



Northern Ireland

Courts and  
Tribunals Service

[www.courtsni.gov.uk](http://www.courtsni.gov.uk)

# Juror Information



serving the community through the administration of justice

# Contents

Foreword	4
Introduction	5
How jurors are selected	6
Jury Summons	7
Courts and Tribunals Service Website	10
When you arrive at court	11
Choosing the jury	14
Introduction to the courtroom	17
The people involved in the trial	18
The trial process	20
Allowances	23
A guide to your summons and claim form	26
Some do's and don'ts	30
Additional Information for Coroners Jurors	32
Jurors with disabilities	33
Complaints	34
Annex A	35
Courthouse contact details	37

## Additional information:

Jury Summons

Notice to Accompany Jury Summons

Allowance for Jury Service

Local information sheet - **Details on how to get to the court and the facilities available**

## Foreword

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You may be one of many people who have been summoned for jury service. As a juror, you have a chance to play a vital part in the legal system.

The purpose of this booklet is to help you understand the jury service process, including information on some of the most frequently asked questions.

In the following pages you can quickly find information about:

- your role as a juror
- what happens at court
- what expenses you can claim, and
- customer standards for jurors

We hope that your service as a juror will be interesting, informative, and rewarding.

If you want to discuss any points, please contact Customer Service Centre at the address and phone number on your jury summons.

# Introduction

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Serving on a jury is one of the most important responsibilities that a citizen can exercise. Juries are selected to hear evidence in a criminal case (Crown Court) and in some civil cases (High Court) and Coroners Inquests.

Some people may feel that jury service is a daunting experience but most people find it interesting, satisfying and rewarding. Please remember that there will be someone on hand to assist you at every stage of the process.

The jury system goes back many centuries and is a long-established part of our legal system. Trial by jury is when citizens from a cross section of society are selected to hear evidence about a fellow citizen and give a verdict on the trial being heard before them. Every juror has the important responsibility of determining if the defendant is guilty or not guilty.

If you have been summonsed to act as a juror at a coroner's inquest, the verdict is in the form of a 'finding' which is a short statement of the facts surrounding the death ie: who the person was and how, where and when they died. The inquest does not say who is responsible for the death as a trial would do.

In criminal cases 12 people form the jury, in civil cases 7 people make up the jury and in coroners inquests there are between 7 and 11 jurors.

If you are selected to sit on a jury you do not need any special skills or experience however, you must be:

- Fair;
- Impartial;
- Willing to listen; and
- Willing to keep an open mind.

If you want to discuss any points, please contact the Customer Service Centre at the address and phone number on your jury summons.

# How jurors are selected

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## Background Information

The administration of the Jury System in Northern Ireland is governed by The Juries (NI) Order 1996 and The Juries Regulations (NI) 1996.

The Order legislates that it is the responsibility of the Chief Electoral Officer to arrange the selection of a sufficient number of jurors from the electoral register and provides the juries officer with a list of those persons selected for each County Court Division.

The juries officer serves a Jury Notice on every person whose name is included in the list during February/March each year.

The jury lists are then divided into panels. Jurors whose names are included in the list will then be summoned by the juries officer to attend the court specified in the jury summons.

The jury summons process normally commences mid-July/early August and continues in accordance with the Crown Court calendar and business requirements until the following June. The summonses are sent out 3-5 weeks in advance of the first day of jury service.

## Jury Notice

Your name was chosen randomly from the electoral register. You will have received a notice explaining that your name was on the list of potential jurors for this year.

Anyone on the electoral register aged between 18 and 70 years old can receive a jury notice. There are several grounds for excusing you from having to serve on a jury, and details of the categories are listed on your jury notice. Information can also be found on the Courts and Tribunals Service website [www.courtsni.gov.uk](http://www.courtsni.gov.uk) – **Jury Service**

If you are between 65 and 70 years of age, you can advise the court you do not wish to serve as a juror and you will be excused.

# Jury Summons

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The jury summons tells you which court you are required to attend and the date and time on which your jury service will begin. It provides contact details for the Customer Service Centre which also appear on page 38 of this booklet.

You have been allocated a jury panel number which appears at the top right hand corner of the jury summons. Any time you need to contact us you should quote this jury panel number. For a list of the juror panel numbers which are currently required for jury service you can visit the Courts and Tribunals Service website **[www.courtsni.gov.uk](http://www.courtsni.gov.uk)** – **Jury Service**

Even though you are called for jury service, you may not actually serve as a juror on a trial.

## Excusal/Deferral

If you are summoned to attend for jury service the judge has certain powers to defer your service until a later date or to excuse you for that sitting or in respect of a particular trial or period of time if you have a good reason. To apply for either of these you must complete part 2 of your jury summons and return it to the Customer Service Centre at the address on the front of your summons.

If you are on an **educational course** you may apply for excusal however you must enclose a letter from your college / university confirming your attendance.

If you had a **holiday** booked before your summons arrived and you are due to leave during the time you have been summoned you may be granted a full or partial excusal – if you produce a booking confirmation / tickets at least 1 week before you are required to attend as a juror.

You can apply to be excused because of **ill health or physical disability**; you must have a medical certificate with your application. Regulation 42 of the General Medical Services (Northern Ireland) 1997 order states that your doctor must provide this medical certificate free of charge.

## When do I attend court?

The jury summons which you now have received provides you with the date, time and location of where you should attend on your first day. However, you should call the freephone juryline the weekend before you are due to attend to make sure you are required. The juryline number can be found on page 10. **If you do not attend the court the judge may fine you, unless you have a good reason.**

### Can someone take my place?

No, a jury summons is only for the person named on it. It cannot be transferred to anyone else.

### Who can I tell that I have been called for jury service?

You can tell anyone, remember to tell anyone that may be affected by you serving on a jury. You should tell your employer immediately to see whether or not your salary/wages will continue while you are on jury service. Further information for employers of jurors is available on our website. It includes advice on planning for staff absences because of jury service, and information on allowances for National Insurance and Pension contributions.

You should notify your child carer that they may be required for additional hours.

