

SCOTTISH COURT SERVICE

Jurors' allowances

This leaflet explains what allowances we can pay for your attendance as a juror. The allowances are meant to compensate you for your out-of-pocket expenses and loss of earnings or benefits. They are not meant to compensate your partner or spouse.



You may be entitled to five kinds of allowance:

- *Loss of earnings or benefits.*
- *Subsistence* – for the extra cost of meals etc. that you buy while attending court.
- *Travel* – for the cost of transport from home or work to court.
- *Childminding* – for the extra cost of childminding and babysitting.
- *Other expenses.*

Please read on for full details.

Loss of earnings or benefits

For the period you serve as a juror, you are entitled to claim if:

- your employer does not pay you; or
- your benefit is withdrawn; or
- **you** suffer financial loss – for example, you are self-employed and have to pay for someone to substitute for you while you are away.

You can claim the actual amount you have lost, up to the following limits:

Amount of lost earnings/benefits	Allowance
<i>For each day up to the 10th sitting day</i>	
Up to 4 hours	£32.47
More than 4 hours	£64.95
<i>For each day after the 10th sitting day (if the court decides the amount is due)</i>	£129.91

To claim, you should first ask your employer (or benefit office) to complete and stamp the certificate on your citation form. Then bring the certified form to court when you attend for jury service, preferably on the first day. If you are self-employed, you will need to provide evidence of your earnings, such as an Inland Revenue self-assessment tax return or certified accounts for the previous year.

Subsistence

This allowance is for the extra expense of meals and other out-of-pocket expenses you pay while attending court. You cannot claim this allowance if the court has provided (or offered to provide) your meals or refreshments.

Hours away from home/business	Allowance
Up to 10 hours	£5.71
Over 10 hours	£12.17
Overnight	The court will arrange accommodation

Travel

This allowance is for the cost of travelling from your home or work to court. The amount depends on whether you used public or private transport:

Type of transport	Allowance
Public (<i>Note 1</i>)	The cost of the ticket
Private - public transport rate	Motorcar or motorcycle 31.4p per mile Bicycle 9.6p per mile
Private - standard rate (<i>Note 2</i>)	Motorcycle 33p per mile Motorcar 47.1p per mile
Taxi (<i>Note 3</i>)	Fare paid

Note

1. 2nd class return fare if travelling by train
2. The public transport rate will normally be paid but if the court accepts that the motor cycle/car usage is due to no alternative public transport being available standard mileage will be paid.
3. If you consider that you need to use a taxi, you must agree this with the Sheriff Clerk **before** you attend for jury service. The Sheriff Clerk will need to be convinced that no other kind of transport is available or that a journey using public transport would take an unreasonable time.

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Childminding/Babysitting expenses

This allowance is for the **extra** expense of employing a childminder. If you normally employ a childminder, we will only pay the allowance if court attendance means you have to employ him or her for longer than usual. Please make sure you and your childminder complete the certificate below and bring it with your claim (this will have to be at the end of juror service). If your childminder is not registered we will only be able to pay £1 an hour per child.

Other expenses

You may be entitled to claim for any other unusual expenses. Please ensure that you bring along the appropriate documents to verify them.

How are expenses paid?

By cheque, within 7 days of the court receiving your claim.

Who sets the allowances?

The childminding allowance for unregistered carers is set by the Scottish Court Service. All the others are set by Scottish Ministers and reviewed each year.

Do you need help to complete the claim form?

If so, court staff will be happy to help and answer your queries.

Fraudulent claims

Please be honest in your claims for allowances. It is a criminal offence to make a fraudulent claim.

Please detach along dotted line

Childminding certificate

Section A – Juror's details

1 Name	
2 Address	
3 Period of jury duty	

Section B – Childminder's details

1 Name	
2 Address	
	POST CODE
3 Is the childminder registered with the Scottish Commission for the Regulation of Care (Care Commission)?	YES <input type="checkbox"/> NO <input type="checkbox"/> (Please tick one box)
If they are registered:	
a) Care Commission office with whom they are registered	
b) Registration number	

Section C

	Name of child	Date of birth	No. of hours	Hourly rate	Total claim
1					
2					
3					
					£

Section D

To be completed by the childminder
I certify that I have claimed the above from the juror named above.
Signed
Date

Section E

To be completed by the juror
I certify that I will pay the above amount to the childminder named above.
Signed
Date