

JURY SERVICE

Helpful information



COURTS ADMINISTRATION
AUTHORITY



THE IMPORTANCE OF JURY SERVICE

As members of a jury you will be judging your fellow citizens. This booklet is designed to assist you to understand your responsibilities as a juror, and we hope you find it helpful. On behalf of the judges, we thank you for your contribution, and we welcome you to the court.

A stylized, cursive signature in black ink, consisting of a large, sweeping initial 'C' followed by a long horizontal line.

C. J. Kourakis
Chief Justice

A stylized, cursive signature in black ink, featuring a large, sweeping initial 'M' followed by a long horizontal line.

M. Evans
Chief Judge

Everyone who is charged with a serious crime is entitled to a trial by judge and jury. This is fundamental to the system of justice in Australia.

I'VE BEEN SELECTED...

Do I have to do jury service?

Yes, you must by law attend jury service.

You can apply to be excused from jury service or defer your service for up to 12 months if it is not a convenient time for you due to having travel plans or pressing work or personal commitments. When making an application to defer your service, you should nominate a preferred month to attend.

If you make an application to be excused from attending as a juror, you need to demonstrate that you are ineligible or have a special reason.

Ineligibility Criteria

- Mentally or physically unfit
- Insufficient command of the English language to carry out duties of a juror
- Due to working in the courts or the justice system such as practising lawyers, police officers and persons connected with the investigation of offences, the administration of justice or the punishment of offenders. This may also include the person's spouse or domestic partner (e.g. police officers). Clarification should be sought from the Sheriff's Office

Special reason may include:

- Medical condition or ill health
- Having served as a juror during the past 3 years
- Religious beliefs
- If more than one person is summoned from a business for the same period
- If over the age of 70

In all cases, you must specify the grounds for making an application to be excused and provide evidence in support.

You can apply to be excused or deferred on line at juror.courts.sa.gov.au or by completing the Application Form which can be downloaded from the website and either sent by fax or post to the Sheriff's Office as soon as possible. Contact details are available at the rear of the booklet.

Please do this as early as possible so that if your application is granted, we can replace you and

provide the replacement juror with sufficient notice.

How was I selected?

You were randomly selected from the Electoral Roll. Being selected is like a lottery. Some people get called up a few times during their lifetime while others may never be called to serve as a juror.

A short information video titled "How was I selected" is available at [youtube.com/user/CourtsAdminAuthority](https://www.youtube.com/user/CourtsAdminAuthority)



HOW LONG WILL I BE NEEDED?

Does work have to release me?

Yes. You should notify your employer as soon as possible that you are required for jury service and give them the enclosed information book. Employers are able to claim compensation for your wages if they continue to pay you.

How long will jury service last?

You are on call for jury service for a court sitting month, which is usually between 4 to 5 weeks. However, if you are on a trial that has not finished at the end of the month you will be

required to continue until the end of the trial. A short information video titled "How long will I be needed" can be viewed at [youtube.com/user/CourtsAdminAuthority](https://www.youtube.com/user/CourtsAdminAuthority)

Will I be required every day?

No. There may be days when you are not selected for a trial. You will be notified at around 4pm each day whether you will be required for the next day's jury selection. This may be via e-mail, SMS or by contacting a freecall 1800 number.

If you are selected on a trial, you will be required each day for the length of that trial. Once the trial concludes you will return to the jury pool and will need to check the daily jury notification to find out if you are required each day.

Notification at around 4pm each day may be via email, SMS or by contacting a freecall 1800 number.

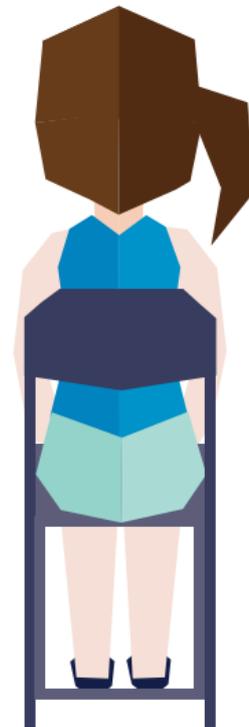
What are the normal hours?

Courts usually sit from 10am until 4.30pm from Monday to Friday with a lunch break from 1pm to 2.15pm. There is usually a short morning and afternoon break. In rare cases, sittings may go longer. Jurors are free to return home at night unless the Judge directs that the jury be kept together overnight while considering their verdict.

