

Juror Notice Form of Return - Online Guide

The purpose of this document is to provide you with step-by-step guidance on how to complete your 'Form of Return' online. This process should take no longer than 5 minutes to complete.

You will need your Juror Reference and Online Reference. These are printed on the cover sheet of your Notice booklet these references are unique to you. Please see circled area below to see where these can be found.

Providing an email address is optional; however, confirmation can be sent via email if you choose to complete this field.



THIS IS A JURY NOTICE YOU ARE NOT REQUIRED TO ATTEND COURT AT THIS TIME

This is to inform you that you MAY be called for jury service over the next 12 months from 1st July.
If you are called for jury service you will receive a jury summons with instructions to follow.

YOU MUST NOW COMPLETE THE FORM OF RETURN within 14 days

Online www.nidirect.gov.uk/juries

OR




By post to the Jury Notice Team at the address below

Once you have completed your Form of Return no further steps are required at this stage

If you share the same name as someone in your household who is over 18 please contact the Jury Notice Team to confirm who is the correct addressee of this notice.

Failure to respond is an offence punishable by a fine of up to £1,000.

Providing false information is an offence punishable by a fine of up to £1,000. Supporting documentation can be requested at any time by the court.

-  If you fall into any of the categories outlined in Section A, B or C overleaf you can apply for an exemption now. Any other reasons cannot be considered at this time.
-  The Customer Service Centre cannot process any exemption requests over the telephone you MUST complete the Form of Return as outlined above.
-  If you wish to find out more about jury service you can do so by visiting www.nidirect.gov.uk/juries



Jury Notice Team, Customer Service Centre, P.O. Box 256, Londonderry, BT48 4AP
E-Mail: customerservicecentre@courtstni.gov.uk Phone: 0300 200 7812

To complete your Form of Return online please click this link [Complete a jury notice Form of Return online | nidirect](#)

Or alternatively enter <https://www.nidirect.gov.uk/services/complete-jury-notice-form-return-online> into your web address bar.

Login

The login screen is where you are required to enter your unique Juror reference and your Online Reference. These details can be found on the cover sheet of your Notice booklet.

Once you have entered your references select 'Next'



Juror Notice Returns Online

Exit

Help

- 1 Please take a few minutes to read our **NICTS Privacy Notice** to see how your personal information is processed.
- 1 Failure to complete the Form without lawful excuse or the wilful making of a false statement of any matter specified in the Form of Return is an offence punishable by a fine of up to £1,000.
- 1 Please note that at this stage of the Jury Selection process, only those people who fall within the categories listed in the Jury Notice provided to you, should apply for exemption (i.e. you may be disqualified, not qualified, ineligible or excusable as of right).
- 1 Applications on any other grounds such as domestic responsibilities, educational commitments, short term medical conditions etc. will not be considered at this stage. These applications may be made if and when you receive a jury summons in the forthcoming year July to June

Please enter Juror and Online References

These details can be found on the jury notice

Juror Reference
Online Reference

Next

Address information

The next screen will be in relation to your address, there will be several outcomes depending on your response.

The first question asks 'Are you still a resident in Northern Ireland'

Northern Ireland
Courts and
Tribunals Service
www.courtsni.gov.uk

Juror Notice Returns Online

Exit Help

Juror Reference:

Select Yes or Select No.

1. Are you still resident in Northern Ireland Yes No
Note that if you are a student studying outside of Northern Ireland you should answer 'Yes' to this question.

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If you select NO, you will be brought directly to the Declaration Screen where you are required to tick the declaration confirming that the statement you have given is true and correct. You will then be asked to type your name into the box as a form of signature. You will also be provided with text boxes to provide your telephone numbers and email address (please note it is optional to provide this information however if you provide a valid email address you will receive email confirmation that you have submitted your form of return. You can retain this document for your records). Please note that if you provide false information, you could be fined up to £1,000; and supporting documentation can be requested by the Jury Notice Team at any time.

If you select YES, your address will appear on the screen, and you will be asked to confirm if this address is correct.

'Are these address details correct?'

