



## Claim for loss of earnings during jury service

**Only use this form if you're self-employed or a paid company director.**

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).

Check page 3 for the evidence you must attach.

When you've completed this form, give it to the jury manager at court.

### 1. Your details

1.1 Your full name

1.2 Your juror number

1.3 Your job title

1.4 Your business name and address

## 2. Your income

2.1 What days of the week do you normally work?

- Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday

**Q2.1** We cannot reimburse you for weekends or bank holidays, as the court is closed and you cannot lose income due to jury service on these days.

2.2 What is your daily gross pay before deductions?

£  per day

2.3 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  
Before the end of the 2 weeks  Yes  No

## 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

Print your name

Date

Day

Month

Year

Phone number

Email address

We may contact you to check details about your earnings.

# Evidence you must provide

## If you're self-employed

You must attach **one** of the following.

- Your most recent tax return** – this must show the annual income you used to work out your gross daily earnings. Please show the calculation you made.

**or**

- A letter from your accountant confirming** your average daily gross earnings. Plus evidence from HM Revenue and Customs (HMRC) which shows your Unique Taxpayer Reference (UTR) number and that you're registered as self-employed.

**or**

- A letter from a company that would have given you work** but you had to turn it down due to jury service. This must confirm what your gross daily rate would have been. You must also attach evidence from HMRC that you're registered as self employed, showing your UTR number.

If you're newly self-employed or do not have any of these documents, speak to your jury manager.

## If you're a paid company director

You must attach **one** of the following.

- Your most recent tax return** – this must show the annual income you used to work out your gross daily earnings.

**or**

- A letter from your accountant confirming your** average daily gross earnings. Plus evidence from HMRC which shows your UTR number and that you're registered as a paid company director.

If you do not have these documents, speak to your jury manager.

In most cases dividends will not be affected by jury service. If yours have been and you can provide documentary evidence of this, you will also need to provide a letter from your accountant to verify that you receive part of your income via dividends. (Any costs incurred for using an accountant cannot be reimbursed by the court).

**If you receive a loss of earnings payment from us, you must declare it as income on your tax return.**