



You should use this form if you need to claim extra costs you incur for childcare or the care of elderly or vulnerable adults during the days you serve as a juror. **You may not claim back costs you normally pay for care.**

- If you work full time or part time and usually employ a childminder, you may not claim childcare for the days you would normally work, as you will not have incurred any additional childcare costs as a direct result of jury service.
- If your child(ren) normally attends an after-school club or activities, then you may not claim childcare for those hours, as you will not have incurred any additional childcare costs as a direct result of jury service.
- If a grandparent, spouse, partner or friend takes annual leave to look after your child(ren), the Court will not pay their salary because their employer will normally

pay them during their annual leave. The Court does not pay compensation to third parties, as there is no direct loss to you as a result of jury service.

If friends or family members look after your child(ren) or care for elderly/vulnerable adult(s) on your behalf, and they charge you for this, you may claim up to £2.50 per hour, per child/adult, towards this cost, up to 8 hours for a full day at Court.

**How to complete your form** – You (the juror) should complete section 1. You should then ask your childminder or care provider to complete sections 2 or 3 then you must sign the declaration.

Once the form is completed please return it with supporting documents to the Jury Officer.

**Please speak to the Jury Officer if you require further information, or advice on how to complete this form.**

## Section 1 — Your details (the juror)

Your name

Your juror no.

Your address

Name of Crown court

Postcode

List the people who required childcare or other care provision while you were on jury service (If you care for more than four people, continue on a separate sheet).

	Age	Full name
1.		
2.		
3.		
4.		

Who is providing the care?

friend/family member     registered care provider

## Section 2 — Childcare provider

(to be completed by the person who cares for the child(ren))

Your name

Your phone no.

Your address

If you are an OFSTED registered childminder,  
please give your registration number

Postcode

Please give the hours and cost of **extra childcare** you provided while the juror was on jury service:

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	hours <input type="text"/>				
	total cost <input type="text"/> £				
2	hours <input type="text"/>				
	total cost <input type="text"/> £				

The total cost of providing extra childcare is  £

Signature of childminder

Date

## Declaration by juror (Child Care)

I claim back costs that I incurred while serving as a juror that I would not otherwise have incurred, and attach invoices, receipts and/or other document(s) in support of my claim. I certify that the information I supply is correct. **I understand that I may be prosecuted** if I have given any information which I know to be false or do not believe to be true.

Signature

Date

**To support your claim,** you must provide invoices or receipts to show the costs you have incurred, and documents to prove the identity of the child(ren), for example a child benefit letter, birth certificate, child passport. Please do not send originals, good clear photocopies will be acceptable.

### **Section 3 — Care provider** (to be completed by the person who cares for the elderly/vulnerable adult(s))

Your name

Your phone no.

Your address

Postcode

Please give the hours and cost of **extra care** you provided while the juror was on jury service:

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	hours <input type="text"/>				
	total cost <input type="text"/> £				
2	hours <input type="text"/>				
	total cost <input type="text"/> £				

The total cost of providing extra childcare is  £

Signature of care provider

Date

### **Declaration by juror** (vulnerable/elderly adult care)

I claim back costs that I incurred while serving as a juror that I would not otherwise have incurred, and attach invoices, receipts and/or other document(s) in support of my claim. I certify that the information I supply is correct. **I understand that I may be prosecuted** if I have given any information which I know to be false or do not believe to be true.

Signature

Date

**To support your claim,** you must provide invoices or receipts to show the costs you have incurred, and documents to prove the identity of the elderly/vulnerable adult(s), for example birth certificate, passport, or a carer's benefit letter. Please do not send originals, good clear photocopies will be acceptable.