



NSW Sheriff's Office

Website: [www.juror.nsw.gov.au](http://www.juror.nsw.gov.au)

Phone: 1300 722 574

Date: 16/06/2026

AMIRANM YA  
6633/14546  
ZFGTKKBGFXLOAPFYGOGZ ST  
COONAMBLE NSW 2829



National Relay Service: 133 677

Interpreter Service: 131 450

Your juror number (keep confidential)

01234567

Log into the juror portal using the QR code or  
visit our website at [www.juror.nsw.gov.au](http://www.juror.nsw.gov.au)



#### You have been included on a jury roll

You have been randomly included on a jury roll for the district of **Coonamble**. The jury roll is active for one (1) year, from **June 2026** to **June 2027**.

This means that you may be called (summoned) to attend jury service and may be selected to serve on a jury during this period.

#### What you need to do

Log in to the juror portal at [www.juror.nsw.gov.au](http://www.juror.nsw.gov.au) to:

- update your address, email and contact details;
- enter your banking details to receive jury service payments (jury service payments are made by Electronic Funds Transfer (EFT) only), and
- if employed, notify your employer that you have been placed on a jury roll and may be called for jury service during this 12-month period.

#### Eligibility to serve as a juror

If you believe you are not eligible to serve on a jury because you fall into one of the exclusion categories listed on page 3 of this Notice, you must submit your request to be removed from the jury roll via the juror portal and provide supporting documentation.

#### If you are unable to serve

Jury service is an important civic duty. It is a fundamental part of our justice system.

However, if jury service would cause undue hardship, serious inconvenience or is incompatible with your health or circumstances, you may apply to be excused. You should do so as soon as possible.

You can apply for excusal:

- **Online** – [www.juror.nsw.gov.au](http://www.juror.nsw.gov.au)
- **By email** – Email your completed application and supporting documents to: [Sheriff.jury@dcj.nsw.gov.au](mailto:Sheriff.jury@dcj.nsw.gov.au)
- **In person** – at any District Court.
- **Post** – Complete the attached 'Application to be Excused' form and send it with supporting documents to: **NSW Sheriff's Office, Locked Bag 5019, ALEXANDRIA NSW 2015**



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**For more  
information**

Further information about jury service in NSW, including payment, excusal and employment related provisions, is available at: [www.sheriff.nsw.gov.au/jury-service](http://www.sheriff.nsw.gov.au/jury-service)

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*Please note that the contents of this document are confidential and should not be disseminated, published, or shared with any unauthorised third party or on any public platform.*



Tracey Hall PSM  
Sheriff of New South Wales

*This notice confirms your inclusion on the jury roll only. Being on the roll does NOT mean you have been summoned for a specific date or trial.*



## Application to be excused

Please send copies of supporting documentation, NOT originals.

You are **not eligible** to serve if you are...

(Schedule 1 – *Jury Act 1977* (NSW))

**What this means: If any of these apply, you are not eligible to serve as a juror. Please indicate the reason that applies and attach supporting documentation.**

### Persons holding a particular offices:

- ☐ The Governor of New South Wales
- ☐ Judicial Officers
- ☐ Member of Legislative Council or Assembly
- ☐ Member of Executive Council
- ☐ Ombudsman, a Deputy Ombudsman or Assistant Ombudsman
- ☐ Australian Lawyer (whether or not currently practicing)

### Public-sector and law-enforcement employees:

- ☐ A paralegal employed in public sector in criminal cases.
- ☐ An employee (other than administrative or support staff) of the Office of the Director of Public Prosecutions, the Crown Solicitor's Office or the Ombudsman
- ☐ A member or employee of a law-enforcement or integrity agency (such as NSW Police, AFP, NSW Crime Commission, ICAC or LECC)
- ☐ A person who, in the past 3 years, has held any of the above positions

### Persons with access to inmate or inmate information

- ☐ A person who works, or has within the past 3 years worked, in Corrective Services NSW, the State Parole Authority or another body with direct access to inmates or inmate information

### Persons with certain criminal history

- ☐ Convicted of an offence punishable by life imprisonment, a terrorism offence, a public-justice offence or a sexual offence
- ☐ Served a sentence of imprisonment
  - Less than 3 months → excluded 7 years
  - More than or equal to 3 months → excluded 10 years
- ☐ Detained as a juvenile (excluded 3 years after release)
- ☐ Currently subject to an order arising from a criminal conviction (for example, parole, community correction, supervision, detention or AVO)
- ☐ Awaiting trial or sentence
- ☐ Currently disqualified from holding a NSW driver licence for 12 months or more

### Other:

- ☐ Undischarged bankrupt during the period this applies.

*For a full list of persons excluded from jury service, please refer to the jury services website at [www.sheriff.nsw.gov.au/jury-service](http://www.sheriff.nsw.gov.au/jury-service)*

*If none of these options apply to you, please refer to the next page for more excusal options.*

Providing false or misleading information is an offence, with a maximum penalty of \$5,500.



## Application to be excused

Please send copies of supporting documentation, NOT originals.

You can claim an exemption from serving if you are...

(Schedule 2 – Jury Act 1977 (NSW))

**What this means: If one of these categories applies and you wish to be exempt, tick the relevant box, provide supporting documentation and submit your application online or by post.**

- |                                                                                                                                  |                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> A minister of religion, member of the clergy or vowed member of a religious order                       | <input type="checkbox"/> Served as a juror within the last 3 years or attended for jury service within the last 12 months but were not selected |
| <input type="checkbox"/> A practicing medical practitioner, dentist or pharmacist                                                | <input type="checkbox"/> Living with and providing full-time care for a sick, infirm or disabled person                                         |
| <input type="checkbox"/> Employed full-time (not casually or voluntarily) in fire, ambulance, rescue or other emergency services | <input type="checkbox"/> Entitled to exemption under section 39 on account of previous lengthy jury service                                     |

**For a full list of persons who have a right to claim exemption, please refer to the jury services website at [www.sheriff.nsw.gov.au/jury-service](http://www.sheriff.nsw.gov.au/jury-service)**

You can claim an exemption from serving if you are...

(Sections 14 and 14A – Jury Act 1977 (NSW))

**What this means: Use this option only if your situation does not fit the legal exclusions or exemptions but you believe you have a genuine reason you cannot serve at this time.**

If none of the above relate to you and serving would cause undue hardship, serious inconvenience or is incompatible with your health or circumstances, you may apply to be excused from jury service.

You can submit your application using one of the methods outlined on page 1 of this letter.

Applications must set out your reasons and include supporting evidence. The Sheriff decides the outcome of each application under section 14 of the Act.

## Change of personal details

**Have your contact or employment details changed?**

You can also change your details online via your profile on the juror portal at: [www.juror.nsw.gov.au](http://www.juror.nsw.gov.au)

Family name:

Given name(s):

Street address:

Suburb:

Postcode:

Signature:

Occupation:

Date:

Return this completed form by post to: **NSW Sheriff's Office, Locked Bag 5019, Alexandria, NSW 2015**

☐ **Supporting documentation is attached to this application**

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