



To: SPECIMEN

Summons to Juror

To _____ 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 Juror

on **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: val.maddison@portsmouth.gov.uk 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.

YOU ARE QUALIFIED for jury service if you -

- (a) are not less than eighteen and no more than seventy years of age;
(If you will be under eighteen on, or have reached your seventy first birthday by, the date on which your appearance is required, you will NOT be eligible to serve as a juror.)
- (b) are registered as a parliamentary or local Government elector;
- (c) have lived in the United Kingdom, the Channel Islands or the Isle of Man for a period of at least five years since attaining the age of thirteen.

YOU ARE NOT QUALIFIED for jury service if you are -

- (a) Currently on bail in criminal proceedings;
- (b) A person who has at any time been sentenced in the United Kingdom, the Channel Islands or the Isle of Man -
 - (i) to imprisonment for life, custody for life or to a term of imprisonment or youth custody of five years or more;
 - (ii) to be detained during Her Majesty's pleasure, during the pleasure of the Secretary of State or during the pleasure of the Governor of Northern Ireland;

A person who at any time in the last ten years has, in the United Kingdom or the Channel Islands or the Isle of Man -

- (i) served any part of a sentence of imprisonment, youth custody or detention; or
- (ii) been detained in a Borstal institution; or
- (iii) had passed on him/her or (as the case may be) made in respect of him/her a suspended sentence of imprisonment or order for detention; or
- (iv) been subject to a community service order.

A person who at any time in the last five years has, in the United Kingdom or the Channel Islands or the Isle of Man, been placed on probation.

- (c) A person who suffers or has suffered from mental illness, psychopathic disorder, mental handicap or severe mental handicap and on account of that condition either -
 - (i) is resident in a hospital or other similar institution; or
 - (ii) regularly attends for treatment by a Medical Practitioner.

A person for the time being in guardianship under section 7 of the Mental Health Act 1983.

A person who, under Part VII of that Act, has been determined by a judge to be incapable, by reason of mental disorder, of managing and administering his property and affairs.

In this Group -

- (i) 'mental handicap' means a state of arrested or incomplete development of mind (not amounting to severe mental handicap) which includes significant impairment of intelligence and social functioning;
- (ii) 'severe mental handicap' means a state of arrested or incomplete development of mind which includes severe impairment of intelligence and social functioning;
- (iii) other expressions are to be construed in accordance with the said Act of 1983.

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

Please enter: Telephone Number: Date of Birth:

(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 **Dated**

EXPENSES INCURRED DURING YOUR JURY SERVICE

Expenses claims forms will be sent to you in February 2009.

You will be entitled to claim reasonable expenses that result from your service as a Juror. Payments will be made after each week of your Jury Service, as soon as possible after your claim is submitted.

The maximum amounts that the Coroner is permitted to pay are as follows:

- **Mileage** will be paid at **28p** per mile
- **Any public transport fares** will be paid in full, but do not include first class fares, taxi or private hire fares, which will be paid at the ordinary public transport rate.
- **Subsistence** (for refreshments purchased during the day) will be paid to a maximum of **£4.75** per day.
- **Financial Loss Allowance**, which covers earnings that will not be paid by your employer, or child care expenses that might be incurred, will be paid to a maximum of **£65.60** per day.

No payment will be made without proof that you have incurred a financial loss.

Proof of financial loss will be provided by completion by your employer of an official form that will be sent with expenses claims forms in February 2009.

If you are self-employed, some evidence of loss you will incur as a result of your Jury service will be required.

A claim for any other financial loss, for example payments for child care, will need to be supported by valid receipts.

If you have any queries about any of the above, please contact:

Miss Valerie Maddison, Coroner's Administrative Officer
Guildhall, Guildhall Square, Portsmouth, PO1 2AJ

Tel: 02392 688326 Fax: 02392 688331

Email: val.maddison: