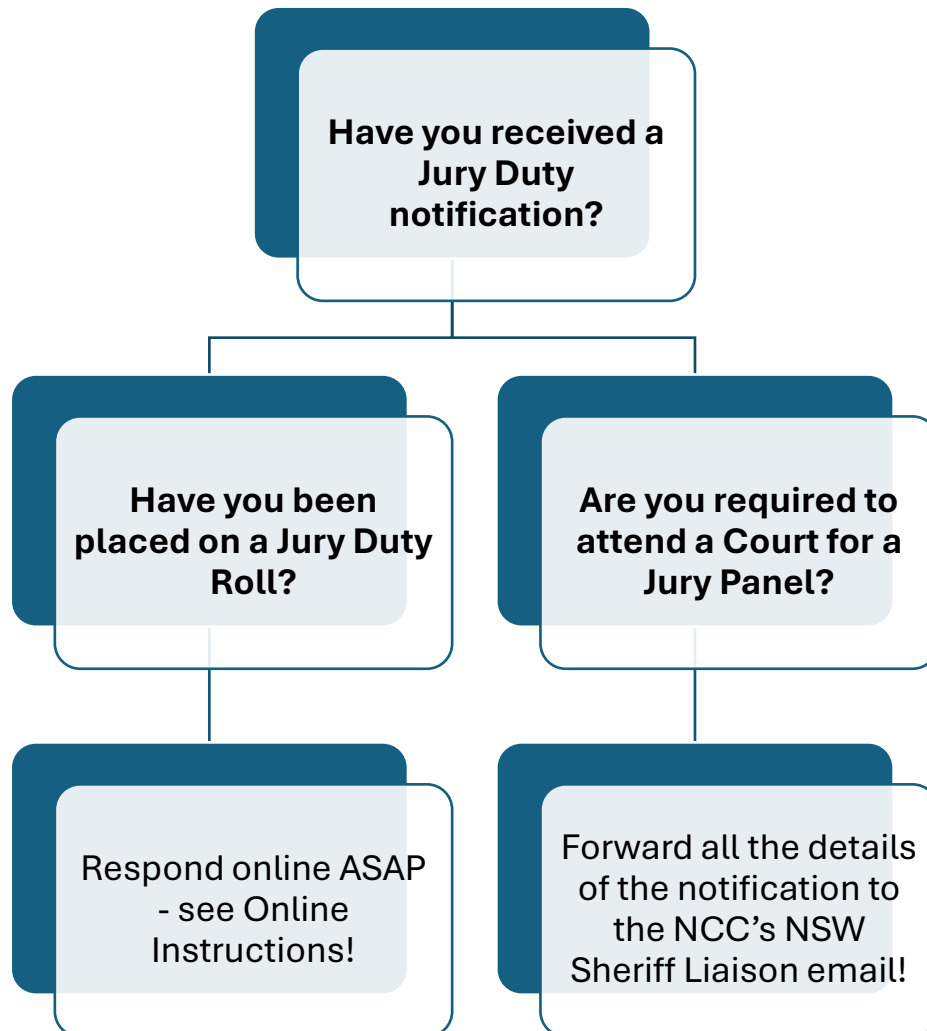


Jury Duty Guide for New South Wales

An urgent response is critical to avoid complications for yourself and for others.



Are you required to attend a Court for a Jury Panel? ***MOST URGENT***

This applies only if:

- a notification to Attend a Court has been received, OR
- your reply to the Jury Role notification is too slow, OR
- your online request has not been accepted.

Please contact the NCC's NSW Sheriff Liaison officer immediately. They will make a special application on your behalf that will be sent directly to the NSW Sheriff. As a Marriage Celebrant they will request an exemption from your Jury notification. The NCC's NSW Sheriff Liaison officer's email is: jury@christadelphiansaustralia.org.au

Jury Duty Guide for New South Wales

The NCC's NSW Sheriff Liaison officer will require the following:

- Your Full Name.
- Your Ecclesial Name.
- Date of Baptism (if known) or else the approximate number of baptised years.
- Confirmation that you are a regular attender of ecclesial activities.
- Your notified Juror Number (if applicable).
- Panel Number (if applicable).
- Court Appearance, Date and Place (if applicable).
- Attach a copy of the Jury notification (if applicable).

If you don't receive a reply in a couple of days, please contact the NCC Secretary on email ncc@aace.info for assistance. Continue to log into the NSW Juror portal as a Juror (using your Juror number and your Date of Birth) at www.juror.nsw.gov.au/home to check on your status.

1. If there is no response to this appeal before the date as notified to attend the Court (checked by logging into the NSW Juror system), then you must attend the Court as directed. Take a copy of all the correspondence and emails to this point, including the copy of the letter to the NSW Sheriff prepared by the NCC's NSW Sheriff Liaison officer. When arriving at the Court, introduce yourself to the officer who is overseeing the arrival of the Jurors on the day and be prepared to show that officer your correspondence and copies of the documents that you have with you. It is likely that this officer will have instructions to release you at this point – in which case you can thank them and leave.
2. If you receive a response refusing your request, then you will have to appear in court when you are called as a Juror. When you appear, you will be able to tell the Judge, the Prosecutor and the Defence Counsel about your inability to give a judgment, based on your conscientious objection on religious grounds. Be careful that the Judge (respectfully referred to as "Your Worship") does not get the impression that you are out to convert them or to prove that they are "wrong". Your aim is solely to give an interpretation of the law and to claim the exemption as stated in a letter received from the Director-General. Nicely explain, if all else fails, that you will be unable to decide on any matter presented to you in a trial. If the Judge decides that you must stay in the courtroom for the proceedings, then so be it. Smile and be nice about it all.