**However, it is an offence to disclose details of any other juror who has been called for jury service.**

### What if I work night-shift?

You should contact the jury officer at the number on the front of your summons, before you attend court for guidance on your night-shift hours.

### Should I take paid leave from work?

We strongly advise that you do not take holiday leave from work, as we can only reimburse you for the time you are actually at court. Further information on allowances can be found later in this booklet.

### What do I need to bring with me?

You must bring your jury summons with you each day. You should also bring identification. Acceptable forms of ID are as follows:

- Full passport;
- Photo driving licence;
- EU National Identity card;
- Home Office documents confirming UK immigration status;

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or any two of the following:

- Birth certificate (issued within six weeks of birth);
- Credit card with three statements and proof of signature;
- Cheque book and bank card with three statements and proof of signature;
- Three utility bills showing correct name and address.

Court staff will ask you to show these to confirm your identity when you arrive at court on your first day.

## How do I get to court?

We recommend that you use public transport to get to the courthouse.

Information regarding bus and train timetables can be obtained by contacting Translink on **028 9066 6630** or **[www.translink.co.uk](http://www.translink.co.uk)**.

## Car parking

We realise that public transport is not always suitable therefore details of local car parks are included as part of the useful information sheet enclosed with this information booklet.

If you are going to use a pay and display car park, please obtain a ticket for up to eight hours each day as you may be sworn onto a jury and unable to leave the courthouse to purchase a longer ticket.

The Northern Ireland Courts and Tribunals Service will **not** pay any parking fines.

There is a free phone “juryline” number, 0800 032 7080, which details the panel numbers required to attend the following day. Numbers are generally quoted in groups; you should listen carefully to the entire message. The “juryline” message can also be found on our website **[www.courtsni.gov.uk](http://www.courtsni.gov.uk)** - **Jury Service**

**You may have to pay a fine if:**

- **You do not reply to the summons;**
- **You do not attend for jury service without good reason;**
- **You are not available to be a juror when your name is called;**
- **You are not fit to be a juror because of your use of drink or drugs.**

## Courts and Tribunals Service website

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The information in this booklet is supported by information on the Courts and Tribunals Service website **[www.courtsni.gov.uk](http://www.courtsni.gov.uk) – Jury Service**

The website includes:

- **Jury panel information**  
To view a list of the juror panel numbers which are currently required for service in each court venue.
- **Juror on-line**  
This is an interactive virtual tour. The tour takes you through what happens on jury service and explains the stages and procedures that you will experience when you attend the court. As you go through the site you will be able to get answers to any questions you may have.
- **Juror notices on-line**  
This secure facility allows you to complete and submit the Form of Return part of your Jury Notice.
- **Jury video**  
When you first arrive at court you will be shown a video that explains your role within the jury process. You can view the script and video online. Both the juror on-line and jury video use sound (so please make sure that you have your speakers switched on).
- **Courthouse contact details**  
For contact details for court offices and further information on court locations (address, map, transport, facilities etc)
- **Background information on the jury system**  
The Juries (NI) Order 1996. Juries Regulations (NI) 1996.  
Details of County Court Divisions Details on exemptions from jury service
- **Booklet for Employers of Jurors**  
This provides information on the jury system and may assist employers in planning for staff absence due to jury service.

### Supporting Jurors

If you still have worries or doubts about what jury service involves, or if you have a disability or special needs, it may be possible to arrange a pre-court visit. To do this, you should contact the court manager of the court where you have been summonsed. Contact details for the court are on the Useful Information leaflet included in your juror information pack.

### Freephone Juryline

There is a freephone juryline number which details the jury panel numbers required to attend each court on the following day. The number is **0800 032 7080**

# When you arrive at court

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## On your first morning

- You will be directed to the jury assembly area or courtroom;
- A court official will introduce themselves and will be available to deal with any queries you have;
- You will be shown a jury information video and afterwards you can ask any questions you have;
- If you have been convicted of an offence since receiving your summons, you must make this known to court staff;
- Each day the court clerk will perform a roll call of all jurors in court or in a jury assembly area. This is done in private to ensure that jurors' identities are protected. The court clerk will call out your name and jury panel number which appears at the top right hand corner of your jury summons which is included with this information pack. Please ensure that you acknowledge the court clerk when your jury panel number is called.

## What if I am late?

You should try and avoid being late if at all possible, please allow plenty of time for your journey to court each day. If you think you are going to be late please call the court office before 9.30am. The number can be found on pages 37 and 38 of this booklet.

## Can I take someone with me?

You can bring someone to the courthouse with you but they will not be able to go into the jury assembly area with you.

## Is there somewhere I can leave my children while I am in court?

There are no childminding facilities in the courts. You may claim for any **extra** payments you have to make to a carer or a childminder as a result of your jury service, providing your claim for financial loss (including childminding and loss of earnings) does not exceed the maximum allowance stated on the allowance sheet.

## Can I use my mobile phone and computer?

You can use your mobile phone and computer in the jury assembly area, but all mobile phones must be switched off when you are in court.

## Can I go out at lunchtime?

If you have not been selected to serve on a trial you will normally be free to leave the court around lunchtime. If you are sworn as a juror, lunch will be provided for you.

### **If I am not required at court should I return to work?**

You should check with your employer if they require you to return to work – some employers will provide you with a set time after which it is not feasible for you to return to work.

### **What are the smoking arrangements?**

It is an offence to smoke in any public building including courthouses.

### **What trial will I serve on?**

At this stage you have been summoned to appear as a jury panel member, this does not definitely mean that you will become a member of a jury on a trial.

You do not become a juror until you have been called into the jury box and “sworn”.

Trials sometimes take longer than expected or sometimes the case is not ready to go to court. Sometimes the defendant pleads guilty at the last minute so the trial does not go ahead.

You won't know which trial you will sit on until you have been sworn in.

### **How long will I be waiting?**

You may be called to serve on a trial immediately or you may have to wait while a court deals with matters that don't require the jury. It is not always possible to say accurately when a particular case will start; you may have to wait at court for what may seem an unnecessary length of time.

The judge and court staff try to make sure that jurors are not kept waiting any longer than necessary and will try to release the people that are not likely to be needed as soon as possible. However, a reserve of jurors is always needed for possible illness, challenges and so on. If there is a delay, please be patient.

