

JUROR INFORMATION SHEET

1. Response Form: Please read this information and then complete and sign the enclosed juror eligibility form and mail it as soon as possible. The Court must receive this form no later than one week before your service starts. **Postage on the enclosed return envelope is prepaid. Please mail the form back as soon as possible.**

2. Where to Report and Telephone, FAX and Mailing Address: You are to report, and send any mail regarding this summons, to the following address: Jury Assembly Room, Room 130, Multnomah County Courthouse, 1021 SW Fourth Avenue, Portland, Oregon 97204. Additional Contact Information:

Jury Room Coordinator	503.988.3170
Jury Room FAX	503.988.5761

3. Hearing Impaired Assistance: Any person who has a hearing disability and needs an accommodation in order to participate in jury service may notify the Circuit Court of the disability and the need for sign interpreters or assistive hearing devices by checking the boxes in Section 3 of the response form. You may also contact the Court by telephone, TDD, fax or letter regarding assistance. The jury room TDD number is 503.988.3907.

4. Daily Hours: On Monday and Wednesday on your first day of service, you must report by 8:00AM. The Courthouse opens at 7:00 AM and the jury assembly room opens at 7:30 AM for new jurors to be enrolled. The business day ends at 5:00 PM. On your second day of service or, If you are selected to sit on a trial, subsequent days' hours will be set by the Court. Occasionally, a trial may run past 5:00 PM.

5. Courthouse Security: It is a Class C felony (5 years prison, \$10,000 fine or both) for any person to intentionally possess a weapon, including a loaded or unloaded firearm, in a court facility (ORS 166.370). This prohibition against carrying a handgun or any other weapon (including pocket knives or other cutting devices such as scissors) will be enforced by the Multnomah County Sheriff. "Airport" type screening is required to enter the court facility. Court security staff will NOT hold unauthorized items for return to jurors at the end of the day.

6. Duration of Service: Your service is for two days. If you are selected for a trial which goes beyond two days, your service extends to the end of the trial. You may sit on more than one trial in the two day period. If you are selected for a grand jury (a small number of individuals may be selected for these), your service will be for one month.

7. Delaying Service to Another Time: You may request service to be delayed to start no later than one year from your original service date. If you wish to request a deferral to a future jury service date, you may make your request by indicating your preferred new date in Section 3 on the response form or you may request a deferral by telephone, fax or letter. You will receive a confirmation card in the mail and will receive a reminder jury summons about a month before your new jury service begins.

8. Getting Excused From Service - Mandatory Standards to be Excused: The Court has no discretion if you are age 70 or older on the date of jury service or if you are a woman breast feeding a child and you request to be excused. If you want to serve as a juror, you may serve; complete the response form and mail it. If you want to be excused, then check the box provided in Section 3 on the response form, sign and return the form. You may also make the request to be excused by telephone (age 70 only), fax or letter.

9. Getting Excused From Service - Discretionary Standards to be Excused: In its discretion, the Circuit Court may excuse jury service if: (a) the jury service causes you, your family or your employer undue hardship or extreme inconvenience; or, (b) you are the sole care giver for a child or other dependent and you attend personally to the dependent during the court's normal hours of operation and you are unable to afford daycare or make other arrangements for the care of the dependent. If you request to be excused under these standards, the Court will weigh the basis for your excuse against the public's need for jurors. The Court may deny a request under (a) or (b), above, and require you to serve.

10. How to Request To Be Excused Based on Discretionary Standards: You may make the request by telephone, fax or mail. If your request is in writing, please explain the nature of the condition, undue hardship or extreme inconvenience which requires you to be excused. Please include your juror number (indicated on the top of your summons), a return address, and a contact phone number in any written communication. The Court will mail you a notice of its decision on your request to be excused. If your request is denied, then you must serve. Mail the completed juror response form to the Court or bring it with you when you report for service.

11. The deadline for requesting to be excused or to delay jury service is one week before your service begins.

12. Parking Facilities: No parking is provided. If you drive, parking is your responsibility. We strongly recommend that you take Tri-Met. Parking downtown is very expensive and scarce.

