



How was I selected for jury service?

Every person over the age of 18 who is enrolled to vote, from all sections of the community, has an equal chance of being called upon to undertake jury service.

Potential jurors are randomly selected from the Victorian Electoral Roll. A number of random processes are used throughout the jury selection process in order to produce a representative cross-section of the community.

Am I required to attend on the first day of the jury service period indicated on my Jury Eligibility Form?

No. At this stage you are simply notifying Juries Victoria of your eligibility and availability to attend for jury service on a date within the period specified. If you are eligible, you will be sent a jury summons for a particular date within the specified period.

What is a jury summons?

The jury summons is an important legal document issued by Juries Victoria requiring you to attend for jury service on a particular date. The summons contains information to assist you and instructions which you must follow. The summons must be read carefully and brought with you when you attend for jury service.

What if I am unable to attend?

If you have a valid reason why you cannot attend, you may apply to be deferred to a more convenient time. You may also have a valid reason to be excused. These include:

- advanced age
- ill health or disability
- reside 50km from the Melbourne court, or 60km from the regional court listed on your summons
- self-employed
- primary carer of children or other family members during business hours
- casual employee with unpredictable hours
- full time student or apprentice
- work for a small business

Requests for deferral or excuse must be received in Melbourne, by 10am the business day prior to the date on your summons and in regional

courts, two business days prior. See your summons for further details.

You remain liable for jury service until you have received confirmation from the relevant court that you have been excused or deferred to another period. Making a false or misleading statement to avoid jury service, or for any other person to require you to do so, is an offence and is subject to prosecution.

Is my jury service subject to deferral or cancellation by Juries Victoria?

Yes. You must check to see if you are required to attend because your date is subject to deferral or cancellation by Juries Victoria. For instructions on how to check if you are required, please refer to your jury summons. If your jury service is deferred by our office, you may be resummoned within the following 6-8 weeks.

What are the hours of attendance?

On the first day, you must be at court by the time stated on your jury summons and you may be required to stay until 4.30pm.

Empanelled jurors are usually required each week day between 10am and 4:15pm.

Hours and days of attendance may vary at the direction of the judge.

How long will I be needed?

If selected for a trial, you must attend each day until the trial is completed. The trial will begin immediately. The average length of a trial is 7-10 business days in Melbourne and 5-7 business days in regional courts.

What should I wear?

There is no dress code for jury service, although it is suggested you wear something "neat and casual" and in keeping with the general business environment.

What should I bring if I am required to attend?

As well as your jury summons and photo ID, you may also bring things to keep you occupied while in the jury pool room (such as a book, tablet or laptop). In Melbourne, lockers are supplied.

All courts have airport-style security screening, and items deemed dangerous or potentially



dangerous will be confiscated. A good rule of thumb is that if you wouldn't be able to take an item on a plane, you won't be able to bring it to court.

Is there parking available?

There is no free parking available for jurors attending the Melbourne law courts and parking fees will not be paid. You are strongly encouraged to use public transport. The nearest railway station to Juries Victoria in Melbourne is Flagstaff station.

Parking is available in the vicinity of most regional courts, although it is advisable to telephone the court to enquire prior to your attendance.

Is there a travel allowance?

Jurors for Melbourne courts are not reimbursed for travel costs.

Jurors summoned to a regional court who need to travel more than 8km to the court are issued a travel allowance. Mileage is paid for each kilometre over the first 8km and is only paid one way.

Is lunch provided?

Lunch is not provided. You are permitted to leave the building at lunch time or bring lunch in with you on the day. The only exception to this is jurors who are in the process of deliberating over a verdict are provided with lunch.

Refreshments such as tea, coffee and biscuits are available in the jury pool room throughout the day. Fridges and microwaves are available in the jury pool area for those wishing to bring their lunch. Please note, however, you will not be able to bring cutlery or glass containers through the security screening.

Will I be able to go home each night?

Empanelled jurors are able to go home at night. The only exception is when a judge decides the jury must be kept together during the deliberation process — that is, while reaching a verdict. This occurs very rarely, however if required, you will be given plenty of notice and provided with overnight accommodation.

Will I be paid for jury service?

You will be paid \$40 per day for the first six days of jury service and \$80 per day thereafter.

The *Juries Act 2000* (Vic) requires your employer to pay the difference between the amount you receive for jury service and the amount you could reasonably expect to have received if you had not attended for jury service. This applies to permanent and part-time employees and casual employees with predictable hours. This does not include independent contractors.

In Victoria, the makeup pay provision of the Act supersedes s112 of the *Fair Work Act 2009* (Cth) and all Enterprise Bargaining Agreements or workplace contracts. An employer is required to continue to make up the pay of an employee for as long as their employee is completing jury service. Payment is made on completion of jury service and a certificate of attendance is provided.

Can jury service prejudice my employment?

The law protects people who attend for jury service and your employer cannot threaten, prejudice or terminate your employment for being absent from work because of jury service.

How often can I be called for jury service?

Some people are called for jury service more than once and others are never called, it is a completely random process.

Those who attend for jury service but do not serve as a juror on a trial are exempt from further selection for two years. Those who serve on a trial are exempt for three years or longer if the judge so directs.

Is there de-briefing available if I am selected for a trial?

After being discharged from jury service, if you find you are having difficulty in coping with the experience of the trial, you can contact the Juror Support Program in confidence, to access debriefing.

You will speak with a trained counsellor or qualified psychologist, who are available to speak over the telephone or in person, free of charge.