You may want to bring a laptop, book, magazine or paper to read in the waiting room, but you must not read them in the courtroom.

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## How do I know when I have to come back to the courthouse?

The jury officer will instruct you at the end of each day if you should attend the following day. If a juror attends on a day they are not required, they will NOT receive any reimbursement for financial loss, including travel expenses.

There is a free phone “juryline” number, **0800 032 7080**, which details the panel numbers required to attend the following day. Numbers are generally quoted in groups; you should listen carefully to the entire message. This information is also available on our website **[www.courtsni.gov.uk](http://www.courtsni.gov.uk)** - **Jury Service**.

## What if I don't feel well before I reach the court?

If you cannot attend on a specific day, due to illness, please contact the office before 9.30am, as you may be fined if we do not know of your absence in advance. See pages 37 and 38 for contact details.

# Choosing the jury

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## How is a jury chosen?

At the start of a trial the court clerk will ask the defendant if he or she is ready for trial.

The court clerk randomly selects jury panel numbers and they will call out the jury panel number.

**It is essential that you know your jury panel number as names will not be used when a jury is being selected to sit on a trial.**

If they call your panel number, reply “yes” and make your way to the jury box in the courtroom, court security personnel will guide you.

## Challenges

You may be “challenged” by prosecution or defence lawyers if they can show cause why you should not serve as a juror and this cause is accepted by the trial judge.

If this happens you will not be allowed to serve as a juror on that particular trial. However, you may be called to serve on the jury in another case.

## Stand-Bys

Very occasionally when your number is called, the prosecution may require you to “stand-by”. This means that you will not be required to sit on the jury unless the jury list becomes exhausted and stand-bys will be recalled. You may then be sworn as a juror.

## What if I recognise something about or someone involved in the case?

If at any point you recognise the defendant or anyone else involved in the trial, tell a court official at once by passing them a note. You should tell them even if you think it won't affect your judgement – if you are recognised by someone in the courtroom they may claim an unfair trial and ask for you to be removed.

In some cases, such as fraud, specific companies like banks, building societies or insurance companies are listed in the case. You will be asked by the judge if you, a family member or close friend has a connection with that company. If you do, you may be asked to step down from jury service on this case.

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## Do I have to take an oath if I am chosen as a juror?

If selected you must either be “sworn” or “affirmed” before you become a juror. The court clerk will ask you which method you want to use, and invite you to repeat after them the appropriate words. The words of the oath and affirmation are similar and mean the same. The purpose of the oath or affirmation is that you publicly confirm that you will consider the issues faithfully, according to the evidence.

## How do I take an oath or an affirmation?

While taking an oath you will hold a holy book. Oath cards and holy books are available for several religious faiths.

If you wish to take the oath on a holy book other than the New Testament Bible please tell the court official as soon as you can. The official can then get the oath card and holy book ready for you.

If you do not wish to take an oath on a holy book, you can ask to affirm. The words of the affirmation are very similar to an oath but you will not be asked to hold a holy book when you speak.

## What are the words of the oaths and affirmations?

### **Crown Court Oath**

I swear by ..... (according to religious belief) that I will faithfully try the defendant and give a true verdict according to the evidence.

### **Crown Court Affirmation**

I do solemnly, sincerely and truly declare and affirm that I will faithfully try the defendant and give a true verdict according to the evidence.

### **High Court Oath**

I swear by ..... (according to religious belief) that I will well and truly try the issues joined between the parties and a true verdict give according to the evidence.

### **High Court Affirmation**

I do solemnly, sincerely and truly declare and affirm that I will well and truly try the issues joined between the parties and a true verdict give according to the evidence.

### I have been selected to be a juror on a trial – what happens next?

Once sworn as a juror you must stay within the designated jury areas. Jury keepers (usually members of court security) will be sworn, their job is to look after you for the duration of the trial and to make sure that no one contacts you during the trial.

As a sworn juror you will not be allowed to leave the jury areas at lunchtime so lunch will be provided for you at the courthouse.

### Once you are sworn as a juror you need to tell your jury keeper:

- If you have any special dietary requirements.

### Once you are sworn as a juror you will be asked to:

- Provide a contact telephone number in case the court office needs to contact you directly.
- Give your phone to the jury keeper – who will return it to you each evening.

### How do I know when to attend court?

At the end of each day the judge will instruct as to when you are next needed. If a juror attends on a day that they are not required, they will **not** receive any reimbursement for financial loss.

# Introduction to the Courtroom

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## What is a courtroom like?

The juror online package on our website takes you through a typical courtroom scene.

## What is the jury box?

The jury box is the area where you and the rest of the jury sit during the trial.

## Do I always have to sit in the same place?

Yes, once you have been sworn onto a jury you must always sit in the same place in the jury box.

## Am I allowed to take notes?

Yes, when witnesses are giving evidence, you may want to take notes. The court provides paper and pens. Notes may help you, but you don't need to make them because the judge will sum up the evidence for you at the end of the case. You are not allowed to take your notes outside the jury areas.

## What if I don't understand what is being said?

All the legal professionals know that the jury members are not familiar with what goes on inside the courtroom. They will explain everything in a way that you can understand as it is you who will be deciding the verdict on the case.

## May I ask questions?

You may write down a question and ask the jury keeper to pass it to the judge. Please be sure that you need to ask the question at this stage because you may get the answer as the case continues.

## What if I feel unwell during my time on the jury?

If at any point you feel unwell or need to use the toilet, you should bring this to the attention of the jury keeper by passing a note or raising your hand.

If you have been called as a juror for a coroners court please see page 32 for additional information.

# The People Involved in the Trial

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Once in the jury box, you may wonder who else is with you in the courtroom. There are several people involved in a trial, each with a particular function. Listed below are some of the people you might see.

## The Judge

The judge sits at the front of the court and controls proceedings. He or she controls the trial and decides questions of law. A High Court Judge is called “my lord”. A county court judge, sitting in the Crown Court, is called “your honour”.

## The Defendant

The defendant or defendants sit in the dock accompanied by a prison officer. Youths appearing in court sit next to the dock.

