



NSW Sheriff's Office

Website: www.juror.nsw.gov.au

Phone: 1300 722 574

Date: 16/06/2026

ALHCAL NLBKAE
5470/44724
WNGJMQLIJDYPZSOFAFFL AVE
COONAMBLE NSW 2829



National Relay Service: 133 677

Interpreter Service: 131 450

Your juror number (keep confidential)

01234567

Panel number: 1

Log into the juror portal using the QR code or
visit our website at www.juror.nsw.gov.au



You have been summoned for jury service

You have been randomly selected from the jury roll to attend jury service in accordance with the *Jury Act 1977*. This notice does not confirm that you will serve as a juror; however, if you are selected, you will be required to attend court each day for the full duration of the trial.

Summons details

Date	Tuesday, 23 June 2026
Time	9:00 AM
Court	District or Supreme Court
Address	Coonamble Court, Aberford Street Coonamble
Estimate length of trial	2 WEEKS

What you need to do now

You must attend court on the summons date at the time and court noted above.

Log in to the juror portal at 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);
- activate SMS notifications to stay up to date with the status of your jury service. This is important as dates and times of your attendance can change;
- if employed, notify your employer that you have been summoned for jury service and the length of trial you may be selected to serve on (as indicated above).

Before attending court

After 4.30pm on the day before your summons attendance date:

- check that you are still required to attend by visiting www.juror.nsw.gov.au and logging in to your profile using your juror number and date of birth.
- You can also check your attendance requirements by calling the **Juror Information Line on 1300 780 199**. If you are required to attend on a Monday, the information will be available from the Friday prior, after 4:30pm.



On the date of your attendance

Please bring with you:

- this summons notice,
- photo identification,
- if applying to be excused on your attendance date, you must bring documentation supporting the reasons you wish to be excused.

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
- **By email** – Email your completed application and supporting documents to: 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**

Important - If you do not attend on your summons date, and have not been excused, you can be fined up to \$2,200.00

Accessibility

If you require assistance such as a hearing loop or wheelchair access in order to serve on a jury, please contact us via on 1300 679 272 no later than 7 days prior to your summons attendance date.

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

Please note that the contents of the summons 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



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

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.

- | | |
|--|---|
| ☐ A minister of religion, member of the clergy or vowed member of a religious order | ☐ Served as a juror within the last 3 years or attended for jury service within the last 12 months but were not selected |
| ☐ A practicing medical practitioner, dentist or pharmacist | ☐ Living with and providing full-time care for a sick, infirm or disabled person |
| ☐ Employed full-time (not casually or voluntarily) in fire, ambulance, rescue or other emergency services | ☐ 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

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

Family name:	Given name(s):	
Street address:	Suburb:	Postcode:
Signature:	Occupation:	Date:
		DD/MM/YYYY

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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