

Personal details

⚠ IMPORTANT!

Please remove the yellow sticker from your letter and place it here

If your name or address is **INCORRECT ON THE STICKER**, or you have misplaced the sticker, please give correct details below:

Title: Mr Mrs Ms Other

Surname or family name:

Given name:

Address:
.....
.....

If the person named above cannot complete this questionnaire

A friend or family member can fill in the details below and return the blank questionnaire in the enclosed reply paid envelope.

The person named above cannot complete this questionnaire due to:

Inability to understand and communicate in English

Advanced Age

Ill health or disability

Absence overseas or interstate

Other please advise _____

Your details:

Title: Mr Mrs Ms Other

Surname or family name:

Given name:

Your relationship to the person named above:

Your daytime phone no:

Mobile (optional):

Your postal address:
.....
.....

Your signature:

Part A: Eligibility

Some people are ineligible for jury service. Please read the questions below and tick a box if it relates to your circumstances.

A1 Understand English

You do not need to understand legal or technical terms to serve on a jury. You only need to be able to understand and communicate in English adequately, as you would at work or in any other social setting.

Can you understand and communicate in English well enough to undertake jury service? YES NO

→ If you have answered NO to this question you are ineligible for jury service. Go to **PART F**

→ If you have answered YES, go to question **A2**

A2 Physical or Intellectual disability

Having a disability doesn't necessarily make you ineligible for jury service, but it might make it difficult for you to serve on a jury.

Do you:

- have a physical disability that means you are unable to serve on a jury? YES
- have an intellectual disability within the meaning of the *Disabled Act 2006*? YES

Please provide a medical certificate or other documentary evidence.

→ If you have answered YES to one or both of these questions you are ineligible for jury service. Go to **PART F**

→ Otherwise go to question **A3**

A3 Mental incapacity

Are you:

- a patient within the meaning of the *Mental Health Act 1986*? YES
- a represented person within the meaning of the *Guardianship and Administration Act 1986*? YES
- subject to a supervision order under the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997*? YES

Please provide documentary evidence.

→ If you have answered YES to one or more of these questions you are ineligible for jury service. Go to **PART F**

→ Otherwise go to question **A4**

The occupations below deem you ineligible for jury service. If you are currently or have in the last 10 years been employed in one or more of these positions, please answer yes to the corresponding box/es.

A4 Past or present occupation

Are you currently or have you been in the past 10 years employed in any of the following occupations:

- the Governor or the Official Secretary to the Governor? YES
- a judge, a magistrate or the holder of any other judicial office? YES
- a member of the Police Appeals Board? YES
- a bail justice? YES
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)? YES
- employed or engaged (either paid or voluntary) in the public sector within the meaning of the *Public Administration Act 2004* in law enforcement, criminal investigation, the provision of legal services in criminal cases, the administration of justice or penal administration? YES
- a member of the police force? YES
- the Secretary to the Department of Justice or the Department of Human Services? YES
- a member of the Legislative Assembly or Legislative Council? YES
- the Auditor-General? YES
- the Ombudsman, the Acting Ombudsman? YES
- an employee of the Ombudsman? YES
- the Director, Police Integrity, or Acting Director, Police Integrity? YES
- an employee in the Office of Police Integrity? YES
- the Special Investigations Monitor or Acting Special Investigations Monitor? YES
- an employee in the Office of the Special Investigations Monitor? YES

- employed as a Government shorthand writer or court reporter or in connection with any court recording service? YES

None of the above

→ If you have answered yes to one or more of these occupations, you are ineligible for jury service.

Go to **PART F**

→ Otherwise go to question **A5**

A5 Present occupation

Are you currently employed in any of the following occupations:

- the Electoral Commissioner? YES
- the Legal Ombudsman, or an Acting Legal Ombudsman? YES
- employed by a person admitted to legal practice in Victoria in connection with legal practice? YES
- exempted by virtue of the *Commonwealth Jury Exemption Act 1965* (e.g. members of the defence forces other than members of the Reserves unless they are rendering continuous full time service)? YES

None of the above

→ If you have answered yes to one or more of these occupations you are ineligible for jury service.

Go to **PART F**

→ Otherwise, go to **PART B**

Part B: Disqualification

Some people are disqualified from participating in jury service.

Please answer YES if any of the following applies to you.