## The Court Clerk/Registrar

The court clerk/registrar sits at the front of the court, immediately below the judge. They swear the jury and co-ordinate the court proceedings.

## Jury Keeper

Once a jury has been chosen, 2 jury keepers (usually members of court security staff) are also sworn. Their job is to make sure that no one contacts you during the trial; however, you can communicate to others through them.

## Barristers

Also known as counsel, barristers mostly wear black robes and wigs. Prosecution counsel presents the evidence against the defendant to the court. Defence counsel presents the case for the defendant and challenges the prosecution’s evidence.

## Solicitor Advocates

Sometimes solicitor advocates will present evidence in the Crown Court in place of a barrister. The solicitor advocates will carry out the same role as a barrister but will not wear a wig or gown.

## Solicitors

Solicitors sit either behind or in front of counsel. They will have previously instructed counsel (given them the details of the case) before the case has come to court. They do not normally speak in court except when the jury is being selected.

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## Witnesses

There are many types of witnesses that can be called during a case. Witnesses may include forensic scientists, police officers, medical experts, eyewitnesses and others. Some evidence is very detailed and specialised. Please listen carefully to all the evidence and pay attention to any exhibits, as this will be the basis on which you must decide your verdict.

## Court Reporters/Stenographers/Shorthand Writers

The Crown Court is a court of record and all proceedings are accurately recorded by a digital recording system operated by the court clerk or by a shorthand writer or stenographer. The stenographer or short hand writer sits beside the court clerk and records everything that is said in court. This record may be used if the case goes to appeal.

## Court Crier/Tip Staff

The court crier / tip staff wears a gown and swear in the witnesses and announce that the jury is sworn.

## Interpreters

If the defendant(s) is unable to understand English, interpreters will be arranged by the court.

## The Trial Process

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The case will follow a set pattern.

The court clerk reads out the charges against the accused person.

A case before the Crown Court could involve burglary, fraud, rape, murder or a number of different crimes.

A case before the High Court could involve an allegation of libel or slander.

The prosecution begins by outlining details of the case, calling and questioning witnesses.

When the prosecution have finished questioning each witness, the defence counsel then has the opportunity to question these witnesses; this is called cross-examination.

When the prosecution case is complete, the defence follows a similar procedure by calling the witnesses who can be cross-examined by the prosecution.

In a few cases, such as cases involving child witnesses, the witness may sit in a separate room in the courthouse and give evidence to the court using video-link equipment.

There may be times when the legal professionals and the judge need time to discuss a point of law. The judge will ask you to leave the court for a short time. Once the matter has been resolved you will be asked back to the courtroom.

When all the evidence has been given, the prosecution and then the defence will make their closing speeches. They will speak directly to you in the jury box, and they will attempt to convince you of their respective cases.

Finally, the judge sums up; he or she will refer to the facts of the case and tell you about the relevant law. At this stage, he or she will give you advice before you retire to the jury room to discuss the case. Think about their comments carefully as judges are lawyers with years of experience.

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## What is the role of the foreperson of the jury?

The first person selected as a juror acts as the foreperson of the jury. Their role is to write the jury's decision (guilty or not guilty) against the charges on the Issue Paper (a form that the charges against the defendants are listed on) and announce the verdict in open court.

## What happens inside the jury room?

It is inside the jury room that you and your fellow jurors discuss the case by carefully considering the evidence presented in court by all the witnesses, the arguments of the defence and prosecution and the summing up by the judge. No outside communication is allowed, except through your jury keepers.

**Please remember that it is an offence, i.e. contempt of court, punishable with a fine or imprisonment, for a juror to tell anyone about any statements, opinions, arguments or votes made by members of the jury while they are considering the case.**

## What happens if I'm concerned about the behaviour of another juror?

You might think a jury member is acting inappropriately. If you feel strongly about someone's behaviour you can notify the judge in writing via your jury keeper.

## Difficulties during deliberation

If you encounter any difficulties during your deliberations, please contact the judge for guidance. This should be done through your jury keeper.

## Intimidation of court users

The Courts and Tribunals Service is committed to ensuring the safety of all court users and to eliminating the causes and potential causes of intimidation on court premises. If you need help please ask your jury keeper who will contact the court administrator on your behalf. If an attempt is made to intimidate you outside court premises, you should make this known to a member of court staff as soon as possible.

## Disclosure of Juror Information

**You are reminded that it is an offence to disclose details of any other juror.**

### **What happens if we have not come to a decision by the end of the day?**

The jury will be brought back into the courtroom and the judge will remind you that you should not talk to anyone about the case. You will then be formally released until the following morning. The next morning you will be called into the courtroom and asked to go to the jury room.

### **How do we tell the Court we have come to a decision?**

When you have reached a verdict, tell the jury keeper and you will be taken back into the courtroom. The court clerk will ask the foreperson to deliver the verdict on each charge. The foreperson must take care to only answer the questions that the court clerk asks them. When this has been done, your task is over, but please stay in the jury box until the judge tells you to leave.

If the defendant has been found guilty, the judge may pass sentence immediately. Alternatively, the judge may adjourn the case until reports are made available to the court, in which case sentence is passed at a later date.

### **Can I come back to hear the sentence?**

Yes, however, you will have to sit in the public gallery.

### **Will I be called again?**

As your name is chosen randomly from the electoral register, you may be called at any time.

# Allowances

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Jurors may be entitled to various allowances in respect of jury service. Jury service allowances relate directly to the juror. The Northern Ireland Courts and Tribunals Service pays individual jurors for time spent on jury service within limits set down by the Ministry of Justice.

These allowances cover 3 main areas:

- **daily travelling allowance** – for the return journey from your home or work to court;
- **a meal allowance** – if a meal is not provided; and
- **financial loss allowance** – (within certain limits) for loss of earnings or benefit or for expenses.

## Loss of Earnings:

When you receive your jury summons you should tell your employer immediately and see whether or not your wage or salary will continue while you are on jury service.

## How do I claim?

Upon completion of your jury service you should complete the jury claim form that is attached with your jury summons. A sample form follows this section to help you.