Northern Ireland
Courts and
Tribunals Service
www.courtsni.gov.uk

Juror Notice Returns Online

Exit Help

Juror Reference:

Select Yes or Select No.
Select Yes and click on the Next button or Select No

1. Are you still resident in Northern Ireland Yes No
Note that if you are a student studying outside of Northern Ireland you should answer 'Yes' to this question.

Are these address details correct? Yes No
Note that if you are a student studying outside of Northern Ireland please confirm the address details of your home address in Northern Ireland.


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If the address details shown on the screen are correct please select YES and then 'Next'. You will be taken to the disqualified screen.

If your address details shown on the screen are incorrect please select NO. You will be prompted to insert your house number and your postcode. Once you have inserted this

information select 'Next'. A search result will display addresses based on the information provided. Please select the address that is correct. You will then be brought back to confirm that the address now shown is correct and select 'Next'.

If the address is still not correct please select 'Enter Address' and manually enter your address and select 'confirm'. You will then be taken to the disqualified screen.



Northern Ireland
**Courts and
Tribunals Service**
www.courtsni.gov.uk

Juror Notice Returns Online Exit Help

Juror Reference:

Select Yes or Select No.
Select Yes and click on the Next button or Select No
Enter your House Number and Postcode and click on the Next button

1. Are you still resident in Northern Ireland Yes No

Note that if you are a student studying outside of Northern Ireland you should answer 'Yes' to this question.


Are these address details correct? Yes No

Note that if you are a student studying outside of Northern Ireland please confirm the address details of your home address in Northern Ireland.
Please enter your house number and postcode to find your address:

House Number

Postcode

Previous Next



Northern Ireland
**Courts and
Tribunals Service**
www.courtsni.gov.uk

Juror Notice Returns Online Exit Help

Juror Reference:

If the address displayed is correct then click on the Select link to proceed.
If the house number and/or postcode entered are incorrect, click on the Previous button to amend.
If the address displayed is incorrect, click on the Enter Address button to manually enter an address.

Click Select to choose your address or click Enter Address to enter a different one

Address	Select
N I Court Service, Laganside House, 23 Oxford Street, BELFAST BT1 3LA	<input type="button" value="Select"/>

Previous Enter Address



Northern Ireland
**Courts and
Tribunals Service**
www.courtsni.gov.uk

Juror Notice Returns Online Exit Help

Juror Reference:

Enter your address details in the fields shown below and click on the Confirm button.
Note that the first two address lines and postcode are mandatory.

Address

Postcode

Previous Confirm

DISQUALIFIED SCREEN

This screen will allow you to select if you are disqualified for jury service under any of the categories in Section A page 4 of your Jury Notice Booklet (also provided below for your assistance)

SECTION A	
PERSONS NOT QUALIFIED AND DISQUALIFIED FOR JURY SERVICE	
NOT QUALIFIED. (ie Persons who must not serve on a jury in the Crown Court but may serve on a jury in the High court or Coroners' court.)	
1.	Any person who is on bail in connection with an offence.
DISQUALIFIED. (ie Person who must not serve on a jury in any court)	
2.	Any person who has at any time been convicted by a court in the United Kingdom, the Channel Islands or the Isle of Man and sentenced – (a) to imprisonment for life or for a term of five years or more; or (b) to be detained during Her Majesty's pleasure or during the pleasure of the Secretary of State or during the pleasure of the Governor of Northern Ireland. (c) to an indeterminate custodial sentence under Article 13 of the Criminal Justice (N.I.) Order 2008.
3.	Any person who at any time in the last ten years has in the United Kingdom, the Channel Islands or the Isle of Man – (a) served any part of a sentence of imprisonment or detention; or (b) been detained in a young offenders centre; or (c) had passed on him or (as the case may be) made in respect of him, a suspended sentence of imprisonment or an order for detention; or (d) had made in respect of him a community service order or a community payback order with an unpaid work or other activity requirement imposed under section 227A or 227M of the Criminal Procedure (Scotland) Act 1995.
4.	Any person who at any time in the last five years has, in the United Kingdom, the Channel Islands or the Isle of Man, been placed on probation or had made in respect of him a community payback order under section 227A of the Criminal Procedure (Scotland) Act 1995 which did not include an unpaid work or other requirement under section 227A(2)(c).