What will happen if I don't attend?

Jury service is compulsory. Any person who receives a summons to serve as a juror and does not attend (without being deferred or excused by the Sheriff) can be fined.

Jury service is compulsory



DO I GET PAID?

How much do I get paid?

Everyone receives a base payment of \$20 for each day of attendance plus a travel allowance for each kilometre travelled to and from the court. A short information video titled "Do I get paid" can be viewed at [youtube.com/user/CourtsAdminAuthority](https://www.youtube.com/user/CourtsAdminAuthority)

\$20 +



You don't have to do anything to receive this money. It will be paid automatically each fortnight.

On top of the \$20 base rate fee, you can claim for monetary loss up to the maximum amount. Pay and travel allowance rates are available at www.courts.sa.gov.au/ForJurors/Payments

- you lose wages by attending
- you have to pay someone to work in your business while you are away
- you need to engage childcare (outside of your usual childcare arrangements).

If your employer continues to pay your normal wage, they can claim reimbursement up to the maximum amount. If this is the case you should also reimburse them with the \$20 base rate but you keep the travel allowance.

To claim for reimbursement, you need to complete a claim form which will be made available to you at your induction. You should advise the Sheriff as soon as possible if your employer changes your normal conditions of employment resulting in you not receiving your regular income during the period of your jury service.

I'm a State Government employee...

If you are a State Government employee you will need to apply for special leave with pay, as your employer continues to pay your normal wage. You will need to complete a notification form available from the Sheriff's Office, which allows for you to be paid the travel expense only and a certificate of attendance to be produced for you to provide as proof of your attendance.

This applies to State Government employees only and not Commonwealth or Local Government employees.

If you are employed by the Commonwealth or Local Government various arrangements apply for different departments. Please speak to your human resource staff for more information.

Information videos about jury service are available at [youtube.com/user/CourtsAdminAuthority](https://www.youtube.com/user/CourtsAdminAuthority) or by scanning the adjacent QR code.



WHAT CAN I DO TO PREPARE MYSELF?

Are meals supplied?

No meals are supplied, except when a jury is considering its verdict and is not permitted to leave the jury room. Should you have any special dietary requirements please advise the Sheriff's Officer prior to the meals being ordered.

The Sir Samuel Way Building is conveniently located in Victoria Square, which has a range of dining options nearby. In country areas, shops are also close by the courts. Should you choose to bring your lunch, a fridge and microwave are provided for your use at each court.

What can I do with my children?

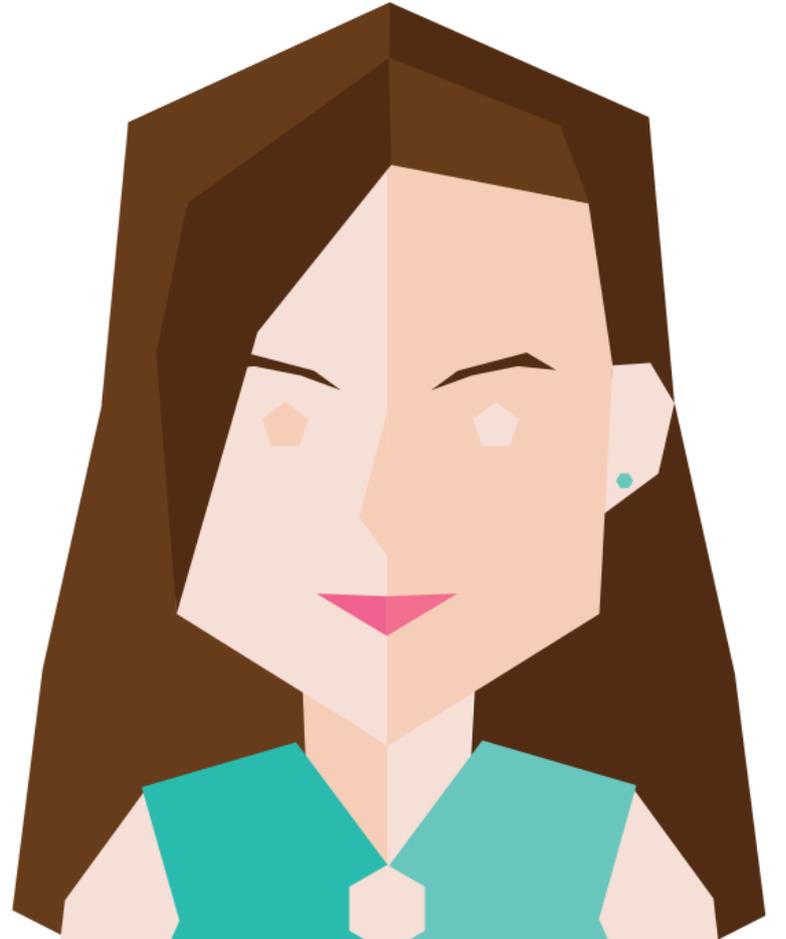
You can organise childcare for your children and be reimbursed for reasonable costs incurred outside of your normal childcare arrangements. These costs are part of the maximum amount that jurors can claim a day.



