

## **Important Information Regarding Jury Service at the Addison Superior Court Criminal and Civil Divisions**

### **Juror Reporting Instructions**

Call the juror phone at 802-388-7741 ext. 5 after 5:00pm the night before you are scheduled for jury service for reporting instructions.

### **Directions**

**From Route 7 North**—after going around the green, when you have the option to continue south on Route 7, go straight across the intersection and drive between the two brick buildings instead of veering right.

**From Route 7 South**—when coming into downtown Middlebury (on Court Street/Route 7), look for two brick buildings on your right as you approach the green—take right into driveway near white, marble wall labeled “Court House”.

There is ample parking available at the courthouse.

### **Time Commitment Expectations**

There is a “jury draw” once each month when the complete panel of jurors meets for one day to get assignments for specific trials. Jury trials vary in length from one day to several days. The final day of a trial can go into evening hours due to deliberations.

### **What To Expect at a Jury Draw**

Court staff will greet you and present a general orientation, answer your questions and discuss your concerns. The judge will then discuss our system of justice and answer your questions. The rest of the day will be spent drawing juries from your panel for specific trials. Plan to stay at court until at least 4:30pm.

### **Emergencies/Reporting Absences/Excuses**

If you have an emergency which affects your jury service, please call 802-388-4237 or 802-388-7741 and speak with a court staff person.

Medical excuses are given first priority. A note from your physician must accompany all medical requests. The court always works with you to plan around scheduled appointments, vacations, or business hardship. We try to minimize the disruption that jury service might cause you.

### **Lunch**

Lunch is normally one hour. You may choose to go out or you may bring your lunch and eat in the jury room.

### **Miscellaneous**

Please note that anyone entering the building may be screened by a court security officer. You may not bring weapons into the courthouse.

Due to the nature of jury service and the court process itself, there are often periods of waiting. You may bring reading material to pass the time. There are brief recesses throughout the day. No childcare is available.

If you are drawn as a juror, our facilities include coffee service, a refrigerator, a microwave oven, a telephone and restrooms. You may also bring beverages, snacks, and/or lunch.

Smokers will be directed to a designated area outside the building.

### **Other Concerns**

If you have any special needs please bring them to the court clerk’s attention. All electronic devices, including cell phones, must be turned off while court is in session.

Hearing assistance devices can be made available.