

## YOU HAVE BEEN CHOSEN FOR JURY DUTY

We hope that the following information will be helpful to those who have been summoned for jury duty.

FAILURE TO FILL OUT THIS FORM AND RETURN IT WILL MEAN THAT YOU ARE DEFYING A COURT ORDER WHICH IS PUNISHABLE BY LAW OF A FINE UP TO \$500.00

FAILURE TO REPORT FOR JURY DUTY IF CALLED CAN ALSO PUT YOU IN CONTEMPT OF A COURT ORDER WHICH CAN BE PUNISHABLE BY LAW OF A FINE UP TO \$500.

MAKE YOUR PHONE CALL ON THE THURSDAY BEFORE YOUR COURT DATE AS STATED IN YOUR INSTRUCTION! YOU MAY CALL IN THE EARLY OR LATE EVENING AS THE RESPONSE FROM US WILL BE ON ALL EVENING. It might make it easier to get through later in the evening.

1. The computer randomly picks a specific number of people for each panel. Panels are called twice a month.
2. Upon receipt of your Jury Summons, please complete the summons in its entirety. Print clearly and sign the back of the form and date it. Do not use marker pens. Make sure that your telephone number is on the form. You may also place your work phone number on the form in order to reach you during the day or your cell phone number. PLEASE RETURN THE FORM WITHIN TWO WEEKS.
3. Those who no longer live in Lawrence County and receive a summons please write under the word "REMARKS" on the back of the summons that you no longer live in Lawrence County. Answer question # 3 on the front with a no and then proceed to question #19 on the front of the form and place your name and your new address there. Turn the summons over and sign and date the back at the bottom. Return it in the envelope provided to the Jury Service Office. Upon us receiving your summons you will then be removed from the Jury List.
4. Those who are in the military, and are away from Lawrence County, please have a family member write on the form that the person receiving the form is in the military. Return the form to the office. That military person will be excused from jury duty.
5. If you are NOT A U.S. CITIZEN, please note that under question 2. Mark that as a NO. Place that statement on the back of the summons under remarks, that you are not a citizen, send it back to the Jury Service Office and you will be removed from the Jury Pool.

6. If you have been convicted of a felony or misdemeanor punishable by imprisonment for more than one year, you are not eligible to serve on a jury panel. Please mark question #6 with a yes. Place the word conviction on the back page under the word "Remarks." Sign and date the summons and return to the Jury office. Place your phone number in the given spot.
7. If you have a vacation scheduled – for the date that you are required to serve on jury duty, please state on your form under 'Remarks" section that you have a scheduled vacation, doctors appointment, surgery or other matters that need you attention. The office will be glad to work with you to find a more suitable date and will defer you to another month. You may call the office and talk with the staff as to when you can best serve. The office number is 724 656 1933.
8. All school teachers that return their form will be deferred to the summer months. If you so wish to serve during the school year please state so under the REMARKS section on the back of the summons. We will be glad to work with you.
9. Anyone that has a physical or mental problem is required to answer question #5 with a YES. That means you will have to provide the Jury Service Office with a doctors excuse. You will either have to visit his office or call him to obtain the excuse needed. He may either give it to you or fax it to us at 724 656 1987. We CANNOT receive ANY FAXED SUMMONS. Only the doctors excuse. Under the word "Remarks" you will place there your illnesses or health issues. These must be in your words. The doctor's excuse will then be used to verify what you are saying. At that point this office will either defer you to a different date or excuse you.
10. If a deceased member of your household receives a summons, we apologize most sincerely and ask that you write on the summons that that person is deceased and the date. Send it back to us. We then will take that person's name off the jury wheel. Again we apologize. We hope that we can rectify the lists in the near future to prevent this from happening.