



## Supreme Court of the Northern Territory

Dear Juror

You have been selected for jury service in the Darwin Supreme Court.

Enclosed is a pink **Summons to Juror**, which provides important information as to the date and time that you are required to attend for jury service, your unique juror number (referred to as your 'Personal ID'), and the jury panel to which you have been assigned, which is Panel Darwin A.

You must comply with the Summons by completing and returning the bottom portion of the Summons headed 'Acknowledgement of Receipt of Jury Summons By' via email to [AGD.CSSJury@nt.gov.au](mailto:AGD.CSSJury@nt.gov.au). Alternatively, you can return it when you attend the Darwin Supreme Court at the date and time stated therein. Failure to comply with a Summons may result in prosecution.

Jury Service typically runs for a period of 4 to 6 weeks from the date stated in the Summons. When you first attend the Supreme Court, the Jury Manager will conduct a jury induction to deliver important information about jury service, which includes watching a video about the role of a juror and court proceedings. You will then be advised when to phone the free-call jury information number (this is usually after 5.00pm on a Friday) to find out the date and time when you are required to attend for jury selection. The number to phone for jury Panel Darwin A is 1800 657 600. You should allow two hours for the jury induction.

When you next attend the Supreme Court, this will be for jury selection, and you must be ready to sit on a trial from that date and time.

If you are unable to attend jury service at the stated date and time you should immediately advise the Sheriff's Office and follow their instructions.

If you are of the opinion that you cannot serve as a juror because you are not qualified, exempt or have sufficient cause to be excused, you should immediately advise the Sheriff's Office and provide a statutory declaration setting out your reasons with any supporting evidence annexed. Your statutory declaration must be provided no later than five (5) business days before the date and time stated in the Summons. For example, if you are required to attend for jury service on



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Friday at 9.00am, you must submit your statutory declaration by close of business on the previous Friday. Statutory declarations received after this date and time will not be accepted, and you will be required to attend.

**You must attend for jury service unless you have been advised by the Sheriff (or their representative) that you are not required to attend.**

### **Where do you need to attend for jury service?**

You must report to the Supreme Court, State Square, Darwin City (next to Parliament House) at the date and time stated in your Summons. You will move through security screening and then present your jury summons and/or photo identification to have your identity checked and attendance recorded before entering the Jury Muster Room. You should attend the Supreme Court wearing neat, casual clothing and suitable footwear. It is advisable to also bring a light jacket or cardigan with you.

### **Where can I park?**

Limited free car parking is available to jurors on a 'first come first served' basis. Car parking is available at the Waterfront's Multi-level Carpark on Kitchener Drive, Darwin City. When you attend for jury service you will be provided a bar code that will allow you to exit the car park without having to pay the car parking fee.

### **What if I have questions about jury service?**

Further information about jury service, including 'frequently asked questions' is available on the Supreme Court website at <https://supremecourt.nt.gov.au/jurors>, or you can contact the Sheriff's Office, Darwin on:

Phone: (08) 8999 7930

Email: AGD.CSSJury@nt.gov.au

Address: Office of the Sheriff, Supreme Court, State Square  
Darwin City (next to Parliament House)

Yours faithfully,

**Jury Manager, Supreme Court**