

- A** Will you be under 18 on the date you are due to start your jury service? No Yes
- B** Will you have reached the age of 76 on the date you are due to start your jury service? No Yes If **Yes** go to **Part 5**
- C** Have you at any time since your 13th birthday lived in the United Kingdom, the Channel Islands or the Isle of Man for any period of at least 5 years? No Yes
Please read Note 1 of the Guide to Jury Summons
- D** Do you fall into any of the categories listed in Box A? No Yes
Please read the list in Box A in the Guide to Jury Summons
- E** Are you on bail? No Yes
Please read the list in Box B in the Guide to Jury Summons
- F** Have you been convicted of an offence and been given a sentence in Box B? No Yes
Please read the list in Box B in the Guide to Jury Summons
If you have ticked No to question C or Yes to any of questions D, E or F please give details in the box below and then go to Part 5.

PART 3 Deferral and Excusal

Before completing this section, please see Guide to Jury Summons, Note 2, Page 4.

Would you like to make an application to have your jury service deferred to a later date, or an application to be excused from jury service?

Your jury service can be **deferred** for **up to 12 months**, but can only be deferred **once**. You must supply us with **all dates you are available**. You will only be **excused** from jury service if you **cannot** do it at any time during the next 12 months.

- No Go to **Part 4**
- Yes, I would like to be deferred
- Yes, I would like to be excused

- If you have served within the last 2 years and wish to be excused as of right, please state details and court attended below.
- Please provide as much information as possible in the box below to support your application, and please continue on a separate piece of paper if you need more space.
- Correspondence sent directly by third parties, such as employers, will **not** be dealt with by the Jury Central Summoning Bureau, but third party letters may be sent in as supporting evidence with this form.

Please explain briefly why you wish to be deferred/excused

Please give **ALL** dates when you **will** be available for jury service during the next 12 months

Go to Part 4

PART 4 Disability and Special Needs

Before completing this section, please see Guide to Jury Summons, Note 5, Page 5.

Do you have a disability or impairment, which will require adjustments or additional assistance to be made for you when carrying out jury service?

No Go to **Part 5**

Yes Please mark one of these boxes if appropriate. If you do, please give details in the large box below.

If so, please mark one of the boxes (right), if appropriate and please give details, in the box opposite, of any special arrangements or adjustments that you may require.

Visual impairment Limited mobility Hearing Impairment Other

The special arrangements are

Go to Part 5

PART 5 Declaration

Before completing this section, please see Guide to Jury Summons, Page 3, under 'Warning.'

- I have read the Jury Summons and Guide to Jury Summons leaflet, including the Warning on page 3. The information I have given is true to the best of my knowledge.
- I understand that the answers I have given may be checked and that I may be prosecuted if I have deliberately given false information.

Signed

Date

Remember to detach pages 1 and 2 and take them to the court on your first day.

**FOR OFFICE
USE ONLY**

**Excusal /
deferral**

granted
not granted

ineligible yes
no

Initial: Date: