

# JURY SERVICE

## Employer information

COURTS ADMINISTRATION  
AUTHORITY



**Jurors, please inform  
your employer as  
soon as possible,  
and give them this  
information to read.**

## ABOUT JURY SERVICE

The system of trial by jury is the cornerstone of the Australian system of criminal justice. Jurors bring to the law the common sense and judgment of the community and its values and standards. However, jury service involves inconvenience not just to jurors but also to their employers. Each employer of a juror plays a vital role in upholding one of our important practices – the right to trial by a jury made up of people from a wide cross-section of the community.

The courts acknowledge and appreciate the co-operation and support of employers in releasing employees for jury service.

Mark Stokes  
**Sheriff**

Your employee has been notified to attend for jury service. This booklet answers the questions most frequently asked by employers. Please do not hesitate to raise any concerns with the Sheriff's Office.

## IMPORTANT INFORMATION I NEED TO KNOW...

### **How are jurors selected?**

Jurors are selected at random from the electoral roll.

### **Do I have to let my employee attend?**

Yes, employers have a legal obligation to release employees to attend jury service. However, there are provisions for potential jurors to defer their service to another time if this is more convenient. If an application for deferral is granted, the juror is expected to be available to attend when next

requested (which will be within the next 12 months). A further application for deferral for employment related reasons would not be granted unless there were exceptional circumstances.

### **Am I required to pay my employee's wages while they do jury service?**

Some employment awards require full payment to employees during jury service, but others place no obligation on the employer to continue to pay the juror.

As a base payment, every juror receives \$20 plus a travel allowance for each day they attend.

If you do not pay your employee their wage while they are on jury service, they can claim their actual loss up to an additional \$135 per day towards their loss of wages.

If you do pay your employee while they are on jury service, you can claim their actual pay up to \$135 for each day they attend. The employee will still receive the base rate payment of \$20 for each day they attend and it will be up to you if you wish to recover that from your employee.

State Government employees are entitled to special leave with pay and will therefore receive their normal salary. They will only be paid the travel allowance from the Sheriff.

Claim forms, available from the Sheriff's Office, should record the actual amount paid to or lost by the employee to allow the Sheriff to calculate the maximum payable under legislation.

Additional claim forms can be found at [juror.courts.sa.gov.au](http://juror.courts.sa.gov.au)

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



## HOW IS THIS GOING TO AFFECT MY BUSINESS?

### **How long will they be away and will they be available to work at any time while they are on jury service?**

Jurors are on call for jury service for a court sitting month which is between 4 to 5 weeks. However, if they are selected to serve on a trial which extends beyond that, they will be required to attend until the trial finishes.

During the period there may be days when their services will not be required and other days when they will be released after a short attendance.

In these circumstances, jurors should return to their normal place of work if this is practical.

It may become a Work Health and Safety issue if employees who work afternoon or night shift are required to attend for that shift when obliged to attend a day of jury service.

Jurors on call throughout the month can phone a recorded service after 4pm each day to find out if their services are required for the next day.



The background is a solid blue color with a subtle, abstract pattern of overlapping, semi-transparent geometric shapes, primarily triangles and polygons, in various shades of blue. The text is white and positioned on the right side of the image.

We value the  
support of  
employers

# JURY SERVICE

Your view counts.

**Sheriff's Office**

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Victoria Square, Adelaide SA 5000

**Postal Address**

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**General Enquiries**

Phone 8204 0154 or 8204 0155  
Facsimile 8204 0162  
Email [jurors@courts.sa.gov.au](mailto:jurors@courts.sa.gov.au)

**Financial Enquiries**

Phone 8204 0153

**Jury Manager**

Phone 8204 0156

[juror.courts.sa.gov.au](http://juror.courts.sa.gov.au)

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