



Juror Declaration and Weekly Claim Form

ONE CLAIM FORM TO BE COMPLETED EACH WEEK YOU ATTEND COURT

First Day of Jury Service: _____ For the week beginning: _____

I _____ of _____
(Print First & Last Name) (Print address)

_____, solemnly and sincerely declare that:
(Print contact telephone number)

I am claiming reimbursement for the following "out-of-pocket" expenses incurred as a result of attending the above jury service **please tick the relevant box or boxes and complete**

Day	Private Transport			Train <input type="checkbox"/> Ferry <input type="checkbox"/>			Taxi * - Where there is no reasonable convenient access to public transport or a private vehicle – all Receipts required to be reimbursed			
	To Court	From Court	Car Parking Cost Per Day*	To Court	From Court	Total Amount	To Court & Amount		From Court & Amount	
Mon	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
Tues	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
Wed	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
Thurs	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$
Fri	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> \$	<input type="checkbox"/>	\$	<input type="checkbox"/>	\$

Childcare Expenses* (please attach receipts for **commercial** childcare providers to back of form)

Day	Type of Childcare		Provider Name	Names and Ages of children	Amount
	Commercial	Casual			
Mon	<input type="checkbox"/>	<input type="checkbox"/>			\$
Tues	<input type="checkbox"/>	<input type="checkbox"/>			\$
Wed	<input type="checkbox"/>	<input type="checkbox"/>			\$
Thurs	<input type="checkbox"/>	<input type="checkbox"/>			\$
Fri	<input type="checkbox"/>	<input type="checkbox"/>			\$

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

Applicants Signature

* Car parking, taxis and childcare expenses are to be reimbursed at the Registrar's discretion.

Declared at the _____ District/High Court on the _____ of _____ 20____.

(Deputy) Registrar Signed

For Office Use Only:

Total payment authorised \$ _____ Authorising Officer _____

BANK ACCOUNT DETAILS FOR PAYMENT OF JURY SERVICE FEES AND EXPENSES

I confirm that I would like my jury service fees paid into the bank account below:

Account Name:	
Bank and branch:	
Account number:	____ - ____ - ____ - ____ - ____ - ____ - ____ - ____
Signed:	

Expense Claims: Information for Jurors

The purpose of this sheet is to advise you about making a claim for reimbursement of expenses while you attend jury service..The jury amendment rules 2004 provided for reimbursement to jurors for certain out of pocket expenses incurred as a result of attending jury service.

How do I claim?

A juror declaration and weekly claim form needs to be completed. **All payments are processed weekly and sent out as a cheque to the address your summons was sent to.** If your address has since changed, please advise court staff. You will need to fill in a separate form for each week you are here. For short trials, or if you are not selected for a trial this claim form needs to be completed and handed in on your last day here.

If you have any queries I encourage you to ask a staff member – we are here to help.

Thank you for attending jury service – Jurors are essential to the New Zealand Justice System and your time and contribution is very much valued and appreciated.

What can I claim?

- **Car parking and mileage:**

- If you are bringing a car we will reimburse you mileage from your suburb as shown on your summons – this will automatically be calculated for you at a rate of 0.38c per kilometre. The cost of your parking will be also be reimbursed for each day you attended.

- **Taxi fares:**

- In exceptional circumstances you may need to use a taxi to get to and from court. All taxi's need to be approved first and receipts will be required– please talk to a staff member if you require a taxi.

- **Public Transport**

- Bus, Train and Ferry fares – You only need to fill a claim form out for either of these if you have not already advised on your response form.. No receipts are required for bus, train or ferry fares.

- **Childcare**

- If you are paying someone to care for your children whilst you are attending jury service we can reimburse you for this.
 - **Casual/private care** – This can either be friends, family, neighbour etc and is paid at \$5.00 per hour of attendance up to a maximum of \$40.00 per day/per child.
 - **Commercial Provider** – This is paid at a maximum of \$80.00 per day or as their invoice states. For commercial providers, you will need to provide an invoice or GST receipt before reimbursement is made. You can attach to this claim form you email/post to the Jury Officer.