Have you received a Jury Duty Roll notification? URGENT

This is continued on the next page...

Jury Duty Guide for New South Wales

Have you received a Jury Duty Roll notification? **URGENT**

Log into the Jury service system as a Juror (using your Juror number and your Date of Birth).

The logon is: www.juror.nsw.gov.au/home

The screenshot shows the JUROR website interface. At the top, there is a header with the word "JUROR" on the left and a "Log out" button on the right. Below the header is a dark blue banner with white text: "Jury service plays a central role in our justice system. It allows members of our community to play an active role in the administration of justice." Below the banner is a list of menu items, each with a right-pointing arrow:

- You have been included on a Jury Roll**: You have been randomly selected, and may be selected for jury service between: Thursday 27 February 2025 to Thursday 26 February 2026
- Inconvenient dates**: We understand that jury service can be inconvenient. You can nominate dates that are difficult for you (for example, because of travel), and we will try to avoid them.
- I need to be excused from Jury Duty**: You can apply to be excused in certain circumstances.
- Brochure**: Read the brochure: "You may be selected for Jury Service."
- My details**: Check your contact details, or review correspondence.

Select "I need to be excused from Jury Duty"

Applying to be excused

If you have a good reason, you can apply to be excused. You can also request to be excused on the day, when you attend court.

Carer / children	>
Illness / Injury / Disability	>
Pregnancy	>
Employment	>
Language	>
Served previously as juror	>
Distance	>
Time commitment	>

Jury Duty Guide for New South Wales

Select “**Employment**”

Applying to be excused

If you have a good reason, you can apply to be excused. You can also request to be excused on the day, when you attend court.

Employment	
— Sole Trader	>
— Medical Provider	>
— Parliamentary Member	>
— Justice employee	>
— Emergency Services	>
— Defence / National Security	>
— Clergy, or vowed member of any religious order	>

Select “**Clergy, or vowed member of any religious order**”.

Following selection, you may attach a letter requesting exemption that must incorporate the phrase that you are “a vowed member of the Christadelphian Church” as well as providing all the details of the Jury notification (if applicable).

Optionally a letter can be provided by your ecclesial Secretary / Recorder but this must be done expeditiously as time is of the essence.

If delays are experienced, then see the AACE Jury Duty exemptions guide at aace.info/matters-of-state/ for more details.

- To summarise the online portal steps:
 - Log into the NSW Juror system as a Juror (using your Juror number and your Date of Birth). This is at www.juror.nsw.gov.au/home
 - Select the option “**I need to be excused from Jury Duty**”.
 - Select “**Employment**” as the basis of your reason for seeking to be excused.
 - Select “**Clergy, or vowed member of any religious order**”.
 - You are then able to attach a letter requesting exemption incorporating the phrase that you are “a vowed member of the Christadelphian Church”. An optional letter in support of your request can be provided by your ecclesial Secretary / Recorder. This must be done expeditiously as there is usually little time between the initial notification and your potential inclusion on a Jury Panel. If your Secretary / Recorder cannot be contacted **OR** if the Secretary / Recorder’s letter is not accepted (which is

Jury Duty Guide for New South Wales

the usual case as they may not be a Marriage Celebrant), then please send all your details, including that of your ecclesial membership, to the NCC's NSW Sheriff Liaison officer's email at: jury@christadelphiansaustralia.org.au

- Retain a copy of all correspondence submitted.
- Repeat logging into the NSW Juror system, as a Juror, to check on the progress of your request.

If you decide not to complete the request for removal from the Jury Roll via the online portal then:

- Complete the form received with the notification as a matter of urgency, indicating the reason listed on the document as **“a vowed member of a religious order** (the Christadelphian Church)”. This is the wording of the Jury Act and the grounds upon which your request will be considered for acceptance.

It is recommended to use the online reply as this is the fastest and simplest method of responding. See above for the step by step guide to completing the online response for seeking to be excused from the Jury Duty Roll. **Please note that this is not a permanent excuse from the roll. It is only for a limited duration.**

- **In addition to OR alternatively** ask your Secretary / Recorder to write a letter on an ecclesial letterhead requesting that you be excused from Jury Duty. Your Secretary / Recorder knows what to do. If opting to complete the form by hand, then send both documents (the copy of the form and the letter from the Secretary / Recorder), **as soon as possible**. Keep a copy of all documents for your records (scan, copy or photograph the originals with a smart phone or photocopier). **This is not the most effective method as mail service delays will invariably impact on seeking an exemption.**

Prepared by the NCC Secretary

June 2026