



JURY SERVICE - INFORMATION SHEET

This is an information sheet for Jurors who have been cited for jury service at a Remote Jury Centre.

1. Jury Service

You have been cited to attend at an SCTS Jury Centre. 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 any 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 and advise if you will be entered into the ballot or not. 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.

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 and 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 provide you up-to-date information regarding your attendance.

4. 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.

5. On Arrival

We ask that you observe the following arrangements on arrival:

- Where security officers are present, they may carry out a 'hands off' bag search. 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 you're not allowed to take in, such as sharp objects or work tools. You may be asked to empty the items into a tray.
- Please respect the personal space of others who are around you at **all** times, such as when queueing and upon entering and moving around the building.

Please follow any instructions given to you by SCTS staff.

6. Personal Protective Equipment

While still strongly recommended, people can now make individual choices about wearing face coverings. We would encourage everyone to respect the choices that others make and keep working together to maintain safety, as we have done throughout the pandemic.

7. 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.



8. 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.