

HOE FORM

Mr Alan Jolliffe

**Code A**

30 January 2009

Dear Mr Jolliffe

**CORONER'S JURY SERVICE – REF: COR/908100035/18-03-09**  
**COMMENCING 9.30AM ON WEDNESDAY, 18 MARCH 2009 AT THE**  
**PORTSMOUTH COMBINED COURTS, WINSTON CHURCHILL AVENUE, PORTSMOUTH**

Thank you for returning your reply to Coroner's Jury Summons. I am writing to confirm that you are required to report for Jury Service at the time, date and place shown above. A map is enclosed showing the location of the Portsmouth Combined Courts building. It is anticipated that the Coroner will require you to serve on his Jury for six weeks.

I am enclosing a Certificate of Financial Loss. This needs to be completed by your employer if you will not be paid during your Jury Service. Compensation for your loss of earnings cannot be made without proof from your employer of the amount that will be deducted from your earnings while you are serving on the Coroner's Jury. It would be helpful to the Coroner if your employer could complete and return the form in the enclosed envelope before your Jury Service. Reimbursement of your financial loss will be made weekly after submission of the expenses claim form as outlined below.

An expenses claim form for the first week of your Jury service is also enclosed. The form outlines the maximum amounts that you can claim. Please complete the claim form after the first week of your Jury service and hand it to the Coroner's Officer at the Court on Monday morning, 23 March. It will help car users to make a note of the number of miles travelled to and from the court. Wherever possible, please provide receipts or tickets for car park, public transport fares or refreshments. Please note that reimbursement of fares will not exceed public transport rates.

All your expenses will be paid weekly in arrears and expenses claims forms for subsequent weeks will be handed to you each Monday. These should be submitted the following Monday for payment.

The Coroner's Officer at the Court will be unable to answer queries about your expenses. My telephone number and email address is shown below and I will be pleased to give any assistance you may need.

Yours sincerely

Valerie Maddison  
 Coroner's Administrative Officer

Tel: **Code A**Email: **Code A**

**THIS FORM SHOULD BE RETURNED IN THE ENVELOPE PROVIDED  
WITHIN THREE DAYS**

Alan Jolliffe

**Code A**

*Confirmed  
18/3*



Please enter: Telephone Number: **Code A** ..... Date of Birth: **Code A** .....

*(If possible, please give a telephone number where you can be contacted between 9am and 5pm)*

**INFORMATION GIVEN WILL BE TREATED IN THE STRICTEST CONFIDENCE**

1. Are you **QUALIFIED** to serve as a juror?  
*(Please see attached for qualification for service as a juror - and tick the appropriate box)*

**YES**

**NO**

If you have entered **NO** to Question 1, please answer question 2 and sign the form at the end.

*If you have answered YES and wish to apply to be excused from jury service on this occasion, please go to 3 below and then sign the form at the end.*

2. I AM NOT QUALIFIED to serve on a jury because:

3. **YOU ARE ENTITLED TO BE EXCUSED** if you fall within any of the categories or persons described in Rule 51(2) or (4) of the Coroners Rules 1984 (although you may serve if you want to).

**YOU MAY BE EXCUSED** at the discretion of the Coroner or of the Officer authorised by the Coroner on grounds such as poor health, illness, physical disability, insufficient understanding of English, holiday arrangements or for any other good reason.

I WISH TO BE EXCUSED from jury service on this occasion because:  
*(Continue overleaf if necessary)*

*(If you are in any doubt as to whether you may be excused from jury service, please write to the Officer authorised by the Coroner at the address on the front of the summons)*

When you attend as a juror you may be discharged if there is doubt as to your capacity to serve on a jury because of physical disability or insufficient understanding of English.

**I HAVE READ THE WARNING IN THE SUMMONS AND THE INFORMATION GIVEN IS TRUE**

Signed **Code A** ..... Dated *22/11/08* .....



To: Alan Jolliffe

**Code A**

## COPY SUMMONS

### Summons to Juror

To ALAN JOLLIFFE of the above address

BY VIRTUE of a warrant of **Andrew Melrose Bradley, Her Majesty's Deputy Coroner****YOU ARE HEREBY SUMMONED** to appear before the Coroner as a Juroron **Wednesday, 18 March 2009 at 9.30am**at **The Coroner's Court, in the Portsmouth Combined Courts Building,  
Winston Churchill Avenue, Portsmouth, PO1 2EB**until you are no longer required. (It is anticipated that this will be for up to **EIGHT WEEKS.**)

You must attend at the time and place shown above unless you are told by the Officer authorised by the Coroner that you need not do so.

Dated this 14th day of November 2008

Signed .....

Coroner's Officer

**YOU MUST COMPLETE THE ATTACHED FORM AND RETURN IT TO THE ADDRESS BELOW  
IN THE ENVELOPE PROVIDED WITHIN THREE DAYS OF THE RECEIVED OF THIS SUMMONS.**

Please return to: Miss V A Maddison, Coroner's Office, The Guildhall, Guildhall Square, Portsmouth, PO1 2AJ

Tel: 02392 68 8326

Fax: 02392 688331

Email:

**Code A**

**WARNING: YOU WILL BE LIABLE TO A FINE IF YOU:**

1. refuse to give the information necessary to decide if you are qualified to serve on a jury;
2. deliberately give false information or cause or permit false information to be given;
3. fail to attend for jury service or refuse without reasonable excuse to serve as a juror; or
4. serve on a jury knowing that you are not qualified to do so.