



JURY EXPENSES CLAIM FORM

<p>Name:</p> <p>Address:</p> <p>Personal ID Number: (from front of citation form)</p>	<p>Court Date: (from front of citation form)</p> <p>Time:</p> <p>Place:</p>
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PLEASE COMPLETE ALL THE ABOVE INFORMATION. FAILURE TO DO SO MAY DELAY PAYMENT OF YOUR CLAIM

CLAIM FOR TRAVELLING/FINANCIAL LOSS

If you wish to claim travelling expenses or financial loss, you should read the Guide to Applying for Expenses for Jury Service (available on the SCTS website www.scotcourts.gov.uk/coming-to-court/jurors or from your local court) and complete this form carefully and accurately. If you are claiming loss of earnings/benefit or childminding/dependant adult carer allowance you must get your employer/the carer to complete the certificate and return it with this claim form. If it is not enclosed, payment cannot be made. Please note: the allowances are meant to compensate you for your out-of-pocket expenses and loss of earnings or benefit. They are not meant to compensate your partner or spouse. There is a maximum amount which can be claimed. The rate is fixed by Scottish Ministers, and is reviewed each year. There is no scope for any juror to be paid more than these maximum amounts.

Checklist – Have you remembered to:

- Include your name and address on each of the forms you are returning to court?
- Include your person ID on each of the forms you are returning to court?
(This is the 7 or 8 digit number on the front of your citation)
- Return you citation with your claim form?
- Return your employer’s certificate with you claim?
(if you are claiming loss of earnings)
- Return the childminding/dependant adult carer certificate with your claim?
(if you are claiming childminding/dependant adult carer allowance)
- Add your total claim together in the Totals box at the end of the claim form?
- Sign and date the declaration at the bottom of the form?

Receipts or tickets must be attached or we will be unable to pay you claim.

CLAIM FOR TRAVELLING/FINANCIAL LOSS

Official Use Only

Cheque no.:

For £

Issued (date)

OFFICIAL USE ONLY

Travel by Public Transport

I travelled by	Tickets attached (✓)	Daily cost	No. of days	Total cost claimed
Rail				
Bus				
Taxi				

(Please note: If you consider you need the use of a taxi, this must be approved by the clerk of court before you attend for jury service).

Travel Using Own Car/Motorcycle/Bicycle

- Could you have travelled by public transport? **YES/NO (delete as appropriate)**
- If yes, please provide reason that public transport was not used:

I travelled by	Return mileage	Daily cost	No. of days	Total claimed
Bicycle				
Car or motorcycle (public transport rate)				
Car/motorcycle (standard rate)				

Loss of Earnings/Benefit

- Have you suffered any loss of earnings as a result of your attendance for jury service?
YES/NO (delete as appropriate)
If YES, please state: (a) your occupation:
(b) daily or hourly rate (or equivalent): £

	Certificate attached (✓)	Hours lost (if paid hourly)	No. of days or 1/2 days lost (if paid daily)	Total claimed
Mon				
Tues				
Wed				
Thurs				
Fri				

Substitution/Childminder/Adult Carer

- Have you paid any person to act as a substitute for you during your attendance for jury service? (e.g. at your place of employment, or to look after your children or a dependant adult). **YES/NO (delete as appropriate)**

	Certificate attached (✓)	Hours paid for	Total claimed
Mon			
Tues			
Wed			
Thurs			
Fri			

Subsistence (can only be claimed if the court has not provided, or offered to provide, meals for you)

On the days on which the court has not provided meals for you, have you necessarily incurred expenses on subsistence? **YES/NO (delete as appropriate)**

	Receipts attached (✓)	Time left home/employment	Time returned home/to employment	Was lunch provided? Yes/No
Mon				
Tues				
Wed				
Thurs				
Fri				

Totals:

£

DECLARATION

I declare that the information I have given on this form is correct and complete as far as I know and believe. I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

Signature
of Claimant Date

OFFICIAL USE ONLY

Certified correct

Authorised for payment

Date