



**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](http://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.

	<b>Week 1</b>	<b>Week 2</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

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

If your employee is not required to attend court will they be able to return to work?

For a full day

Yes

No

For a half day

Yes

No

Before the end of the 2 weeks

Yes

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.

Signature

Find guidance for employers on GOV.UK [www.gov.uk/giving-staff-time-off-jury-service](http://www.gov.uk/giving-staff-time-off-jury-service)

Print your name

Date

Day

Month

Year

Your job title

Phone number

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

Email address