If you are not disqualified from jury service please select NO and 'Next' and this will take you to the Ineligible for Jury Service screen

If you are disqualified from jury service under one of the categories listed in section A please select YES. This will allow you to indicate under which category you are disqualified from jury service. You are required to provide the date that the sentence was imposed and the length and description of the sentence. Once this has been completed select 'Next'. You will be taken to the declaration screen where you are required to tick the declaration confirming that the statement you have given is true and correct. You will then be asked to type your name into the box as a form of signature. You will also be provided with text boxes to provide your telephone numbers and email address (please note it is optional to provide this information however if you provide a valid email address you will receive email confirmation that you have submitted your form of return. You can retain this document for your records). Please note that if you provide false information, you could be fined up to £1,000; and supporting documentation can be requested by the Jury Notice Team at any time.

Select Yes or select No and click on the Next button.

2. Are you disqualified from jury service under any of the categories listed below? Yes No

DISQUALIFIED (ie Persons who must not serve on a jury in any court)

2. Any person who has at any time been convicted by a court in the United Kingdom, the Channel Islands or the Isle of Man and sentenced -
(a) to imprisonment for life or for a term of five years or more; or
(b) to be detained during His Majesty's pleasure or during the pleasure of the Secretary of State or during the pleasure of the Governor of Northern Ireland.
(c) to an indeterminate custodial sentence under Article 13 of the Criminal Justice (N.I.) Order 2008.
3. Any person who at any time in the last ten years has in the United Kingdom, the Channel Islands or the Isle of Man -
(a) served any part of a sentence of imprisonment or detention; or
(b) been detained in a young offenders centre; or
(c) had passed on him or (as the case may be) made in respect of him, a suspended sentence of imprisonment or an order for detention; or
(d) had made in respect of him a community service order or a community payback order with an unpaid work or other activity requirement imposed under section 227A or 227M of the Criminal Procedure (Scotland) Act 1995.
4. Any person who at any time in the last five years has, in the United Kingdom, the Channel Islands or the Isle of Man, been placed on probation or had made in respect of him a community payback order under section 227A of the Criminal Procedure (Scotland) Act 1995 that did not include an unpaid work or other activity requirement under section 227A(2)(c).

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Next

Select Yes or select No and click on the Next button.

If Yes is selected then select one category from the list below and enter the details for the sentence which was previously imposed and click on the Next button.

2. Are you disqualified from jury service under any of the categories listed below? Yes No

DISQUALIFIED (ie Persons who must not serve on a jury in any court)

2. Any person who has at any time been convicted by a court in the United Kingdom, the Channel Islands or the Isle of Man and sentenced -
 (a) to imprisonment for life or for a term of five years or more; or
 (b) to be detained during His Majesty's pleasure or during the pleasure of the Secretary of State or during the pleasure of the Governor of Northern Ireland.
 (c) to an indeterminate custodial sentence under Article 13 of the Criminal Justice (N.I.) Order 2008.
3. Any person who at any time in the last ten years has in the United Kingdom, the Channel Islands or the Isle of Man -
 (a) served any part of a sentence of imprisonment or detention; or
 (b) been detained in a young offenders centre; or
 (c) had passed on him or (as the case may be) made in respect of him, a suspended sentence of imprisonment or an order for detention; or
 (d) had made in respect of him a community service order or a community payback order with an unpaid work or other activity requirement imposed under section 227A or 227M of the Criminal Procedure (Scotland) Act 1995.
4. Any person who at any time in the last five years has, in the United Kingdom, the Channel Islands or the Isle of Man, been placed on probation or had made in respect of him a community payback order under section 227A of the Criminal Procedure (Scotland) Act 1995 that did not include an unpaid work or other activity requirement under section 227A(2)(c).

