



Read Before Completing

In Western Australia, employees should continue to receive their normal wages and entitlements while attending jury service, unless their employment contract or Enterprise Bargaining Agreement states otherwise. This applies to full-time, part-time and casual employees and includes any regular overtime or allowances normally paid. Where a casual employee's hours vary, an average of their earnings over the six (6) weeks immediately before Jury Service may be used.

Employers must not disadvantage an employee because they are required to attend jury service. If a juror is not selected for a trial on a particular day, they should contact their employer for instructions and are expected to return to work where practicable.

For Fly-In, Fly Out (FIFO) or Drive-In, Drive Out (DIDO) employees, reimbursement only covers days the employee attended jury service and does not include travel or return days.

Employer Claims

Employers may submit a claim for wages paid to an employee during jury service. Claims are not automatically approved and must demonstrate an actual wage cost directly related to the employee's attendance at jury service.

Reimbursement is limited to the wages paid to the employee who attended jury service. It does not cover replacement staff, business expenses, lost business income, delayed work or other costs resulting from the employee's absence.

If an employee worked during the jury service period and was paid their normal salary, those hours should be deducted from the claim as they do not represent a loss. If the employee was paid additional wages for work performed outside their normal hours, such as overtime or additional hours, this should be explained in the claim. Attendance fees are paid directly to jurors who are unemployed or who attend jury service on a day they would not normally work. Any attendance fees paid will be taken into account when assessing an employer claim.

Supporting Documents

Claims must include the employee's payslip/s immediately before jury service commenced and every payslip issued to that employee during their period of jury service attendance. Additional information may be requested if required.

You are required to complete the Statutory Declaration included with the claim form and provide supporting evidence. Statutory declarations obtained from other sources cannot be accepted.

Before submitting your claim, please ensure all sections of the claim form and Statutory Declaration are completed and all required supporting documents are attached. Incomplete claims may delay the assessment of your claim.

Further information is available at www.justice.wa.gov.au/juryreimbursement

Timeframe & Submission

Claims are required to be submitted and finalised within three (3) months of completing jury service.

Submit your claim either via:

Email (preferred): jurors@justice.wa.gov.au or

Post: Sheriff's Office
Jury Services
Level 2, 500 Hay Street
PERTH WA 6000

Information Privacy

Any personal information provided such as your name and email address will only be used for the reason it was collected. Your privacy is important to us. For more information on how the Department of Justice collects, uses, stores and shares personal information, read our [Information Privacy Statement](#).

Legislative Authority

This information has been prepared in accordance with the [Juries Act 1957](#) and the [Juries Regulations 2008](#).



Employer Reimbursement Claim Form

Business Details

Business Name _____

ABN _____

Business Address _____

Contact Person _____ Contact Number _____

Email Address _____

Employee Details

Employee Name _____ Date of Birth _____

Employee Position _____ Employment Type _____

Pay Frequency _____ Hourly Rate _____

Usual Weekly Work Pattern (prior to Jury Service)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

If work pattern varies, rotates or is not the same each week, please provide details:

Ordinary Hours of Work _____

Jury Service Details

Summons Number (if known) _____ Court Location _____

Empanelled Juror (on a trial) Yes No

Dates Attended From _____ To _____

Total Attendance Days _____ Hours _____

Total Hours Worked During Jury Service _____

Claim Amount

Ordinary Wages (\$) _____

Overtime/Allowances (\$) _____

Less Hours Worked (\$) _____

Total Claimed Amount (\$) _____

Calculation Explanation _____

Payment Details BSB _____ Account Number _____

Account Name _____

Supporting Documents

The following supporting documents have been included

At least one employee payslip immediately before jury service commencing and all employee payslips covering the period of jury service attendance.

Employee/Juror Declaration

I, _____ confirm that my employer continued to pay my normal wages while I attended jury service. I understand that any work I performed during the jury service period, and any jury attendance payment received may affect this claim.

Employee/Juror Signature _____ Date _____

Western Australia
Oaths, Affidavits and Statutory Declarations Act 2005

Statutory Declaration

In support of an Employer Reimbursement Claim for attending Jury Service

I

(full name of person making the declaration)

of

(address of person making declaration)

occupation

(occupation of person making declaration)

Sincerely declare as follows:

- 1) The employee attended jury service during the period specified in this claim.
- 2) The employee continued to receive their normal wages and entitlements during jury service attendance.
- 3) The claim is based on actual wages paid to the employee for the period of jury service attendance.
- 4) Any work performed by the employee during the jury service period has been disclosed and considered in the claim.
- 5) Where the employee's work pattern varies, rotates or is not the same each week, the hours and earnings used in this claim fairly represent the employee's normal working arrangements immediately prior to jury service.
- 6) The employee's absence during jury service was managed as follows (select all that apply):
 - Employee returned to work when available
 - Employee performed work outside court hours
 - Existing staff covered the employee's duties
 - Work was deferred until the employee returned
 - Appointments/work could not be scheduled
 - Replacement employee engaged
 - Other (please specify): _____
- 7) The claim only includes wages paid to the employee during jury service and does not include replacement staff costs, business expenses, lost income, delayed work or other business losses.
- 8) The supporting documents provided are true and correct copies of the original records.
- 9) All information provided in the claim form and supporting evidence is true and correct.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.
This declaration is made under the [Oaths, Affidavits and Statutory Declarations Act 2005](#).

at

(place)

on

(date)

by

(signature of person making the declaration)

In the presence of

(signature of authorised witness*)

(name of authorised witness)

(qualification of such a witness)

* This declaration must be made before an authorised person such as a justice of the peace, teacher, chemist, nurse, accountant, bank manager, doctor, academic, dentist, engineer, optometrist, police officer, public servant, surveyor, physiotherapist, podiatrist, real estate agent, veterinary surgeon, architect or post office manager. For a full list visit www.justice.wa.gov.au/jurydeclarations

The Criminal Code s169(2) False statements

A person who knowingly makes a false statement in a statutory declaration is guilty of a crime and is liable to imprisonment for 5 years. Summary conviction: imprisonment for 2 years and a fine of \$24,000.