

Online request that your name be removed from the roll.  
**You should respond as quickly as possible.**

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[Click here for the Office of the Sheriff of NSW link](#)

Please use wording similar to the follow:

I am a member on the register of the <Ecclesial Name> Christadelphians and have been a Christadelphian since my baptism on <Date / Year>. I am a vowed member of our religious order. As a member of our church, I would be unable to fulfil the required role as a juror on conscientious grounds arising from my religious convictions.

***The legal exemption relies upon the use of the words  
“a vowed member of our religious order”.***

Additional information can be found at: [Apply to be excused from jury service](#)

Email	<a href="mailto:sheriff.jury@justice.nsw.gov.au">sheriff.jury@justice.nsw.gov.au</a>
Street Address	Downing Centre 143-147 Liverpool Street Sydney NSW 2000
Postal Address	PO Box A4 Sydney South NSW 1235
Phone	<a href="tel:1300679272">1300 679 272</a>
Website	<a href="https://www.courts.nsw.gov.au/">https://www.courts.nsw.gov.au/</a>

For additional information please see the [AACE Jury Duty guide for exemption](#).

If your online request is not accepted then ask your Recorder / Secretary to prepare a letter on your behalf (see the sample wording below). If you would prefer to respond to the Sheriff by letter or email then the Recorder / Secretary should use this sample wording which should be submitted with your response or the Sheriff's notification.

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**<ON AN ECCLESIAL LETTERHEAD>**

**<Ecclesial Address>**  
**<Ecclesial Email Address>**

**Office of the Sheriff of N.S.W.,  
NSW Attorney General's Department,  
PO Box A4  
Sydney South NSW 1235**

**Dear Sheriff of NSW,**

**<Name>**, the bearer of this letter, has been a member on the register of the **<Ecclesial Name>** Christadelphians and has been a Christadelphian since their baptism on **<Date / Year>** and is therefore a vowed member of our religious order. **<Name>** is a regular attendee of our church activities.

As a member of our church, **<Name>** would be unable to fulfil the required role as a juror on conscientious grounds arising from their religious convictions.

**Yours sincerely,**

**Secretary**  
**<Secretary's name>**  
**<Date>**

**<ATTACH TO THE CORRESPONDENCE FROM THE OFFICE OF SHERIFF>**

A request to be excused from a court appearance for a trial is to be prepared by your Recorder / Secretary (see sample wording below).

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**<ON AN ECCLESIAL LETTERHEAD>**

**<Ecclesial Address>**

**<Ecclesial Email Address>**

**Office of the Sheriff of NSW,  
NSW Attorney General's Department,  
PO Box A4  
Sydney South NSW 1235**

Dear Sheriff of NSW,

Several years ago, Christadelphians were granted exemption from jury duty (your ref. S49233 92/6874) if they mentioned their membership of the Christadelphian church and claimed exemption as vowed members of a religious order (schedule 2, item 2). This has been restated after each of our Australian biennial conferences. As a result of negotiations with your office, we received a restatement of exemption in letters S65777 dated 24th August 1999, S46556 96/2824, and IM 14/03621 dated 30th June 2014, authorised by the Director of the Community Relations Unit of the Police and Justice Department. Our members are grateful for this provision.

Today I have been contacted concerning a notice being sent to one of our members who has been instructed to attend jury duty. Perhaps there has been a clerical oversight.

The details are:

Name	<Name>
Address	<Address>
Juror Number	<Juror Number>
Panel	<Panel Number>
Court appearance, Date and Place (see attachment)	<Court details, Date and attach a copy of the notice if possible>

<Name> has evidence of several years of membership of our vowed order, in terms of the act. Please advise what procedures we should take to allow our member exemption as has been granted in the past. Thank you for your sympathetic consideration in this regard.

Yours sincerely,

Secretary

**<Secretary's name>**

**<Date>**

**For further advice please contact the NCC Secretary: [ncc@aace.info](mailto:ncc@aace.info)**