

National Standard of Court Services for JURORS

After you have received your summons

- 1 You will receive at least 3 week's notice that you have to attend court.
- 2 You will be sent information on how to find the court and a telephone number for enquiries.
- 3 You will be sent information about fees paid and about expenses you can claim.
- 4 You will be able to ring a phone line the night before you are due to go to court that will have up-to-date information on whether you need to attend court.
- 5 The court will respond to all your enquiries within 5 working days.

Excusing you from service

- 6 The court will respond to written applications to be excused within 5 working days.

Coming to court

- 7 When you get to court, there will be a clearly marked reception or information point for you to report to. Then you will be directed or taken to the appropriate court or waiting area.
- 8 Information will be provided to you about how people are chosen for a jury.
- 9 Court staff will treat you with courtesy, and give prompt and accurate information on request.
- 10 You will be advised of the court's health and safety procedures.
- 11 While there may be some waiting, you will not be kept at court any longer than necessary.

If you are not needed

- 12 If you are not required for jury service you will be released as soon as possible. You will be told if you need to attend court again, and if so, when you need to come back or how you can find this out.
- 13 You will be thanked for coming to court.

During a trial

- 14 When the court is in session, and during breaks, you will be kept apart from the public.
- 15 You can expect to be provided with water, tea and coffee at breaks.
- 16 You will be provided with a meal if you have retired to decide the verdict over the lunch or dinner break.
- 17 Jury retiring rooms will be clean, well lit and comfortable.

Fees and expenses

- 18 You will receive a fee for attending jury service.
- 19 You will be provided with an expenses claim form for additional expenses (for example, parking fees, childcare expenses and transport costs) when you attend court for jury selection or are chosen to sit on a jury.
- 20 You will be paid for expenses relating to attending court within 2 weeks of putting in a completed expenses claim form.
- 21 The court will respond to any questions you have about payment and reimbursement within 7 working days.

After the trial

- 22 Where a trial concludes later in the evening, appropriate travel arrangements will be offered to jurors.
- 23 If the person on trial is found guilty, you are entitled to information about the sentence that they received.
- 24 Court staff will arrange for you to see a counsellor if you ask for this to happen.

