

INSTRUCTIONS FOR POTENTIAL JURORS

- Read the information sheet “What you need to know if you have been summoned for jury duty in Nova Scotia”. This will answer some questions you may have and gives some information about who is not eligible to serve on a jury.
- Detach, complete, and return the Juror Information Form to the Jury Coordinator. This can be returned by email, fax, or regular mail. **Please choose only one method of return.**
- Keep the document **Important Notice** in a safe place so you can refer to the date and location to appear. Follow the instructions given in the Important Notice.
- Attend court at the location and time listed on the Jury Summons or as instructed by the court.

If you are APPLYING TO BE EXCUSED or DEFERRED:

- Complete and return the “Application to be Excused/Deferred from Jury Duty” to the Jury Coordinator together with the bottom section of the “Juror Information Form” and any applicable applications/supporting documents. **There is no age opt-out for jury duty.**
- If you are asking to be excused due to medical reasons, you must have your doctor complete the Form 4 - Medical Certificate and return it to the Jury Coordinator.
- If you cannot attend because your employer does not grant paid leave, you must include a letter from your employer that verifies this company policy.
- If you have a pending airline flight or travel plans, you must include a copy of your travel itinerary or booked accommodations.
- If you are a student, send in an official copy of your class schedule, or confirmation of enrolment from the school’s registrar.
- If you are disqualified because of your employment or citizenship status, attach a copy of work ID or Permanent Resident Card (you may black out identifying numbers).

You will receive a response from the Jury Coordinator after your application is processed. Due to the high volume of applications, it can take 5 business days to process your application.

- If your application is approved, then you will not have to attend court for jury duty at this time.
- If your application is denied, then you must attend court for jury duty at the date and time specified on the Jury Summons or as directed by the court.