



About this leaflet

The allowances stated below are the amounts that may be paid by law. Court staff do not have the authority to change or amend these allowances.

What can I claim?

There are three types of allowances the court can pay jurors. In addition to travel and subsistence, you may also claim for any financial loss suffered as a direct result of jury service. The financial loss allowance can cover loss of earnings or benefits, fees paid to carers or child minders, or other payments which you have had to make solely because of jury service. Receipts or suitable equivalents should be provided for any such claims. If you are unsure about what supporting material to provide, please ask the court.

Warning: The table below shows the maximum daily allowance that can be paid. Provided that the daily maximum is not exceeded, you may claim for more than one type of financial loss. For example, if you are claiming loss of earnings and childcare, the total of both must not exceed the maximum. Where your claim exceeds this, only the maximum can be paid.

| Financial loss – including loss of earnings | If you lose earnings, benefit or have other expenses as a direct result of jury service for: | The court may pay up to the maximum allowance which is: |
|---|--|---|
| Note: Very few trials will last 200 days | up to, and including, 4 hours | |
| | in the first 10 days of jury service | £31.56 per day |
| | on the 11th days and up to the 200th day of jury service | £63.12 per day |
| | on the 201st and all subsequent days | £110.82 per day |
| | more than 4 hours | |
| | in the first 10 days of jury service | £63.12 per day |
| | on the 11th day and up to the 200th day of jury service | £126.25 per day |
| | on the 201st and all subsequent days | £221.63 per day |

| Travel | If you travel by: | The court will pay: | |
|---|---------------------------------|--|----------------|
| Warning: the court will only pay parking fees where it has given permission for you to claim them before you travel. You should retain the receipts to support your claim. | bus, train or underground | the cost of the ticket (the 2nd class return fare, if travelling by train) | |
| | bicycle | 9.3p per mile | |
| | motorcycle | standard mileage rate | 30.5p per mile |
| | | special circumstance rate (must be approved by the court in advance) | 32.1p per mile |
| | car | standard mileage rate | 30.5p per mile |
| | | special circumstance rate (must be approved by the court in advance) | 45.8p per mile |
| | | If you carry other jurors as passengers: | |
| | | ■ for the first passenger | 4.1p per mile |
| | ■ for each additional passenger | 3.1p per mile | |
| | taxi (see Warning) | the fare | |

| Subsistence | If you are away from home or work for: | The court will pay up to: |
|--|--|--------------------------------------|
| <i>Courts with catering facilities have a smartcard system giving jurors credit up to the daily amount. Jurors may choose either this system or to receive a subsistence payment at the end of their service. Jurors at courts without catering will receive the latter.</i> | you will receive an allowance for each day you attend court up to 10 hours | £5.55 per day |
| | for any day you attend court for more than 10 hours | £11.83 per day |
| | If you are required to stay overnight | the court will arrange accommodation |

Frequently Asked Questions

Will I lose earnings or benefit?

A 'Certificate of Loss of Earnings or Benefit' is included in the pack of information you receive once you have been confirmed for jury service. Your employer/benefit office must fill in the Certificate and return it to you if you want to claim for loss of income because:

- You will not be paid your usual earnings during jury service or;
- You will lose benefits during your jury service

As soon as you can, ask your employer/benefit office whether you will need to make a claim. If you want to make a claim, please bring the completed Certificate with you on the first day you attend court. The court cannot pay you loss of earnings or benefit without a properly completed certificate.

If you are in receipt of Jobseekers Allowance you can continue to claim it whilst on jury service for up to eight weeks.

I'm self-employed, does that make a difference to what I can claim?

No. The items and allowance levels are the same for all jurors. However, if you are self-employed, you will have to provide the court with some evidence of your loss of earnings. Where available, you may wish to consult your accountant on this.

Can my employer pay me and then claim the money back from the court?

No. By law the court can only pay the allowances detailed overleaf directly to the juror. No payment can be made directly to any third party.

When will I receive my money?

Payments are typically received within 7-10 days of submitting your claims form. Upon the receipt of your claim for the period of your jury service the court will ensure that your claim is processed within 5 working days. This may take longer if any problems occur, for example if the court is given incomplete or inaccurate information. If you experience a delay longer than this and have any concerns, please contact the court where you served as a juror to enquire about any issues that may have arisen. **Please allow at least 10 working days before contacting the court.**

How will I be paid?

The court's preferred method is to pay your allowance direct into your bank account. Please ensure that where possible the court have your full account number and sort code to enable your claim to be processed and your money to be transferred to you as swiftly as possible. Where the court do not have sufficient details or you do not have an account that can receive a transfer then payment will usually be made by Payable Order posted to your home address. This is the equivalent of a cheque that needs to be paid into a bank/building society account or equivalent. You cannot get cash for it over a counter. If these methods of payment are not suitable for you then please make this clear to the Jury Officer on your first day of service and they will make alternative arrangements for you.

When should I submit my claim?

Claims are usually submitted at the end of your period of jury service. If this would cause particular hardship for you then please discuss this with the jury bailiff who will advise as to what alternative arrangements can be made to minimise the inconvenience for you. If you are required to serve on a long trial then special arrangements for payment will be made.

If I have any queries about the allowances, whom should I contact?

If you require any further information then up until a week before you are due to attend court you should contact **the Jury Central Summoning Bureau** on **0845 803 8003**. In the week before you are due to attend for jury service and any point subsequent to this, you should contact the court to which you have been summoned.

What type of travel ticket should I purchase?

Initially you should only purchase daily travel tickets unless you are instructed otherwise by the court. You must also keep copies of the original travel tickets or a receipt to submit with your expenses claim. Without original copies or a receipt your travel costs may not be reimbursed.

Further Information

You can find out more information about expenses:

- On the Notes for Employers section of the Certificate of Loss of Earnings or Benefit sent with the confirmation pack
- On Her Majesty's Courts Service website - www.hmcourts-service.gov.uk