



JURY SERVICE - INFORMATION SHEET

This is an information sheet for Jurors who have been cited for jury service that sets out what additional steps the Scottish Courts and Tribunals Service (SCTS) have taken to ensure your safety.

1. The Ballot Procedure

The ballot is the approach the Court must take to choose a jury for a particular trial.

We have developed a new procedure which allows the ballot to proceed in the absence of jurors who have been cited to attend court. This procedure reduces the number of people required to attend at our buildings.

On the day of the ballot, you will be contacted by a member of SCTS staff who will confirm that your name will be entered into the ballot.

If for any reason you think your name should not be entered into the ballot, please let the member of staff know during this call. The member of staff will carefully consider the reason you give. For further information on applying for excusal or exemption from jury service, please read the Guide to Jury Service – Eligibility and Apply for Excusal document and the Jury Trials – Your Safety is our priority leaflet.

The ballot will be conducted by the clerk of court before the judge, crown, defence and the accused. The clerk will select 15 names from the ballot bowl to be the jury and a further number of names to be substitute jurors. You will be contacted by a member of SCTS staff who will confirm if you have been selected for jury service or not. If you have been selected you will be asked to attend the following day and you will be given a time to attend. It is important that you arrive at the time given to you by the member of SCTS staff.

2. Our Buildings

In line with Government guidance and following detailed risk assessments, we have implemented a number of safety controls within our buildings

We have introduced measures in all public areas, putting in place arrangements to help people maintain a two-metre (2m) distance. These will vary for the different locations, as buildings have various lay outs, but may include:

- Sanitising stations placed at entry/exit points.
- Systems to manage the flow of people, such as floor and wall markings, public seating marked for use or sealed off/ removed.



- Advising those entering or leaving courtrooms to avoid cross-traffic and restricting the number of people in court and in the public galleries.
- In courtrooms seats marked “not for use”, full rows of seats to be out of use, and assistance for court users to ensure they take the right seat.
- Using “one-in, one-out” systems for lift entry and exit.
- Single occupancy of multiple cubicle toilet facilities.

In addition to floor markings, we have introduced a series of posters throughout our court buildings reminding all visitors of the need to maintain a 2m distance, and to wash hands thoroughly and regularly. We have also introduced additional cleaning measures to ensure our buildings are clean throughout the day.

Our building ventilation systems use air handling units to extract stale air and replace with a supply of clean, fresh, filtered air. Our air handling units are not currently recirculating any air. Some will also have temperature controls to cool or warm air to the desired temperature.

3. On Arrival

Upon arrival you will be asked to do the following:

- To keep a 2m distance between yourself and others while queuing and on entering the building.
- A security officer or a member of SCTS staff will invite you to enter the building when appropriate to ensure distancing is adhered to. You will be asked to confirm that you do not have any symptoms of coronavirus - such as a high temperature, fever, continuous cough or a loss of taste or smell. You will be given a face covering, should you wish to wear one. You can also wear your own.
- Our court security officers will carry out a “hands off” bag search, maintaining a safe distance. You will need to open your bag and place items in a tray, so that security officers can check you are not carrying any items that are not allowed in the court building. You may be asked to empty the items in a tray and step back.
- You will be able to collect your belongings after you walk through the security arch. If an alarm sounds, you will need to find the item(s) triggering the alarm and remove it.
- If the alarm sounds after three attempts, the security officer will use a hand-held detector to locate the item. This means they will need to come closer to you. The security officer will explain the process and ask if you are alright with that. They will follow a special process which avoids you facing them.



Once you have passed through security you will be directed to the main reception where a member of staff will direct or escort you to the appropriate room. You will be asked to turn off your mobile phone prior to entering the room.

4. The Trial

As a member of the jury you will either view the trial from a separate room or from within the main courtroom. When you enter the room you will be directed to your allocated seat, you must stay in this seat for court purposes.

If you develop symptoms of coronavirus during a trial, you must alert the clerk of court immediately. You will then be excused. With physical distancing in place, other jurors will not need to self-isolate and the trial will continue.

All documents that are given to you during the trial will be disinfected and passed to you by a member of staff who will be wearing gloves and a mask. Where jurors are provided with a document, we ask that they do not share them.

5. Personal Protective Equipment

We will provide you with suitable face covering for you to use whilst travelling around the building. You can bring your own covering should you wish. You will be asked to remove this whilst in the courtroom.

Hand sanitiser will be available for you to use. You can bring your own if you wish.

6. Lunches

We will provide you with a lunch each day that you attend. This will be in the form of a packed sandwich lunch, which will have been freshly prepared and delivered to the room in which you will have your lunch. If you have any dietary requirements please inform the member of staff when he/she calls to advise that you have been selected for jury service.

7. Travel Expenses

If you are concerned about the mode of transport that you will use to attend for jury service you should raise this with the member of SCTS staff when he/she calls to advise that you have been selected for jury service.