



Justice
Office of
the Sheriff

juror.nsw.gov.au

Online: juror.nsw.gov.au
Email: waggawaggasheriff@agd.nsw.gov.au
Phone: (02) 6922 0970
Fax: (02) 6922 0975
Date: 24/09/2014



008351-001 000001(1)

Sample Sally
10 LARKIN COURT
ESSENDON FIELDS VIC 3041



National Relay Service: 133 677
Interpreter Service: 131 450

Your juror number

283272

Panel number: 21

JUROR

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	Wednesday, 22 October 2014
Time	9:00 AM
Court	District or Supreme Court
Address	Wagga Wagga Court, 51 Fitzmaurice Street Wagga Wagga

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 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 4pm.

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 4pm on Friday.

For your convenience, you can request SMS confirmations and notifications. To set up SMS, visit:

juror.nsw.gov.au

- 3 Attend court You may be selected to serve on a jury. Bring photo ID and banking details (so we can make any payments directly to your account) with you. You can also enter your banking details online.

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

Or you can fill in the form and return it. If you need more information, you can call (02) 6922 0970 between 8:30am and 4:30pm Monday to Friday.

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.

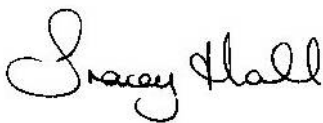
Your employer cannot force you to take holidays or sick leave to perform jury service.

Accessibility

If you require an accommodation such as 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.

- | | |
|--|--|
| <input type="checkbox"/> 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) | <input type="checkbox"/> Need to attend lectures or exams, or living outside your jury district to undertake studies |
| <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"/> Have pre-booked holidays (Please provide travel documentation) |
| <input type="checkbox"/> Have a medical condition that prevents you from performing jury service (Please provide a medical certificate) | <input type="checkbox"/> Have a mental or physical impairment |
| <input type="checkbox"/> Have an age related issue that may affect your ability to serve | <input type="checkbox"/> Emergency service personnel on operational duty |
| | <input type="checkbox"/> Are travelling away from NSW |
| | <input type="checkbox"/> Have transport difficulties, such as unsuitable or unavailable public transport |
| | <input type="checkbox"/> Are currently bound by a court order (good behaviour bond or AVO) |
| | <input type="checkbox"/> 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 or by calling 1300 722 574.

Return the form by email, fax or post.

Email: waggawaggasheriff@agd.nsw.gov.au

Fax: (02) 6922 0975

Post: 51 Fitzmaurice Street, Wagga Wagga 2650

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

Your name:

Relationship to juror:

Juror Summons

Summons Date: Wednesday, 22 October 2014

Sample Sally

JUROR

juror.nsw.gov.au



juror number: 283272
call number: 21-67

Page 3 of 4

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.

No (do not complete this section)



Family name:

Given name(s):

Address:

Postcode:

Occupation:

Signature:

Date:

Return the form by email, fax or post.

Email: waggawaggasheriff@agd.nsw.gov.au

Fax: (02) 6922 0975

Post: 51 Fitzmaurice Street, Wagga Wagga 2650