## When do I claim?

Your claim form should be submitted to the Customer Service Centre at the address on your summons within **14 days** of completing your jury service. Please ensure full postage has been paid on all correspondence.

## When will my claim be paid?

We will normally make payments within **10 days** of receiving your correctly completed claim.

## How will my claim be paid?

The Courts and Tribunals Service will either issue you with a cheque, or pay the money directly into your bank account.

## Can I claim for loss of earnings?

You are entitled to payment for loss of earnings but there is a maximum amount payable (see “allowances for jury service sheet”). Please note that if a claim is made in respect of childminding fees in addition to a claim for loss of earnings/benefits/expenses, the total payable cannot exceed the maximum amount.

## Travel

### What travel costs can I claim?

You are able to claim the cost of the return journey from your home or work to court.

### Do I need to keep receipts?

Please retain all bus, train and car-parking receipts and return them with your claim form for reimbursement.

### Can I take a taxi?

A taxi must only be used in cases of an emergency or where public transport is not available; or where it is cheaper than public transport. Unless permission is given from the Customer Service Centre beforehand the taxi fare will not be paid.

### What happens if I get a parking ticket while at court?

The Customer Service Centre will not pay any parking fines.

## Your Employment

Some jurors feel concerned about the impact being on jury service may have on their job or career particularly if they have been selected to serve as a juror on a long trial. An information booklet for employers of jurors has been designed to explain some of the issues which may concern employers. A copy of this booklet is available on our website [www.courtsni.gov.uk](http://www.courtsni.gov.uk).

## Employers Certificate

If you are claiming financial loss, please ensure that your employer completes the employer's certificate at the back of the jury summons. Payment by the Courts and Tribunals Service is made to the juror and any arrangement for employers to recoup wages is a matter between the juror and their employer.

### What do I do with my claims form?

When your form has been completed ensure that it has been signed in all the appropriate places. Completed forms may be left on your last day at the court office, or returned by post to the Customer Service Centre.

**Please ensure that you enclose all appropriate receipts and tickets.**


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**Payment of expenses can be made directly into your bank account. Please ensure that you complete all of your bank details required at the relevant section of the claim form.**

If you have any questions about your allowances, you should contact the Customer Service Centre at the address on the jury summons. If you are writing to the Customer Service Centre you should always include your name, address and jury panel number which is located at the top right hand corner of your summons.

# A Guide to your Summons and Claim Form

Form 3

  
**JURY SUMMONS**  
Article 8 of the Juries (Northern Ireland) Order 1996  
Regulation 3(2) and Form 3 in the Schedule to the Juries Regulations (Northern Ireland) 1996

**Mr A. N. Other**  
**Any Street**  
**Any Town**  
**Northern Ireland**

**Customer Service Centre**  
PO Box 256  
Londonderry

Phone: 02871 261329  
Fax: 02871 372105  
E-mail: [customerservicecentre@courtsni.gov.uk](mailto:customerservicecentre@courtsni.gov.uk)  
Web: [www.courtsni.gov.uk](http://www.courtsni.gov.uk)  
Juryline: 0800 032 7080  
Juryline office code:

**Jury Panel No**  
**198**

Official use only
Payment Ref.

**You are required to attend as a juror at ANY COURTHOUSE**  
**ANY STREET, ANY TOWN**  
at **09.30** on **Any day, Any month**  
and to attend until your jury service is complete.  
Please bring this summons to court with you.  
Failure to attend the Court on the date and time notified above or leaving the court thereafter without permission is punishable by a fine of up to £1,000.

You must attend the court pursuant to this summons in any case but you should also read the enclosed notice and establish if you fall within any of the categories of:

- (a) not qualified for jury service;
- (b) disqualified for jury service;
- (c) ineligible for jury service; or
- (d) excusable from jury service as of right.

You may also ask to be excused from jury service in respect of the period of this sitting or for a particular period or particular trial if you have a good reason (see Part II overleaf).

**WHAT YOU NEED TO DO**

1. Attend the court on the date and time mentioned above. Bring this summons with you (remember to sign Part III below). Remember you are liable to a fine if you do not attend.
2. If either Part I or Part II below applies to you complete the section below and send it to the Juries Officer at the Court.
3. If your circumstances have changed since you received the Jury Notice and you now fall within any of the categories (b) to (d) above you should write to the Juries Officer enclosing the summons and let him know.

This is your jury panel number.

These are the contact details for the Customer Service Centre.

This is the courthouse you should attend.

This is the time and the date you should attend.

**PART I  
NOT QUALIFIED FOR JURY SERVICE**  
Please tick relevant box  
If you are on bail for an offence you are not qualified for jury service in the Crown Court please give the following details

Are you on bail for an offence?       Yes       No

If answer is No go to Part II. If the answer is Yes:

Date when bail was granted:      Name and Place of Court where bail was granted:

**PART II  
TO BE COMPLETED BY THOSE SEEKING EXCUSAL FROM SERVICE OR TO HAVE JURY SERVICE DEFERRED FOR GOOD REASON**

Although this summons requires you to attend for jury service the Judge has certain powers to defer your service until a later date or to excuse you for this sitting or in respect of a particular trial or period of time if you have a good reason.  
You may, if you wish, make an application to defer your service or to be excused for a period of time or in respect of a particular trial but only after you receive the jury summons. In particular, the Judge:

- (a) must excuse those described in the list in Section C of the enclosed lists;
- (b) may divide the panel of jurors into sections and excuse those in one or more of the sections on specified days;
- (c) may excuse a person who applies for excusal for a period of time or in respect of a particular trial if he is satisfied there is a good reason;
- (d) may defer a person's service and amend the summons accordingly (but this power may only be exercised once in respect of each jury summons).

**What is your reason for seeking excusal from jury service or to have your service deferred?**

**When will you be available for jury service?**

**You will be notified of the decision but remember unless you hear to the contrary you must attend pursuant to this summons - you may be liable for a fine if you do not attend.**

**PART III  
DECLARATION: TO BE COMPLETED BY ALL PERSONS**

I declare that the particulars given and the statements made on this form are true and correct to the best of my knowledge and belief.

