



JURY SERVICE - INFORMATION SHEET

This is an information sheet for Jurors who have been cited for jury service. It sets out what additional steps the Scottish Courts and Tribunals Service (SCTS) have taken to ensure your safety. From the outset of the pandemic it has been our priority to protect the life and safety of all those using our buildings and services, which includes robust baseline health and safety measures to ensure the safest possible environment for all those using our facilities.

In line with Scottish Government guidance, we strongly encourage everyone visiting our buildings to take a Lateral Flow test before doing so. If that test is negative please make your visit as planned. If it is positive please self-isolate and follow the relevant advice, which can be found on the NHS Inform Website.

You should only attend if you:

- do not have symptoms of COVID-19
- have not been identified as a close contact by Test and Protect
- have not tested positive by PCR or lateral flow device (LFD).

1. Jury Service

You have been cited to attend at an SCTS Jury Centre. A jury centre is a facility that allows SCTS to provide accommodation for jurors, which is both comfortable and at which we can ensure physical distancing. Using state of the art secure audio-visual technology, the jury centre will link directly to the courtroom, allowing jurors to see and hear proceedings.

In the courtroom a live image of the jurors will be shown. There will be the ability for the jury to communicate with the courtroom. SCTS staff will be on site to support jurors at the jury centre throughout their service.

2. Jury Attendance Update line

After 5pm the day before you have been cited to attend, you should call the jury attendance update line number. It is important that you call this number as it will provide you with up to date information about your jury service. You may be asked to call the jury attendance update number several times throughout the week, so you should listen carefully to the message.



3. The Ballot Procedure

The ballot is the approach the Court must take to choose a jury for trial. We have developed a procedure which means **jurors do not have to attend personally at court for the ballot.**

On the day of the ballot, you will be contacted by SCTS staff who will confirm that your name will be entered into the ballot. The ballot will either take place on the day that you have been cited for, or a day after that day, and SCTS staff will contact you on the day that the ballot is taking place and keep you updated with progress.

If for any reason you think your name should not be entered into the ballot, please let the member of staff know during this call. The member of staff will carefully consider the reason you give. For further information on applying for excusal or exemption from jury service, please read the Guide to Jury Service – Eligibility and Apply for Excusal document and the Jury Trials – Your Safety is our priority leaflet.

The ballot will be conducted by the clerk of court before the Judge or Sheriff, Advocate depute or Procurator Fiscal, Defence representative and the accused. The clerk will select 15 names from the ballot bowl to be the jury and a further number of names to be substitute jurors, should they be required.

Once the ballot is completed if you have been selected you will be contacted by a member of SCTS staff who will confirm you have been selected for jury service. You will be asked to attend the jury centre the following day, and you will be given a time to attend. It is important that you arrive at the time given to you by the member of SCTS staff.

On the day of the ballot, if you are not contacted by an SCTS member of staff **you should telephone the jurors attendance update line after 5pm.** It is important that you do this, as you will hear a recorded message, which will give you up to date information regarding your attendance.

4. SCTS Jury Centre

In line with Government guidance and following detailed risk assessments, we have implemented a number of safety controls at the Jury Centre.

We have introduced measures in all areas, putting in place arrangements to maintain physical distancing. These will vary for the different locations, as buildings have various layouts, but will include:

- Sanitising stations placed at entry/exit points.
- Systems to manage the flow of people, such as floor and wall markings, public seating marked for use or sealed off/ removed.



- Advising those entering or leaving the jury room to avoid cross-traffic.
- We will provide you with a suitable face covering, or you can bring your own covering, which you must use, unless exempt, whilst travelling around the Jury Centre until seated. You may remove your face covering once seated but can continue to wear your face covering during trial proceedings if you wish.

In addition to floor markings, we have introduced a series of posters throughout the jury centre reminding all jurors and SCTS staff of the need to observe physical distancing, and to wash hands thoroughly and regularly. We have also introduced additional cleaning measures to ensure the jury centre is clean throughout the day.

The jury centre ventilation systems use air handling units to extract stale air and replace with a supply of clean, fresh and filtered air.

5. On Arrival

Upon arrival at the jury centre you will be asked to observe the following:

- To wear a face covering unless exempt. One will be provided for you which you must use whilst travelling around the Jury Centre until seated. You may remove your face covering once seated but can continue to wear your face covering during trial proceedings if you wish.
- To keep physically distanced and respect everyone's personal space while queuing and on entering the building.
- A security officer or a member of SCTS staff will invite you to enter the building when appropriate to ensure physical distancing is adhered to. You will be asked to confirm that you do not have any symptoms of coronavirus - such as a high temperature, fever, continuous cough or a loss of taste or smell.
- Our security officers will carry out a "hands off" bag search, maintaining a safe distance. You will need to open your bag and place items in a tray, so that security officers can check you are not carrying any items that are not allowed in the building. You may be asked to empty the items in a tray and step back.

Once you have passed through security you will be directed to the main reception where a member of staff will direct or escort you to the appropriate room. You will be asked to turn off your mobile phone prior to entering the room.



6. The Trial

As a member of the jury you will view the trial from a location separate to the courtroom. When you enter the room you will be directed to your allocated seat, you must stay in this seat for court purposes.

If you develop symptoms of the coronavirus during a trial, you must alert a member of SCTS staff immediately. You will then be excused. With physical distancing in place, other jurors will not need to self-isolate and the trial will continue.

All documents that are given to you during the trial will be passed to you by a member of staff who will be wearing gloves. Where jurors are provided with a document, we ask that they do not share them.

7. Personal Protective Equipment

We will provide you with a suitable face covering, or you can bring your own, which you must use, unless exempt, whilst travelling around the Jury Centre until seated. You may remove your face covering once seated but can continue to wear your face covering during trial proceedings if you wish.

Hand sanitiser will be available for you to use. You can bring your own if you wish.

8. Lunches

We will provide you with a lunch each day that you attend. This will be in the form of a packed lunch, which will have been freshly prepared and delivered to the room in which you will have your lunch. If you have any dietary requirements please inform the member of staff when he/she calls to advise that you have been selected for jury service.

9. Travel Expenses

The Jury centre is accessible by public transport and is on a variety of Bus routes within the city. Whilst it is preferable for jurors to travel by public transport to the jury centre it is understandable that if in the current pandemic and given the government guidelines that you may wish to travel by private car. If you do please be aware that no car parking is provided at the city centre locations, however there are car parks that are within walking distance but spaces in them cannot be guaranteed by SCTS. If you do use a car park please ensure that you keep the receipt as you will need when claiming the expenses. If you are concerned about the mode of transport that you will use to attend for jury service you should raise this with the member of SCTS staff when he/she calls to advise that you have been selected to attend for jury service.