

JURY SERVICE - INFORMATION SHEET FOR CIVIL JURY TRIALS

This is an information sheet for jurors who have been cited for jury service on a civil jury trial. It sets out what additional steps Scottish Courts and Tribunals Service (SCTS) has taken to ensure your safety.

1. Jury Service

You have been cited to attend at an SCTS Jury Centre. A jury centre is a facility that allows SCTS to provide accommodation for jurors, which is both comfortable and at which we can ensure physical distancing. Using state of the art secure audio-visual technology, the Jury Centre will link directly to the courtroom, allowing jurors to see and hear proceedings.

In the courtroom a live image of the jurors will be shown. There will be the ability for the jury to communicate with the courtroom. SCTS staff will be on site to support jurors at the Jury Centre throughout their service.

2. Jurors Attendance Update line

After 5pm the day before you have been cited to attend, you should call the jurors attendance update line number. The number is on your jury citation. It is important that you call this number as it will provide you with up to date information about your jury service. You may be asked to call the jurors attendance update number several times throughout the week, so you should listen carefully to the message.

3. The Ballot Procedure

The ballot is the approach the Court must take to choose a jury for trial. We have developed a new procedure which means **jurors will be balloted at the Jury Centre.**

The ballot will take place on the day that you have been cited for. It is important that you arrive at the Jury Centre at the time stated on your citation. If for any reason you think your name should not be entered into the ballot, please let the jury minder at the Jury Centre know. The jury minder will contact the clerk of court and you will be asked to have a conversation with the clerk of court, in private, to discuss the reason why you think your name should not be entered into the ballot. The clerk of court will carefully consider the reason you give and will advise you whether you can be excused or not. For further information on applying for excusal or exemption from jury service, please read the '[Guide to Jury Service – Eligibility and Applying for Excusal](#)' document on the SCTS website and the '[Jury Trials – Your Safety is our Priority](#)' leaflet.

The ballot will be conducted by the clerk of court before the judge/sheriff and counsel/solicitors for parties to the action. The clerk will select 12 names from the ballot bowl to be the jury and a further number of names to be substitute jurors,

should they be required. If your name is selected in the ballot you should move to the seat assigned to your juror number in the jury room.

During the selection of the jury, each party in the case may object to up to four selected jurors without giving a reason and may object to further selected jurors if an assigned reason is given. Objections may be made for many reasons; for instance, to keep a balance between male and female jurors, or to ensure that various age groups are represented. You should not be worried or offended if your name is objected to.

4. SCTS Jury Centre

In line with Government guidance and following detailed risk assessments, we have implemented a number of safety controls at the Jury Centre.

We have introduced measures in all areas, putting in place arrangements to maintain physical distancing. The measures 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 the jury room to avoid cross-traffic.

In addition to floor markings, posters are in place throughout the Jury Centre reminding all jurors and SCTS staff of the need to observe physical distancing and to wash hands thoroughly and regularly. Robust and frequent cleaning measures are in place to ensure the Jury Centre is clean throughout the day.

The Jury Centre ventilation systems use air handling units to extract stale air and replace with a supply of clean, fresh and filtered air.

5. On Arrival

Upon arrival at the Jury Centre you will be asked to observe the following:

- To keep physically distanced, in line with current government guidelines, 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 physical 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. Unless exempt you will be required to wear a face covering at all times when moving around the building. You may continue to wear a face covering while seated in the jury room unless the Court requests you to remove it. You will be given a face covering if you do not have one. You can also wear your own face coverings.

- Our 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 building. You may be asked to empty the items in a tray and step back.

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.

6. The Trial

As a member of the jury you will view the trial from a location separate to the courtroom. Each juror has an allocated seat and you must stay in this seat for court purposes.

If you develop symptoms of coronavirus during the trial, you must alert a member of SCTS staff 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 passed to you by a member of staff who will be wearing gloves. Where jurors are provided with a document, we ask that they do not share them.

7. Personal Protective Equipment

You are required to wear a face covering while moving around the building unless you are exempt. You can bring your own face covering should you wish. We will provide you with suitable face coverings if you do not have your own. You may be asked to remove your face covering during the trial while seated in the jury room.

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

8. Lunches

We will provide you with a lunch each day that you attend. This will be in the form of a packed 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 us when you respond to your jury citation by email or telephone using the contact details provided on your citation.

9. Travel Expenses

If you are concerned about the mode of transport that you will use to attend for jury service you should advise us when you respond to your jury citation by email or telephone using the contact details provided on your citation.