B1

If you have been convicted of an offence or charged with an offence you may be disqualified from jury service. This includes not only offences in Victoria, but also offences in other states. You must disregard any conviction for which you have been granted a free pardon.

Have you ever been convicted of treason or an indictable offence and sentenced to:

- imprisonment for 3 years or more? YES
- detention for 3 years or more, under a hospital security order made under section 93 of the *Sentencing Act 1991* or an equivalent order in another jurisdiction? YES

Within the past 10 years have you been sentenced to:

- imprisonment for 3 months or more (excluding a suspended sentence of imprisonment)? YES
- detention for 3 months or more, under a hospital security order made under section 93 of the *Sentencing Act 1991* or an equivalent order in another jurisdiction? YES

Within the past 5 years have you:

- been sentenced to imprisonment for up to 3 months? YES
- been sentenced to detention for up to 3 months, under a hospital security order made under section 93 of the *Sentencing Act 1991* or an equivalent order in another jurisdiction? YES
- been sentenced under an intensive correction order or an equivalent sentence in another jurisdiction? YES
- been sentenced to a suspended sentence of imprisonment? YES
- served a sentence of detention in a youth training centre or youth residential centre or an equivalent sentence in another jurisdiction? YES
- been given a community-based order, or an equivalent order in another jurisdiction? YES

Within the past 2 years have you:

- been sentenced by a court in Victoria (including the Magistrates' Court) or another jurisdiction? YES
- been released on an undertaking under section 72 or 75 of the *Sentencing Act 1991*, or an equivalent undertaking in another jurisdiction? YES

Are you currently:

- on bail for an indictable offence that you have been charged with? YES
- remanded in custody for an alleged offence? YES
- None of the above

What to do now

Now that you have completed PART A and PART B, choose one of the following options:

→ If you would like to **defer** jury service to another time within the next 6 months, due to a preplanned holiday or medical appointment or for any other reason, go to **PART C**

→ If you would like to be **excused** because of advanced age, ill health, distance from court, or you have a current certificate of exemption, go to **PART D**

→ If you would like to be **excused** because you are self employed, an independent contractor, casual worker, a primary carer, student or for any another reason, go to **PART E**

→ If you are available on the specified dates and do not have a reason to defer or be excused from jury service, go to **PART F**

→ If you have answered YES to one or more of these questions, please give details below:

Name of offence/s

Date of conviction or charge

 / /

Place of conviction or charge

Term of detention, imprisonment, etc.

Name of offence/s

Date of conviction or charge

 / /

Place of conviction or charge

Term of detention, imprisonment, etc.

You are disqualified from jury service. Go to **PART F**

→ Otherwise, go to question **B2**

B2 Bankruptcy

Are you an undischarged bankrupt? YES

Date of bankruptcy

 / /

Place of bankruptcy

→ If you have answered YES to this question you are disqualified from jury service. Go to **PART F**

→ Otherwise, go to **What to do now** opposite

Part C: Application to defer jury service to another time within the next 6 months

Use Part C if you are not available for jury service during all or part of the proposed period.

You **MUST** have a **valid reason**. Examples of valid reasons include:

- You have a pre-paid holiday, a medical appointment, or an examination during the period; or
- You have exceptionally heavy work commitments at that time.

1. If you are unable to attend for jury service for: **part of the time period** stated in the letter attached, please specify the exact dates you are unavailable and give your reason. You will not be called for jury service on these dates.

Unable to attend for jury service:

From: Until:

OR

2. **the whole the period** stated in the letter attached, please give your reason and nominate a new month as soon as possible within the next 6 months. Dates requested outside of 6 months from the beginning of the proposed period will not be accepted.

Preferred Month to attend:

Give your reason:

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→ Go to **PART F**

Part D: Application for excuse

You may be excused from jury service if any of the circumstances below apply to you. Please answer only the question that is relevant to you.

D1 Advanced age

There is no upper age limit for jury service. You may serve on a jury as long as you feel fit enough to do so. If you apply to be excused due to age, there is no need to apply due to ill health.

I wish to be **permanently** excused from jury service because of my age. YES

Date of birth / /

→ If you have answered YES, go to **PART F**

D2 Ill health

- I wish to be **permanently** excused from jury service because of my health. YES
- I wish to be excused from jury service on **this occasion only** because of my health. YES

If you have ticked YES, please provide a medical certificate or other documentary evidence. The document should state whether you will be able to do jury service during the next 12 months or state that you will never be able to do jury service.