What can I do to prepare myself for jury service?

You don't need to do anything by way of preparation. Everything you need to know will be explained to you at the jury induction. Follow up assistance on administrative matters will be provided by the Jury Manager and Sheriff's Office Staff. The presiding judge will assist you on matters relating to any trial that you may be selected for.

**everything you
need to know will
be explained to
you at the jury
induction**



MY FIRST DAY...

Where do I go on the first day?

You will need to go to the court location specified on your jury summons (There is a map on the last page in this booklet showing each court). When you arrive, you will go through a security system similar to airport security where you and your bags will be searched for any metal devices. This is to ensure the safety of everyone in the courts. For jurors attending the Sir Samuel Way Building in Adelaide, a short information video titled "Where do I go for jury service in Adelaide?" is available at [youtube.com/user/CourtsAdminAuthority](https://www.youtube.com/user/CourtsAdminAuthority).

This will show you where to attend and what you will need to do on your first day.

Jury induction, and how long does it last?

The induction will take approximately three and a half hours in Adelaide, and two and a half hours in Port Augusta and Mount Gambier (due to a lesser number of jurors attending). Registering your details prior to attending at juror.courts.sa.gov.au will help reduce the length of the induction. This can be done up until midnight on the Wednesday prior to induction.

Upon arrival you will confirm your details before hearing information about jury service which includes watching a DVD, being sworn in as a juror and viewing a court room. You will be given an opportunity to ask questions during the induction.

Note. At Port Augusta and Mount Gambier a trial may commence immediately after induction and the jurors selected on that trial may be required to be in attendance until 4.30pm that day.

What should I wear, what should I bring?

There are no formal dress requirements, however most jurors tend to wear neat, comfortable clothes. It is recommended that you do not wear uniforms that display work logos or your name as this reduces your anonymity. You don't need to bring anything with you to jury service. Please leave any metal items at home. If you forget, you will be asked to surrender these to Sheriff's Officers at the point of entry search. They will give you a receipt and you can collect them at the end of the day when you leave.

You may want to bring a book or something else to occupy you when you have free time in between court sittings. A television is provided in the jury pool room for your entertainment.



To save you time at the induction register your details at

juror.courts.sa.gov.au

This can be done up until midnight on the Wednesday prior to induction.

Where can I park my car?

The courts do not provide car parking. Jurors must make their own parking arrangements and pay any fees.

Metered parking should be avoided as jurors cannot be released to attend to cars throughout the day.

For jurors in Adelaide we encourage you to use public transport.

Details about bus, trains and trams can be provided by the Passenger Transport Service on 8210 1000 or adelaidemetro.com.au

If you do choose to use the car parks, it is recommended that you check the costs for parking, including early bird parking, prior to attending.

Parking Availability:

Adelaide

Close to the Adelaide courts complex there is parking at Grote Street opposite the Central Market car park, the Mill Street car park and the Pitt Street car park. Please check the closing times and costs of any car park you use. Rates may vary from day to day.

