

Standard of service for jurors

The Scottish Court Service appreciates the role of jurors in the justice system, and knows that many people will be apprehensive about jury service.

This Code of Practice aims to help jurors by setting out the standard of service they can expect from the Scottish Court Service.

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Calling you for jury service

1. Jurors will normally receive at least 3 weeks' notice that they are required to attend court.
2. Advance written notice will be given to jurors if they are cited for a trial that is expected to last more than one week.
3. Along with their citation, jurors will receive the leaflet "Information for potential jurors in criminal trials", directions to the court and a telephone number for enquiries.
4. Jurors will be able to phone a jurors update line after 5.30 pm each day to find out if their attendance is required the next day

Excusal from service

5. All requests for excusal from jury duty will be considered and replied to within 2 working days.

When you come to court

6. On arrival at court, jurors will be able to go to a clearly marked reception or information point. They will then be directed or escorted to the appropriate court or waiting area.

7. The Clerk of Court will introduce himself or herself to jurors. He or she will also explain the initial procedures within 10 minutes after jurors are due to attend court.
8. Courts will have an officer available to answer enquiries from jurors.
9. Court staff will treat jurors with courtesy and give prompt and accurate information on request.
10. When in court, jurors will be kept apart from members of the public and be supervised by a court official.
11. Jurors will not be kept at court unnecessarily. They will receive regular updates of progress from the Clerk of Court if the court is not sitting.

If you are not needed

12. Jurors who are not required for service will be released as soon as possible. They will be told why they are being released and if they must attend again

During a trial

13. Jurors serving in a trial can expect to have adequate, secure and comfortable accommodation.
14. Serving jurors can expect to be escorted when inside the court building.
15. Serving jurors can expect to receive coffee, tea and lunch if necessary.

Expenses

16. Jurors can expect to receive help to complete a claim for expenses.
17. Jurors can expect prompt payment of their claims for expenses