



JUROR DECLARATION AND WEEKLY CLAIM FORM

Postal: Auckland High Court, DX-CX10222, Auckland 1140

Email: aucklandhc.juryservice@justice.govt.nz

Phone: (09) 916 9690

Claim forms can be posted or emailed.

First day of Jury Service: _____ [RETURNING JURORS ONLY - Week Beginning: _____]

I _____ of
(Print first name and surname)

_____, solemnly and sincerely declare that
(Print current address) (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.

Travel Expenses*

Public Transport			Private Transport			Additional Information
Fare automatically calculated from your suburb. Public transport receipts are not required. Bus <input type="checkbox"/> Train <input type="checkbox"/> Ferry <input type="checkbox"/>			Mileage is automatically calculated. If claiming for car parking, please attach a receipt. If you are using a taxi, this must be pre-approved.			
Day	To Court	From Court	Fare (total)	To Court	From Court	Car Parking/Fare:
Mon	<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"/>	\$
Wed	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
Thur	<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"/>	\$

Childcare*

If you are claiming for childcare for more than one week, you **must** fill out and submit a claim form for **each week** you are claiming for childcare. **Receipts must be attached for commercial childcare providers.** Please see the back of this form for more information.

Day	Type of Childcare		Provider Name For casual providers please write name and contact number.	Names and Ages of Children	Daily Amount
	Commercial	Casual			
Mon	<input type="checkbox"/>	<input type="checkbox"/>			\$
Tues	<input type="checkbox"/>	<input type="checkbox"/>			\$
Wed	<input type="checkbox"/>	<input type="checkbox"/>			\$
Thur	<input type="checkbox"/>	<input type="checkbox"/>			\$
Fri	<input type="checkbox"/>	<input type="checkbox"/>			\$

Bank Account Details*

We will put your juror fees, travel costs and childcare costs directly into your bank account.

Account Name: _____

Declaration

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

Declared at the _____ High Court on the _____ 20____
(Today's Date)

Applicant's Signature

(*Car parking, childcare and taxi expenses are reimbursed at the Registrar's discretion.)

Deputy Registrar's Signature

For Office Use Only:

Trial: _____ Ref: _____ Total Payment Authorised: _____ Authorising Officer: _____ JMS

EXPENSE CLAIMS: INFORMATION FOR JURORS

The purpose of this information 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 by Direct Credit and are paid into the bank account detailed above. **You must provide bank account details in order for us to pay you.** You will need to fill in a separate form for each week you attend court. 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 at court. If they are not received in time, claims will be processed the week after.

What can I claim?

CAR PARKING AND MILEAGE

If you drive to jury service, you will be reimbursed for mileage from your summons address to 24 Waterloo Quadrant, Auckland – this will automatically be calculated for you at a rate of \$0.38 per kilometre. You do not need to calculate this on your claim form.

If you pay for parking, you can be reimbursed for your parking costs on the days that you attend court. **A car parking receipt must be attached. If you only have a code, we will need your code and number plate.**

TAXI FARES

In exceptional circumstances you may need to use a taxi to get to and from court. All taxis must be **pre-approved by the Criminal Manager before utilising this service.** Please talk to the Jury Officer if you require a taxi. Taxi fares are reimbursed at the Registrar's discretion.

UBER/OLA AND OTHER RIDE SHARING APPS

The Ministry of Justice will not reimburse for these.

PUBLIC TRANSPORT

Bus/train fares – Bus and train fares are set up as the default payment for travel expense reimbursement. Fares are automatically calculated using the *AT Public Transport* website. Bus and/or train receipts are not required unless you are not using AT Hop card.

Ferry fares – Please advise which ferry you are using in the "Additional Information" box. Ferry receipts are not required.

NB: No receipts are required for bus, train or ferry fare reimbursement.

CHILDCARE

If you are paying someone to care for your child/ren whilst you attend jury service, you can be reimbursed for this as follows:

- **Casual/Non-Commercial Care** – paid at a rate of \$5.00 per hour, up to a maximum of \$40.00 per day that you attend court, if using a non-commercial carer (i.e. friend, family member, neighbour). For casual childcare claims of over \$20, a letter or receipt from that provider must be attached.
- **Commercial Provider** – paid at a maximum of \$80.00 per day that you attend court. For commercial providers, you will need to provide an invoice or GST receipt before reimbursement is made. You can attach your receipt or invoice to this claim form, or email it to the Jury Officer at aucklandhc.juryservice@justice.govt.nz

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.

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