

## **JURY EXPENSES CLAIM FORM**

Name: Address:	Court Date: (from front of citation form)
Personal ID Number: (from front of citation form)	Time: Place:
PLEASE COMPLETE ALL THE ALL TO DO SO MAY DELAY P	

## CLAIM FOR TRAVELLING/FINANCIAL LOSS

If you wish to claim travelling expenses or financial loss, you should read the Guide to Applying for Expenses for Jury Service (available on the SCTS website <a href="www.scotcourts.gov.uk/coming-to-court/jurors">www.scotcourts.gov.uk/coming-to-court/jurors</a> or from your local court) and complete this form carefully and accurately. If you are claiming loss of earnings/benefit or childminding/dependant adult carer allowance you must get your employer/the carer to complete the certificate and return it with this claim form. If it is not enclosed, payment cannot be made. Please note: the allowances are meant to compensate you for your out-of-pocket expenses and loss of earnings or benefit. They are not meant to compensate your partner or spouse. There is a maximum amount which can be claimed. The rate is fixed by Scottish Ministers, and is reviewed each year. There is no scope for any juror to be paid more than these maximum amounts.

Chec	cklist – Have you remembered to:	
•	Include your name and address on each of the forms you are returning to court?	
•	Include your person ID on each of the forms you are returning to court? (This is the 7 or 8 digit number on the front of your citation)	
•	Return you citation with your claim form?	
•	Return your employer's certificate with you claim? (if you are claiming loss of earnings)	
•	Return the childminding/dependant adult carer certificate with your claim? (if you are claiming childminding/dependant adult carer allowance)	
	Add your total claim together in the Totals box at the end of the claim form?	
•	Sign and date the declaration at the bottom of the form?	

Receipts or tickets must be attached or we will be unable to pay you claim.

V4.2

## **CLAIM FOR TRAVELLING/FINANCIAL LOSS**

Official Use Only Cheque no.: For £ Issued (date)

						0111	CIAL USE	
Travel by Pu	ıblic Transport					Allowed	No. of days	Total
travelled by	Tickets at	tached (🗸)	Daily cost	No. of days	Total cost claimed		,	
lail								
Bus						_		
axi						_		
lease note: l y service).	f you consider you	need the use of a taxi, t	his must be approve	ed by the clerk of cou	rt before you attend for			
avel Using	Own Car/Moto	rcycle/Bicycle						
Could you	have travelled by	public transport? Y	ES/NO (delete a:	s appropriate)				
If yes, plea	ase provide reaso	n that public transpor	t was not used:					
travelled by	1	Return mileage	Daily cost	No. of days	Total claimed			
Bicycle								
Car or motor								
public trans Car/motorcyc			+			_		
standard rat								
	ngs/Benefit	•		•	•			
		of earnings as a resu	It of your attendar	nce for jury service	?			
	delete as appro		it or your attornau	ioo ioi jaiy ooivioo	•			
	ase state: (a) you							
==, p		ly or hourly rate (or eq	uivalent): £					
	Certificate	Hours lost	No. of days or 1	/2 dave lost		_		
	attached (✔)	(if paid hourly)	(if paid daily)	72 dayo 100t	Total claimed			
Vion								
Tues								
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-	Childminder/Accard any person t		or vou during vou	r attendance for iui	ry service? (e.g. at your			
Have you p	paid any person t mployment, or to	o act as a substitute f look after your childre	en or a dependant	adult). YES/NO (d	ry service? (e.g. at your lelete as appropriate)			
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