Please give the following details:

Date Sentence Imposed

Length and Description of Sentence Imposed

<input type="text"/>
<input type="text"/>

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INELIGIBLE

This screen will allow you to select if you are Ineligible for jury service under any of the categories in Section B page 5 of your Jury Notice Booklet (also provided below for your assistance)

<p style="text-align: center;">SECTION B PERSONS INELIGIBLE FOR JURY SERVICE</p> <p style="text-align: center;">PERSONS CONCERNED WITH THE ADMINISTRATION OF JUSTICE</p> <p>Persons holding or who have at any time held any paid, judicial or other office belonging to any court of justice in Northern Ireland.</p> <p>Lay Magistrate.</p> <p>Justice of the Peace.</p> <p>The Chairman or President, the Vice-Chairman or Vice-President and the registrar and assistant registrar of any Tribunal.</p> <p>Barristers at law and solicitors whether or not in actual practice as such.</p> <p>Solicitors' clerks.</p> <p>Students of the Inn of Court of Northern Ireland or of the Law Society of Northern Ireland.</p> <p>The Director of Public Prosecutions for Northern Ireland, the Deputy Director of Public Prosecutions for Northern Ireland and the members of staff of the Public Prosecution Service for Northern Ireland.</p> <p>The Chief Inspector of Criminal Justice in Northern Ireland and members of his staff.</p> <p>Officers of the Northern Ireland Office or of the Lord Chancellors Department.</p> <p>Officers of the Department of Justice.</p> <p>Court Security Officers.</p> <p>Governors, chaplains and other officers of, and members of independent monitoring boards for, the following establishments –</p> <p>(a) a prison within the meaning of the Prison Act (Northern Ireland) 1953;</p> <p>(b) a juvenile justice centre or attendance centre within the meaning of the Criminal Justice (Children) (Northern Ireland) Order 1998; or</p> <p>(c) a remand centre or young offenders centre within the meaning of the Treatment of Offenders Act (Northern Ireland) 1968.</p> <p>The warden or a member of the staff of a bail hostel as defined in article 2(2) of the Probation Board (Northern Ireland) Order 1982.</p> <p>Members of the Probation Board for Northern Ireland.</p> <p>Probation Officers and persons appointed to assist them.</p> <p>Police Officers and any other person employed in any capacity by virtue of which he has the powers and privileges of a constable.</p> <p>Members and Staff of the Policing Board.</p> <p>Members of the National Crime Agency and National Crime Agency Officers.</p> <p>The Police Ombudsman for Northern Ireland and persons employed by him.</p> <p>Persons in charge of, or employed in, forensic science laboratory.</p> <p>Prisoner custody officers within the meaning of section 122(1) of the Criminal Justice and Public Order Act 1994.</p> <p>Members and employees of the Criminal Cases Review Commission.</p> <p>Persons who at any time within the past ten years have been persons falling within any of the foregoing descriptions (except the first) of persons concerned with the administration of justice.</p> <p style="text-align: center;">THE FORCES</p> <p>Persons serving on full pay as members of any of the naval, military or air forces of the Crown raised in the United Kingdom.</p> <p style="text-align: center;">OTHER PERSONS</p> <p>Persons suffering from mental disorder within the meaning of the Mental Health (Northern Ireland) Order 1986.</p> <p>Persons unable to understand the English Language.</p>

If you are eligible (i.e. do not fall under a category listed in Section B above) for jury service please select **NO** and 'next' and this will take you to the Excusable for Jury Service screen.

If you are ineligible from jury service under one of the categories in section B please select **YES**. This will allow you to indicate under which category you are ineligible for jury service. Once this has been completed and you select 'next' you will be taken to the declaration screen where you are required to tick the declaration confirming that the statement you have given is true and correct. You will then be asked to type your name into the box as a form of signature. You will also be provided with text boxes to provide your telephone numbers and email address (please note it is optional to provide this information however if you provide a valid email address you will receive email confirmation that you have submitted your form of return. You can retain this document for your records). Please note that if you provide false information, you could be fined up to £1,000; and supporting documentation can be requested by the Jury Notice Team at any time.



