

TRIAL SCHEDULE

DAY	DATE	TIME
MON		
TUE		
WED		
THU		
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PARKING/ SHUTTLE



JURY SERVICE

Court Room: _____

Courthouse: _____

Judge or Commissioner: _____

Judicial Assistant: _____

Phone: _____

Email: _____

Courtroom Assistant: _____

Phone: _____

Email: _____

IMPORTANT INFORMATION ABOUT YOUR JURY SERVICE

GENERAL

Wear your Juror Badge at all times while inside the courthouse.

Arrive early to allow time to go through security and arrive at your courtroom.

REMEMBER THE ADMONITION

Do not talk about the trial until you are in deliberation.

Do not look up case information.

Do not post about the trial on ANY social media platform.

Court staff is also covered by the admonition.

JUROR MILEAGE AND PAY

Jurors are paid \$0.655 per mile ROUND TRIP

Jurors receive \$12 per day for jury service.

JURY ROOM

Please stay in the Jury Room unless directed otherwise by the courtroom assistant.

Personal items may be left in the jury room during court proceedings. The jury room will be locked.

COURTROOM

Cell phones and other electronic devices must be turned off prior to entering the courtroom.

You may bring bottled water into the courtroom.

Dress in layers. The courtroom may be chilly.

Your juror number determines seating order. Your courtroom assistant will direct you.

Afternoon breaks are usually taken in the jury room.

If you need to stand or stretch during court proceedings, please feel free to do so.

If you get into distress and need a break, signal the judge or courtroom assistant.

Notebooks and pens are provided for you. Please do not share your notes until deliberation.

Questions for the witnesses need to be in writing. Question forms are in your notebook and are available on the bar in front of the jury box.

DELIBERATION

The first thing you need to do is choose a foreperson.

Exhibits and verdict form will be provided. You will not receive a transcript of the trial or copy of the police report.

Do not deliberate unless all jury members are present.

You set your hours and days for deliberation. If a verdict is not reached by 4:30 p.m., you will be asked to return on the next court day.

If you have questions during deliberations, the courtroom assistant will provide you with a form.

Use the buzzer to call the courtroom assistant.

JUROR SHUTTLE

The map on the back has the locations of the juror garage and pick-up / drop-off locations. The last shuttle leaves the the South Court Tower at about 5:30 p.m. The Juror garage closes at 6 p.m.

FIRE ALARM OR EVACUATION

Your courtroom assistant will give you directions for evacuation, staging and re-entering the building.

