

Jury Information for your Reference
(Please keep for your future use)

1. SIGN IN WHENEVER YOU REPORT, even if it is a trial continued from the previous day. Your attendance determines your pay whether or not you serve on the jury panel.
2. Your MILEAGE is determined by statute. You will be paid \$.20 cents per mile.
3. Please return your JUROR BUTTON at the end of the day. You should wear it when you are in the Courthouse for service in order for staff, witnesses and attorneys to identify you.
4. Call the message phone each night, as directed, for instructions about when to report or call back again. IF YOU WILL NOT BE AVAILABLE, PLEASE LET THE JURY COORDINATOR KNOW IN ADVANCE. Do not wait until you are to report. It is important that you report at the time you are told each morning. You should expect to spend the entire day. You will be allowed a lunch break and normally will be excused by 5:00 p.m. unless you are in deliberation on a jury case.
5. PARKING behind the courthouse is often scarce. We cannot invalidate any city parking citations. Please do not park in any private small business parking lots.
6. If you need to use a PHONE to contact work or a family member, you may check with the clerk in the court in which you are serving or go to the office of the jury coordinator. No cellular phones are allowed in the courtroom. Check with the judges staff for information about your pager if you are required to have one by your workplace.
7. If you are diabetic or have special MEDICAL NEEDS, let the jury coordinator know so the court may make allowances, if needed.
8. You may take NOTES in the jury box. You may not let someone else take notes for you.
9. Please limit your use of perfumes and aftershaves because of ALLERGIES associated with them.
10. You cannot serve on another jury panel for two years after being available for jury service. If you are summoned and have questions about the time you last served, we can check the records.
11. Your PER DIEM will be \$10.00 per day for the first two days of service and \$25 for the third and subsequent days.
12. You will receive your CHECK for per diem and mileage about the middle of the month following your month of service. If you have any questions at that time about your payment, contact the jury coordinator.

Jury Message phone: 265-4254 or 1-800-899-7273 Jury Coordinator: 265-4236 x 501