→ If you have answered YES, go to **PART F**

D3 Distance

If you have been called to jury service **in Melbourne:**

I wish to be excused from jury service because I live more than 50 kilometres from the Melbourne law courts by the most practicable route. YES

If you have been called to jury service **in regional Victoria:**

I wish to be excused from jury service because I live more than 60 kilometres by the most practicable route from the court listed in the accompanying letter. YES

→ If you have answered YES, go to **PART F**

D4 Certificate of Exemption

I wish to be excused from jury service because I have a Certificate of Exemption from jury service YES

Certificate No:

→ If you have answered YES, go to **PART F**

Part E: Application for excuse (other reason)

If you are requesting to be excused from jury service, you **must** have a valid reason, e.g. substantial personal or financial hardship. Listed below are some examples of valid reasons and the type of information required in support of your application.

Reason for claiming excuse (examples only)	Information you must include in your Statutory Declaration
You are self-employed, an independent contractor, casual worker or work in a small business that would suffer financial hardship if you were required for jury service.	State the nature of your business or employment and why jury service at any time within the next 12 months would cause you substantial personal or financial hardship.
You have the care of your own young children or the care of an ill or elderly family member during the hours you would be required for jury service. (Please consider whether someone else is able to take over this responsibility in your absence.)	Give details: the ages of your children, or your relationship to the person, their age or the nature of their illness. State that you must care for them during all or part of the time you would be required for jury service, and that no other person is reasonably available. Note: You cannot claim excuse if you would normally be working during the hours you would be required for jury service.
You are a student or an apprentice with daytime lectures, classes or training over the next 12 months.	State the name of your course or apprenticeship, the institution at which you are studying, the days of the week on which you have classes, lectures or training, and the expected date of completion of your course or apprenticeship.

Please note that inconvenience to an employer or a heavy workload is **not** sufficient grounds for excuse, although it may entitle you to defer your jury service (see PART C). On average a jury trial is completed within 7-10 working days and employers are expected to make the same arrangements to allow an employee to attend for jury service as they would if the person was on holidays or on sick leave.

If you cannot attend for jury service during the proposed period and would like to be excused please complete the statutory declaration on the next page.

If your excuse is granted, you will be excused from jury service for the next 12 months and then go back into random selection.

Complete this Statutory Declaration ONLY if you are applying to be excused from jury service in PART E.

You must make it clear why you need to be excused rather than having your jury service deferred to a more convenient time within the next 6 months.

Statutory Declaration for excuse

I apply to be excused from jury service on this occasion. In support of my application, I do solemnly and sincerely declare that:

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.....

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.....

.....

.....

If you need more space, please continue on the next page.

I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury.

(Signature of person making declaration)	
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Declared at in the State of Victoria on the day of 201

Before me:* Signature Name

Address

Section 107A(1) Authorisation

This declaration must be signed in the presence of a Justice of the Peace, court registrar, police officer, medical practitioner, dentist, pharmacist, minister of religion, bank manager or other person authorised to witness statutory declarations under s. 107A(1) of the Evidence (Miscellaneous Provisions) Act 1958. → Go to **PART F*

Part F: Statement

You MUST complete the statement below. Make sure you have read and answered all the applicable questions before signing the statement.

You must sign and date it but you do not need to get your signature witnessed.

Statement

To the best of my knowledge and belief, my answers to this questionnaire are true and correct.

Signature:

Daytime phone no.:

Mobile:

Occupation:*

Date:

 / /

* State your main occupation, either current or most recent. Do not use general terms such as *Consultant*, *Advisor*, *Self-Employed* or *Public Servant* without further describing the job you do. Do not use acronyms such as ASO which may not be widely understood outside the industry you work in.

If you are retired, please indicate what your occupation was prior to retirement, **e.g. Retired Secondary School Teacher**.

Do not include the name of the organisation that you work for. You do not need to say whether your work is part-time, temporary, casual etc.

Summary

Please tick the box that corresponds to your questionnaire response.

Part A: I am not eligible for jury service

Part B: I am disqualified from jury service.