13. Juror Pay: Compensation is set by the Oregon Legislature. By law, a juror must waive the daily fee if the juror is paid a wage or a salary by the juror's employer for the days of jury service, unless, otherwise provided by an employment agreement. If the daily fee is paid, it is paid at the following rate: Days 1 and 2, \$10 per day; Day 3, and beyond, \$25 per day. Juror travel expense for each day of service will be compensated in one of two ways: **(1)** take Tri-Met, the cost of Tri-Met tickets will be paid regardless of the distance: or, **(2)** \$.20 per mile round trip. All payment is sent by mail.

14. Hazardous Weather: On the date you are to report for jury service, if Portland Public Schools are closed due to hazardous weather, do not report to the courthouse. Call 503.988.3170 during the day for further instructions on when to report. If Portland Public Schools have a delayed opening that day due to hazardous weather, then report to the courthouse at the announced delayed-opening time. If Portland Public Schools are not in session, and there is hazardous weather, tune to KEX at 1190 or KXL at 750 on the AM dial on the radio and listen for a public service announcement that the Circuit Court of the State of Oregon for Multnomah County is closed or delayed, or call 503.988.3170 and request instructions for the day.



Juror Number
Panel

JURY SUMMONS BY ORDER OF THE PRESIDING JUDGE

GREETINGS:

You are hereby summoned to serve as a juror in the Circuit Court of the State of Oregon for Multnomah County beginning on the date below. Your term of service includes the date below and the following day, **and it continues until the completion of any trial(s) for which you are selected.** Some trials are short, so you may serve on more than one jury. Other trials are longer, so your service may continue beyond two days.

Also, seven to fourteen jurors may be selected to serve on the Grand Jury, for which the term of service is one month. If you are not selected to serve on the Grand Jury, and, you are not selected to serve on a trial jury (as a result of jury selection beginning on your reporting date), your service will conclude at the end of the two day period.

Reporting Time and Place: You are to report to the Jury Assembly Room, Room 130, Multnomah County Courthouse, 1021 SW Fourth Avenue (between Main and Salmon), Portland, Oregon 97204, on the above date. The Courthouse opens at 7:00 AM. The Jury Assembly Room will open at 7:30 AM. You must report no later than 8:00 AM. You will receive further instructions on jury service at that time.

Please complete and sign the enclosed eligibility form and mail it as soon as possible (postage is pre-paid). The returned form is essential for the Court to verify your eligibility to serve and to complete your juror record. It must be received by the Court no later than one week before the date of your service.

Employer Prohibited Conduct: Under Oregon law, an employer commits an unlawful employment practice if the employer discharges, threatens to discharge, intimidates, or coerces an employee because of the employee's jury service or scheduled jury service. Also, an employer may not require that an employee use vacation leave, sick leave or annual leave for the time spent by the employee in responding to a summons for jury duty, and the employer shall allow the employee to take leave without pay for time spent by the employee in responding to a summons for jury duty.

Responsibility to Respond to this Summons: Each eligible person has an obligation to serve as a juror to protect the right of every person to a trial by jury. The right to a trial by jury has meaning only if you and others serve as jurors. Under law, a person is required to respond to this Circuit Court summons by completing the eligibility form and, if eligible, by serving as summoned, deferring service to a future date or being excused. If you do not respond to the summons, you may be ordered by the Court to complete and return the form or to appear before the Court and show cause why you should not be held in contempt. If you are ordered to show cause, you risk arrest if you do not appear. If you are charged with contempt, you risk criminal sanctions if found in contempt. Please support the right to a trial by jury, and respond to this summons.

Additionally, a panel of jurors may be selected from jurors reporting who will be assigned to serve at the East County Courthouse at 18480 SE Stark Street, Portland, Oregon 97233. The length of service for the East County Courthouse is for two days.

