



**Communities
& Justice**
Office of the Sheriff

juror.nsw.gov.au

Online: juror.nsw.gov.au
Please do not send emails to this address
Phone: 1300 780 199
Date: 30/07/2024



001 000001 (1)

MR SAMPLE JUROR
143-147 LIVERPOOL ST
SYDNEY NSW 2000



National Relay Service: 133 677
Interpreter Service: 131 450

JUROR

Your juror number

01234567

Panel number: 65

You have been summoned for jury duty

You have been randomly selected to attend for jury duty, under the Jury Act NSW 1977. You are required to attend:

Date Monday, 30 September 2024
Time 8:30 AM
Court District or Supreme Court
Address Penrith Court, 64-72 Henry St Penrith

Estimated length of trial 2 WEEKS
If you are unable to serve for that length of time, please discuss this with the Officer in charge when you attend. A shorter trial may be available.

What you need to do

- 1 Check the date, time and location (above) You should be prepared to come to court on that date. If you are selected as a juror, you may be required to attend court for the duration of the trial.
- 2 Enter your bank details to receive payment Payments for Jury Service are paid by Electronic Funds Transfer. To receive payment please log on to juror.nsw.gov.au and enter your bank details **Prior** to your court attendance.
- 3 Confirm on the day before you are due to attend On the last working day before your summons, check that you are still required, by visiting juror.nsw.gov.au or calling **1300 780 199** after 4.30pm.

Trials can sometimes change at the last minute, so it's important to check. If the trial is scheduled for a Monday, you can check after 4.30pm on Friday.

For your convenience, you can request SMS confirmations and notifications. To set up SMS, visit:
juror.nsw.gov.au
- 4 Attend court You may be selected to serve on a jury. Please bring photo ID and a copy of your banking details.

What happens if you can't attend?

Jury service is a rewarding responsibility, and is a fundamental part of our justice system.

If you have good reason under the Jury Act NSW 1977, you can apply to be excused. You should do this as soon as possible. You can also request to be excused on the day, when you attend court.

If you do not attend, and have not been excused, you can be fined up to \$2,200.00.

The quickest way to apply to be excused is online:

juror.nsw.gov.au

Please do not send emails to this address

Or you can fill in the form and return it.

Online options

juror.nsw.gov.au offers a range of services which you can access/manage online including lodging banking details, applications to be excused, unavailable dates, change of address, and checking current juror status.

Accordingly, because this is a secured site with your confidential information, please do not share your juror number with anyone.

What about my employer?

By law (Jury Act NSW 1977 and Fair Work Act 2009 Commonwealth) your employer must release you for jury service. Please advise your employer, as soon as possible, that you have received a jury summons.

Employers are liable to severe penalties if they dismiss a person from employment or disadvantage, alter or prejudice a person's position based on being summonsed to serve as a juror.

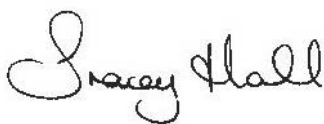
Your employer cannot force you to take holidays or sick leave to perform jury service.

Accessibility

If you require assistance such as a hearing loop or wheelchair access in order to serve on a jury, please contact us on 1300 722 574 with your request, no later than 7 days prior to your summons date.

If you have an age related issue

If you have an age related issue which may affect your ability to serve then visit juror.nsw.gov.au or call us on 1300 722 574.



Tracey Hall
Sheriff of New South Wales



Applying to be excused

For a faster response, complete this form online at juror.nsw.gov.au.

Please send copies of supporting documentation, **NOT** originals.

The Sheriff **may** consider excusing you if you fall into any of these groups.

- | | |
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| ☐ Carer for children under 18 who are still attending school, unless you are in full-time employment (Please provide Birth Certificates of children and letter from your employer stating your hours of work) | ☐ Need to attend lectures or exams, or living outside your jury district to undertake studies |
| ☐ Sole trader or contractor whose livelihood will be affected (Please provide ABN that reflects Sole Trader status or a letter from your accountant stating number of employees and impact on your business) | ☐ Have pre-booked holidays (Please provide travel documentation) |
| ☐ Have a medical condition that prevents you from performing jury service (Please provide a medical certificate) | ☐ Have a mental or physical impairment |
| ☐ Have an age related issue that may affect your ability to serve | ☐ Emergency service personnel on operational duty |
| | ☐ Are travelling away from NSW |
| | ☐ Have transport difficulties, such as unsuitable or unavailable public transport |
| | ☐ Are currently bound by a court order (good behaviour bond or AVO) |
| | ☐ Have a criminal conviction. |

Details:

Occupation:

Daytime Contact Number:

Signature:

Providing false or misleading information is an offence and the maximum penalty is \$5,500.

You must **attach copies of supporting documentation**, not originals. For example; a medical certificate clearly stating your inability to serve, a current carer's card, exam timetables or pre-arranged travel bookings.

If you make an application to be excused but do not receive a response prior to your summons date please do not assume you have been excused. If you have not been excused and do not attend court you may be issued with a fine. You can check the status of your application at juror.nsw.gov.au.

Please return the form by post.

Post: Locked Bag 5019, Alexandria NSW 2015

If you are completing this form on behalf of someone else:

Your name:

Relationship to juror:

Juror Summons

Summons Date: Monday, 30 September 2024

MR SAMPLE JUROR

JUROR

juror.nsw.gov.au



juror number: 01234567
call number: 65-4

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Change of personal details

For a faster response, complete this form online at juror.nsw.gov.au.

Have your name or address details changed from those at the top of this letter?

☐

Yes - complete this section.



Family name:

Given name(s):

Address:

Postcode:

Occupation:

Signature:

Date:

Return the form by post.

Post: Locked Bag 5019, Alexandria NSW 2015