Part C: I would like to defer my jury service

Part D: I would like to be excused from jury service

Part E: I would like to be excused (other) from jury service

What to do now

- If you have not ticked one of the boxes above, you are eligible and available for jury service during the specified period.
- You will receive a summons with your date for jury service 2-3 weeks before you are required to attend.
- Check that you have attached the yellow sticker from your letter to the front of this questionnaire.
- Keep the accompanying letter for your reference.
- Mail the completed questionnaire in the reply paid envelope provided.
- * If you have requested to be excused or deferred, you will only be contacted if this is NOT granted.



JURIES COMMISSIONER'S OFFICE

Jury Questionnaire

Your answers to this questionnaire will determine whether you are eligible to serve as a juror.

Use a blue or black pen when filling out this form.

Tick boxes where applicable.

Complete and return the questionnaire by the deadline noted in the accompanying letter.

Failure to comply may result in a fine.

Privacy Statement

The Juries Commissioner's Office obtains, collects and uses your personal information for the sole purpose of fulfilling its jury management obligations under the *Juries Act 2000 (Vic)*. This information is kept strictly confidential according to the principles set out in the *Information Privacy Act 2000 (Vic)*.

Please note that it is an offence under the *Juries Act 2000* to give false or misleading information to evade jury service.

If you do not speak or read English...

Unfortunately you cannot serve on a jury. But you must return the Jury Questionnaire by the due date, or else you may be fined. Ask someone who reads English to help you to complete it.

Nếu quý vị không nói hoặc đọc tiếng Anh...

Rất tiếc quý vị không thể thi hành bổn phận trong hội thẩm nhân dân. Tuy nhiên, quý vị vẫn phải điền vào Bản Câu Hỏi về Hội Thẩm Đoàn và gửi trả lại đúng hạn kỳ, nếu không quý vị có thể bị phạt. Nên nhờ người nào có thể đọc được tiếng Anh giúp điền vào bản câu hỏi.

Εάν δεν μιλάτε ή δεν διαβάζετε καλά αγγλικά...

Δυστυχώς δεν μπορείτε να υπηρετήσετε ως ένορκος. Αλλά πάλι είστε υποχρεωμένοι να συμπληρώσετε και να επιστρέψετε το Ερωτηματολόγιο Ενόρκου (Jury Questionnaire) μέχρι την αναγραφόμενη ημερομηνία, διαφορετικά μπορεί να σας επιβληθεί πρόστιμο. Ζητήστε από κάποιον που διαβάζει αγγλικά να σας βοηθήσει να το συμπληρώσετε.

Ако не зборувате или читате добро англиски...

За жал не ќе можете да учествувате во поротата, меѓутоа сепак ќе мора да го пополните и вратите прашалникот за поротата во одредениот рок. Во спротивно може да бидете казнети. Замолете некој кој знае англиски да ви помогне да го пополните прашалникот.

Si Ud. no sabe hablar o leer inglés...

Desafortunadamente Ud. no podrá prestar servicio en un jurado. Pero deberá llenar el Cuestionario para Jurados y devolverlo antes de la fecha de vencimiento, o se arriesga a tener que pagar una multa. Pídale a alguien que sepa inglés que le ayude a rellenarlo.

Se non sa parlare o leggere bene in inglese...

Purtroppo Lei non può servire in una giuria, ma deve ugualmente completare e rispedire il Questionario per i Giurati (Jury Questionnaire) entro la data di scadenza indicata, onde evitare una possibile multa. Se ha bisogno di aiuto per completarlo, chieda a qualcuno che sa l'inglese.

如果你講或閱讀英語的能力欠佳...

遺憾的是你不能參加陪審團的服務。但你仍然必須填寫“陪審團調查表”(Jury Questionnaire)并在指定的日期之前寄回，否則你有可能受罰。請讓會英語的人士幫助你填寫。

إذا كنت لا تتحدث الإنكليزية ولا تقرأها...

فإننت لسوء الحظ لا تستطيع أن تخدم في هيئة المحلفين، غير أنه يتوجب عليك أن تعيد جدول الأسئلة الخاص بهيئة المحلفين في التاريخ المحدد، وإلا فسوف تفرض عليك غرامة. أطلب من شخص يقرأ الإنكليزية أن يساعدك في تعبئة الجدول.