

# Application for Exemption or Excusal from Jury Service



- If you wish to apply for exemption or excusal from jury service, please read this form and the “**Guide to Jury Service Eligibility and Applying for Excusal**” carefully before completing it.
- Please use a black pen only, and write in BLOCK CAPITALS
- Tick boxes as appropriate. If you make a mistake/tick the wrong box, shade in the box, initial it, and mark the correct box.
- On completion please return this to:

Location (from the front of your citation)	Send to
If you have been cited to the SHERIFF COURT	The court address on the front of your citation
If you have been cited to the HIGH COURT in EDINBURGH	Justiciary Office, Parliament House, Parliament Square, Edinburgh EH1 2NT
If you have been cited to the HIGH COURT in GLASGOW	The Sheriff Clerk’s Office, Glasgow Sheriff and JP Court, 1 Carlton Place, Glasgow G5 9DA
If you have been cited to the HIGH COURT anywhere else	The court address on the front of your citation

## Part 1 – About you

**Please Note: You must fill in this section carefully or the court will not be able to find your records. Your application for excusal or exemption can only be considered if this section is completed.**

1. Name	2. Address
Date of Birth:	Email address:
3. Personal ID Number: <i>(This can be found on the front of your citation form)</i>	4. Citation Number: <i>(This can be found on the front of your citation form)</i>
5. Court cited to: <i>(See the front of your citation)</i> High Court <input type="checkbox"/> Sheriff Court <input type="checkbox"/> <i>(tick the appropriate box)</i>	6. Date cited to attend:  <i>(This is on the front of your citation form)</i>
7. Please provide any daytime telephone numbers where we can contact you between 9.00am and 5.00pm. This is solely so that we can contact you quickly with any further information. It will not be used for any other purpose.	

Are any of the details you have provided different to those on your jury citation? If so, please provide the details that appear on your jury citation below.

Full Name: <i>Please enter all your names</i>
Address:
Postcode <span style="margin-left: 150px;">email:</span>

**Part 2 – Persons not qualified or ineligible for jury service**

Please read boxes **A** and **B** in the “**Guide to Jury Service Eligibility and Applying for Excusal**” before completing this section. If you are not qualified or are ineligible for jury service please complete boxes below as appropriate.

<p>I am below the age of 18 <input type="checkbox"/></p> <p>I am _____ years of age and my date of birth is _____</p>	<p><b>Now go to part 4</b></p>
<p>I have not lived in the United Kingdom, the Channel Islands or Isle of Man for any period of at least 5 years, since I was 13 years old</p> <p><input type="checkbox"/></p>	<p><b>Now go to part 4</b></p>
<p><b>Please read the list in box A in the “Guide to Jury Service Eligibility and Applying for Excusal” before completing this section.</b></p>	
<p>I have been convicted of an offence and sentenced to one of the disposals mentioned in box A of the guide, and am not a rehabilitated person in terms of the Rehabilitation of Offenders Act 1974.</p>	<p><input type="checkbox"/></p>
<p>Please specify below the sentence, date of sentence and sentencing court:</p>	
<p><b>and/or</b></p>	
<p>I am on bail in or in connection with criminal proceedings in any part of the United Kingdom.</p> <p>Please specify below the date and place (police station/court) you were granted bail:</p>	<p><input type="checkbox"/></p>
<p><b>Now go to part 4</b></p>	
<p><b>Please read the list in box B in the “Guide to Jury Service Eligibility and Applying for Excusal” before completing this section.</b></p>	
<p>I am ineligible for jury service due to my occupation.</p>	<p><input type="checkbox"/></p>
<p>I am employed as (please specify below)</p>	<p><input type="checkbox"/></p>
<p>I am receiving medical treatment for mental disorder as described in box B.</p>	<p><input type="checkbox"/></p>
<p>The precise category which applies to me is: ( please specify below)</p> <p><b>Now go to part 4</b></p>	

### Part 3 – Application for excusal from jury service

Please read the information in boxes C, D and E in the “Guide to Jury Service Eligibility and Applying for Excusal” before completing the boxes below, as appropriate, if you wish to apply for excusal.

**I wish to apply for excusal from jury service:**

as one of the categories in box C in the Guide to Jury Service Eligibility and Applying for Excusal applies to me.

*(Please read the guidance document carefully, in the majority of cases excusal as of right would need to be requested within 7 days of receipt of the citation for jury service).* The precise category which applies to me is:

- I am aged 71 or over and I would like to apply for excusal as of right.  My date of birth is \_\_\_\_\_
- I am aged 71 or over and I would like to apply for **permanent** excusal
- Other reason (specify below)
- Other reason (where appropriate)

**Please note: it is an offence to falsely claim excusal as of right**

as I am medically unfit for jury service and I enclose a medical certificate from my doctor.

My doctor considers my condition is long term/unlikely to change and this information is included in my medical certificate.

**Now go to part 4**

as I am away from home on a holiday or on business at the time I am required for jury service and I enclose evidence of this (e.g. copy of hotel confirmation, travel confirmation).

**Now go to part 4**

due to the following special reason:

**(Please note:** you must enclose any evidence supporting this reason in order that your application can be considered appropriately).

**Now go to part 4**

**Please note: Should you be excused from jury service on this occasion, a further jury citation shall be sent to you within 12 months unless you have been permanently excused.**

**Part 4 – Declaration**

Before completing this section, please make sure that you have read this form and the “Guide to Jury Service Eligibility and Applying for Excusal” carefully.

I declare that the foregoing information is correct and acknowledge that I may be asked for proof of any statement made above.

Signed

Date

**FOR OFFICIAL USE ONLY**

Ineligible?

Yes

No

Excusal:

Granted

Refused

Date: \_\_\_\_\_