Signed:       Date:

Please return:      to Juries Officer at address on front page

If you are on bail complete this section and Part III below. Return your completed summons to the Customer Service Centre.

If you are seeking an excusal, complete this section and Part III below. Return your completed summons to the Customer Service Centre.

Sign and date here.

### CLAIM FOR PAYMENT

(Your claim for payment should be submitted to the address on your summons within 14 days of completing your jury service)

#### 1. ATTENDANCE AND TRAVELLING

I attended the court for jury service on the dates below:

Date(s) <b>a</b>	Going to Court		Returning from Court			How did you travel (eg: car/ bus/taxi)? <b>b</b>	If by public transport or taxi, please state fare <b>c</b>	Were you supplied with a meal at court? (tick) <b>d</b>	
	Time left home	OR Time left work	Time left Court	Time arrived home	OR Time arrived at work			Yes	No
9-1-06	08:30		1.05	2.30		Bus	£2.40		
10-1-06	08:45		12.45	2.00		Bus	£2.40		
16-1-06	09:30		3.00	5.00		Bus	£2.40		
17-1-06	09:00		4.25	5.30		Bus	£2.40		

Address of place of work (if applicable) \_\_\_\_\_ **e**

Distance from home to court 8 miles. Distance from work to court 14 miles. **f**

Did you travel as a passenger with another juror? (please tick)  Yes  No **f**

If yes, please state his/her name \_\_\_\_\_

If you hired a taxi, please give reason for doing so \_\_\_\_\_ **g**

Please state the names of any jurors you carried as passengers.

Name	Number of days	Miles carried

**h**

#### 2. FINANCIAL LOSS ALLOWANCE AND ADDITIONAL EXPENDITURE

You are entitled to payment for loss of earnings but there is a maximum amount payable (see Allowances for Jury Service). Please complete the sections below if you are employed, self-employed or unemployed.

Date attended court	State the period in hours absent from work as a result of jury service. If unemployed insert n/a	If not sworn as a juror did you return to work? (tick)		Self-employed only. Money lost each day*	If you incurred additional expense (eg. paying a child minder) please give details below and produce proof of the expense.	
		Yes	No		£	Reason (s)
9-1-06	7 3/4 hours					
10-1-06	7 3/4 hours					
16-1-06	7 3/4 hours					
17-1-06	7 3/4 hours					

**i** **j** **k** **l** **m**

If you were not sworn as a juror and did not return to work please state reason(s) \_\_\_\_\_

*I work shifts and on most occasions I would only be in work for an hour*

#### 3. BANK DETAILS

If you would prefer us to pay your expenses into your bank account rather than send you a cheque, please complete the details below:

Bank/Building Society Name	0	
Branch Name	0	
Account Name	0	<b>n</b>
Sort Code	0	
Account Number	0	
Effective From	0	

#### Part 1 – Claim for payment

- Complete dates attended, times left home/work, time left court and time arrived home/work.
- Complete method of travel i.e. bus, train, car.
- If appropriate state fare and remember to enclose receipts.
- Tick yes or no if a meal was provided.
- If you travelled by car you should state distance from home to court and distance from work to court, single journey. If appropriate complete address of your place of work.
- If you travelled as a passenger with another juror please tick yes and complete their name.
- Permission must be given by a member of staff from the Courts and Tribunals Service BEFORE you take a taxi to attend court. Payment will not be made if you do not seek prior approval. Remember to enclose receipts.
- If you gave a lift to another juror please complete their names, the number of days that you gave them a lift and how many miles you travelled with them.

#### Part 2 Financial Loss and Additional Expenditure

- Complete the dates you attended court.
- Complete the number of hours you were away from work.
- Tick whether or not you returned to work after jury panel was discharged.
- If you are self-employed you should enter the amount of money you lost each day.
- If you incur additional expenses provide the details here and provide proof of the expense e.g.
  - Childminding – provide proof of your expenditure i.e. letter from your childminder confirming their fees and the dates on which they looked after your children.
  - Parking fees – you should forward all your parking receipts incurred as a result of attendance of jury service, and state amount.
- If you wish your money to be paid directly into your bank account complete this section.

**EMPLOYER'S CERTIFICATE**  
(Please tick boxes)

1. Did the juror return to work when no longer required in court?  Yes  No **a**

2. Is there a time after which the juror may not return to work?  Yes  No **b** If yes, state time: \_\_\_\_\_

3. If court attendance was in the afternoon, was the juror free to attend work in the morning?  Yes  No **c**

\*Mr/Mrs/Miss/Ms \_\_\_\_\_ is employed by \*me/this firm as a \_\_\_\_\_ and lost earnings as a result of jury service as detailed below. (\*delete as appropriate) **d**

Date(s)	Amounts of NETT earnings lost each day	Number of hours lost each day	Date(s)	Amounts of NETT earnings lost each day	Number of hours lost each day
<b>e</b>	<b>f</b>	<b>g</b>			

Signed \_\_\_\_\_ (Person responsible for paying/calculating wages) **h** Firm's business stamp: \_\_\_\_\_

Name & address of employer \_\_\_\_\_ **i**

Date \_\_\_\_\_

**SOCIAL SECURITY OFFICE CERTIFICATE**

I certify that, for each day \*Mr/Mrs/Miss/Ms \_\_\_\_\_ was unavailable for employment due to jury service, deductions as below will be made from \*his/her social security benefit. (\*delete as appropriate)

Date(s)	Amount of benefit lost	Date(s)	Amount of benefit lost

Signed \_\_\_\_\_ Social Security Office stamp: \_\_\_\_\_

Rank \_\_\_\_\_ **j**

Date \_\_\_\_\_

**DECLARATION**  
(to be completed by all claimants)

I declare that I attended the court as detailed above and that the information I have given is correct to the best of my knowledge and belief. I have not received any payment in respect of my attendance or service and hereby claim the payment to which I am entitled.

