

Guide to Applying for Expenses for Jury Service

This guide explains what allowances we can pay for your attendance as a juror. It also gives guidance for filling in your claim for travelling expenses and/or financial loss. The allowances are meant to compensate you for your out-of-pocket expenses and loss of earnings or benefits. They are not meant to compensate your partner or spouse. **Please read this guide carefully when filling in your claim form (which can be found on the back of your citation). Receipts or tickets must be attached, otherwise we will be unable to pay your claim**

What can I claim?

You may be entitled to six kinds of allowance:

- **Travel** – for the cost of transport to court.
- **Subsistence** – for the extra cost of meals etc. that you buy while attending court.
- **Loss of earnings or benefits.**
- **Childminding** – for the extra cost of childminding and babysitting.
- **Adult carer allowance** – for the extra cost of caring for a dependant adult.
- **Other expenses** – you may be entitled to claim for any other unusual expenses.

More details about all allowances are given in the sections below.

Please note: There are maximum amounts which can be claimed for different allowances which are fixed by Scottish Ministers. The maximum amounts payable are given in this guide. There is no scope for any juror to be paid more than these maximum amounts.

Travel

This allowance is for the cost of travelling from your home to court. (**Please note:** you may not claim travelling expenses from any address other than your own unless you have permission from the court in advance). The amount depends on whether you used public or private transport (please see the table below).

Public transport: You must produce your tickets along with your claim form as evidence of your journey. Please note that if you are travelling by rail, you will only be able to claim a standard class fare.

Own transport: If you have travelled by motor car or motorcycle, you will normally only be able to claim the **public transport rate of payment**, unless the clerk of court accepts that you used your own transport because there was no alternative public transport. In this case the standard rate may be payable. The rates are given in the table below. **Please note:** Parking costs will normally only be paid where public transport is unavailable or unsuitable for your personal needs.

Taxi: If you consider that you need to use a taxi, you must agree this with the clerk of court **before you attend for jury service**. The clerk of court will need to be convinced that no other kind of transport is available to you or that a journey using public transport would take an unreasonable time. If travel by taxi is approved, you must produce a receipt showing the fare which you paid.

| Type of transport | | Allowance |
|--|------------------------------------|---------------------------------|
| Public | | The cost of the ticket |
| Private – Public transport rate | Motor car or motorcycle Bicycle | 31.4p per mile 9.6p per mile |
| Private – Standard rate | Motorcycle Motor car | 33p per mile 47.1p per mile |
| Taxi | | Fare paid |

Subsistence

This allowance is for the extra expense of meals and other out-of-pocket expenses you pay while attending court (see the table below). **You cannot claim this allowance if the court has provided, or offered to provide, your meals or refreshments.**

| Hours away from home/business | Allowance |
|-------------------------------|-----------|
| 10 hours or less | £5.71 |
| Over 10 hours | £12.17 |

Loss of earnings

For the period you serve as a juror, you are entitled to claim if:

- Your employer **does not** pay you; or
- You suffer financial loss – for example, you are self-employed and suffer loss of earnings or have to pay someone to substitute for you while you are away, however we will not be able to pay you for both loss of earnings and for someone to substitute for you.

You can claim the actual amount you have lost on the basis of net earnings (after tax and National Insurance have been deducted). If you are **self-employed**, Inland Revenue rules mean that this will be based on your gross earnings and you will be responsible for declaring the money you get along with your business's other income. In both cases the amounts you can claim are **subject to the following limits:**

| Amount of lost earnings/benefits | Allowance |
|---|-----------|
| 4 hours or less | £32.47 |
| More than 4 hours (for the period from day 1 up to day 5) | £64.95 |
| Whole day rate (for the period from day 6 up to day 100) | £129.91 |
| Whole day rate (for each day following 100 days) | £230 |

To claim loss of earnings, you should first ask your employer to fill in and stamp the enclosed certificate of loss of earnings. If your employer does not have an official stamp, another piece of evidence will be required before payment can be made (for example headed notepaper or an invoice). You should then bring the certified form to court when you attend for jury service, preferably on the first day. **Without this certificate being completed and the required evidence being produced, payment cannot be made.**

If you are **self-employed**, you will need to provide evidence of your earnings, such as an Inland Revenue self-assessment tax return or certified accounts for the previous year to support your claim.

