

Jury Service Certificate of Loss of Earnings



Note to claimant: You must ask your employer to complete this form before you attend for jury service if they do not intend to pay you whilst you are on jury service. **Remember** to bring the form with you when you attend court.

Notes for the employer

This form should only be completed if your employee will not be paid their normal salary whilst on jury service.

Jury service is unlikely to last for more than a week, but the exact length of any trial is hard to estimate. It depends on a number of factors, many of them outwith the court's control. For example, a trial involving a large number of witnesses will generally take longer than a trial with only a few. Cases which do take longer than a week are more likely to occur in the High Court, but can also on occasion happen in the Sheriff Court.

You may wish to continue paying your employee whilst they are undertaking their public duty. If you do not pay your employee whilst he or she attends for jury service, your employee may claim for loss of earnings. However, there are maximum amounts which can be claimed and the current rates are noted in the '**Guide to Applying for Expenses for Jury Service**' which your employee will have received. Details can also be found on the Scottish Courts and Tribunals Service website www.scotcourtribunals.gov.uk.

Some business insurance policies have provisions for losses incurred as a result of jury service. For example they may cover losses due to employees being absent while on jury service or rearranging a business trip. You should check your policy carefully to see if you are entitled to make a claim.

Please complete all parts of the certificate and return it to your employee so that they can bring it with them on the first day they attend court for jury service.

Section 1 – To be completed in all cases or the court will not be able to make payment

1. Claimant's name	2. National Insurance no.
3. Address	4. Personal ID: <i>(This is the number on the front of the juror's citation, it is 7 or 8 digits long)</i>
5. Date cited to attend: <i>(This is on the front of the juror's citation)</i>	6. Court cited to: <i>(On the front of the juror's citation)</i> High Court <input type="checkbox"/> Sheriff Court <input type="checkbox"/> <i>(tick appropriate box)</i>

Section 2 – To be completed if wages/salary will be deducted

Your employee may be required to attend court every day during the period of jury service. However it may be possible to release your employee, either for whole days or half days, during that period of service. If this happens, your employee must return to work if at all possible. It is important that jurors are sufficiently fit and alert in order to carry out their important public duty. Therefore we would recommend that they should not be made to work night shifts before they are due in court, or work weekends if this means that they do not have a break from either jury service or their job in the preceding seven days.

Will the employee be able to return to work if they are released?	Yes/No <i>(delete as appropriate)</i>
Please note any conditions that may relate to their return	

Please provide details of your employees 'net earnings'¹ **per day** below:

Total net pay that will be withdrawn each day the employee attends court (if not paid a daily rate, please specify an hourly rate and normal daily hours worked)	
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Each week the employee works ____ days.

If your employee works part time or shift work, please complete their work schedule below: (If your employee's shifts vary from week to week please provide a schedule on a separate sheet of paper).

	From (time)	To (time)	Hourly/daily rate of pay
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Section 3 – Declaration by employer: I confirm that the information given in this certificate is true and complete.

Signature	
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Name of signatory	
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Job title	
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Contact telephone number	
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Date	
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Employer's authorised stamp If you do not have an official stamp, another piece of evidence will be required (for example headed notepaper or an invoice).	
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DATA PROTECTION ACT 1998

We must protect the public funds we handle so we may use the information provided on this form to prevent and detect fraud. We may share this information with other organisations which handle public funds for the same purpose. We may keep information about you on computer. If we do, the rules laid down by the Data Protection Act 1998 will apply.

¹ Under the rules which cover the payment of the allowance, the court uses the '**net loss of earnings**' to decide the amount to pay. The '**net loss of earnings**' is the amount remaining after you have subtracted income tax and National Insurance contributions from the earnings which you will normally pay your employee.