SIGNED J Bloggs Date: \_\_\_\_\_

Sign and date here

**Return your completed form to your Customer Service Centre.**

**Employers Certificate:**

- a) Did the juror return to work after jury service? Tick yes or no.
- b) Tick yes or no if there is a time after which the juror may not return to work – if yes state time.
- c) Was the juror free to attend work in the morning/afternoon? Tick yes or no.
- d) State employees name and occupation.
- e) Complete dates juror attended court.
- f) State amount of Net earnings lost each day.
- g) State number of hours lost each day as a result of jury service.

- h) Employers stamp should be placed here – the stamp should include the employers name and address. If no stamp is available please enclose a company business card or letterhead.
- i) Employers should sign and date the Employers Certificate, and state juror's occupation.

**Social Security Office Certificate**

- j) If you are unemployed your Social Security Office should complete the certificate on the back of the summons. The certificate should be signed and dated by the Social Security Office.

## Some Do's and Don'ts for Jurors

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### During the trial:

1. **DO** arrive on time and **DO** return promptly after breaks and lunch. The trial cannot proceed until all jurors are present.
2. **DO** pay close attention. If you cannot hear what is being said, raise your hand and let your jury keeper know.
3. **DO** keep an open mind all through the trial.
4. **DO** listen carefully to the instructions given by the judge. Remember, it is your duty to accept what the judge says about the law to be applied to the case.
5. **DON'T** try to guess what the judge thinks about the case. Remember that rulings from the bench do not reflect the judge's personal views.
6. **DON'T** talk about the case, or issues raised regarding the case with anyone (including other jurors) while the trial is going on, and **DON'T** let others talk about the case in your presence, even family members. If someone insists on talking to you or another juror about the case, please report the matter to your jury keeper. These rules are designed to help you keep an open mind during the trial.
7. **DON'T** talk to the lawyers or witnesses about anything.  
This will avoid the impression that something unfair is going on.
8. **DON'T** try to uncover evidence on your own. Never, for example, go to the scene of an event that was part of the case you are hearing. You must decide the case only on the basis of evidence admitted in court.
9. **DON'T** let yourself get information about the case from the news media or any other outside source. Even if news reports are accurate and complete, they cannot substitute for your own impressions about the case. If you accidentally hear outside information about the case during the trial, tell your jury keeper.

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## During deliberation:

1. **DO** work out differences between yourself and other jurors through complete and fair discussions of the evidence and of the judge's instructions. **DON'T** lose your temper, try to bully or refuse to listen to the opinions of other jurors.
2. **DON'T** mark or write on exhibits or otherwise change them.
3. **DON'T** try to guess what might happen if the case you have heard is appealed. Appeal courts deal only with legal questions – they will not change your verdict if you decided the facts based on proper evidence and instructions.
4. **DON'T** draw straws, flip coins or otherwise arrive at your verdict by chance, or the decision will be illegal. It is also improper for a jury to determine damage awards by averaging the amounts calculated by each individual juror.

If you are confused or want to discuss any points, please contact the Customer Service Centre at the address and phone number on your summons.

## Additional Information for Coroners Jurors

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The Coroner is an experienced lawyer appointed to investigate any sudden or unexplained death. He or she directs the inquest and decides questions of law, but the jury will decide about the facts. You will not decide whether someone is guilty or not guilty.

In the courtroom the clerk will call the jurors and you will be asked to stand and take the oath as a group. If you do not want to be sworn you may affirm.

Before you hear any evidence, the coroner will tell you what you must do and briefly tell you the circumstances of the death. When all the evidence has been given the coroner will summarise it, tell the jury about the law and say what form their decision must take. The jury will then retire to agree on a finding.

An inquest may last for more than one day but it is often completed in a morning or afternoon. Lunch will be provided if the inquest is likely to last until after lunchtime.

### Allowances

An allowance leaflet is enclosed with your summons showing the various allowances you may be entitled to.

If you need any further information please contact:

Customer Service Centre

PO Box 256

Londonderry

Phone: 028 7126 1329

Fax: 028 7137 2105

E-mail: [customerservicecentre@courtsni.gov.uk](mailto:customerservicecentre@courtsni.gov.uk)

## Jurors with Disabilities

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Every court building has a customer service officer and disability liaison officer who are aware of the facilities in the courthouse. If you can, please let them know what help you will need before you come to the building.

All our buildings have ramps for wheelchair access and disabled toilet facilities. Not all buildings have lifts. If you would like more information about any of the buildings or how your particular needs can be met please contact the customer service officer/disability liaison officer before your visit.

If you have a particular need in relation to any disability, and the customer service officer/disability liaison officer are made aware they can try to make appropriate arrangements e.g: private places to administer medication etc.

A separate leaflet “Customers with Disabilities” provides further information.

You can obtain a copy of this leaflet

- on our website - [www.courtsni.gov.uk](http://www.courtsni.gov.uk)
- at a court office
- by contacting the Communications Group

# Complaints

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The Northern Ireland Courts and Tribunals Service is committed to improving its quality of service to all court users. By making comments about our services, you enable us to improve them. By making a complaint, you enable us to put things right. A separate leaflet provides information on how to make a complaint.

You can obtain a copy of this leaflet

- on our website - [www.courtsni.gov.uk](http://www.courtsni.gov.uk)
- at a court office
- by contacting the Communications Group

Forms for comments or complaints will be available in the jury assembly area and each of the jury retiring rooms.

# Annex A

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## Northern Ireland Courts and Tribunals Service Customer Standards for Jurors

- You will receive a jury summons at least 21 days before your first date of attendance;
- All written and email requests for excusal from jury service will be considered and replied to within 3 working days. Requests can also be emailed to the Court Office which issued the jury summons. Your email will be acknowledged within 24 hours of receipt.
- You can expect to receive payment for expenses 10 days after you have submitted your claim correctly. We aim to process 95% of claims in this timeframe.

In addition to the above service standards, you can also expect:

### Calling You For Jury Service

- Additional information will accompany your jury summons on:
  - financial allowances;
  - exemption from jury service;
  - general information on the courthouse, which you will be attending.
- You will be able to confirm when your attendance is next required by phoning the jury information line after 5.00pm each day, or by accessing the NI Courts and Tribunals Service website at [www.courtsni.gov.uk](http://www.courtsni.gov.uk)

### When You Come To Court

- You will be directed to the jury assembly area or courtroom;
- A court official will introduce themselves to you and will be available to deal with any queries you have;
- On the first day of service, you will be shown a jury information video and afterwards you can ask a court official any questions you have;
- Court staff will treat you with courtesy and give prompt and accurate information on request;
- Before leaving the court, you will be told how to obtain information on when you will next be required to attend court; If you are unsure, please ask a court official;
- Forms for comments or complaints will be available in the jury assembly area and each of the jury retiring rooms.

