

INFORMATION FOR JURORS

2011 TERM - PART _____

JURY QUESTIONNAIRE:

Please fully answer, date, and sign the Jury Questionnaire, and *make every effort to return it no later than the date stated on the Summons*. For your convenience in returning the Questionnaire, a self-addressed, stamped envelope has been provided. Your cooperation in answering all of the questions on the Questionnaire and returning it to us in a timely fashion is appreciated.

TERM OF SERVICE:

Your Jury Service will be *on an intermittent and case by case basis* on the dates of **[please refer to your summons for the specific dates you are to serve]**. As explained in the summons, you need to call the jury service answering machine prior to each of these dates for instructions.

REPORTING TIME:

You will be required to report for Jury Service on the Second Floor of the Delaware Municipal Court, Justice Center, 70 North Union Street, Delaware, Ohio 43015, **promptly at 8:30 a.m.** on the designated dates unless otherwise instructed. If you are not selected for service on the designated dates, you will then be excused until your next date of service.

Please keep in mind that our jury trials most often are completed in one day, but they could extend beyond that one day, or beyond 5:00 p.m., depending on the cases scheduled. Please arrange your schedule accordingly for each of your jury service dates set above.

JURY SERVICE TELEPHONE NUMBER:

Many of the cases, both Civil and Criminal, are settled a day or two before the date of trial, therefore, eliminating the need for Jurors to report for Jury Service. In an effort to avoid having Jurors make unnecessary trips to the Delaware Municipal Court, Justice Center, and as a general convenience to Jurors, you are instructed to call the jury service number **740-203-1513** after 5:00 p.m. the day prior to each of your assigned jury service dates. The recorded message will inform you whether or not to report for Jury Service on the designated date.

In the event that you are not to report, you will be instructed to refer to your summons for your next scheduled date to report. If you are to report for jury service, you will be instructed as to the time to arrive at the Justice Center. You should also call this number prior to your departure for the Justice Center on the day you are to appear for any updated instructions.

JURY SERVICE CONFIRMATION ON WEB SITE:

Our web site is www.municipalcourt.org. Click on juror information, then click on juror confirmation. Please follow the same instructions as when using the jury service telephone number.

JUROR-S HANDBOOK:

On our web site we have a juror-s handbook that will answer questions that you may have prior to your scheduled dates to appear for jury service. You will find it under juror confirmation, juror handbook.

EMERGENCY OR ILLNESS:

If you should become ill, or if there is a death or a grave illness in your family or a similarly serious problem, you or some responsible person on your behalf must call the Judge-s office and secure an excuse from reporting on the designated date for Jury Service. Only Judge Sunderman or Judge Gormley are authorized to grant this type of excuse from Jury Service. Please direct all calls to Kathy Bauder, Jury Commissioner at 740-203-1507.

SCHEDULE CONFLICT:

If you know of specific days during your scheduled term of service when you cannot be present for Jury Service, as, for example, a business trip or a vacation, you must notify Judge Sunderman or Judge Gormley, *in writing*, and secure a temporary excuse from reporting on the designated date. Again, only Judge Sunderman or Judge Gormley are authorized to grant this type of temporary excuse from Jury Service. Please direct all correspondence to Kathy Bauder, Jury Commissioner, Delaware Municipal Court, Justice Center, 70 North Union Street, Delaware, OH 43015.

CHILD CARE CHALLENGE:

If you have a challenge with child care and you have exhausted all known possibilities, you could contact Action for Children and they may be able to provide a solution. We do not endorse or recommend Action for Children and they are in no way connected with the Court. The phone number for Action for Children is 740-369-0649 and their website is www.actionforchildren.org.

SIGN-IN SHEET:

Please make sure that you sign the attendance sheet *each* time you appear for jury service. This serves as a record of your service for employer verification and is used to calculate payment for jury service. If you need verification for your employer, please see the Jury Commissioner or Bailiff.

If your address has changed from that which you provided on your jury service questionnaire (you must live in Delaware County to serve on a jury) or if your name, as it appears on the sign-in sheet, is incorrect or has changed, please inform the Jury Commissioner or Bailiff as soon as possible.

EMERGENCY EXITS:

As you are ushered from the Jury Assembly Room to the Courtroom, please take the time to note the various emergency exits.

JUROR COMPENSATION:

Jurors who appear for jury service and are selected to be on the jury panel will receive \$40.00 for each day they are on the panel. Jurors who appear for jury service and are not selected to be on the jury panel will receive \$25.00 for each day they appear but are not seated. No provision has been made by the Ohio legislature for the payment of mileage. **All jury fees will be mailed 30 days after completion of the last date of your term of jury service.**

An Exit Survey will be mailed to you, along with your check for jury service at the conclusion of your term of jury service. Please take the time to complete the survey and return it to the court. We are interested in any comments or suggestions you may have regarding the jury procedure and/or service you received.

MISCELLANEOUS:

Please wear the Juror Badge issued to you while in the Justice Center. If you should lose your badge, the Jury Commissioner or Bailiff can issue you a new one. Please return the badge at the time you are excused.

Smoking is not permitted in the Justice Center. There is some waiting time during trials so you might want to bring something to occupy your time.

The staff of Delaware Municipal Court is here to help you. Please do not hesitate to ask for assistance.

DAVID P. SUNDERMAN, JUDGE
DAVID M. GORMLEY, JUDGE