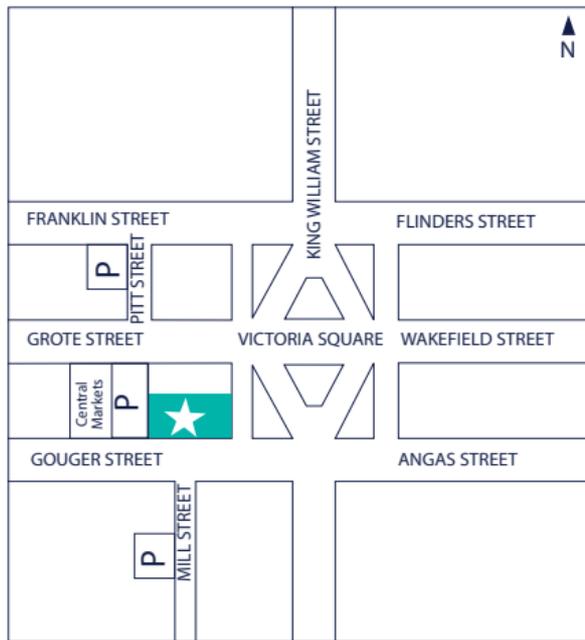
Mount Gambier

At Mount Gambier there is a car park adjoining the courthouse.

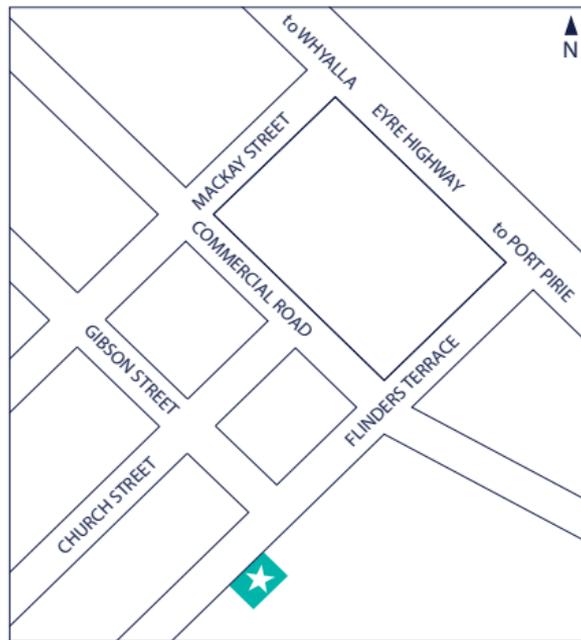
Port Augusta

At Port Augusta there is on street parking available near the courthouse.

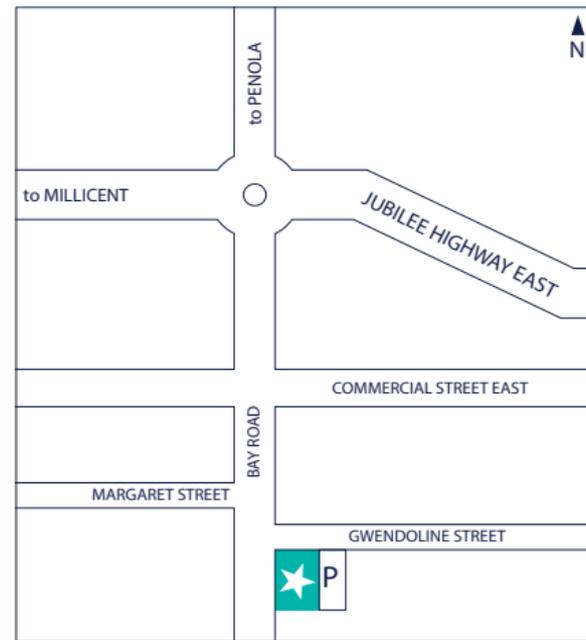




Adelaide – SIR SAMUEL WAY BUILDING
241-259 Victoria Square, Adelaide SA 5000



Port Augusta
4 Flinders Terrace, Port Augusta SA 5700



Mount Gambier
41 Bay Road, Mt Gambier SA 5290

Ineligibility through English language difficulty.

If you don't have a good understanding of the English language, you may be excused from jury service.

Please organise for someone who can speak and write English to assist you to fill out the enclosed Application Form or make enquiries at the Sheriff's Office.

Inhabilitación por dificultades con el inglés.

Si usted no comprende bien el inglés es posible que se le exima de sus obligaciones como jurado.

Sírvase pedirle ayuda a una persona que habla y escribe inglés para rellenar el Formulario de solicitud adjunto o preguntar en la Oficina del Alguacil (Sheriff's Office).