Jury Notice Returns Online

Exit Help

Select Yes or select No and click on the Next button.

Jury Reference:

3. Are you ineligible for jury service under any of the categories listed below? Yes No

PERSONS INELIGIBLE FOR JURY SERVICE

Persons holding or who have at any time held any paid, judicial or other office belonging to any court of justice in Northern Ireland.

Lay Magistrate.

The Chairman or President, the Vice-Chairman or Vice-President and the registrar and assistant registrar of any Tribunal.

Barristers at law and solicitors whether or not in actual practice as such.

Solicitors' Clerks.

Students of the Inn or Court of Northern Ireland or of the Law Society of Northern Ireland.

The Director of Public Prosecutions for Northern Ireland, the Deputy Director of Public Prosecutions for Northern Ireland, and the members of staff of the Public Prosecution Service for Northern Ireland.

The Chief Inspector of Criminal Justice in Northern Ireland and members of his staff.

Officers of the Northern Ireland Office or of the Ministry of Justice.

Officers of the Department of Justice.

Court Security Officers.

Governors, chaplains and other officers of, and members of independent monitoring boards for the following establishments -

(a) a prison within the meaning of the Prison Act (Northern Ireland) 1952;

(b) a juvenile justice centre or attendance centre within the meaning of the Criminal Justice (Children) (Northern Ireland) Order 1998; or

(c) a remand centre or young offenders centre within the meaning of the Treatment of Offenders Act (Northern Ireland) 1968.

The warden or a member of the staff of a bail hostel as defined in Article 2(2) of the Probation Board (Northern Ireland) Order 1982.

Members of the Probation Board for Northern Ireland.

Probation officers and persons appointed to assist them.

Police Officers and any other person employed in any capacity by virtue of which he has the powers and privileges of a constable.

Members and staff of the Policing Board.

Members of the National Crime Agency and National Crime Agency Officers.

The Police Ombudsman for Northern Ireland and persons employed by him.

Persons in charge of, or employed in, a forensic science laboratory.

Prisoner custody officers within the meaning of section 122(1) of the Criminal Justice and Public Order Act 1994.

Members and employees of the Criminal Cases Review Commission.

Persons who at any time within the past ten years have been persons falling within any of the foregoing descriptions (except the first) of persons concerned with the administration of justice.

Persons serving on full pay as members of any of the naval, military or air forces of the Crown raised in the United Kingdom.

Persons suffering from mental disorder within the meaning of the Mental Health (Northern Ireland) Order 1986.

Persons unable to understand the English Language.

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Excusable

This screen will allow you to select if you are Excusable from jury service under any of the categories in Section C page 6 of your Jury Notice Booklet (also provided below for your assistance). It also allows you to indicate if you wish to exercise your right to be excused if eligible.

