**JURY SERVICE**

Jury service is a public duty. Unless someone is disqualified, has the right to be excused or has a valid reason for discretionary excusal then they must serve.

All Jurors are selected at random by computer from the electoral register. Everyone on the electoral register from the ages of 18 to 69 may be selected even if they are not eligible to serve on a Jury. Some people never get called, others get called more than once.

Members of staff who are called for jury service will be granted special leave of absence. Although salary payments will continue during any absence, a salary adjustment will be made on the completion of jury service based on any allowances paid by the Crown Court (excluding expenses). To enable the Salaries Office to make the necessary salary adjustments, it is the responsibility of the member of staff to:-

1.1. forward the ‘Certificate of Loss of Earnings or Benefit’ issued by the Crown Court to the Salaries Office for completion prior to attending jury service.

1.2. inform the Payroll Office on completion of jury service about the total allowance paid by the Crown Court.

2. Further advice about jury service can be obtained from the Salaries Office.