ئابز رد فعض رطاخ هب ندوبن طيارش دجاو
یس یلگنا

ئابز زا یبوخ و لماک کرد هکی تروص رد
ماجنا زانسا نکمم دیشاب هتشانن سی یلگنا
یروژ یاضعا زانسی ناونع هب دوخ هفیظو
دیوش فاعم

همانتساوخرد نیاندرک رپ یارب هکی تروص رد
رتنالک رتفد هب یس اوخ رد هنوگره ماجنا ای
افطل دینک یم هعجارم هاگداد لویسم ای
هک دشاب امش هارمه هب یسک هک دیهد یبیترت
ئابز هب نتشون و ندن اوخ و ندز فرح هب رداق
دشاب سی یلگنا

Không đ tiêu chun vì gp khó khăn v anh ng.

Nu qui v không hieu tt Anh ng, qui v đc min
thi hành nghĩa v bi thm.

Xin hãy nh mt ngi nào đó có th nói và vit
Anh Ng giúp qui v bng cách đin Mu T Khai
(Application Form) đc kèm theo đây hoc hi
Văn Phòng T Pháp Cnh Li (Sheriff's Office).

غلل اقبوعص لال خ نم ةي له الام ادعنا
ةي زي لجن انا

ةي زي لجن انا غلل الام هف ل ل رقتفت تنك اذا
يف ةمدخل نم كوافع ا مبي دق ف ، ذيج لكشب
ن يفل حمل ا ةي يه

ببتكي و ملكتي صخش داجي ا ل عست ن ا جزي
ةرامتسا علم ل ع كتدعاس مل ةي زي لجن انا
يدل راسفتسا انا موقيل و ا قف رمل ا بلطلا
(Sheriff). ذي فنتل او ن ا ل صوفم بتكم

Ακαταλληλοτητα λόγω δυσκολιών στην αγγλική γλώσσα.

Αν δεν καταλαμβαίνετε καλά την Αγγλική
Γλώσσα, μπορείτε να εξαιρεθείτε από
την υπηρεσία ενόρκων.

Παρακαλούμε κανονίστε κάποιος που
μιλά και γράφει Αγγλικά να σας βοηθήσει
να συμπληρώσετε το συνημμένο Έντυπο
Αίτησης ή ζητήστε πληροφορίες από το
Γραφείο του Σερίφη.

Nie spełnianie wymogów z powodu trudności w języku angielskim.

Osoby, które nie w pełni rozumieją język angielski, mogą zostać zwolnione z obowiązku zasiadania na ławie przysięgłych.

Prosimy zorganizować pomoc kogoś umiejącego mówić i pisać po angielsku w wypełnieniu załączonego formularza podaniowego lub w zasięgnięciu informacji w Sheriff's Office.

رد لکش م ن تشاد لی لدب ندوبن طیارش دجاو یس یل گن اناسل.

دی رادن ی فاک طلست یس یل گن اناسل هب رگا
تئی ه رد تی وضع هفی ظو زا تس انکم امش ،
دی وش فاعم هفصنم.

ندن اوخ ار یس یل گن اناسل هک ی صخش زا افطل
یس اوخ رد مروف ات دی ه اوخ ب دن اوت ی م ن تشون و
رتفد زا ای و ه دومن یرپ ه ناخ ار همی مض
دی امن اناسرپ ار مزال تال اوس همکحم نی طباض.

English putu nguwanpa wangkara tjinguru juryngka putu nyinapai

Tjinguru nyuntu tjaa panya English putu wangkapai nyuntu Juryngka nyinanytja wiyangku wantipai.

Nyuntu alatji kulira uti anangu kutjupangka tjapinma nyiri panya Application walkatjunkunytjaku.

Tjinguru nyuntu anangu kutjupangka tjapinma Sherriiffaku Officeangka alpamilantjaku.

豁免担任陪审员

如果你的英语不够好，你有资格豁免担任陪审员。

请找一位通晓英语的人协助你填写同封附上的申请表，或向法警办公室询问情况。

Incapacità per via di difficoltà con la lingua inglese.

Se non ha una buona conoscenza della lingua inglese può chiedere di essere esentato dal far parte di una giuria. Per favore chiedi a qualcuno che parla e scrive in inglese di aiutarla a compilare la domanda qui allegata oppure si rivolga all'Ufficio dello Sceriffo. (Sheriff's Office).