****Please bring this summons with you when you report for jury service****

For updated juror information call 503.988.3170 after 5:00 PM on the day before you are scheduled to report

Additional information on jury service can be found online at <http://courts.oregon.gov/multnomah>

JUROR ELIGIBILITY FORM
Circuit Court of the State of Oregon for Multnomah County

Juror Number _____
Panel ID _____
Service Start Date: _____

INSTRUCTIONS: Please read the juror information sheet and then complete this form, sign it at the bottom, and mail it using the enclosed postage paid envelope. **Unsigned forms cannot be used by the Court.** The Court must receive this form no later than one week before the service date above. After reading the juror information sheet, if you have any further questions, then contact the Circuit Court Jury Assembly room at 503.988.3170. **You must answer, to the best of your knowledge, each of the questions or requests for information in sections 1 and 2, and any that are applicable in section 3.**

SECTION 1: ELIGIBILITY

- 1. Are you a U.S. Citizen? Yes No
- 2. Are you currently living in Multnomah County? Yes No
- 3. Will you be 18 years old or older on the date of the jury service? Yes No
- 4. Are you currently serving a term in jail or imprisonment due to a conviction of a felony offense? Yes No
- 5. Have you ever served as juror in a federal court or in a Circuit Court of this state in the last 24 months? Yes No

If you answered "no" on question 1, 2 or 3, or answered "yes" on question 4 or 5, then you are not eligible to serve at this time and only need to sign the declaration and mail in this form. You may not serve as a juror on the date set.

SECTION 2: PRIOR CONVICTIONS MAY AFFECT ELIGIBILITY FOR CRIMINAL PROCEEDINGS ONLY

Under Oregon's Constitution, in all grand juries and in all prosecutions for crimes tried to a jury, the jury shall be composed of persons who have not been convicted: (a) Of a felony or served a felony sentence within the 15 years immediately preceding the date the persons are required to report for jury duty; or (b) Of a misdemeanor involving violence or dishonesty or served a sentence for a misdemeanor involving violence or dishonesty within the five years immediately preceding the date the persons are required to report for jury duty. If you have a qualifying conviction or sentence under the above standard, then you are not eligible to be a grand juror or juror in a criminal action, **but you remain eligible to serve as a juror in a civil trial and must report on the date set.**

Please check the appropriate box:

- I am **not eligible** to be a grand juror or to sit as a juror in a criminal action under Oregon's constitutional standard.
- I am **eligible** to be a grand juror or to sit as a juror in a criminal action under Oregon's constitutional standard.

SECTION 3: (See enclosed juror information sheet regarding these options)

Juror Compensation (Information sheet item 13):

- My employer pays me a wage or salary while I am on jury service and there is no employment agreement which permits me to retain my juror compensation in addition to this wage or salary. As required by law, I must waive the daily fee for service.
- My employer pays me a wage or salary while I am on jury service. An employment agreement permits me to retain my juror compensation in addition to this wage or salary.
- My employer pays me a wage or salary while I am on jury service on the condition that I turn over my daily fee for service to my employer.
- My employer does not pay me a wage or salary while I am on jury service.
- I am currently not employed.
- I will take TriMet each day and will purchase tickets for: Short Hopper or Two Zones All Zones, or Honored Citizen
- My mileage **one way** is _____ miles by the shortest practicable route.

Hearing Impaired Assistance Needed (Information Sheet Item 3):

- I am hearing impaired and require: sign interpreters assistive hearing devices. I may be contacted at the telephone or TDD number below to discuss further my accommodation needs.

Delay of Jury Service (Information Sheet Item 7):

- I want to delay my jury service at this time and will serve at a later date. My preferred starting date (no more than one year from the original service start date) is: _____. Reason for delay (required): _____.

Mandatory grounds which the Court must grant if you ask to be excused (Information Sheet Item 8):

- I am 70 years old or older and wish to be excused from jury service.
- I am a woman breast-feeding a child and wish to be excused from jury service.

SECTION 4: DECLARATION

I declare that the above responses in each section completed are true to the best of my knowledge and I acknowledge that if I knowingly have made a false statement of a material fact that I may be punished by a fine or imprisonment or both.

Signature of Person Summoned _____ Date Signed _____ Home Phone: _____
Work Phone: _____