



**Communities  
& Justice**  
Office of the Sheriff

[juror.nsw.gov.au](http://juror.nsw.gov.au)

**Online:** [juror.nsw.gov.au](http://juror.nsw.gov.au)  
**Please do not send emails to this address**  
**Phone:** 1300 780 199  
**Date:** 31/07/2024



005-001 00000

MR SAMPLE JUROR  
143-147 LIVERPOOL ST  
SYDNEY NSW 2000



**National Relay Service:** 133 677  
**Interpreter Service:** 131 450

**Your juror number**

**JUROR**

**01234567**

**You have been included on a jury roll for an urgent summons**

You have been included on the jury roll for the district of Sydney. The roll runs **for one year**, from August 2024 to August 2025.

During that time, you **may** be called (summoned) to serve on a jury.

**What you need to do**

Please **activate SMS notifications** and provide your **email address** in the contact details section of [juror.nsw.gov.au](http://juror.nsw.gov.au) to receive important jury updates. You can also find answers to common questions at [juror.nsw.gov.au](http://juror.nsw.gov.au)

Payment for Jury service is paid by Electronic Funds Transfer. **Please enter your banking details online** at [juror.nsw.gov.au](http://juror.nsw.gov.au)

**Online options**

[juror.nsw.gov.au](http://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.**

**If you have holidays, exams or other commitments**

You can let us know about dates that would make it difficult for you to serve, by going online:

**[juror.nsw.gov.au](http://juror.nsw.gov.au)**  
**Please do not send emails to this address**

You can nominate up to two periods, of up to a total of 2 weeks each.

**If you are unable to serve**

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

Employers are obliged to release staff to attend jury service. Jurors can receive payment for their service.

However, if jury service will cause undue hardship, if you are unfit to serve, or for people in certain jobs, you can request to be removed from the jury roll. In addition, certain people are not eligible to serve on a jury under the Jury Act (NSW) 1977.

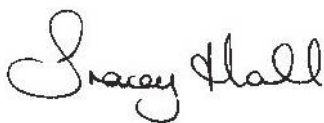
To request to be removed from the jury roll visit [juror.nsw.gov.au](http://juror.nsw.gov.au) (this is the fastest method), or complete the attached form and return it within 14 days.

**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](http://juror.nsw.gov.au) or call us on 1300 722 574.

**If your personal details have changed**

If your name and address have changed, let us know by filling in and returning the attached form or, for faster processing and immediate confirmation, visit [juror.nsw.gov.au](http://juror.nsw.gov.au).



Tracey Hall  
Sheriff of New South Wales



## Requesting to be removed from the roll

For a faster response, complete this form online at: [juror.nsw.gov.au](http://juror.nsw.gov.au)  
Please send copies of supporting documentation, NOT originals.

### You can claim an exemption from serving if you are...

- |  |   |
|--|---|
| <input type="checkbox"/> Clergy  | <input type="checkbox"/> Residing with and caring full-time for a person with health issues or a disability (Please provide carer document)   |
| <input type="checkbox"/> A vowed member of any religious order   | <input type="checkbox"/> 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) |
| <input type="checkbox"/> A practising dentist, medical practitioner or pharmacist  | <input type="checkbox"/> A person who has a medical condition that prevents you from performing jury service  |
| <input type="checkbox"/> Engaged (other than casual or voluntarily) in fire, ambulance, rescue or other State emergency services   | <input type="checkbox"/> Living more than 65km from the place you are required to serve   |
| <input type="checkbox"/> Caring for children under 18 who are still attending school, unless you are in full-time employment. (Please provide Birth Certificates of children and provide a letter from your employer stating your hours of work) | <input type="checkbox"/> A person who has attended and was available for jury service in the past 12 months, or served as a juror in the last 3 years   |
| <input type="checkbox"/> Unable to discharge the duties of a juror due to an age related issue   | <input type="checkbox"/> Entitled to be exempted under section 39, Jury Act (NSW) 1977 on account of previous lengthy jury service  |

### You are not eligible to serve if you are...

- |  |   |
|--|---|
| <input type="checkbox"/> Unable to read or understand English (Please provide Statutory Declaration)   | <input type="checkbox"/> Undischarged Bankrupt  |
| <input type="checkbox"/> The ombudsman or deputy ombudsman   | <input type="checkbox"/> A currently disqualified driver  |
| <input type="checkbox"/> A member of the Legislative Council or Legislative Assembly   | <input type="checkbox"/> A person who has served any time in prison in the past 10 years (except for non-payment of fines)  |
| <input type="checkbox"/> Unable to discharge the duties of a juror because of sickness, infirmity or disability  | <input type="checkbox"/> A person who has served any time in detention centre or other institution for juvenile offenders in the past 3 years (except for non-payment of fines)   |
| <input type="checkbox"/> A member or officer of the Executive Council  | <input type="checkbox"/> Currently bound by any order pursuant to a criminal charge or conviction (other than an order for compensation), including:  |
| <input type="checkbox"/> Engaged in the public sector in law enforcement, criminal investigation, provision of legal services in criminal cases, or administration of justice or penal administration                | <ul style="list-style-type: none"><li>● A parole order, community service order, apprehended violence order (AVO)</li><li>● An order disqualifying you from driving a motor vehicle</li><li>● A good behaviour bond</li></ul> |
| <input type="checkbox"/> A person who at any time has been a judicial officer, coroner, Crown Prosecutor, Public Defender, Director or Deputy Director of Public Prosecutions or a Solicitor for Public Prosecutions |   |
| <input type="checkbox"/> A person who currently is or in the last 3 years has been a Police Officer, or a person with access to information related to inmates or detainees  |   |
| <input type="checkbox"/> An Australian Lawyer  |   |

Providing false or misleading information is an offence, with a maximum penalty of \$5,500.

## Change of personal details

For a faster response, complete this form online at [juror.nsw.gov.au](http://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:**

**Please note** if you have moved from this Jury District you may be removed from this Jury Roll.

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### Return the form by post.

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

**Post:** The Sheriff,  
Locked Bag 5019,  
Alexandria  
NSW 2015