

INSTRUCTIONS FOR POTENTIAL JURORS

- **Keep the top portion of the jury summons and “Important Notice” in a safe place. Bring the top portion of the jury summons with you on the morning of jury selection.**
- Read the information sheet "What you need to know if you've been summoned for jury duty in Nova Scotia". This will answer some questions you may have, including who is not eligible to serve on a jury.
- Complete the bottom portion of the “Juror Information Form”. Detach and return the bottom portion only to the Jury Coordinator.
- Attend court at the location and time listed on the "Jury Summons" or as instructed by the Court.
- For further information on the selection process, visit our website at www.courts.ns.ca.

**If you are APPLYING TO BE EXCUSED or DEFERRED,
you must do the following:**

- Complete and return the "Application to be Excused/Deferred from Jury Duty" to the Jury Coordinator together with the "Juror Information Form". If you are asking to be excused due to medical reasons, you must have your doctor complete the "Medical Certificate" and return it to the Jury Coordinator.
 - * If you cannot attend because your employer does not grant paid leave, thus causing financial hardship, please include a letter from your employer that verifies this company policy.
 - * If you have a pending airline flight or travel plans, please include a copy of your travel itinerary or accommodations.
- You will receive a response by telephone from the Jury Coordinator regarding the status of your application whether your application is approved or denied.
 - 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.