<p style="text-align: center;">SECTION C PERSONS EXCUSABLE FROM JURY SERVICE AS OF RIGHT</p> <p style="text-align: center;">Parliament</p> <p>Peers and peeresses entitled to receive writs of summons to attend the House of Lords. Members of the House of Commons.</p> <p style="text-align: center;">Northern Ireland Assembly</p> <p>Members of the Northern Ireland Assembly. Officers and Servants of the Northern Ireland Assembly.</p> <p style="text-align: center;">Scottish Parliament and Scottish Executive</p> <p>Members of the Scottish Parliament. Members of the Scottish Executive. Junior Scottish Ministers.</p> <p style="text-align: center;">European Parliament</p> <p>Members of the European Parliament.</p> <p style="text-align: center;">Public Officials</p> <p>The Northern Ireland Public Service Ombudsman. Persons in the Northern Ireland Civil Service receiving a salary on a scale the maximum of which is not lower than the maximum of the Grade 5 Scale. The Chief Electoral Officer and persons appointed to assist him. The Comptroller, the Deputy Comptroller and Auditor General for Northern Ireland, and any Assistant Auditor General for Northern Ireland. The Auditor General for Scotland. The Secretary and any Director of the Northern Ireland Audit Office. Officers employed in any capacity by the Commissioners of Customs and Excise, or commissioners of Inland Revenue. Officers in charge of a head office in Northern Ireland of a Department of the Government of the United Kingdom. Inspectors of Schools. Inspectors appointed under section 123 of the Mines Act (Northern Ireland) 1969.</p> <p style="text-align: center;">Clergy, etc</p> <p>A person in Holy Orders and a regular minister of any religious denomination. Vowed members of any religious order living in a monastery, convent or other religious community. Practising members of a religious society or other the tenets or beliefs of which are incompatible with jury service.</p> <p style="text-align: center;">Professions</p> <p>Professors and members of the teaching staff of a university or institution of further education and full-time teachers in any school. Masters of vessels, duly licensed pilots and lighthouse keepers. The following persons if actually practising their profession and registered (including provisionally or temporarily registered), enrolled or certified under the statutory provisions relating to that profession – medical practitioners (registered with the General Medical Council); dentists; nurses; midwives; veterinary surgeons and veterinary practitioners; pharmaceutical chemists.</p> <p style="text-align: center;">Persons aged over 70 years</p> <p>Persons aged over 70 years.</p>
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If you are not excusable from jury service please select **NO** and 'Next' and this will take you to the Occupation screen.

If you are excusable from jury service under one of the categories in section C please select **YES**. You will then be asked to indicate by selecting yes or no if you wish to exercise your right to be excused if eligible. **Select yes or no then select which category you are in.**

If you have selected **YES** that you do wish to be excused from jury service as a right you will be brought to the Declaration Screen where you are required to tick the declaration confirming that the statement you have given is true and correct. You will then be asked to type your name into the box as a form of signature. You will also be provided with text boxes to provide your telephone numbers and email address (please note it is optional to provide this information however if you provide a valid email address you will receive email confirmation that you have submitted your form of return. You can retain this document for your records). Please note that if you provide false information, you could be fined up to £1,000; and supporting documentation can be requested by the Jury Notice Team at any time.

If you have selected **NO** that you do not wish to be excused from jury service as a right you will be brought to the occupation screen.



Select Yes or select No and click on the Next button.

4. Are you excusable from jury service under any of the categories listed below? Yes No

PERSONS EXCUSABLE FROM JURY SERVICE AS OF RIGHT

- Peers and peeresses entitled to receive writs of summons to attend the House of Lords.
- Members of the House of Commons.
- Members of the Northern Ireland Assembly.
- Officers and servants of the Northern Ireland Assembly.
- Members of the Scottish Parliament.
- Members of the Scottish Executive.
- Junior Scottish Ministers.
- Members of the European Parliament.
- The Assembly Ombudsman for Northern Ireland and Northern Ireland Commissioner for Complaints.
- Persons in the Northern Ireland Civil Service receiving a salary on a scale the maximum of which is not lower than the maximum of the Grade 5 scale.
- The Chief Electoral Officer and persons appointed to assist him.
- The Comptroller, the Deputy Comptroller and Auditor General for Northern Ireland, and any Assistant Auditor General for Northern Ireland.
- The Auditor General for Scotland.
- Officers employed in any capacity by the Commissioners for His Majesty's Revenue and Customs.
- Officers in charge of a head office in Northern Ireland of a department of the Government of the United Kingdom.
- Inspectors of Schools.
- Inspectors appointed under Section 123 of the Mines Act (Northern Ireland) 1969.
- A person in Holy Orders and a regular minister of any religious denomination.
- Vowed members of any religious order living in a monastery, convent or other religious community.
- Practising members of a religious society or other, the tenets or beliefs of which are incompatible with jury service.
- Professors and members of the teaching staff of a university or institution of further education and full-time teachers in any school.
- Masters of vessels, duly licensed pilots and lighthouse keepers.
- The following persons if actually practising their profession and registered (including provisionally or temporarily registered), enrolled or certified under the statutory provisions relating to that profession -
 - medical practitioners (registered with the General Medical Council);
 - dentists;
 - midwives;
 - nurses;
 - veterinary surgeons and veterinary practitioners;
 - pharmaceutical chemists;
 - Persons aged 70 years or over.