## During A Trial

### If you are serving on a jury:

- You will be met on arrival at court by a jury keeper and will be accompanied to a jury retiring room;
- Jury retiring rooms will be clean, heated, well-lit and comfortable;
- Refreshment facilities will be available in all jury retiring rooms;
- You will be given lunch which will cater for those with special dietary requirements;
- You will be accompanied when inside the court building;
- You can send a note or ask to speak to the judge if there is something about the trial you are particularly concerned about. Although you may not discuss any aspect of the case with the jury keeper, you can ask any general questions or tell them any concerns you might have.
- You will be told by the judge when you need to come back or you can get this information by contacting the jury information line after 5.00pm each day, or by accessing the Courts and Tribunals Service website at **[www.courtsni.gov.uk](http://www.courtsni.gov.uk)**

# Courthouse Contact Details

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**Antrim Court Office**

The Courthouse  
30 Castle Way  
Antrim BT41 4AQ

**Phone:** 028 9446 2661

**Fax:** 028 9446 3301

**DX No:** 3452 NR

**E:** antrimcourtoffice@courtsni.gov.uk

**Armagh Court Office**

The Courthouse  
The Mall  
Armagh BT61 9DJ

**Phone:** 028 3752 2816

**Fax:** 028 3752 8194

**DX No:** 2791 NR

**E:** armaghcourthouse@courtsni.gov.uk

**Ballymena Court Office**

The Courthouse  
Albert Place  
Ballymena BT43 6DY

**Phone:** 028 2564 9416

**Fax:** 028 2565 5371

**DX No:** 3202 NR

**E:** ballymenacourthouse@courtsni.gov.uk

**Laganside Courts**

Oxford Street  
Belfast BT1 3LL

**Phone:** 02890 728239

**Fax:** 028 9031 0227

**DX No:** 461 NR

**E:** laganside@courtsni.gov.uk

**Coleraine Court Office**

The Courthouse  
Mountsandel Road  
Coleraine BT52 1NY

**Phone:** 028 7034 3437

**Fax:** 028 7032 0156

**DX No:** 3411 NR

**E:** colerainecourthouse@courtsni.gov.uk

**Craigavon Court Office**

The Courthouse  
Central Way  
Craigavon BT64 1AP

**Phone:** 028 3834 1324

**Fax:** 028 3834 1243

**DX No:** 3762 NR

**E:** craigavoncourthouse@courtsni.gov.uk

**Downpatrick Court Office**

The Courthouse  
21 English Street  
Downpatrick BT30 6AB

**Phone:** 028 4461 4621

**Fax:** 028 4461 3969

**DX No:** 2971 NR

**E:** downpatrickcourthouse@courtsni.gov.uk

**Dungannon Court Office**

The Courthouse  
46 Killyman Road  
Dungannon BT71 6DE

**Phone:** 028 8772 2992

**Fax:** 028 8772 8169

**DX No:** 3052 NR

**E:** dungannoncourthouse@courtsni.gov.uk

**Enniskillen Court Office**

The Courthouse  
East Bridge Street  
Enniskillen BT74 7BW

**Phone:** 028 6632 2356

**Fax:** 028 6632 3636

**DX No:** 3553 NR

**E:** enniskillencourthouse@courtsni.gov.uk

**Londonderry Court Office**

The Courthouse  
Bishop Street  
Londonderry BT48 6PQ

**Phone:** 028 7136 3448

**Fax:** 028 7137 2059

**DX No:** 3151 NR

**E:** londonderrycourthouse@courtsni.gov.uk

**Newry Court Office**

The Courthouse  
23 New Street  
Newry BT35 6AD

**Phone:** 028 3025 2040

**Fax:** 028 3026 9830

**DX No:** 2068 NR

**E:** newrycourthouse@courtsni.gov.uk

**Omagh Court Office**

The Courthouse  
High Street  
Omagh BT78 1DU

**Phone:** 028 8224 2056

**Fax:** 028 8225 1198

**DX No:** 3602 NR

**E:** omaghcourthouse@courtsni.gov.uk

**High Court**

Chichester Street  
Belfast BT1 3JF

**Phone:** 028 9023 5111

**Fax:** 028 9031 3508

**DX No:** 456 NR

**E:** adminoffice@courtsni.gov.uk

**Coroners Office**

Mays Chambers  
73 May Street  
Belfast BT1 3JL

**Phone:** 028 9044 6800

**Fax:** 028 9044 6801

**E:** coronersoffice@courtsni.gov.uk

**Customer Service Centre**

PO Box 256  
Londonderry

**Phone:** 028 7126 1329

**Fax:** 028 7137 2105

**E:** customerservicecentre@courtsni.gov.uk

**The Northern Ireland Courts  
and Tribunals Service**

Communications Group  
Laganside House  
23 - 27 Oxford Street  
Belfast BT1 3LA

**Phone:** 028 9032 8594

**Text Phone:** 028 9041 2920

**Fax:** 028 9072 8942

**E:** communicationsgroup@courtsni.gov.uk

**www.courtsni.gov.uk**

Northern Ireland Courts and Tribunals Service  
Communications Group  
Laganside House  
23-27 Oxford Street  
Belfast BT1 3LA

Phone: 028 9032 8594  
Fax: 028 9072 8942  
Textphone: 028 9041 2920  
Email: [communicationsgroup@courtsni.gov.uk](mailto:communicationsgroup@courtsni.gov.uk)  
[www.courtsni.gov.uk](http://www.courtsni.gov.uk)



An Agency within  
**DOJ**  
Department of  
Justice  
[www.dojni.gov.uk](http://www.dojni.gov.uk)



**INVESTORS  
IN PEOPLE**