

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

### **Juror Reporting Instructions**

Call the juror phone at 1-802-751-0297 after 5:00pm the night before you are scheduled for jury service for reporting instructions.

### **Location and Parking**

We are located at 1126 Main Street in St. Johnsbury, VT. directly across from the Post Office. There is a parking lot on the south side of the courthouse building with handicapped parking spaces. The court has 23 parking permits for designated spaces: ten spaces on the south side of Eastern Avenue, ten non-metered spaces in the parking lot behind the Municipal Building, and three spaces on the north side of Central Street. From the Fairbanks Museum going north there is free roadside parking. It is only a 2 minute walk to the courthouse. There is also free parking on some side streets.

### **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 802-748-6600 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.

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.