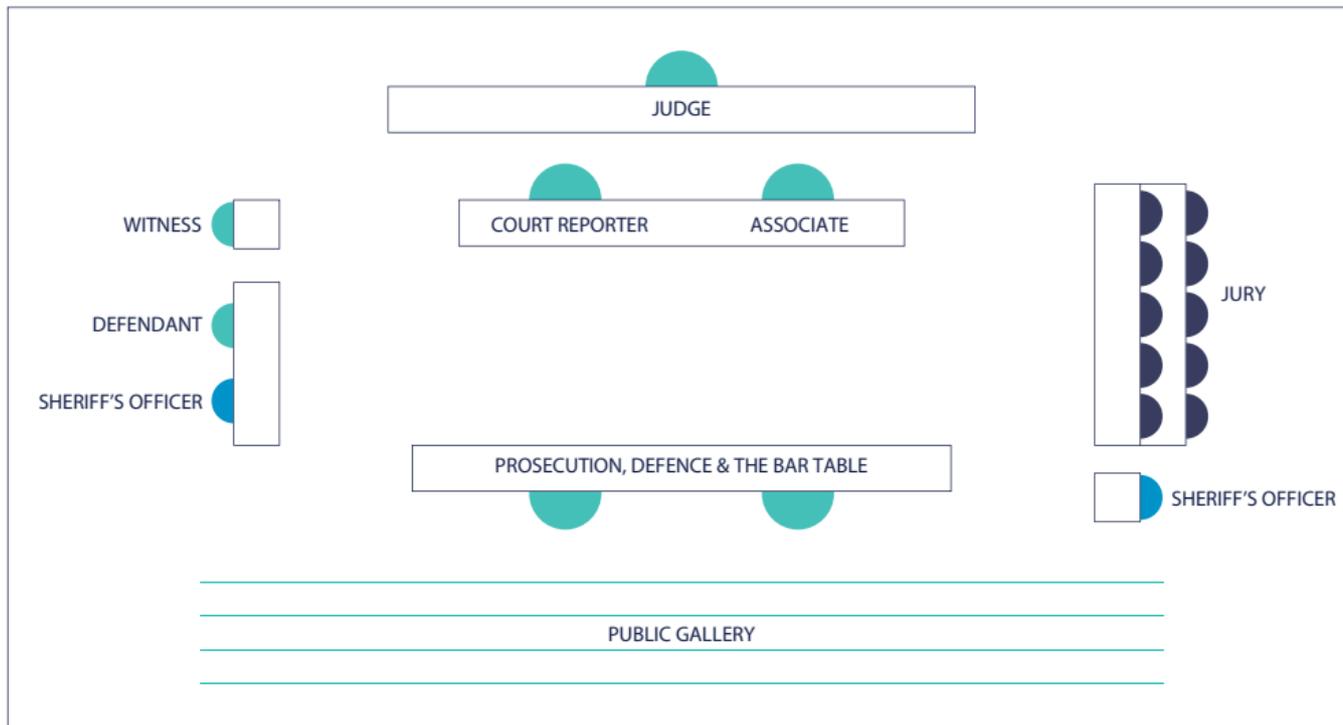
Inhabilitación por dificultades con el inglés.

Si usted no comprende bien el inglés es posible que se le exima de sus obligaciones como jurado.

Sírvase pedirle ayuda a una persona que habla y escribe inglés para rellenar el Formulario de solicitud adjunto o preguntar en la Oficina del Alguacil (Sheriff's Office).

COURT ROOM

To become familiar with a court room layout, here is a basic map of what you can expect.



The background is a solid teal color with a complex, low-poly geometric pattern of overlapping triangles and polygons in various shades of teal, creating a textured, crystalline effect.

We look forward
to seeing you on
jury service

JURY SERVICE

Your view counts.

Sheriff's Office

Sir Samuel Way Building
Victoria Square, Adelaide SA 5000

Postal Address

GPO Box 798, Adelaide SA 5001

General Enquiries

Phone 8204 0154
Facsimile 8204 0162
Email jurors@courts.sa.gov.au

Financial Enquiries

Phone 8204 0153

Jury Manager

Phone 8204 0156

juror.courts.sa.gov.au

COURTS ADMINISTRATION
AUTHORITY