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Select Yes or select No and click on the Next button.

If Yes is selected then select Yes or No to indicate whether you wish to be excused, select one category from the list below and then click the Next button at the bottom of the screen.

4. Are you excusable from jury service under any of the categories listed below? Yes No

As you are entitled to claim excusal as of right, do you wish to be excused? Yes No

PERSONS EXCUSABLE FROM JURY SERVICE AS OF RIGHT

- Peers and peeresses entitled to receive writs of summons to attend the House of Lords.
- Members of the House of Commons.
- Members of the Northern Ireland Assembly.
- Officers and servants of the Northern Ireland Assembly.
- Members of the Scottish Parliament.
- Members of the Scottish Executive.
- Junior Scottish Ministers.
- Members of the European Parliament.
- The Assembly Ombudsman for Northern Ireland and Northern Ireland Commissioner for Complaints.
- Persons in the Northern Ireland Civil Service receiving a salary on a scale the maximum of which is not lower than the maximum of the Grade 5 scale.
- The Chief Electoral Officer and persons appointed to assist him.
- The Comptroller, the Deputy Comptroller and Auditor General for Northern Ireland, and any Assistant Auditor General for Northern Ireland.
- The Auditor General for Scotland.
- Officers employed in any capacity by the Commissioners for His Majesty's Revenue and Customs.
- Officers in charge of a head office in Northern Ireland of a department of the Government of the United Kingdom.
- Inspectors of Schools.
- Inspectors appointed under Section 123 of the Mines Act (Northern Ireland) 1969.
- A person in Holy Orders and a regular minister of any religious denomination.
- Vowed members of any religious order living in a monastery, convent or other religious community.
- Practising members of a religious society or other, the tenets or beliefs of which are incompatible with jury service.
- Professors and members of the teaching staff of a university or institution of further education and full-time teachers in any school.
- Masters of vessels, duly licensed pilots and lighthouse keepers.
- The following persons if actually practising their profession and registered (including provisionally or temporarily registered), enrolled or certified under the statutory provisions relating to that profession -
 - medical practitioners (registered with the General Medical Council);
 - dentists;
 - midwives;
 - nurses;
 - veterinary surgeons and veterinary practitioners;
 - pharmaceutical chemists;
 - Persons aged 70 years or over.

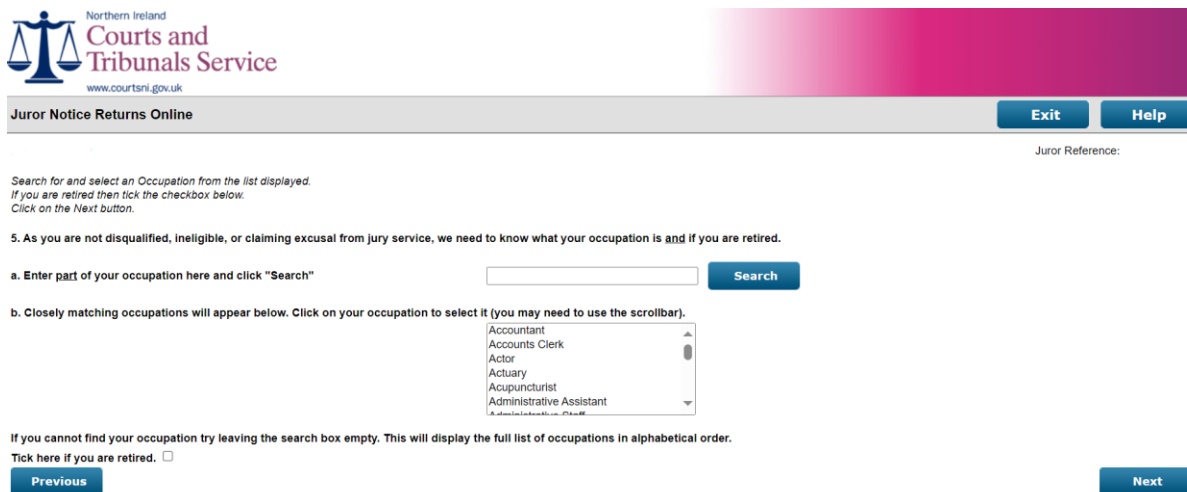
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Occupation

