

su Info guide: jury service

UK residents over 18, with a very few exceptions, can be called to do jury service. This involves attending a criminal court, usually for up to 10 consecutive working days. Jurors sometimes become involved in long running cases, which could last months, but jurors are given the chance of explaining why it would be difficult for them to serve for longer than two weeks before being assigned to such cases.

The expectation is that when you are called for jury service, you will attend at the court on the date and time given. You would need to get leave of absence from your Head of School to attend, if it falls within teaching or assessment periods. If this is a problem, because it would clash with exams, or essential teaching, you can apply for **deferral**. If your application is accepted, your service will be postponed for up to a year.

If you want to **apply for deferral** you should:

- Complete the "Reply to Jury Summons" form attached to your summons in full
- Set out why you cannot attend on the date given – for example it falls within an exam period
- Specify any other times when you would not be able to attend in the next year.

It will help your application if you provide supporting evidence. You can request your Hub to provide a letter with supporting evidence about the

teaching/placement/academic obligations of your course.

You can also ask to be **excused** jury service. This is very rarely granted – and would only be agreed if the jury summoning bureau accepts that there is no period of 10 working days in the next 12 months when you could possibly attend. HM Court Service says that excusal will only be granted in extreme circumstances. You will be excused if you have done jury service within the last two years.

If you have a job, your employer must give you time off to attend jury service, but this time off may be unpaid. In that case, you can claim loss of earnings from the court. If you rely on working during vacations and would suffer financial hardship because you would lose earnings, if you are will not be able to seek work in the vacation, because of jury service, you should explain this in your application for deferral or excusal.

If you claim **benefits**, these will be unaffected by up to 8 weeks' jury service.

As well as loss of earnings, you can claim **expenses** while you are on jury service – for details see <https://www.gov.uk/jury-service/what-you-can-claim>

Want to know more about what's involved? This Ministry of Justice video is a good introduction:

<https://www.youtube.com/watch?v=JP7slp-X9Pc>