

Jury Service Certificate of Loss of Benefit

Note to claimant: You must ask your benefits office to complete this form before you attend for jury service if they advise you that your benefit will be withdrawn during your period of jury service.

Remember to bring the form with you when you attend court.

Notes for benefit office

This form should only be completed if the benefit office will not be paying the juror their normal benefits 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.

There are maximum amounts which the juror can claim and the current rates are noted in the '**Guide to Applying for Expenses for Jury Service**' which the juror will have received. Details can also be found on the Scottish Courts and Tribunals Service website www.scotcourts.gov.uk.

Please complete all parts of the certificate and return it to the juror 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

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)</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 Sheriff Court <i>(tick appropriate box)</i>

Section 2 – To be completed if benefit will be deducted

Please provide details of the amount of benefit which will be withdrawn **per day** below. Please note that the benefit claimant may be required to attend court every day during the period of jury service. However it may be possible to release the benefit claimant, either for whole days or half days, during that period of service

Total benefit to be withdrawn each day that juror attends court	
Will the benefit claimant be paid benefits if they are released for a half day? If Yes. Please advise the total benefits to be withdrawn for the half day attended.	Yes/No (delete as appropriate)
Will the benefit claimant be paid benefits if they are released for a whole day?	Yes/No (delete as appropriate)
Please note any additional comments in relation to part or whole day release during period of jury service	

Section 3 - Declaration by benefits office: 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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Benefit Office 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.