If you are not disqualified, ineligible or excusable as of right to complete jury service you are required to inform us of your occupation, or whether you are a student or unemployed. The below screen will require you to enter part of your occupation title and select the full title from a drop box. If you are retired you should select your previous employment in the occupation field and also select the tick box for retired.

If you cannot find your occupation in the drop down list please leave the manual entry blank and click search you will then be provided with a list of occupations in alphabetical order allowing you to select the occupation relevant to you.

Once this has been completed select NEXT and you will be taken to the declaration screen.



The screenshot shows the 'Juror Notice Returns Online' interface. At the top left is the Northern Ireland Courts and Tribunals Service logo with the website address www.courtsni.gov.uk. A pink gradient bar is on the right. Below the header, there are 'Exit' and 'Help' buttons. The main content area contains instructions: 'Search for and select an Occupation from the list displayed. If you are retired then tick the checkbox below. Click on the Next button.' A heading reads: '5. As you are not disqualified, ineligible, or claiming excusal from jury service, we need to know what your occupation is and if you are retired.' Step 'a' asks to enter part of the occupation and click 'Search', with a text input field and a 'Search' button. Step 'b' asks to select from a list of occupations, with a dropdown menu showing: Accountant, Accounts Clerk, Actor, Actuary, Acupuncture, Administrative Assistant, and Administrative Staff. Below the dropdown is a checkbox for 'Tick here if you are retired.' At the bottom are 'Previous' and 'Next' buttons. A 'Juror Reference:' label is on the right side.

DECLARATION

This screen will summarise the information that you have entered. It is important to review this and ensure that all information is true and correct. Please note that if you provide false information, you could be fined up to £1,000. Supporting documentation can be requested at any time by the Jury Notice Team.

Tick the declaration box confirming that your statements are true and correct.

Type your name this acts as your signature.

Telephone numbers, and email address can be provided, these fields are not mandatory however if you provide your email address you will then receive email confirmation.

Select Submit you will receive an on screen notification confirmation that you have completed your form of return you are advised to print a copy of this for your records. If you have provided a valid email address you will receive an additional confirmation email to retain for your records.

Northern Ireland
Courts and
Tribunals Service
www.courtsni.gov.uk

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Juror Reference:

Tick the checkbox below to confirm your declaration of truth.
Enter your name in the Signed field. This will be taken as your electronic signature.
Optionally enter your daytime telephone number and mobile telephone number in the relevant fields.
Optionally enter and confirm your email address in the relevant fields if you wish to receive an email acknowledgement of your juror notice return.
Click on the Submit button to send your Juror Notice details to the Juries Officer.

I am not exempt from Jury Service:

- I am not disqualified, ineligible or claiming excusal from jury service
- My occupation is

6. You must complete and return a Juror Notice Return to the Juries Officer within 14 days of receipt. If you fail to make a return within 14 days or make a false statement you will be liable on conviction of a Magistrates' Court to a fine of up to £1,000.
The return can be made either online or by completing the Juror Notice Return issued to you and posting the completed form back to the Juries Officer in the pre-paid envelope. If you complete the return online you do not need to complete and return the form sent to you.

I declare that the particulars given and the statements made are true and correct to the best of my knowledge and belief.

Signed Date

This section is optional and does not form part of the Juror Notice Return. However, it would be helpful if you could provide contact telephone numbers to allow us to contact you in the future regarding your jury service.

Telephone Num
Mobile Num

This section is optional and does not form part of the Juror Notice Return. However, if you want to receive an email acknowledgement of your Juror Notice submission, then please enter and confirm your email address in the fields shown below.

Email Address
Confirm Email Address

Previous Submit

No further action is required at this time.