



**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: 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

JUROR

Your juror number

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 to receive important jury updates.
You can also find answers to common questions at 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

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.**

**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
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.

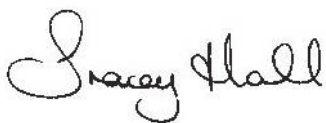
To request to be removed from the jury roll visit **juror.nsw.gov.au** (this is the fastest method), or complete the attached form and return it within 14 days.

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 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**.



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

Please send copies of supporting documentation, NOT originals.

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

- | | |
|--|---|
| ☐ Clergy | ☐ Residing with and caring full-time for a person with health issues or a disability (Please provide carer document) |
| ☐ A vowed member of any religious order | ☐ 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) |
| ☐ A practising dentist, medical practitioner or pharmacist | ☐ A person who has a medical condition that prevents you from performing jury service |
| ☐ Engaged (other than casual or voluntarily) in fire, ambulance, rescue or other State emergency services | ☐ Living more than 65km from the place you are required to serve |
| ☐ 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) | ☐ 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 |
| ☐ Unable to discharge the duties of a juror due to an age related issue | ☐ 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...

- | | |
|--|---|
| ☐ Unable to read or understand English (Please provide Statutory Declaration) | ☐ Undischarged Bankrupt |
| ☐ The ombudsman or deputy ombudsman | ☐ A currently disqualified driver |
| ☐ A member of the Legislative Council or Legislative Assembly | ☐ A person who has served any time in prison in the past 10 years (except for non-payment of fines) |
| ☐ Unable to discharge the duties of a juror because of sickness, infirmity or disability | ☐ 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) |
| ☐ A member or officer of the Executive Council | ☐ Currently bound by any order pursuant to a criminal charge or conviction (other than an order for compensation), including: |
| ☐ 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">● A parole order, community service order, apprehended violence order (AVO) |
| ☐ 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 | <ul style="list-style-type: none">● An order disqualifying you from driving a motor vehicle |
| ☐ 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 | <ul style="list-style-type: none">● A good behaviour bond |
| ☐ 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.

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.

Return the form by post.

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

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