You may be able to claim for financial loss as a result of your jury service through your home or personal insurance. If you are self-employed, it may be that your policy will cover the cost of hiring someone to run your business for you while you are attending for jury service. You should read your policy carefully to see if you are entitled to claim. It may be that this information can be found in a Legal Costs or Legal Protection section of your policy. Please read your policy carefully as different policies can have different terms.

Loss of Benefit

You may be able to apply for loss of benefit if your benefit is withdrawn during your period of jury service. You should contact your local benefits office to advise them of the requirement for you to attend for jury service. If they tell you that they are going to withdraw your benefit during your period of jury service, you should contact the court to request a 'Certificate of Loss of Benefit' which you should ask the benefits office to complete. **Without this certificate being completed and the required evidence being produced, payment cannot be made.**

Child minding/dependant adult carer expenses

This allowance is for the extra expense of employing a childminder or a carer for a dependant adult. If you normally employ a childminder or carer, we will only pay the allowance if court attendance means you have to employ him or her for longer than usual. Please make sure you and your childminder/carer fill in the attached certificate and enclose it with your claim. The childminding/carer allowance is set by the Scottish Courts and Tribunals Service. If you are claiming for a registered carer for a dependant adult a maximum of £6 per hour can be claimed. If your childminder/carer is not registered we will only be able to pay £1 an hour per child/adult.

Other expenses

You may be entitled to claim for any other unusual expenses. Please make sure that you bring along evidence to verify them.

Method of payment

When you have filled in the enclosed claim form, you should return it by post – an envelope is provided. Payment will be made by cheque sent to your home address within 7-10 working days of your claim. If you have any difficulty with these arrangements, then you should speak to the clerk of court on a confidential basis at the earliest opportunity.

Do you need help to complete the claim form? If so, court staff will be happy to help and answer your queries. If you require this form in larger print, please contact the court.

Fraudulent claims: Please be honest in your claims for allowances. It is a criminal offence to make a fraudulent claim.

CHILDMINDING/ADULT CARER CERTIFICATE

Section A – Juror details

| | |
|---|--|
| 1. Name: | 2. Address: |
| 3. Dates which you attended for jury duty: | 5. Do you normally employ a childminder/carer? YES/NO (delete as appropriate) |
| 6. If yes, what hours do they normally work? | |

Section B – Childminder's/Carer's details

| | |
|---|--|
| 1. Name | 2. Address (including postcode) |
| 3. Is the childminder/carer registered with Social Care and Social Work Improvement Scotland? YES/NO (delete as appropriate) | |
| 4. If they are registered, please provide: | |
| (a) The address of the Social Care and Social Work Improvement Scotland office with whom they are registered | |
| (b) Their registration number | |

Section C – Details of the child(ren)/dependant adult(s) and the amounts claimed

| | Name of child/dependant | Child/dependant adult's date of birth | No. of hours childminder/carer was required¹ | Hourly rate of childminder/care | Total claim |
|----------|--------------------------------|--|--|--|--------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| | | | | Total | £ |

Section D – Declaration: To be completed by the childminder/carer

| | |
|--|-------------|
| I certify that I have claimed the above amounts from the juror named on this form | |
| Signed | Date |

Section E – Declaration: To be completed by the juror

| | |
|--|-------------|
| I certify that this is an additional payment made to my childminder/carer because of my jury service. 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. I agree that the Scottish Courts and Tribunals Service may ask any of the people or organisations mentioned on this form for any information which is needed to deal with this claim. I also understand that the Scottish Courts and Tribunals Service may use the information which it has now, or may get in the future, to decide whether I am entitled to the amount I am claiming. | |
| Signed | Date |

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 **Note:** If you normally employ a child minder/carer only the hours over and above those that they are normally employed can be claimed.