



# Response to jury summons

## Tell us if you are coming to jury service

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Your legal duty is to do jury service. You can apply to put off your jury service to a more suitable time. You can also apply to be excused, but only for special reasons. **Please choose 1 of the options below:**

**I am coming to jury service**

Thank you. You're helping your community  
Please complete and send page 1 and page 2

**I want to put off my jury service to a more suitable time within the next 12 months**

You can ask to move the date to a time that's better for you.  
Please complete and send page 1 and page 3

**I can't do jury service**

You can be excused from jury service for special reasons.  
Please complete and send page 1 and page 4

## Give us your details

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Full name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_\_

### Tell us your phone and email in case we need to contact you

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

### Give us your jury summons details

*This information is at the top right of your jury summons letter.*

Juror ref: \_\_\_\_\_

Jury service date: \_\_\_\_\_

Court name: \_\_\_\_\_



# I want to put off my jury service

You are legally required to do jury service. You can apply to put off (defer) your jury service if these dates don't work for you. Your application to put off jury service must refer to at least 1 of the reasons below (from the Juries Act 1981).

## Tell us why you want to put off your jury service

Tick 1 of the boxes below, explain your reasons and attach proof of your situation.

- I have a special or pressing commitment for my business or job** (Please explain your reason and attach proof, like a letter from your employer saying why it would cause them undue hardship or serious inconvenience if you did jury service, or a copy of a contract proving the nature of your business).
- My health or disability** (Please explain your reason and attach proof, like a copy of your medical certificate, a letter from ACC, another agency or your caregiver, or your hospital or doctor's appointment).
- My family commitments** (Please explain your reason and attach proof, like copies of birth certificates of children in your care or a medical certificate).
- Other personal circumstances** (Please explain your reason and attach proof, like a copy of your exam schedule, holiday itinerary or tickets).

**Reason** (like 'I have a university exam on the date of jury service. I have attached a copy of my exam schedule'). You can attach an extra page if needed.

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## Tell us when you can do jury service

The dates you give must be within the next 12 months and cover at least a 4 week block, so the court can choose a new week. The 4 week block must not cover **mid-December to mid-January**. If you don't give us any dates, the court will decide on the dates. Once you've chosen a date, you can't change it again.

If my request is approved, I can do jury service during the period:

starting \_\_\_\_\_ (must be no earlier than 8 weeks from the date of your summons)


until \_\_\_\_\_ (must be no later than 12 months from the date of your summons)

## Please sign and date the form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Send in your form

Complete, sign and print the form.  Attach proof of your situation. You can post it to the District or High Court that summoned you for jury service using the postage paid envelope included in your jury summons pack or scan and email the form. You will get a letter from the court within 7 working days of the court getting this form.

If you need help please call 0800 268 787 or visit [justice.govt.nz/jury-service](https://justice.govt.nz/jury-service).

# I can't do jury service

You are legally required to do jury service. You can apply to be excused from jury service if you are unable to put off (defer) your jury service or are unable to perform juror duties.

Your application must refer to at least 1 of the reasons below (from the Juries Act 1981).

## Tell us why you want to be excused from jury service

Tick 1 of the boxes below, explain your reasons below and attach proof of your situation.

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| <p><input type="checkbox"/> <b>I am aged 65 or over.</b> (No explanation or supporting document is needed).<br/><i>If you are aged 65 or over, you can come to jury service or apply to be excused on this occasion or permanently.</i></p> <p><input type="checkbox"/> I want to be excused on this occasion</p> <p><input type="checkbox"/> I want to be excused permanently</p> <p><input type="checkbox"/> <b>My health or disability</b> (Explain your reason and attach proof, like a medical certificate or a letter from ACC, another agency or your caregiver).<br/><i>If you have a severe health condition or disability you can apply to be excused on this occasion or permanently.</i></p> <p><input type="checkbox"/> I want to be excused on this occasion</p> <p><input type="checkbox"/> I want to be excused permanently</p> <p><input type="checkbox"/> <b>A special or pressing commitment for my business or job</b> (Please explain your reason and attach proof, like a letter from your employer saying why it would be very hard for them if you did jury service or provide proof of the nature of your business or a copy of a contract).</p> <p><input type="checkbox"/> <b>My family commitments</b> (Please explain your reason and attach proof, like a copy of a medical certificate of copies of birth certificates of children in your care).</p> <p><input type="checkbox"/> <b>I live outside the jury district</b> (Please explain if you live more than 45 kilometres away from the court or outside of New Zealand. Please attach proof like a copy of mail sent to your current address. If you don't live in NZ, update your address on the electoral roll at <a href="http://elections.org.nz">elections.org.nz</a>).</p> | <p><input type="checkbox"/> <b>I am a practising member of a religion that says jury service is against its beliefs</b> (Explain your reason below and attach proof, like an official letter from a superior in your religious group).</p> <p><input type="checkbox"/> <b>I have done jury service in the last 2 years</b> (No explanation or proof is needed).</p> <p><input type="checkbox"/> <b>I have been excused from jury service for a period that has not yet ended</b> (Explain your reason below and if possible attach proof, like a letter from the court).</p> <p><input type="checkbox"/> <b>In the last 5 years, I have been sentenced to imprisonment or home detention for 3 months or more</b> (If you are on home detention, please give us a letter from your Probation Officer. No explanation or proof is needed if you have been imprisoned in the last 5 years).</p> <p><input type="checkbox"/> <b>I have been sentenced to imprisonment for 3 years or more, or to preventive detention</b> (No explanation or proof is needed).</p> <p><input type="checkbox"/> <b>My job makes me ineligible to be on a jury</b> (People in certain jobs are not allowed to serve on a jury (section 8, Juries Act 1981), like a job with the Department of Corrections. Please explain your reasons below and attach proof, like a business card or letter from a manager).</p> <p><input type="checkbox"/> <b>Other personal circumstances</b> (Please explain your reason and attach proof to show why it would be very hard for you to do jury service).</p> |
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**Reason** (like 'I am not able to do jury service because of a severe health condition. Copy of medical certificate attached'). You can attach an extra page if needed.

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Signature

Date

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